

WILSON COUNTY BOARD OF HEALTH MINUTES

Tuesday October 9, 2012

The Wilson County Board of Health held a regular meeting on Tuesday October 9, 2012 in the Board Room at the Wilson County Health Department. Members present were:

Ronnie Sutton
Thomas Lucas
Samuel Teruel-Velez
Jessica McKee, D.O.

Russell Stone, O.D.
Maria Glennon, D.V.M.
George Leach
Melinda Laird

Others present:

Felix Meyer, Debra Harris, Rebecca Hunt-Hawley, Jim Martin, Kate Powell, Cinnamon Narron, Karyn Harwood, Valerie Bulluck, Barbara Williams, Tammra Morrison, Olivia Neely and Lynn Barnes.

Welcome

Ronnie Sutton, Chairman, called the meeting to order at 6:00 pm and extended a welcome to attendees. Dr. Maria Glennon and Mr. George Leach were sworn in as new Board members.

Closed Session

At this time, Mr. Samuel Teruel-Velez made a motion to go into closed session to discuss a personnel matter and Ms. Melinda Laird seconded. The Board returned to open session at 6:45.

Approval of Minutes of August 14, 2012 meeting

The minutes from the August 14, 2012 meeting were accepted without corrections, additions, or deletions.

Review and approval of the minutes shall be construed as review/discussion/approval/of all items distributed prior to the meeting for consideration, and shall be so reflected in the minutes.

2012 State of the County Health Report (SOTCH)

Ms. Barbara Williams, Health Educator reported on the 2012 SOTCH report. (Each BOH member had been emailed a copy of the report prior to the meeting) This is a review of the Community Health Assessment that included the leading causes of death, overview and demographics, major goals and what has been done. Ms. Williams asked the BOH for approval of the report before being sent to Raleigh, due December 5th. Each BOH member will receive a final copy of the SOTCH report as well as the County Commissioners and will be posted to the County website.

Mr. Thomas Lucas asked what more could be done to address the diabetes problem and other health related issues. Ms. Williams reported that Amber Burgess, Registered Dietician has sent out letters to all doctors and some of the area churches notifying them of the Diabetes Self Management classes offered at the Health Department. Ms. Williams also reported that sometimes it is difficult to get doctors to refer their patients to the diabetes program and Ms. Laird reported it is sometimes difficult getting patients to come when programs are offered as well as being compliant with their treatment. Mr. Meyer said the Health Department is open to suggestions and Mr. George Leach said he had some ideas, not just on diabetes but

other health related issues that could be discussed in the Health Services and Health Education Committee. Mr. Ron Sutton suggested looking at coordinating with the school nurses to start some additional education programs at the school level regarding eating habits. Mr. George Leach who is a former educator with the Wilson County Schools agreed with Mr. Sutton. The Board was asked for approval of the SOTCH report. Mr. George Leach made a motion to approve and Ms. Melinda Laird seconded.

Accreditation Update

Ms. Valerie Bulluck, RN, QI/Accreditation Coordinator gave a brief update stating that there were several issues not met at the time the site visit was made and those issues have been now been corrected. Ms. Bulluck explained the difference such as the issues “not met” must be corrected and “suggestions” are simply suggestions. These are things that are recommended to make things better, but not mandatory or binding. Status of “Findings” was handed out to the Board and Ms. Bulluck went over each of these.

2012-2013 Influenza Season Update

Ms. Tammra Morrison, RN, Communicable Disease/Preparedness Coordinator Nursing Supervisor reported on the vaccine makeup this season. The vaccine is the same as last year. This particular vaccine will not cover H3N2v (new variant). Hours for receiving the flu vaccine are 9-11 am and 1-4 pm for adults. Walk- ins are accepted for adults, but children are seen by appointment. Several flu clinics are planned at various sites for County employees. Advisory Committee on Immunization Practices (ACIP) Guidelines recommends flu immunization for *all* health care workers. Some facts from the CDC 2011-2012 are 68.9% of health care personnel received the flue shot. In hospitals *without* mandatory immunization 68.2% of health care personnel received the shot and in hospitals *requiring* the flu shot, 95.2% of health care personnel received the flu shot. WCHD is in the 3rd year of mandatory flu shot program which is a condition of employment and are currently at 100% for eligible recipients as of October 2, 2012. This program has been acclaimed as a model by NCDPH and by vaccine vendor. All BOH members were invited to receive their flu shot after tonight’s meeting at no cost.

