

CUMBERLAND COUNTY BOARD OF HEALTH  
JANUARY 15, 2019 – 6:00p.m.  
1235 RAMSEY STREET, THIRD FLOOR BOARD ROOM  
REGULAR MEETING  
MINUTES

MEMBERS PRESENT: Dr. Connette McMahon, Chair  
Dr. Sam Fleishman, Physician (Arrived at 6:45pm)  
Dr. Cynthia McArthur-Kearney, Registered Nurse  
Dr. Olusola Ojo, Pharmacist  
Mr. John Larch, Professional Engineer  
Ms. Sonja Council, Public Representative (Arrived at 6:05pm)

MEMBERS ABSENT: Dr. William Philbrick, Optometrist  
Dr. Jeannette Council, Commissioner

STAFF PRESENT: Duane Holder, Assistant County Manager/Interim Health Director  
Rod Jenkins, Deputy Health Director  
Candice York, Finance Officer  
Ashley Yun, Administrative Assistant to the Health Director  
Sang Nguyen, Software Support Analyst  
Trey Wright, Public Health Administrator I

**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. Cynthia McArthur-Kearney, Registered Nurse, Dr. Olusola Ojo, Pharmacist, and Ms. Sonja Council, a public representative.

Due to the lack of quorum at the moment, the meeting started with information items.

**INFORMATIONAL/DISCUSSION ITEMS**

A. Public Comment:

Dr. McMahon opened the floor for public comments at 6:02 p.m. There being no public comments registered, Dr. McMahon closed the floor for public comments at 6:02 p.m.

B. Board of Health Goals Update:

We did not have any updates since the last meeting and continue to address the key concerns. Mr. Duane Holder briefly shared the background of individual goals for the new members. The goals were established from the first Board Retreat which was conducted in April 2018 at the Cape Valley Hospital Conference Room.

- School health nurses - Completed: The state's Board of Nursing aspires to assign an individual school nurse to every school. The target goal is one nurse for every 750 students, and currently it is one nurse for every 1,765 students. The Board took this subject up as their priority goal for the safety of children. There are staff members at the schools that have been trained by nurses to perform medication administration and sometimes even giving injections they've been trained on, but, obviously, that's not optimal. This is not just an issue in Cumberland County; there is a shortage of nurses across the entire state. So the Board made it a priority in the spring to emphasize the need for more school health nurses. That energy yielded a budget request for the County

Commissioners in the current budget year that we're in. We operate on the July 1, 2018 to June 30, 2019 fiscal year budget cycle, and the Commissioners approved seven new Registered Nurses for the schools. We continue to have this subject as a priority and are looking forward to the next budget cycle for the need of additional school nurses.

- Transparency (Staff to Board of Health and Board of Health to community) & Branding HD (telling our story, impact, etc.) - Ongoing: In 2017, Cumberland County received a lot of negative press regarding the Breast Cervical Cancer Control Program (BCCCP) for untimely notifications of screening results for women in the community. Due to that event, we've had turnover in the board, staff, and leadership positions. The conversation with the board during the last retreat was about the new energy combination of the new leadership team, as well as new board members trying to bring the community's trust back in to this organization that we used to have. The Cumberland County Department of Public Health has a long history of being a top quality Health Department in the state of NC. Now, we have stabilized and are in the recruitment process of a permanent Health Director.
- Chronic disease management: Continuing to receive information from the Community Health Assessment (CHA). We have some consistent trends within the community of chronic disease. We are continuing to address what we can at the Health Department.
- Integration of community health: Continuing to work with outside partners (Cape Fear Valley Hospital/VA Medical Center and individual medical practitioners in the community)
- Teen pregnancies & STIs: Cumberland County ranks very high in incidences of teen pregnancy and STIs. We do have programs internally to address both issues.
- Opioids: The National State of Affairs and the Board has taken steps in regards to opioids as one of the key concern as well.

*Ms. Sonja Council arrived at 6:05pm.*

During the summer of 2017, in addition to some of the negative press that we were receiving, the County Commissioners at the time decided to undergo a process of exercising their authority to consolidate Health and Human Services, the Health Department, and the Department of Social Services in Cumberland County. Due to the uncertainty of governance options, the BOH vacancies and the recruitment of a permanent Health Director were frozen. The BOH took a formal stance and issued a position statement on governance and the recruitment of a permanent Health Director: it was very effective. The County Commissioners referenced the letter in their deliberations during the BOCC meeting, and that made a big impact on the commissioner's decision.

