

Sampson County Board of Health Minutes

January 22, 2018

Members present: Paul Bradshaw, Jacqueline Howard, Chair, Dr. Jeffery Bell, Robert Butler, Linda Heath, Linda Peterson, Commissioner Harry Parker, Allie Ray McCullen and Charlotte Harrell.

Sampson County Health Department Staff present: Wanda Robinson, Tamra Jones, Sally DeMay, Erin Ellis, Perry Solice, Kelly Parrish and Annie Fennell.

I. **Call to Order:** Chair Paul Bradshaw called meeting to order.

II. **Recognition of Guest:**

Chair Paul Bradshaw welcomed guest County Manager Edward Causey, Assistant County Manager Susan Holder and County Attorney Joel Starling. Wanda Robinson recognized new staff members Annie Fennell and Kelly Parrish, taking Kathie Johnson's place until a new Director of Nursing hired.

III. **Election of chair and Vice Chair of Board:**

Secretary Wanda Robinson opened floor for nominations for Chair. Paul Bradshaw nominated Jacqueline Howard as the new Chair, seconded by Linda Heath. All in favor, motion carried.

Chair Jacqueline Howard opened floor for Vice Chair. Paul Bradshaw nominated Robert Butler, seconded by Commissioner Harry Parker. All in favor, motion carried.

IV. **Approval of Minutes:**

Motion made to approve the November 2017 minutes by Commissioner Harry Parker and seconded by Robert Butler. All in favor, motion carried.

Motion made to approve the December 2017 Dangerous Dog Minutes by Linda Peterson and seconded by Dr. Jeffery Bell. All in favor, motion carried.

V. **Additions/Deletions to Agenda:** None

VI. **Consolidation of Health and Human Services:**

Mr. Edward Causey, County Manager, Resolution that was passed in January to create a consolidated Health and Human Services will be come effective April 1, 2018. Would like to create a working relationship and a transition as smooth as possible for everyone. Commissioner Lee has suggested, they would like the current board to move into and become the Advisory Board on April 1st. If so, would let the terms of office to continue the same as they are now. This would need to be in the by-laws and would be the staff recommendations. Administration will create a working document, resolution for the board that will almost be a delegation of authority. Under Option 1 that was passed, once the Board of Health is dissolved, the duties go to the County Commissioners, who then create an advisory board. Wants to work out a delegation that stipulates the duties that will be performed by everyone, wants input of all. The County Commissioners takes their duties

seriously and wants to do everything they should, but from a time saving perspective would like staff to do as much as they could for the board to create a seamless transition.

County Attorney Joe Starling. Several years ago, General Assembly enacted a law which enable the counties to consolidate Human Services Agency, includes Department of Social Services, Health Department and Department of Aging are some examples. When the General Assembly drafted this legislation, they realized the uniquely importance position of this Board, because was the only department mandated for an Advisory Board be created. The DSS board could be disbanded, but that is not what the commissioners have opted to do. In the case of the Health Department, they must have an Advisory Board. Reason for the mandate, is due to the different occupations in the health care field to be represented on this board, also due to the level of expertise brought to this board that cannot be replicated by any other body. This board will still have a very active role in this process, even if some duties and name end up changing.

There has been an expression by the county commissions for the current board to transition into a seat on the new Advisory Board or Committee. A lot of the things done monthly for this board are not going to change. There will still be a need for this board to still offer their expertise and assistance to the county commissioners.

The General Assembly has said in the legislation, if the Board of Commissioners decide to assume the responsibilities of the Health Board, then by default everything that the BOH did do, now becomes the responsibility of the Board of Commissioners. Mr. Starling does not think this is not the desires of the Commissioners for that to remain the state of affairs. Commissioners want to delegate each and everything legally that they can back to the Advisory Board. One of the things that they cannot delegate back is adopting Public Health Rules. This does not mean that the commissioners do not want the Advisory Boards input, they would hope and need the advisement of the Advisory Board on public health issues.

The second item not delegable is adjudicating disputes about local rules or local fines. Looking at Dangerous Dog appeals, does not actually require the Health Board to be the ones that hears these appeals, that is the decision the county made, and other counties have made. The statutes just say, that the county must create a board that is different than who ever made the initial determination on a potentially dangerous dog and that board hears the appeals. Nowhere does it say it must be the Health Department Board or any other board. Looking at constituting and creating a separate Dangerous Dog Appeal Board, that would be done through an amendment of the Animal Control Ordinance, Article 3 of the Animal Control Ordinance. Not entirely clear yet, preference would be that the member of the Dangerous Dog Appeal Board would be the same as the Health Advisory board. Still checking to see if Health Advisory Board can serve on the Dangerous Dog Appeal Board, thinks can statutorily, because that would be an Advisory Board and can do both boards at the same time. Plan to review procedures and things that are in effect for Dangerous Dog Appeal process to see if can streamline in any way.

