

Sampson County Board of Health Minutes **March 19, 2018**

Member Attendance: Dr. Jeffrey Bell, Paul Bradshaw, Dr. Elizabeth Bryan, Robert Butler, Linda Heath, Jacqueline Howard, Chairman, Allie Ray McCullen, Commissioner Harry Parker, Linda Peterson.

SCHD staff attendance: Wanda Robinson, Tamra Jones, Sally DeMay, Kelly Parrish, Annie Fennell, Erin Ellis, Perry Solice. Administration staff: Edwin Causey, Susan Hólder and County Attorney Joel Starling.

- I. **Call to Order:** Dr. Jacqueline Howard, Chair
- II. **Approval of minutes:**
Motion made to accept the January 22, 2018 minutes as written made by Robert Butler and seconded by Dr. Jeffrey Bell. All in favor. Motion passed.
- III. **Additions/Deletions to agenda:** No additions or deletions to agenda.
- IV. **Board of Health Annual Training:**
Wanda Robinson reviewed the following handouts for annual training:
 - a. Slide handouts
 1. Slide 24 Key Provisions of local Boards of Health-who should be on board
 2. Slide 25 Roles of Boards of Health-Rulemaking, Adjudication, Administration
 3. Slide 26 Rulemaking-Board of Health- laws state that Boards of Health “have the responsibility to protect and promote the public health.” and “shall have authority to adopt rules necessary for that purpose.”
 4. Slide 27 BOH Rule-Directive adopted by a local BOH-A rule can prohibit citizens from doing something or require citizens to do something and there are criminal, civil and administrative penalties. Example: Smoking in certain areas; Septic Tank rules.
 5. Slide 28 Rulemaking – Examples
 6. Slide 29 Interaction with Other State Rules- discussed that BOH rule may be more stringent than the Environmental Management Commission or Commission for Public Health rule.
 7. Slide 30 Rulemaking-General Limitations-do not make rules outside of Public Health
 8. Slide 31 Rulemaking-Specific Limitations-BOH unable to adopt rules related to the grading, operating and permitting of food and lodging establishments.
 9. Slide 32 Roles of Board of Health – Adjudication- serves as a kind of judge in the context of an appeal.
 10. Slide 36 Administration-Appointing Local Health Director, performing Health Director annual evaluation.
 11. Slide 37 Administration-Financial-Fees schedules are brought to the BOH-and then goes to Board of County Commissioners to adopt. Budget is brought to BOH and then to Board of County Commissioners to adopt. Budget will be brought to the next BOH meeting. Will be having a conversation in future regarding changes coming with Medicaid.

- b. GS § 130A-35 Board of Health; Appointment; Terms-reviewed sections (b); (c); (d); (e); (h) our board has chosen to have a meal in place of receiving a per diem; (i) board meets every other month.
- c. GS§ 130A-39 Powers and Duties of a Local Board of Health

V. Accreditation:

Wanda Robinson reviewed handouts on Accreditation. We are coming up for Re-Accreditation, information due by November 2018 and site visit will be scheduled for January, February or March of 2019. Reviewed the Benchmark 36, Activity 36.2 regarding training of Board of Health. There are 147 activities that have to be completed. Kelly Parrish and Sydney (Luke) Smith are our Co-Coordinators. These benchmarks make us look at what we do, how we do it and how we document what we do.

VI. Dangerous Dog Committee:

Public Hearing to amend the Animal Control Ordinance will be held on April 2nd at 6 pm. Wanda wanted to make sure the whole committee wanted to serve Dangerous Dog Hearing Committee versus a subcommittee. Decision was made that whole Advisory committee would serve to hear the Dangerous Dog Hearing Appeals. Joel Starling discussed the amendments that are being proposed for the Dangerous Dog Ordinance are mainly changing from Board of Health titles to Sampson County Health Department Advisory Committee.

