

Iredell County Health Department Board of Health Minutes

Regular Meeting **Special Meeting**

October 8, 2020

318 Turnersburg Hwy, Statesville, NC 28625

Board Members Physically Present	Dr. Tim Burgiss, Commissioner Thomas Bowles, Sylvia Chapman and Ben Loftis,
Board Members Present via Remote Participation	Dr. Candace Reeves, Andrea Sherrill and Dr. Raphael Weeks
Members Absent	Dr. Robert Bundy, Sue Corwin, Lisa Warren and Dr. Amanda Whitener
Staff Members Present	Jane Hinson, Health Director; Renee Holland, Executive Officer; Martin Moose, IT Network Analyst
Others Present	Susan Robertson, Deputy County Manager
Others Present via Remote Participation	Marsha Branch, Administrative Officer, Finance & Operations; Norma Rife, Director of Public Health Development & Promotion

I. Call to Order, Invocation, and Introductions

Dr. Tim Burgiss called the meeting to order at 7:00 pm and provided the invocation. He informed that a quorum was present. Dr. Burgiss then welcomed everyone and asked those who were participating remotely to please introduce themselves for record of attendance.

II. Public Comment

Dr. Burgiss asked if there were any community members or citizens scheduled to speak during the public comments time period. Jane Hinson, Health Director informed there were none scheduled. It was noted there were no public comments.

III. Consent Agenda Items for Action (Attachment 1, 2, 3, 4, 5, and 7)

Dr. Burgiss asked the board members if they had reviewed the consent agenda items for approval. He referred to the items labeled as Attachment 1 (*Minutes of the August 13, 2020 BOH Meeting*); Attachment 2 (*Budget Amendment for COVID-19 Crisis Response Funding-AA619*); Attachment 3 (*Budget Amendment for COVID-19 funds to enhance detection activities-AA543*); Attachment 4 (*Budget Amendment for Additional COVID-19 Prevention Support Funds-AA115*); Attachment 5 (*Budget Amendment for Immunization Action Plan Funds-AA715-1*); and Attachment 7 (*Additional Codes and Fees for Clinical Services*). Dr. Burgiss asked if there were any questions or comments regarding the consent agenda items. There were no questions or comments noted.

Dr. Burgiss then asked for a motion to approve the consent agenda items.

A motion to approve the Consent Agenda items was made by Ben Loftis and seconded by Sylvia Chapman.

Voting: Ayes- 7 ; Nays- 0.

IV. Items for Discussion and Action

a. Request Approval of FY 2021-22 Budget Calendar (Attachment 8)

Via remote participation, Marsha Branch presented the proposed Budget Calendar for FY 2021-22 for approval from the Board. She informed that the February 2021 Board of Health Meeting is scheduled for the third (3rd) Thursday evening of the month, which will be February 18, 2021. She stated this change of schedule is to allow adequate time preparation of the Budget in coordination with the County.

Marsha asked if there were any questions regarding the request for approval of the proposed Budget Calendar for FY 2021-22. There were no questions noted.

Dr. Tim Burgiss asked for a motion to approve the proposed Budget Calendar for FY 2021-22.

A motion to approve the proposed Budget Calendar for FY 2021-22 was made by Sylvia Chapman and seconded by Ben Loftis.

Voting: Ayes- 7 ; Nays- 0.

b. Request Approval of Budget Write-Offs (Attachment 9)

Via remote participation, Marsha Branch also presented the Budget Write-Offs and informed that annually, the Iredell County Health Department brings their uncollected debt to the Board of Health, for permission to write off the uncollected debt, in conjunction with 10A NCAC 43 A .0206. She also informed that these accounts have had no activity since June 30, 2017 noting that we have sent the private pay clients 30, 60, and 90 day past due letters and once, annually, an attorney letter for those 120 days delinquent. She stated that our fee policy does maximize our collections and minimize our debt to the fullest extent.

Marsha asked if there were any questions regarding the request for approval of the Budget Write-Offs in the amount of \$39,958.71 for account balances with uncollected debt since June 30, 2017.

Dr. Tim Burgiss asked how this year compared to previous years. Marsha informed that this year was slightly higher than last year as a result of our dental write-offs being greater since we did not request write-offs in that program during 2019 due to an electronic medical record change. With that said, the bad debt write-off amount for dental in the amount of \$31,342.18 includes uncollected debts for 2016 and 2017. Marsha added that we are on track with the 3-year schedule moving forward for write-offs.