Third item not delegable is Accreditation. This will be a responsibility of the Commissioners. Wanda Robinson spoke, unclear regarding the training portion would be only Commissioners or would include the Advisory Board. She will be contacting other counties for guidance. Mr. Joel Starling stated has not seen anything printed regarding training for Advisory Board, assumes training would still be needed for this board and required for the County Commissioners.

VII. Proposed Information Security Policy:

Reviewed the proposed Information Security Policy; page 7 discussed the Technology Assessment Committee responsibilities in reviewing all Computers/Hardware; current software and assess need for updates/replacement. Data collection system on when and how we make changes to our systems and training. Discussed that Wanda Robinson is the Privacy Officer, and Security Officer is Sally DeMay, Administrative Assistant.

Page 9; Employee Responsibilities-reviewed requirements of the policy specifically that all persons working in the clinic must wear badges. If someone is seen in the clinic that is not wearing a badge or is not known to staff; staff are required to question the individual as to who they are and reason for being in the clinic area. Number 3-unattended computers, staff using flag "L" to lock down computers when stepping away and computers lock down after 2 minutes of inactivity.

Page 17; Identification and Authentication – computer log on are individual, not shared.

Page 18; an addition to our confidentiality statement of "I understand that any unauthorized use of disclosure of information residing on the Practice information resource systems may result in disciplinary action consistent with the policies and procedures of federal, state, and local agencies."

Page 20; Network Connectivity- staff understand that no one is to download, or add to our computers.

Page 24-Encryption –making sure that all jump drives are encrypted to insure that all information is protected.

Page 26 – Building security- doors to reception area to be locked at all times. Delivery persons, repair persons or visitors will be escorted throughout the locked areas of the building.

Page 27 – Telecommuting-staff that travel to client's homes or traveling to workshops.

Page 30-Wireless usage; software requirements and computers are safe.

Page 33- Retention/Destruction of Medical Information- how we retain and destroy our records.

Page 34 Disposal of External Media/Hardware- disposal of copiers and printers.

Page 40-Contingency Plan- working a plan in case of a disaster.

Page 43- Training- once policy is approved, staff training will be provided.

Motion made to approve Information Security Policy made by Linda Heath and seconded by Paul Bradshaw. All in favor. Motion carried.

VIII. 340 B Policy and Procedure:

Discussed the reason for 340 B and reviewed the policy. Motion to accept the policy made by Paul Bradshaw and seconded by Linda Peterson. All in favor. Motion carried.

IX. Fiscal:

a. Fiscal Activity:

Handout of Activities Summary by Tamra Jones. Reviewed report increase in STD visits, decrease in Maternal Health and Adult Health visit.

Medicaid/Local and Environmental Health Local Revenues reports and graphs handouts review. Discussed working denials, billing time and quicker turn around in receiving reimbursements.

Revenue Comparison from FY 16-17 and FY 17-18 from July 1 through December 31, handout discussed. All areas show an increase. Question asked if fees had increased during this timeframe- response was fees remained about the same; typically only our Immunization prices may change due to the purchase price from order to order. The number of patients seen during these timeframes were not compared, therefore there could have been a fluctuation of patient's seen.

b. Annual Review of Fiscal Policy:

Reviewed Fiscal Policy done by Tamra Jones. Motion to accept the Fiscal Policy made by Allie Ray McCullen and seconded by Jeffery Bell. All in favor. Motion carried.

c. Non-Medicaid OB/CM Grant:

See handout attached. Awarded grant for \$45,817 for timeframe of June 1, 2018 –May 31, 2019 for each year. Motion to accept the OB/CM Grant for \$45,817 made by Robert Butler and seconded by Linda Heath. All in favor. Motion carried.

X. Annual Communicable Disease Report (2017):

See attached handout. Kelly Parrish, RN, Clinic Supervisor reviewed report.

XI. Health Directors Report:

Wanda Robinson reported that the December Dangerous Dog Hearing Appeal will probably be going to court. The minutes from the meeting have been requested. Wanda raised a concern from the last meeting would like to have law enforcement to attend the Dangerous Dog Hearings due to possible confirmations.

Hoping to fill the PHN Director's position soon, ads are running.

XII. Public Comment:

No public comment.

XIII. Adjournment:

Motion made to adjourn made by Robert Butler and seconded by Commissioner Harry Parker.

Chairman

Date

Secretary

Date