

CUMBERLAND COUNTY BOARD OF HEALTH  
FEBRUARY 19, 2019 – 6:04p.m.  
1235 RAMSEY STREET, THIRD FLOOR BOARD ROOM  
REGULAR MEETING  
MINUTES

MEMBERS PRESENT: Dr. Connette McMahon, Chair  
Dr. Sam Fleishman, Physician  
Dr. Cynthia McArthur-Kearney, Registered Nurse  
Dr. Olusola Ojo, Pharmacist  
Dr. William Philbrick, Optometrist (Departed at 7:10pm)  
Dr. Jeannette Council, Commissioner (Departed at 7:45pm)  
Dr. Kingsley Momodu, Dentist  
Dr. Kent Dean, Veterinarian  
Mr. John Larch, Professional Engineer  
Ms. Sonja Council, Public Representative

MEMBERS ABSENT: Ms. Stacy Cox, Public Representative

STAFF PRESENT: Duane Holder, Assistant County Manager/Interim Health Director  
Rod Jenkins, Deputy Health Director  
Dr. Krystle Vinson, Director of Nursing  
Candice York, Finance Officer  
Ashley Yun, Administrative Assistant to the Health Director  
Sang Nguyen, Software Support Analyst  
Trey Wright, Public Health Administrator I  
Kahlea Williams, Health Education Intern  
Joe Hutchinson, Health Education Intern

**WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE**

Dr. Connette McMahon welcomed all guests and called the meeting to order. Introductions were given. A moment of silence was taken.

The Board of Health recognized and welcomed new board members Dr. Kingsley Momodu - Dentist, Dr. Kent Dean - Veterinarian, and Ms. Stacy Cox - public representative; however, Ms. Cox was absent due to a family emergency. Otherwise, we now have a full board.

We meet every third Tuesday of each month except July and September. Please check emails on a regular basis since most communication is via email.

**BOARD OF HEALTH TRAINING**

Training is required for Board members annually; when they go on the Board, they undergo initial orientation, and annual training is mandatory as a follow-up orientation for accreditation. The extended version of training is attached in the hard copy of the handbook. New board members shall receive an orientation within the first 12 months of service, and this training will be administered as new board member orientation as well.

Mr. Trey Wright, Public Health Administrator presented the Board of Health training (abbreviated version) at 6:07p.m and concluded at 6:23p.m. The hard copy of handbook is provided to the board members, and the presentation slides are available by requesting to Ms. Ashley Yun.

**ACTION ITEMS**

A. Approval of Agendas

MOTION: Dr. William Philbrick moved to approve the Board of Health regular meeting agenda  
SECOND: Ms. Sonja Council  
VOTE: Unanimous (10-0)

B. Approval of January 15, 2019 Regular Meeting Minutes

MOTION: Dr. Sam Fleishman moved to approve the minutes.  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (10-0)

C. Approval of the 2019 Board of Health Handbook, Operating Procedures, and 00-01 Compliance with Public Health Laws and Regulations, 00-02 Hearing Appeals to Board of Health, and 00-03 Board of Health Adjudication Policies

The board members received a hard copy of the 2019 BOH Handbook, operation procedures, and policies during the meeting. Absent members will receive the handbook at the March meeting. The operation procedures have been updated from last year as stated below and received Board of Health approval.

In Cumberland County Board of Health Operating Procedures, on page 2 - sections 4. Meetings - c. Public Comment - iii, "Each speaker will have a minimum of three (3) minutes to make remarks." was changed to "Each speaker will have a maximum of three (3) minutes to make remarks."