Dr. Tim Burgiss then asked for a motion to approve the Budget Write-Offs in the amount of \$39,958.71 for account balances with uncollected debt since June 30, 2017.

A motion to approve the Budget Write-Offs in the amount of \$39,958.71 for account balances with uncollected debt since June 30, 2017 was made by Ben Loftis and seconded by Sylvia Chapman.

Voting: Ayes- 7 ; Nays- 0.

V. Items for Discussion and Action as Needed

a. Financial Report (Attachment 10 & Handout A)

Via remote participation, Marsha Branch, also provided the financial report. She referred to both, Attachment 10 and Handout A, highlighting the financials for both August and September 2020. She stated the revenue and expenditure report reflects the essential services that are being provided at this agency. She noted the essential services include, but are not limited to, the provision of communicable

disease services, health education/promotion, environmental health services, workforce development, program evaluation and policy development. For the month ending August 2020 the Revenue was 14.2% and the Expenditures were 13.5%. Next, she reported on the financials for the month ending September 2020, referring to Handout A, highlighting the Revenues were 23.3% and the Expenditures were 20.2%. Marsha noted that for September, this is the interim financial report as the final numbers will not be available until October 10, 2020

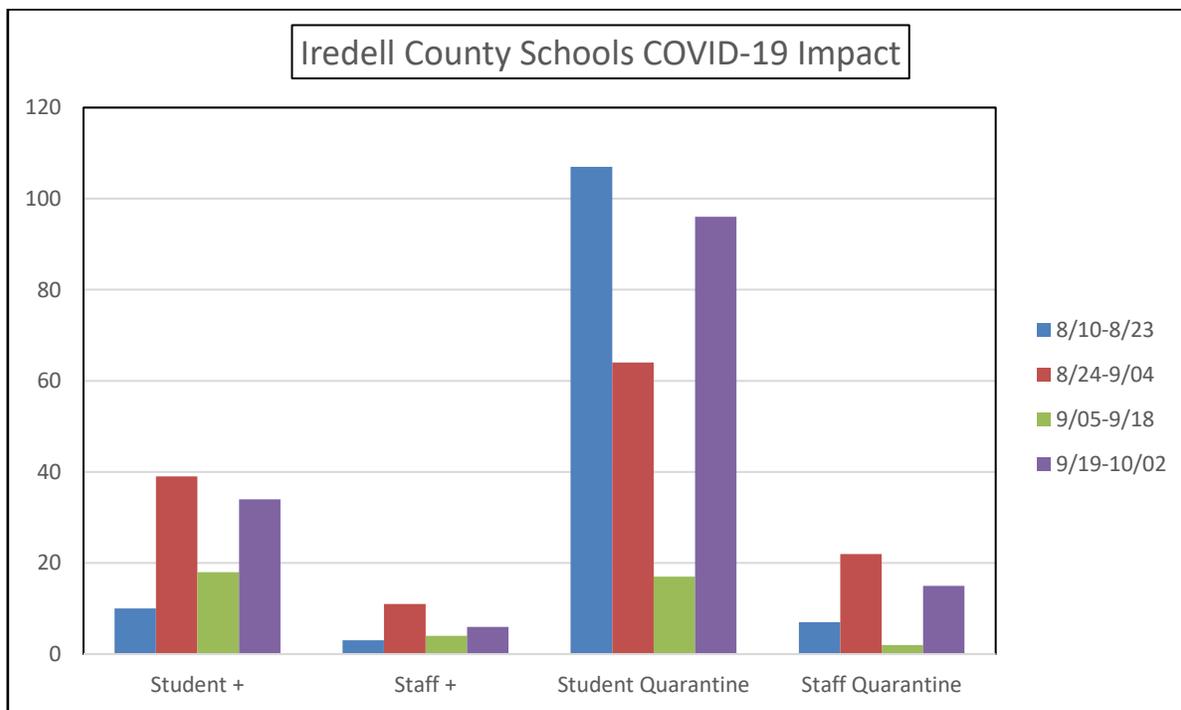
Marsha then asked if there were any questions related to the financial reports given. There were no questions or comments noted.

b. Health Director's Report (Handout B)

Administration

- **Contract Staffing:** We are currently recruiting for an Epidemiologist and a COVID-19 School Nurse Liaison as well as additional help with contact tracing and case investigation for school positives.