Ms. Morrison gave an update on the West Nile Virus and on Meningitis. There has been a possible Meningitis exposure at a local medical facility that has given epidural steroid injections. All individuals have been contacted by the local facility and Ms. Morrison. Two individuals were sent to the ER for symptoms, but there are no positive cases in Wilson County. Individuals continue to be monitored. WCHD and Wilson Medical Center remain in close contact regarding these issues.

Annual Fee Schedule Review 2012

Ms. Rebecca Hunt-Hawley, RN, Director of Nursing went over the proposed Fee Schedule Review for 2012. All BOH members were previously emailed the Fee Schedule Review for their review prior to the BOH meeting. Jim Martin, Environmental Health Supervisor, went over a couple of the fees relating to Environmental Health.

BOH was asked for approval of the Fee Schedule Review. Motion was made by Dr. Jessica McKee to accept the proposed Fee Schedule Review and Dr. Maria Glennon seconded.

Health Director’s Report

Mr. Meyer extended a welcome to Dr. Maria Glennon and Mr. George Leach.

Guardianship Update

SB 191 “LME Governance” was passed by the General Assembly, now Session Law 2012-141. All guardianship responsibilities are to be transferred to DSS. Mr. Meyer reported he had been assigned guardianship lead on behalf of the NCALHD and he also met with Wilson County Clerk of Court, Andrew Whitley and DSS on September 26th regarding the guardianship transfers and court orders. Modified court orders have been received and WCHD has transferred all guardianships.

SB 438 Update

NC School of Government has offered to conduct informational/facilitation workshops to familiarize county stakeholders with issues, pros and cons of all options under SL 2012-126 concerning consolidations. Wilson County is one of seven selected to receive presentations. The County Manager, DSS Board representative, DSS Director, County Commissioner representative, Health Department Board representative as well as the Health Director will participate in the initial School of Government teleconference on October 17th. Board members were invited to attend.

Farm Bureau Mobile Health Unit

Farm Bureau Mobile Health Unit “Health Living for a Lifetime”, a joint activity of WilMed and the WCHD provided baseline health screenings for approximately 147 persons. These screenings included blood pressure, lipid panel, body mass index, bone density, glucose, skin damage assessment and lung function. Farm Bureau donated \$3000 to WilMed Cancer Foundation for follow-on screening, and the health department will have access to their funds.

WIC Expansion

The Teleconference Room is being converted to office space for WIC. The modifications and utilities are about 90% complete. Staff relocations are in process at this time. The WIC staff and clients will benefit significantly.

BOH Training

Initial training for new members as well as annual training, an accreditation requirement was discussed. A variety of information is on the County website @ www.wilson-co.com. AHEC will be planning full board training, TBD.

Policies

All policies needing approval/review were previously emailed to the Board for their review before the scheduled meeting. Some of the policies are just an annual review and approval is needed only if there has been a change, addition or revision to a policy.

“*Respectful Workplace Policy*” was discussed. Mr. Meyer reported that all health department staff had recently attended a Lateral Violence Workshop presented by Ms. Valerie Bulluck who did a super job. Mr. Meyer stated if anyone is interested in the workshop, Ms. Bulluck would be happy to make the presentation. Request was made for the Board’s approval. Mr. Samuel Teruel-Velez made the motion to accept and Dr. Maria Glennon seconded.

“*Workplace Diversity Policy*” a new policy was discussed by Mr. Meyer. A request to the Board was made for approval. Ms. Melinda Laird made the motion to accept and Mr. George Leach seconded.

“*Non-discrimination Policy Statement*” was discussed. This was an addition to the Staff Development Policy that was suggested by the Accreditation Survey. Mr. Thomas Lucas questioned the applicant process. Mr. Meyer explained the process that is followed to hire the best qualified candidate. Mr. Sutton suggested that anyone who is in a position to hire within the department, be given additional training on the “*Non-discrimination Policy Statement*” and the “*Workshop Diversity Policy*”. This is not to supersede in the fact that the most qualified person who meets the qualification of the position is hired. Mr. Lucas said he had a concern with hiring being handle different ways in each department. Mr. Leach added he thought

he was understanding that a prospective employee may be subject to different procedures in each section. Mr. Meyer explained there are different job functions, that there will be different questions asked to the prospective employee. Keeping everything uniform is much easier to do on a supervisory level. Mr. Lucas reported he would like to see a team interview/hire the prospective employee instead of just one person that may or may not have hiring experience. Mr. Meyer reports that Personal Health usually has a team of 2 or 3 people as well as Home Health. Smaller departments may only have 1 person to conduct the interviews. Ms. Laird spoke on how she handles the hiring process in her position at Wilson Medical Center. That everyone that has the authority to hire should have the proper training with uniform and consistency in the process was agreed by all. Ms. Melinda Laird made a motion to accept the policy and Dr. Maria Glennon seconded.