MOTION: Dr. Sam Fleishman moved to approve the 2019 Board of Health Handbook, Operating Procedures, and Policies 00-01, 00-02, and 00-03.  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (10-0)

D. Approve Budget Recommendation to County Management:

Mrs. Candice York presented the Fiscal Year (FY) 2019-2020 budget to the Board for approval. The budget is based on what is necessary to continue our services during Fiscal Year 2020. She provided hard copies of the budget packet and displayed it on-screen. She reviewed:

- The list of Board of Health and Senior Leadership members
- Table of contents
- Page 1: Department of Public Health mission, vision, and essential services
- Page 2: Board of Health Goals

- Page 3: High Level view of Organizational Chart
  - ✓ Positive Parenting Program (Triple P) and Adolescent Parenting Program (APP)  
Programs: funded by state
  - ✓ Pregnancy Care Management (PCM)/Care Coordination for Children (CC4C)  
programs: funded by Medicaid
- Page 4: Highlights of 2018-2019. Mrs. York especially highlighted:
  - ✓ Continued partnership with Stedman-Wade and Cumberland HealthNet to provide primary Adult Health
  - ✓ Health Department staff responded to Hurricane Florence (Shelters, Call Center, and Emergency Operation Center)
- Page 5: Services provided in 2019 by clinical programs and divisions broken by programs. We receive a grant from the Office of Rural Health to provide Adult Health Primary Care. The data for Adult Health represents Stedman-Wade and HealthNet numbers.
  - ✓ Environmental Health – 3,168 Mosquito Dunks supplied to citizens (two-month supply), not noted but had ground spray as well.
  - ✓ Cumberland County Medication Assistance Program (CCMAP) –is sponsored by Cape Fear Valley Medical System. 4,045 patients enrolled in CCMAP and 5,389 prescriptions filled for 2,952 Health Department patients.
  - ✓ Laboratory: 21,628 specimens processed in-house and 15,391 sent to Labcorp
- Page 6: Letter from Interim Health Director speaking on our budget. The budget request is in support of continuing operations for 23 programs. Upon BOH approval, the budget request will be presented to the County Manager for recommendations to the Board of County Commissioners (BOCC). There will be a follow-up meeting with County Management, if necessary. We normally meet with County Managers since we are one of the largest departments. The total Supplemental Funding requested is \$797,644. The total requested budget for FY2020, including recurring expenses and supplemental funding, is \$20,336,736.

Dr. Fleishman asked how the supplemental budget is determined. Mrs. York answered that departments make request for new positions, new items and it is reviewed by management and approved by Health Director. Our request to the county for new items is recorded as state mandated, revenue generating or county funded.

- Page 7: Expenditures by program reflected actual FY17 and FY18 followed by current FY19 budget, year-end projection FY19, requested FY20, and percentage change. The variances are comparing FY20 request to FY19 current budget.
  - ✓ Administration changes to (-) 12%. BOCC awarded 3% of Cost of Living Allowance (COLA) in 2019 to county employees and those funds were budgeted in Administration for General Health Programs. We are unsure if the COLA will be awarded so the presented budget excludes COLA for 2020.
  - ✓ The Health Department Information Technology (IT) consolidated to the County Information System (IS) Department since July 1, 2018. So IT expenses (licenses,

new equipment etc.) were transferred to the County Information System (IS) Department.

- ✓ Management Support: Positions were moved into program areas (Discharge Clerks).
- ✓ Health Education: Shift NC Grant ended which results in the loss of two (2) Health Educator positions (Teen Pregnancy Prevention, Sexually Transmitted Prevention).
- ✓ HIV/AIDS: No CAPUS funds allocated from the State for FY20.
- ✓ Breast Cancer and Cervical Cancer Program (BCCCCP): Budgeted BCCCCP Coordinator's salary based on actual time worked in program
- ✓ Environmental Health: FY19 budget included state funds of \$260,536 for mosquito abatement with a one-time allocation. We did ground spray the community following the Hurricane and will not be excluded in the budget moving forward.
- ✓ Tobacco Prevention: No Youth Tobacco Prevention funds allocated from the State for FY20 and will lose one position (Human Services Planner).

