

SCHD Advisory Committee Meeting Minutes
March 16, 2020

Attendance: Dr. Jeffrey Bell, Dr. Elizabeth Bryan, Robert Butler, Cassie Faircloth, Charlotte Harrell, Yire Hernandez, Jacqueline Howard, Chair, Allie Ray McCullen, Commissioner Harry Parker, Linda Peterson.

Health & Administration: Wanda Robinson, Sally DeMay, Tamra Jones, Perry Solice, Erin Ellis, Kelly Parrish, Dr. Timothy Smith.

- I. **Call to Order:**
Jacqueline Howard, Chair called meeting to order.

- II. **Invocation:**
Commissioner Harry Parker gave invocation.

- III. **Approval of Minutes:**
 - a. **January 27, 2020:**
Motion made by Dr. Elizabeth Bryan to approve minutes with the addition of Commissioner Harry Parker's name in the attendance list. Seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

 - b. **January 21, 2020-Dangerous Dog Minutes:**
Motion to accept minutes as written made by Robert Butler; seconded by Linda Peterson. All in favor. Motion carried.

- IV. **Welcome to Dr. Timothy Smith:**
Jacqueline Howard welcomed Dr. Timothy Smith. Wanda Robinson introduced Dr. Timothy Smith as the new Medical Director for Sampson County Health Department. Dr. Smith came on board in November of last year. Wanda had the members present to introduce themselves. Dr. Smith introduced himself to the committee.

- V. **Policies & Procedures Review:**
 - a. **Advisory Committee Operating Policy:**
 - b. **Advisory Committee Conflict of Interest Policy:**
Both policies were discussed at the last meeting and were approved by committee. Policies have been approved by the County Commissioners. Signature sheets passed around for Committee members to sign.
 - c. **Information Security Policy:**
Sally DeMay briefly reviewed the changes made to the policy. Most changes were minor changes of names of staff or position changes. Removed some encryption certificate sections that we do not follow. Changes to Network Access Form with removing IT signature requirement. Change to termination of user log on account to utilize work order process for termination. Monitoring and Reporting was changed to IT Director or Department Head. Updated sections with references to the training, backup plan, Software requirements, virus software name, the disposal of excess equipment and security management. Motion made to approve the Information Security Policy with changes made by Dr. Jeffrey Bell and seconded by Charlotte Harrell. All in favor. Motion carried. Policy will be forwarded to County Commissioners for approval.

VI. Fiscal Report:

a. Fees:

Tamra Jones presented LabCorp tests for Hep A, HSV 1/2PCN and Progesterone for approval. Motion made by Linda Peterson to accept the fees, seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

b. Budget:

Tamra Jones reviewed the budget (see attachment) with a change to first line under 2019-2020 listed as \$4,961,120 correct amount should be \$5,030,132. Page one contains comparison of Program costs by Revenue Source for 2020-2021 and 2019-2020. Reduction in revenues with County contribution kept the same not asking for any increase this year. Biggest reduction in the WIC program at \$39,402 which is a significant reduction this year.

Budget Breakdown shows increase in Salary and Fringe benefits of almost \$126,000 over last year. Operating expenses shows decrease due to shifting funds to Salary and Fringe. Tamra spoke of projecting insurance fees, Medicaid and local collections based on what had been taken in through February.

Reviewed the State and Federal Revenue budget increases in Family Planning and Maternal Health and decreases in Communicable Disease, Immunizations, WIC, and Child Health. Tamra noted that Health Promotion and Healthy Carolinians is the same program, name changed need to remove Healthy Carolinians from list. Reviewed the next page of Budget by All Revenue Sources graph (State and Federal, projected local fee and projected Medicaid collections, Insurance fees, Fund Balance and County Contribution).

Reviewed Total Cost by Programs shows by each program the projected cost with majority of cost being salary and fringe. The next page is the graph of cost by programs. The last page is Expenses and shows breakdown by salaries, benefits, contract services, medical supplies, medical services, travel, worker's compensation, supplies for department and lab, utilities, telephone and postage and other. Seventy-three percent of budget is to pay for staff which does not leave much to cover the other expenses.

Wanda Robinson discussed the issues with WIC, one being having to pay for contracted services due to being unable to find a nutritionist. Second being decline in participation with clients which brings a decrease in the Federal money received. Erin Ellis, WIC Director, noticed a decline in participation during a program change from 2% milk to 1% or skim milk as well as a decline when participate reaches age two. Milk changes is a response to childhood obesity, which is an issue in Sampson County.

Wanda discussed requesting to purchase some new cars for environmental health this year. Also discussed goals of recruitment and retention of a nutritionist and to increase WIC participation for the coming year.

Motion to accept budget with change to 2019-2020 Total Dollar Amount of Entire Budget made by Robert Butler, seconded by Dr. Jeffrey Bell. All in favor. Motion carried. Budget will be presented to County Commissioners for approval.

c. Monthly Activity Summary:

Tamra Jones reviewed the Monthly Activity Summary (see attached), activities are down a little, February was a short month. EH activities increased for February. Next page is Medicaid revenues holding steady for projected amounts with some programs lagging a little. Hopes these programs will catch up over the next couple of months. Local revenues most programs are up above projected.