“Staff Development Policy” is an existing policy needing annual review. There was no discussion. Mr. George Leach made the motion to accept the policy and Dr. Jessica McKee seconded.

“Policy on Policies” is an existing policy needing annual review. There was no discussion. Dr. Maria Glennon made the motion to accept. Ms. Melinda Laird seconded.

Miscellaneous Issues/Comments

Committee assignments were emailed to the BOH by Mr. Meyer. Dr. Maria Glennon was added to the Environmental and Animal Control Committee. The board was asked if there should be any changes and none were reported. BOH was asked for approval. Dr. Jessica McKee made the motion to accept the committee assignments and Mr. Samuel Teruel-Velez seconded. All members were invited to attend any of the Committee meetings if they so desire, not just the committees they are appointed to.

The WCHD will be an election voting site again this year, but has been moved from the front classroom to the Lida Blalock building. This was a joint initiative of the WCHD and Wilson County Election Board.

WCHD currently has 2 vacancies posted. There have been 6 new employees hired since August 15th and 3 resignations. Winners of the Employee of the Month for June, July, August and September as well as the Employee of the 2nd and 3rd Quarter were announced. Dr. Krabill was thanked for his ongoing support of this program.

Board Chairperson’s Report

Mr. Ronnie Sutton handed out a draft form of the Wilson County Board of Health Policy/Procedure directed for the Health Director. After much discussion in previous board meetings, this policy was drafted for review. Mr. George Leach asked if an employee had ever appealed to the Board. Mr. Sutton explained the State Personnel Act and the Appeals process. Mr. Meyer explained some past situations regarding appeals. There was one minor correction. There were no other questions. Mr. Sutton asked for motion for approval. Mr. George Leach made the motion to approve and Mr. Samuel Teruel-Velez seconded. Mr. Meyer emphasized that this policy was not new, but only a formalized (written) presentation of ongoing processes. The procedures addressed have always been followed, but the written policy assures a documentation trail for both the Health Director and the Board of Health.

At the conclusion of the meeting, Mr. Sutton wanted to clarify with Mr. Meyer for the sake of the Board that all 4 of the items from the Accreditation Survey have been met as required. The suggestions received from the Site Visit have been noted Mr. Meyer reported. Mr. Sutton asked the Board did they feel a meeting or study session is needed for the suggestions made or does the

Board comfortable letting Mr. Meyer handle these suggestions as he sees fit and report back to the Board. Mr. Thomas Lucas reported he thinks a study session will be an excellent training for the Board. Dr. McKee asked Mr. Lucas if he received the email regarding the suggestions because he had reported he had trouble receiving emails at one time. Dr. McKee added that these suggestions will not be known to the next Accreditation Team in 4 years and no one will be checking them. Dr. McKee reported she felt like it was not necessary the Board be involved if the suggestion items do not need to be addressed. Mr. Lucas reported he felt the Board needed to take some leadership. Several of the other Board members agreed with Dr. McKee that it was not necessary to address the suggestion items. All did agree that the bar will be raised during the next Accreditation Survey. Ms. Valerie Bulluck, RN, QI/Accreditation Coordinator, whose primary role is to ensure the health department is meeting all requirements spoke up and made clarification again about the suggestions. Ms. Bulluck reported that the suggestions (working document for her) will be addressed and it is her job to make sure that happens. Mr. Sutton said it sounds to him that it is the consensus of the Board that a study session is not needed and is holding health director and staff responsible to address these suggestions as deemed appropriate.

Questions from the Board

Mr. Sutton asked if there were any questions from the Board. No one, at this time, had any questions.

Concerns of the Public

No comments.

Adjournment- Just before the Adjournment of the meeting, Dr. Jessica McKee commented on the Wilson Times articles about the health department and how she felt like some of the comments had turned the Accreditation from a positive into a negative. Mr. Lucas stated that he has a duty as a County Commissioner and he stands with the other Commissioners on the stand they have taken regarding these issues. There being no further business Mr. Sutton adjourned the meeting at approximately 8:45.

Respectfully submitted,

A. Felix Meyer, Secretary
Wilson County Board of Health

AFM/lmb