- Page 8: Pie chart showing expenditures by program
- Page 9: Breakdown Medicaid Fund Balance: Request \$364,327 for FY20  
Medicaid funds are generated from Family Planning, Child Health, and Maternal Health. Legislative mandates for these funds to be requirement maintained in a separate account within the general fund balance and to be spent on program earning funds: CC4C, Child Health, Family PCM, and Maternal Health. We are excited about the possibility of transitioning to a new Electronic Health Record (EHR). We will be able to use some of our Medicaid fund balance based on patient utilization of the system to fund the project.
- Page 10: Breakdown state revenue by source for comparison from 2017-2020: Request \$19,539,092 for FY2020
  - ✓ State/Federal: FY2019 revenue included \$260,536 for mosquito abatement (non-recurring) and loss of \$75,000 for Youth Tobacco Prevention.
  - ✓ Grants: Loss of Shift NC grant from NC Youth Connected
  - ✓ Fund Balance: PCM program decreased temporary staff
- Page 11: Pie chart showing revenue by source
- Page 12: Total Positions by Classification. Total Full Time Equipment (FTE) Employee number is 245.
- Page 13: Abolished positions within the Health Education and Tobacco Prevention Program. The positions on the report are unfunded for FY2020. The Public Health Educator I's are currently funded by a grant from SHIFT NC. These funds are scheduled to end on 6/30/2019. The Human Services Planner I is currently funded by State funds that end on 5/31/2019.
- Page 14-15: Breakdown supplemental request for new positions, operating from Environmental Health, Health Education, and School Health estimated \$670,820 and \$45,824. This information presented to the BOH and has received approval in the January meeting.
- Page 16: Capital Outlay requests a total of \$135,800

Engineering determined that we are unable to perform any construction changes to the Immunization registration area. The building requests will be included in the budget request submitted by the County Engineering Department: Requesting \$81,000 to scan Immunization Master Cards.

- Page 17: Proposed Fee Schedule Changes Budget FY 2020. This information presented to the BOH and has approval in January meeting.
- Page 18: Final recurring operating budget. We are requesting grand total of \$20,336,736.
- Page 19: Acronyms

MOTION: Dr. William Philbrick moved to approve the recommended fiscal year 2019-2020 budget.

SECOND: Ms. Sonja Council

VOTE: Unanimous (10-0)

E. Elect Vice-Chair:

MOTION: Ms. Sonja Council moved to elect Dr. Fleishman as Vice-Chair by acclamation.

SECOND: Dr. William Philbrick

VOTE: Unanimous (10-0)

*Dr. Philbrick departed at 7:10pm.*

**INFORMATIONAL/DISCUSSION ITEMS**

A. Public Comment:

Dr. McMahon opened the floor for public comments at 7:10 p.m. There being no public comments registered, Dr. McMahon closed the floor for public comments at 7:10 p.m.

B. Board of Health Goals Update:

The PDF version of BOH Goals update is attached in the meeting packet.

- School health nurses: completed the goal. We request additional eight Public Health Nurses to reduce the nurse to student ration as recommended by the State. The State recommends one nurse to every 750 students. Our current ratio is 1:1,765 and by adding the additional nurses, our ratio would reduce to 1:1,463. This goal will be ongoing until we meet the nurse-to-student ratio.
- Transparency (Staff to Board of Health and Board of Health to community) & Branding HD (telling our story, impact, etc.): continued to be post the BOH agenda and minutes on the website, as well as press releases that detail BOH activities. The Health Department Senior Leadership Team warmly welcomes the Board of Health to attend our Health Department All Staff Meeting that is scheduled for Friday, February 22, 2019 at 3:30 PM. The staff needs to see and hear from our governing body. The Sunday, February 10, 2019 issue of the Business Observer featured our new Board of Health appointed members and Deputy Health Director's accomplishment as a Local Government Federal Credit Union Fellow. Publications like these

let the community know that we have a strong, active and vibrant governing board and strives to enhance the public's trust.