	August BOH Meeting	October BOH Meeting
Total Cases	2063	3328 (61% increase)
Isolated at Home	461	359 (22% decrease)
Assumed recovered	1566	2917 (86% increase)
Hospitalized	16	9 (44% decrease)
Deaths	20	43 (115% increase)
Close Contacts	1500	3514 (134% increase)



Clinical

- **Temp COVID-19 Contract Staff:** 8 fulltime and 3 part-time contract staff are doing case investigations and contact tracing. Data entry is being done by 1 county employee from another department and 2 part-time contract staff. We are still looking for at least one more temp staff for case investigation and contact tracing.

- **Services:** Staff are doing their best to manage somewhat modified services in addition to COVID-19 tasks.
- **Flu Vaccine:** We started administering vaccine on September 9th. 438 given to date. During the month of October, we will be visiting the assisted living facilities to vaccinate the residents and staff for flu. We will be using additional funding from the state to hold 15 small flu clinics to try to vaccinate hard to reach and historically marginalized populations in the community. These clinics will be held in October and early November
- **Office of State Budget and Management Funds:** Iredell County received \$34,000 in Coronavirus Relief Funding that is going to be used to purchase a cargo trailer to support mobile testing and mass vaccinations. These funds will also be used to purchase fencing and a carport structure to safely store the cargo trailer which will be stocked with supplies and equipment that are essential for managing the pandemic in our community.
- **KI Distribution:** We will be distributing KI on October 24th from 9:00am until 1:00pm at Woodland Heights Elementary School and Pine Lake Preparatory School to families who live within the 10-mile Emergency Planning Zone for McGuire Nuclear Power Plant.

Public Health Development & Promotion

- **Facebook:** Our reach was 1,684 people in September. We post frequent updates on Facebook related to COVID-19 and other public health concerns.
- **Outreach:** 3 press releases, 3 presentations since last BOH meeting
- **COVID-19:** Two human service planners and Health Promotion Manager are still spending the majority of their time engaging in COVID-19 related activities. The Director provided recruitment support for the epidemiologist (job description, interview questions and assisted with interview). Staff responded to 43 community e-mails, 4 media inquiries and 232 community calls. 11 new or revised guidance documents were sent to the schools, long-term care facilities and medical providers. The team has participated in various COVID-19 related trainings that include topics such as COVID-19 and HIPAA, Opioids, Health & Racial Equity, Accreditation.
- **Iredell County Parks & Recreation Kidz Camp Program:** The agency donated 50 youth bookbags filled with health risk reduction and public health related activity sheets. Sheets contained information related to substance use, oral health, anti-bullying, active living and healthy eating. COVID-19 educational materials were also distributed in the bags. Elmer's Glue and Norma Rife donated classroom items for each bag. Other health department donated items included toothbrushes, mini-toothpaste tubes, water bottles, portfolio ring binders and hopscotch activity rugs.
- **Safe Kids:** Iredell Facebook has been developed and is live. 1 press release went out for Child Passenger Safety Week in September.
- **Iredell County CARES Grant Reporting:** The PHDP Director is working with Iredell County Finance to gain COVID-19 related performance metrics from various County Departments and partners for the NC Coronavirus Relief Funds reporting document.

Environmental Health

- **COVID-19:** 64 schools were inspected before re-opening to educate on proper disinfection products and procedures. 4 emergency child care facility walk-thru inspections were conducted. Participated in 3 meetings with Parks and Recreation and County Management to discuss emergency child care for Iredell County employees (Kidz Camp). 61 follow-up calls to schools, restaurants, child care facilities and long-term care were made.
- **Food Protection & Facilities:** Regular inspection frequencies have resumed. Social distancing is practiced during inspections. Staff are wearing cloth face coverings. Disinfection procedures and proper hand hygiene are strictly enforced in all inspected facilities.
- **On-Site Water Protection:** We are continuing to receive an influx of applications. We are attempting to manage the back-log with two vacancies by shifting duties and responsibilities. Staff are practicing social distancing in the field and wearing face coverings if social distance cannot be maintained outside.