The negative press caused by a combination of misinformation, internal whistleblowers, who may or may not have given full and accurate information, and the reluctance of to-be instruction as transparent. The combination of those factors lead to a big story in the press. Learning from the past, we now are open to transparency. The county PIO releases the summary of the meeting after regular meetings to the public, shares positive and negative reports to the board, and surveys for positive and negative feedbacks from the staff as part of the new leadership recruitment processing.

#### C. Health Director Search Update:

Due to the holidays, the Health Director Vacancy posting has been closed and will not be reopened until January 15. To date, we have received 40 applications nationwide; 15 candidates met minimum requirements, and 13 candidates are certified by the state. Out of said 13



candidates, eight (8) have met the preferential credentials based on knowledge, degree, experience, longevity, and budget experience. Now, they are in the process of phone interviews. The Search Committee meets on January 29, 2019 at 5:30pm for the second screening to select 4-5 top candidates. The assessment center is scheduled on February 14 and 15, 2019.

The hiring of the Health Director is one of the BOH's essential duties and core responsibilities as a board member under the governance structure. Three of the board members, Dr. McMahon, Dr. Council, Dr. Fleishman, as well as Ms. Amy Cannon, County Manager, and Mr. Holder are all Search Committee members facilitating the hiring processing; however, ultimately, the BOH hires the Health Director. We have engaged the services of an outside executive search firm to lead the recruitment processing.

D. Financial Reports:

Mrs. York presented on the following financial reports:

- Aging report by program.
- The accounts receivable by program are broken down by clinic and payer source.
- The Statement of Revenue and Expenditures (Profit and Loss) as of December 31, 2018. The excess of revenue over the expenditures is \$968,722.71 include \$934,000 Medicaid Cost Settlement payment we received.
- The statement of expenditures by program as of December 31, 2018. We are currently at 42.69% of the budget which is less than projected through December 31, 2018.
- Revenue by Source reports by state and federal allocations, grants, Medicaid, fees, fund balance and county funds allocated, and total earned. We have earned 47.46% as of December 31, 2018. At this point of FY, we should have earned 50% of budgeted revenue.

Mr. Larch asked if the sales tax allocation is impacted in any way by the changes in the distribution between the municipalities in the county. Mr. Holder answered that there is no impact due to the action of agreement.

E. Medicaid Transformation Update:

Mr. Rod Jenkins gave an update on the Medicaid Transformation. The presentation slides are available by request to Ms. Ashley Yun.

*Dr. Sam Fleishman arrived at 6:45pm.*

The contract is between each local Health Department in each of the six potential insurance providers. Each county coordinates directly for the health department to process the insurance paperwork for the patients and claim to all insurance providers. It will increase the administrative effort. The state made a requirement at least for the credentialing to be standardized. When appropriate, IT support will facilitate the processing better. In conjunction with the county IT, we are working on a new Electronic Health Record (EHR) system. The priority, as of now, is maximizing the system that we currently have to define what we need.

Dr. McArthur-Kearney asked if the current system interacted with other health systems. Mr. Holder answered no; however, it eventually will. The County IT and Cape Fear Valley IT have been in discussion regarding it.

Dr. McMahon asked if a particular work area works with a particular Medicaid company. Dr. Fleishman answered that five or six organizations will be involved with Blue Cross Blue Shield (BSBC), Centene Corporation, Medical Society, etc. across the state to seek out patients. An enrollment entity will enroll the services statewide during the open enrollment period. DSS will continue to process the Medicaid eligibility and will utilize the enrollment entity for any questions.

Due to the quorum met, the board members approved the following action items.

### ACTION ITEMS

#### A. Approval of Agendas

MOTION: Ms. Sonja Council moved to approve the Board of Health regular meeting agenda  
SECOND: Dr. Sam Fleishman  
VOTE: Unanimous (6-0)

#### B. Approval of December 18, 2018 Regular Meeting Minutes

MOTION: Ms. Sonja Council moved to approve the minutes.  
SECOND: Mr. John Larch  
VOTE: Unanimous (6-0)

#### C. Elect Chair and Vice-Chair:

MOTION: Dr. Sam Fleishman moved to re-elect Dr. McMahon as Chair by acclamation.  
SECOND: Ms. Sonja Council  
VOTE: Unanimous (6-0)

Mr. Larch recommended Dr. Fleishman as Vice Chair. Being a Chief Medical Director at the Cape Fear Valley Hospital, Dr. Fleishman hesitated to accept the nomination of Vice-Chair position, due to the critical responsibilities at his primary occupation; his attendance at the regular BOH meetings is the major concern. The Vice-Chair position will remain open and be voted on at the next meeting.