We continue to work with our County Public Information Office in exploring the use of Facebook to share public health information via social media platforms. We have also worked with County PIO to increase the number of video vignettes that aim to bring attention to Environmental Health's restaurant inspections, swimming pool inspections, and on-site activities. We have also invited Cumberland Healthnet and Stedman-Wade Health Services to share their services in the form of a short video to be broadcast via the County's Brightsign system which are prominently located in the Courthouse and in the Health Department's waiting areas.

On April 13, 2019 we will have our inaugural "Fun in the Sun with Public Health" event. This promises to be a great time for our staff and tremendous opportunity to showcase the great work we do to our community. We will have live demonstrations, information tables and representation from many departments within and outside of our agency. New Baseball Park Ribbon Cutting is conflict with our event; however, we will still conduct the event.

Our agency continues to partner with our local colleges and universities in offering Internship Experience to students. New partnerships involving our Laboratory have been established with Fayetteville State University's Chemistry and Physics Departments and Robeson Community College's Phlebotomy Program. Our Lab Manager, Mr. Laconial Esters, is excited to introduced hands-on experience to these students.

Building staff morale: The Health Department's Spirit Team is a group of employees whose aim is to plan activities that will lift spirits and engender esprit d' corps. The Spirit Team has planned a Bake Sale for March the 8th. Proceeds from the Bake Sale (and other activities) go toward deferring the expenses for the agency's Annual Christmas Dinner. The Spirit Team works hard and their activities have always produced fun-filled events.

The Department's first quarterly All Staff Meeting is scheduled for February 22, 2019 at 3:30PM. All staff meetings are well attended by staff and allow time for information gathering and fellowship. With an informative agenda filled with good information, recognition of one of our Public Health Partners, feedback from a few employee inquiries, it is the Senior Leadership Team's aim to produce an event that will be well received and produce feelings of camaraderie and P.R.I.D.E.

Our Director of Nursing, Dr. Krystle Vinson will conduct an All Nursing Staff Meeting to Commemorate and Celebrate National Nurses Week and 100 years of Public Health Nursing on May 10, 2019. We have great speakers lined up who are sure to motivate our Public Health Nurses!

The "re-launching" of The Scoop, Cumberland County Health Department's Quarterly Newsletter, is a great way to promote the great activities our employees. The Scoop contains pictures and articles that express our love for Public Health and our impact on the community.

- Chronic disease management: in conjunction with Stedman-Wade, we have initiated referral from the Adult Primary Clinic to the in-house registered dietitian to assist with diabetes management. We have a monthly "Partners in Adult Health Services" Meeting in which the Health Department, Stedman-Wade and Cumberland HealthNET converge to share best

practices, announcements, outreach activities and ways that we can refer our most chronically ill patients to one another to enhance their care. Both partnering agencies have reported a reduction in the time it takes for new patient appointments with Stedman Wade declaring 4 to 6 weeks and Cumberland Healthnet averaging 7 to 10 days. Both organizations utilize “intelligent scheduling” which also allows for some same day appointments.

- Integration of community health: we are continuing our work as a member of the county's Next Generation Healthcare Sector Partnership. This countywide collaborative of healthcare agencies is looking forward to improving the health of Cumberland County. Our agency is active in the healthcare integration and continuity of care (ICC) workgroup along with the obesity workgroup. The ICC workgroup received an inventory of providers for the entire State of North Carolina. We are now looking at issuing a survey for hours of operation, accessibility, and capacity within Cumberland County.

Lead by our Health Education Supervisor, Mrs. Stepheria Hodges Nicholson, Cumberland County Department of Public Health held a Community Coalition Meeting on February 6, 2019. As a direct result of the agency's participation in a Regional Community Health Assessment during spring 2018, we are now preparing to report the community's top health priorities. Partnering agencies and key stakeholders from Cumberland County (CC) included representatives from: CC Public Libraries and Information Center, CC Department of Social Services, Fayetteville State University, Methodist University, Manna Church, Fayetteville Metropolitan Housing Authority, Second Food Harvest, Planned Parenthood South Atlantic Organization, NC Works, March of Dimes, Cumberland County Public School System, Cape Fear Valley Hospital System, Piedmont Health Services and Sickle Cell Agency, Carolina Treatment Center, and Fayetteville Treatment Center. The coalition members met to discuss the health trends and current needs of CC and how the community coalition could work to address key and emerging issues raised during the 2018 Community Health Assessment.