Jane then asked if there were any questions related to the Health Director's Report.

Sylvia Chapman questioned the data related to the number of individuals assumed recovered and those isolated at home. Jane explained the formula used for calculating to obtain the data for each of those categories. Sylvia then questioned if the majority of the number of deaths reported had underlying health conditions. Jane responded that while some had underlying health conditions, some did not.

There were no other questions or comments noted.

c. Activities Summary (Handout C)

Jane Hinson referred to the Activities Summary labeled as Handout C. She briefly highlighted the data and emphasized that we are beginning to see an increase in our numbers in comparison to previous months. She noted an increase in Child Health as well as our Dental Clinic. She also informed that we began administering the Flu Vaccine in September which reflects the increase in number of Immunizations reported. She added, as of today, we have administered a total of 438 Flu vaccines.

Jane then referred to EH Services noting an increase in the number of Onsite applications as well as an increase in the number of repairs. She also reported an uptick in the number of Food Protection and Facilities permits issued as well.

Jane also referred to the data from Animal Control and noted that since July, there have been a total of seven (7) positive rabies cases reported.

Jane asked if there were any questions related to the Activities Summary report.

Dr. Burgiss questioned the decrease in number of COVID-19 tests processed from August to September. Jane responded that the Health Department has now partnered with StarMed and they are now handling the testing at various sites throughout the county.

There were no additional questions or comments noted.

VI. Other Discussion

Dr. Tim Burgiss asked if there were any other items for discussion. Thomas Bowles announced this would be his last meeting serving on the Board of Health as the Commissioner appointed representative. He added that he has enjoyed working with the Health Department staff as well as serving on the Board of Health. Commissioner Bowles received applause and words of appreciation for his time and service to the citizens of Iredell County. There were no additional items noted for discussion.

VII. Adjournment

Dr. Tim Burgiss asked for a motion to adjourn the meeting.

A motion to adjourn the meeting was made by Sylvia Chapman and seconded by Ben Loftis at 8:10 p.m.

Voting: Ayes – 7 ; Nays – 0.

XI. Reports:

A. Health Director	<i>Handout B</i> – Health Director's Report –presented by Jane Hinson in Section V-B <i>Handout C</i> – Activities Summary presented by Jane Hinson in Section V-C
B. Personnel	
C. Finance & Operations	<i>Attachment 8</i> – FY 2021-22 Budget Calendar presented by Marsha Branch in Section IV-A <i>Attachment 9</i> – Budget Write-Offs for FY2017 presented by Marsha Branch in Section IV-B <i>Attachment 10</i> – August 2020 Financial Report presented by Marsha Branch in Section V-A <i>Handout A</i> – September 2020 Financial Report presented by Marsha Branch in Section V-A
D. IT	
E. Clinical	<i>Attachment 5</i> – Budget Amendment for Immunization Action Plan (AA715-1)- <i>Consent Agenda</i> – presented by Dr. Tim Burgiss in Section III-E <i>Attachment 7</i> – Additional Codes and Fees for Clinical Services – <i>Consent Agenda</i> presented by Dr. Tim Burgiss in Section III-F
F. Environmental Health	
G. Health Education	
H. Public Health Development & Promotion	
I. Management/Clinical Support	
J. Vital Records	
K. Board Education	<i>COVID-19 Updates</i> – <i>Included in report presented by Jane Hinson</i> – Section V-B
L. Other	<i>Attachment 1</i> – August 13, 2020 BOH Meeting Minutes – <i>Consent Agenda</i> – presented by Dr. Tim Burgiss in Section III-B <i>Attachment 2</i> – COVID-19 Crisis Response Budget Amendment (AA619) – <i>Consent Agenda</i> presented by Dr. Tim Burgiss in Section III-C <i>Attachment 3</i> – COVID-19 Detection Activities Enhancement Budget Amendment (AA543)– <i>Consent Agenda</i> presented by Dr. Tim Burgiss in Section III-C <i>Attachment 4</i> – COVID-19 Prevention Support Funds Budget Amendment (AA115)– <i>Consent Agenda</i> presented by Dr. Tim Burgiss in Section III-D

XII. Next Meeting Date

The next meeting will be December 10, 2020 at 7:00 p.m.

Respectfully submitted: _____, Secretary
 Signature

 Date