#### D. Election of New Board Members

MOTION: Mr. John Larch moved to approve Dr. Kingsley Momodu as Dentist by acclamation.  
SECOND: Dr. McArthur-Kearney  
VOTE: Unanimous (6-0)  
MOTION: Dr. Sam Fleishman moved to approve Dr. Kent Dean as Veterinarian by acclamation.  
SECOND: Dr. Olusola Ojo  
VOTE: Unanimous (6-0)



MOTION: Ms. Sonja Council moved to approve Ms. Stacy Cox as Public Representative by acclamation.  
 SECOND: Mr. John Larch  
 VOTE: Unanimous (6-0)

E. Approval of new position requests & fee changes for FY19-20:

Mrs. York presented and requested the Board of Health is recommendation to the County Human Resource (HR) to recruit additional positions.

NEW POSITION REQUESTS - BUDGET FISCAL YEAR 2020							
Department	FT/PT	Position Cost		Dept Request		Recommended	
		Salary	Fringe Benefits	Qty	Total Cost	Qty	Total Cost
<b>Environmental Health</b>							
<i>Environmental Health Specialist</i>	FT	38,907	15,818	3	164,175	2	109,450
<b>Epidemiology</b>							
<i>Public Health Nurse III</i>	FT	53,390	18,281	1	71,671	0	0
<b>Health Education</b>							
<i>Public Health Educator I</i>	FT	33,886	14,964	6	293,100	2	97,700
<b>School Health</b>							
<i>Public Health Nurse III</i>	FT	53,390	18,281	2	143,342	2	143,342
<i>Public Health Nurse II</i>	PT	37,764	15,624	6	320,328	6	320,328
<b>Total</b>		\$ 217,337	\$ 82,968	18	\$992,616	12	\$670,820
<b>Recommended Positions:</b>							
Two Environmental Health Specialists (1- Food and Lodging, 1- Onsite Wastewater) to improve efficiency within the Environmental Health Program. Currently, the Onsite Wastewater Section has a back log of septic inspections that are overdue. The Food and Lodging Section struggles to meet 100% compliance with required inspections. The compliance percentage affects the State revenue received.							
Two Public Health Educators to continue providing six evidence based curriculums to teens in Cumberland County to reduce teen pregnancy rates and sexually transmitted diseases. These positions have been funded by a grant from NC Youth Connected the past three years. Teen pregnancy has decreased by 13% over the past two years. Health Educators teach the six curriculums at colleges, faith-based organizations, community centers, the juvenile detention center and within clinics at the Health Dept. They have provided education to 597 youth between October 2016 through December 2018.							
Eight Public Health Nurses to reduce the nurse to student ratio as recommended by the State. The State recommends one nurse to every 750 students. Our current ratio is 1:1765 and by adding the additional nurses our ratio would reduce to 1:1463. There are currently 87 schools in Cumberland County with 29 nurse positions and approximately 51,185 students. Additional nurses would increase assessments and treatment for emergent situations, provide more education to students with chronic diseases, improve referral follow up by the nurse and more students would remain in the classroom rather than be sent home unnecessarily.							

The Finance Department reached out to all managers within the Health Department to submit to the Senior Leadership Team new position requests to expend high quality services and to increase efficiency and productivity within their division. We've received a total of 18 new positions by division listed above.

**Dr. Fleishman requested to follow up on what kind of services the schools provide to special need students.**

MOTION: Dr. Sam Fleishman moved to approve new position requests to County HR  
 SECOND: Ms. Sonja Council  
 VOTE: Unanimous (6-0)

<b>Proposed Fee Schedule Changes Budget Fiscal Year 2020</b>			
<b>Service</b>	<b>Current</b>	<b>Proposed</b>	<b>Justification</b>
<i>Clinical</i>			
Admin Fee Oral	\$20	<b>\$21</b>	Medicaid Rate
Admin Fee Intranasal	\$20	<b>\$21</b>	Medicaid Rate
Varicella	\$120	<b>\$130</b>	Cost
Drug Screen	\$20	<b>\$25</b>	DSS-Cost
Evoked Otoacoustic Emissions	\$35	<b>\$70</b>	Only bill Insurance- Insurance rate
STD/TB Treatment	\$20	<b>\$56</b>	Medicaid Rate
Spirometry	\$20	<b>\$26</b>	Medicaid Rate
<i>Environmental Health</i>			
Call Back Fee- Pool	\$25	<b>\$75</b>	Cost

DSS has been utilizing Redwood Toxicology out in California for drug screenings for their customers, and screening at the Health Department by a certified Lab Technician would be beneficial.