The coalition will work in the first year to work to address nutrition education and health outcomes for all CC residents honoring the lived experiences of Cumberland County citizens. The coalition will have five subcommittees to address the highest ranked priorities voted on by its members. The ranked priority areas are 1) substance abuse 2) access to health services 3) exercise, nutrition, and weight, economy 4) public safety and 5) other chronic diseases. The subcommittees will meet to determine an action plan for each priority area identified and share activities and plans (and progress) to the larger coalition quarterly. The next meeting will be held on April 30, 2019, at 10:00 am at Cumberland County Department of Public Health located at 1235 Ramsey Street, in third-floor auditorium. All citizens and community members are welcome to join.

One big thing going on for tobacco control is that all middle school and high schools in Cumberland County will be participating this year in a "pledge to be tobacco free" banner signing for Kick Butts Day. This takes place on March 20, 2019 with 35 schools in total that plan to participate.

- Teen pregnancies & STIs: Leaders from the Health Department will attend the SHAC (School Health Advisory Committee) moderated by Mrs. Shirley Johnson-Bolden, Director of School Health Services for Cumberland County School System. On the agenda is a discussion about Real Talk-Cumberland County's highly successful, collaborative teen pregnancy prevention signature annual event. We will provide more detailed information at the next BOH meeting.

Dr. Vinson and STD/EPI Nurse Supervisor Ms. Asya Atkins were featured in an article detailing our recent successes in our battles with STI's. The duo detailed that our rates have been going down but we have a long way to go. They were able to accentuate our partnerships with our local community based organizations along with the Fayetteville Police Department's prostitute diversion initiative. During the interview, they let our citizen know that our STD clinic is open during normal business hours and during our extended hours (2nd & 4th Tuesdays from 5PM to 7PM) to accommodate those with stringent work hours.

Our agency's Adolescent Parenting Program has hired a new Coordinator, Ms. Ann Thomas, MSW-SWII. She and her Supervisor have several trainings to complete and a meeting with the State Consultant planned.

- Opioids: continue to work with Cumberland-Fayetteville Opioid Response Team (C-FORT). We are working through our Health Education division, which will be assisting with some funding towards marketing. Our representation on C-Fort is expanding with Mr. Wright, Ms. Demetris West, and Mrs. Kimberly Davis now joining the C-FORT Team. Mrs. Davis and Ms. West are the Nursing leaders in our agency and serve as leads in our county's Prenatal Substance Abuse Task Force. This Taskforce is led by the Pregnancy Care Management Team along with several other members from community agencies, -Cape Fear Valley Health System, Southern Regional AHEC, Carolina Treatment and Carolina Outreach Center, Alliance Behavioral Health Care, Care Coordination for Children, CC Maternity Clinic, UNC Chapel Hill's Echo Project. The tasks force's charge is to strengthen and produce healthy birth outcomes for Cumberland County by strengthening community resources and building referral networks. The Health Department is also going to be in utilizing some of marketing efforts with state funds.

Mr. Holder serves as a stakeholder for our task force and will participate in Forum 2 of the Opioid Response Project. The Forum will be held on Feb. 20-21 at the Maxwell Center in Goldsboro.

C. Health Director Search Update:

We extended six invitations to the final applicants for the interview; however, three were unable to attend due to various personal reasons. The Search Committee discussed with Developmental Associates and have recommended postponing the recruitment. We are reconvening the recruitment, and Mr. Holder will continue to serve as an Interim Health Director. The Assessment Center originally scheduled on February 14 and 15 has been cancelled, and will be rescheduled.