VII. Health Directors Report:

Wanda Robinson reported, as of today we have one case of COVID-19 in Sampson County. Wanda reviewed handout from NC DHHS on additional Mitigation Measures (see attached). Measures were released on March 12, 2020. Governor sets the tone, Department of Health and Human Services in Raleigh funnels down to local health departments' guidelines to follow. Mr. Causey has tasked Public Health with taking the lead in this endeavor.

Reviewed the high risk people outlined in the handout. There is not any vaccine or approved treatments. Encourage prevention measures like good hand washing measures, staying home when sick, covering when cough or sneezing. Hopes are to slow down progress with social distancing.

Wanda discussed following recommendations listed:

- a. having clients call providers prior to coming to office if sick for triage purposes and to help protect other clients and staff.
- b. High Risk person without symptoms should stay home to decrease chance of infection.
- c. Congregate Living Facilities-nursing homes, assisted living facilities and correctional facilities asked to restrict visitors
- d. Schools -schools were closed as of today for two weeks and then will revisit
- e. Workplace- County looking at a plan for employees on how to schedule employees and to include possible needs for daycare
- f. Mass Gatherings-recommendation events that draw more than 100 people should cancel, postpone, or modify these events. County meet and postponed or cancelled all events until later in the year.
- g. Mass Transit-looking at our local transportation on ways to protect our citizens transported for dialysis and doctors' offices.

Kelly Parrish reported on steps taken thus far at health department. Have a dedicated phone line set up for COVID-19 manned by a nurse. Started today with curbside testing. Implementing triage questions regarding fever, contact to know COVID-19 cases and travel to be asked at front desk to screen clients to determine routing of clients. Clients that answer yes to the questions will be directed to go back to their cars and drive around to designated areas for further follow up with nursing staff. Nursing staff wear full PPE (personal protective equipment) when testing clients in their car. Currently monitoring several PUI (person under investigation). Trying to educate the public with the correct information to dispel rumors and misinformation.

Ordering more testing kits, approval of using a different media for testing has been granted and started using this media for testing. Testing kits and supplies are an issue due to shortage. Testing is selective currently and specific to those with the symptoms and

negative Flu test. Health Department is working closely with physicians, pharmacies, hospitals, and other local health departments in identifying and testing of suspected cases.

Question from Cassie Faircloth, committee member regarding testing limited to five days a week or would it open to seven days a week. Kelly Parrish responded, issue currently is the limited amount of test kits available, but if need to test during non-working hours were to arise, we have staff on call to perform the testing.

Question from Robert Butler, committee member regarding the allowing of clients into building. Kelly Parrish responded clients are encouraged to call prior to coming into building, clients are asked questioned at front desk to prompt clients to reveal if they have symptoms or traveled. Question regarding what health department's staff wearing for PPE. Kelly responded, staff wears N95 respirator, gown, face shield and gloves.

Question from Linda Peterson, committee member regarding placing a screener at the entrances of building. Kelly Parrish responded discussions are ongoing about screening which would be screening for DSS and Health Department clients. Dr. Timothy spoke of seeing possibility of physician's offices being overwhelmed and need to direct clients to health department for testing.

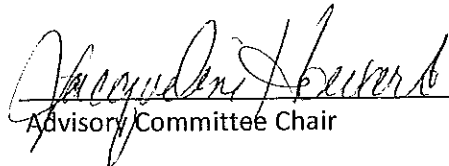
Dr. Timothy Smith spoke of recommendations for handling situation and testing change every day. Referring clients to health department for testing if client's exhibit symptoms. Staying on top of where people are and who they have been in contact with is priority. Dr. Smith discussed in 2018 there were 80,000 deaths from the Flu in the United States. The reason this virus is so important to us, is not for the average person, it is who we give it to; the elderly, the immunosuppressed with a calculated 3.4 times more deadly than the flu we are used to.

Wanda Robinson discussed having issue with receiving phone calls wanting to know information about our case. This information is HIPAA protected and will not be released to the public. Wanda also spoke of not wanting the public to panic. We want the correct information to reach the public.

Questions was asked by Robert Butler, committee member, regarding the Workplace and sick leave granted for those without enough sick time available. Wanda Robinson replied, Nancy Dillman is working on a policy regarding this that will be put into place. County is working on a work from home policy for employees with that capability.

VIII. Public Comment:
No public comment.

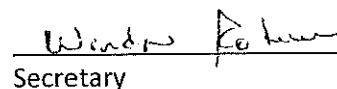
IX. Adjournment:
Motion to adjourn made by Linda Peterson, seconded by Dr. Jeffrey Bell. All in favor.
Motion carried.



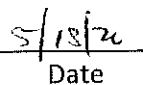
Advisory Committee Chair



Date



Secretary



Date