MOTION: Dr. Sam Fleishman moved to approve fee changes for FY19-20  
 SECOND: Dr. Olusola Ojo  
 VOTE: Unanimous (6-0)

F. Approval of Bad Debt Write Off:

Mrs. Candi York presented the bad debt write-off in the amount of \$29,996.89 for the quarter ending December 31, 2018. This is for accounts 90 days or older with balances of \$50 dollars or higher. It will be submitted to the North Carolina Debt Set-Off Program, which can attach a debtor's State Income Tax Refund and/or lottery winnings for payment of bad debts.

MOTION: Dr. Sam Fleishman moved to approve the bad debt write-off in the amount of \$29,996.89  
 SECOND: Mr. John Larch  
 VOTE: Unanimous (6-0)

**INFORMATIONAL/DISCUSSION ITEMS**

F. Director's Report:

a. Notice of Violation:

Mr. Holder reviewed the notice of violation of the dental clinic from the NC Division of Health Service Regulation (NCDHSR). The Health Department in partnership with



Stedman-Wade Health Services revitalized the dental clinic performing every Thursdays. Through a grant, we purchased new X-ray equipment for the clinic. We failed the requirement of notifying the state to discard the old equipment and replace with new equipment by posting certain notices in the clinic. We corrected in compliance with Stedman-Wade, and all issues were addressed. It happened due to a lack of knowledge and was a good learning opportunity for us.

The Health Department is named entity and owns the equipment; however, the Stedman-Wade Health Services maintain the equipment and provides the services only. Currently, Stedman-Wade provides primary care services under the fund to all patients and HealthNET, a non-profit organization provides primary care services for uninsured patients only. Stedman-Wade has another location in Stedman and is building a new facility on Murchison Road.

b. Employee New Hires:

Mr. Holder presented two new hires for the months of December and has filled all school nurses vacancy. Also, we are moving forward with the implementation of the Positive Parenting Program (Triple P) and hired three new coordinators to work with 18 counties starting from February 6.

c. Upcoming Events:

- Legislative Delegation/BOCC meeting on February 11, 2019 at 8:00 A.M. in the Courthouse Room 119 (All County Department Combine Meeting)
- Health Department All Staff Meeting on February 22, 2019 at 3:30 P.M. in the 3<sup>rd</sup> Floor Auditorium

G. Membership Roster/Attendance Roster:

Dr. McMahon reviewed the membership roster and the attendance report for 2018.

H. Board Comments:

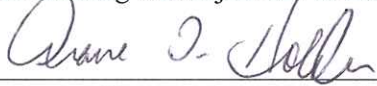
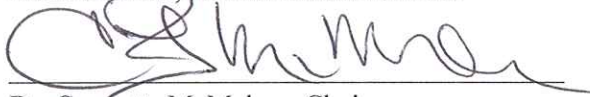
- Board of Health Annual Board Training: anticipate the training in March meeting since we have many new board members
- New members orientation: Ms. Yun will schedule an orientation date based on the new members' availabilities; Dr. Fleishman requested to attend the orientation
- Board Retreat: Ms. Yun will send out the Doodle Poll to set up the date in March
- Follow up on the Garden Grove Mobile Home violation: The County Legal Department addressed the issue, and the mobile home park owner relinquished the park.

The Board of Health recognized and presented plaques to the prior year chair, Dr. McMahon, for her service to the Board of Health.

ADJOURNMENT

MOTION: Ms. Sonja Council moved to adjourn.  
SECOND: Dr. Sam Fleishman  
VOTE: Unanimous (6-0)

The meeting was adjourned at 8:05 p.m.

	<u>2-19-19</u>
Duane Holder, Interim Health Director	Date
	<u>2-19-19</u>
Dr. Connette McMahon, Chair	Date