D. Board Retreat Agenda Items:

The purpose of the retreat will be to establish annual goals for the Health Department and the Board and to review Board operations. The BOH established the Board Retreat on March 29, 2019 from 1pm to 5pm, and Ms. Yun is facilitating the location at the Cape Fear Valley Health System since it is centrally located. Lunch will be provided. In preparation, **we will send out the link for the most current Community Health Assessment and State of the County's Health Report (SOTCH) reports prior to the retreat.**

E. Financial Reports:

Mrs. York presented on the following financial reports:

- The accounts receivable by program are broken down by clinic and payer source.



- Aging report by private/self-pay patients for 180 days or year over.
- The Statement of Revenue and Expenditures (Profit and Loss) as of January 31, 2019. The excess of revenue over the expenditures is \$1,060,271.78 include \$934,000 Medicaid Cost Settlement payment we received.
- The statement of expenditures by program as of January 31, 2019. We are currently at 49.50% of the budget which is less than projected through January 31, 2019.
- Revenue by Source reports by state and federal allocations, grants, Medicaid, fees, fund balance and county funds allocated, and total earned. We have earned 54.72% as of January 31, 2019. At this point of FY, we should have earned 58% of budgeted revenue.

*Dr. Council departed at 7:45pm.*

F. Director's Report:

a. Employee New Hires:

Mr. Holder presented six new hires for the month of January.

b. Monthly Health Department Clinics Reports:

The reports are generated internally and will continue to be provided to the BOH to share the idea of clinic activity monitoring. We have high no-show rates due to the transportation and employee impact and are trying to use intelligent scheduling to decrease the no show rates.

c. Consultation Visit Report for WIC:

The summary of the WIC program visit from the State is attached in the meeting packet for Board members' reference.

d. Public Health Emergency Preparedness Operational Readiness Review Report:

The report from the State is attached in the meeting packet for Board members' reference.

e. Medicaid Transformation Update

No discussion was made.

f. Gen-X Testing Follow Up:

Over the weekend of February 8-10, 2019, we partnered with NC State's Center for Human Health and the Environment to conduct a Gen-X exposure study for our region. The study, held at the Public Health Department, was a success. A total of 153 citizens participated.

g. Upcoming Events:

- Health Department All Staff meeting on February 22, 2019 at 3:30pm in the 3<sup>rd</sup> floor Auditorium
- Breastfeeding Open House on March 8, 2019 from 10am to 12pm in the 3<sup>rd</sup> floor Auditorium
- Fun in the Sun on April 13, 2019 from 10am to 2pm at the Health Department Parking Lot
- Grand Opening of the Baby Store on May 17, 2019 at 10am in the 3<sup>rd</sup> floor Auditorium
- National Association of County & City Health Officials (NACCHO) Conference on July 9-11, 2019 at Orlando Florida
- National Association of Local Board of Health (NALBOH) Conference on August 14-16, 2019 at Denver Colorado
- NC Public Health Association Fall Educational Conference on September 25-27, 2019 at Greensboro North Carolina

G. Membership Roster/Attendance Roster:

Dr. McMahon reviewed the membership roster and the attendance report for 2019.

H. Board Comments:

Mr. Larch shared his experience on the Resiliency Documentary at the Cameo Movie Theater and encouraged others to watch it in the future.

ADJOURNMENT

MOTION: Dr. Sam Fleishman moved to adjourn.  
SECOND: Dr. Kingsley Momodu  
VOTE: Unanimous (8-0)

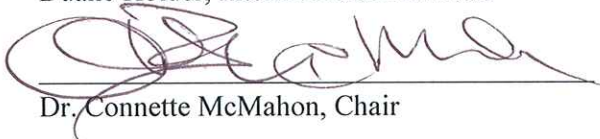
The meeting was adjourned at 7:50 p.m.



Duane Holder, Interim Health Director

3-19-19

Date



Dr. Connette McMahon, Chair

3-19-19

Date