VII. Consolidation of Health and Human Services:

Joel Starling, County Attorney reviewed the proposed Resolution that will be presented at the April Board of County Commissioners meeting that will delineate which of the responsibilities that the Board of County Commissioners will retain and which ones they will delegate to the advisory board that will consist of the existing Board of Health members. Commissioners would like for the advisory board to continue exercising as much of the functions they have been doing going forward into the future; however there are some items that State Statutes says, that because the Board of County Commissioners have assumed the responsibility to act as the Board of Health, they will have to do the things like Rulemaking, Adjudication and Credentialing. Board of Commissioners cannot delegate Rulemaking, but would appreciate the advisory board's recommendations to public health rulemaking because of the expertise of the advisory board members. Adjudication will be difficult to act as an advisory board. The Dangerous Dog Appeal Hearing Resolution states that a Board will hear the appeals; therefore, the Advisory board will retained the Dangerous Dog Appeal Hearings upon adoption of an amended Resolution.

Draft Resolution comes from the Accreditation Benchmarks. New name will be Sampson County Health Department Advisory Committee subject to board of approval. The board is going to still exercise these functions, this is a subset of adopting and enforcing rules necessary to protect and promote the public health, includes having Operating Procedures, having access to legal counsel and following procedures in adopting rules set forth sections 138 and 139. Evaluating the need for adoption or amendment of local rules and ordinances. It is the intent that these will go through this board in an advisory capacity. Adjudicating disputes- will not have much of an advisory capacity except for Dangerous Dog Appeals. Board of County Commissioners will need to get training. Assuring the development, implementation and evaluation and development of

local health services and programs. The draft Ordinance will be available for review. There are some aspects of Credentialing that advisory board will need to review to determine if credentials are adequate as an advisory function that will go to Board of County Commissioners for final decisions. Changes should not be very different than before, extra steps added. Discussion on minutes being a month behind before being approved and submittal to Board of County Commissioners, this will be worked out at a later date.

VIII. Local Health Department-Health Services Analysis Policy:

Tamra Jones discussed policy. Health Service Analysis program has become the main reporting platform for Local Health Departments to report required data. This is hosted by the State Center for Health Statistics. Policy states that SCHD will take our information monthly and submit in a batch report through FilezillaFTP. Discussed the procedures to correcting errors and resubmitting batches. Motion made by Linda Heath to accept the Policy as presented. Seconded by Paul Bradshaw. All in favor. Motion passed.

IX. Financial Report:

Tamra Jones review the Financial Activity Summary attached. Discussed the programs that have increased and changes with e-WIC cards. Reviewed the Medicaid Revenues; February Medicaid Revenue graph, local revenues-insurance and local fees collected from clients; February local revenue graph; and Environmental Health local revenue February graph.

X. Community Health Grant:

We have reapplied for a grant \$150,000 that will be for a three year term. We received this grant previously and received \$100,000 to assist with our uninsured and underinsured clients.

XI. Health Directors Report:

2 positions are still vacant, Nutritionist II and Director of Nursing. Nutritionist is difficult to fill, position will have been open for a year at the end of August. Important to fill this position due to need to maintain a certain caseload to obtain funding. Question was asked if the salary is an issue with the Nutritionist. Finding someone with the degree that is required is one issue as well as salary. Consultant has recommending down grading the position to see if we could attract any new graduates or so that Nurses could apply for position. Have not done anything with the Director of Nursing position. Will be discussing with Nancy Dillman, Human Resource in the next couple of weeks.

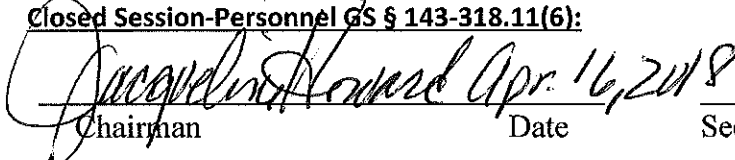

XII. Public Comment:

No public comment.

XIII. Adjournment:

Motion to adjourn to enter into closed session for personnel discussion was made by Linda Heath and seconded by Robert Butler. All in favor. Motion passed.

XIV. Closed Session-Personnel GS § 143-318.11(6):

 Apr. 16, 2018
Chairman Date Secretary Date
 4/16/18