

**SCHD Advisory Committee Meeting Minutes
November 16, 2020**

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

Health Department and Administration: Wanda Robinson, Perry Solice, Kelly Parrish, Tamra Jones, Sally DeMay, Edward Causey and Joel Starling.

I. Call to Order:

Jacqueline Howard, Chair called meeting to order.

II. Invocation:

Commissioner Harry Parker gave invocation.

III. Approval of Minutes:

a. September 21, 2020:

Motion to accept the committee meeting minutes for September 21, 2020 made by Commissioner Harry Parker, seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

b. September 29, 2020-Dangerous Dog Appeal Hearing Minutes:

Motion to accept the Dangerous Dog Appeal Hearing minutes made by Robert Butler and seconded by Dr. Elizabeth Bryan. All in favor. Motion carried.

IV. COVID-19 Update:

Kelly Parrish gave update on the COVID-19. As of 3 pm today, North Carolina has had over 300,000 cases; 1,424 hospitalized; 4,814 deaths. State is at an 8.1% positivity rate. Demographic for state overall is 60% white with 28% being Hispanic ethnicity, 22% black; 40% are between the ages of 25 - 49, 19% between the ages of 50 – 64.

Sampson County has received over 9,000 tests, 3, 351 positives, 39 new cases reported today, 34 deaths with one new death reported today. Sampson County is at 9.9% positivity rate. This rate has doubled since the beginning of November. Demographics for Sampson County 73% white with 50% being Hispanic ethnicity, 19% black; 50-50 on gender and 43% are between the ages of 25-49 and 19% between the ages of 50 -64.

Update on clusters and outbreaks in Sampson County are: Department of Social Services, Goshen Medical Center Fairview office, Migrant Farm Camp, Mingo Baptist Church, Southwood and Mary Gran nursing homes, Smithfield, Tarheel Challenge. Have a new cluster identified at Migrant Farm Camp on Dave Bright Road.

Wanda Robinson reported on phone call from the state regarding review of data and identified Sampson County as one of the red (hot spot) counties with a higher positivity rate. This based on number of cases and trends for the last 14 days. Sampson County has had 150 to 200 cases over the last 14 days. This is widespread over the county, not in one place. State also uses another method called Hospital Impact Metric. The state will be working closely with us to bring our numbers down. Meetings will be planned with state and local leaders to develop plans to lower rates in Sampson County.

V. **EH Department Update:**

Perry Solice reporting on handout attached. Perry reviewed the blue EH Activities graph pointing out the three months over 70 applications (March 75, June 76, & September 73) received and a total of 581 applications received from January through September 2020. Environmental Health is staying remarkably busy with applications.

Perry also reviewed EH Revenues handout attached. Graph shows revenues budgeted for all services; actual revenues received; revenues less non-onsite services; and revenues adjusted actual. The column labeled less non-onsite services takes out services such as well applications. Months of May and July had revenues of 1600 and 1000 were probably well applications and at \$300 an application only takes 3 or 4 to get close to 1000 or more in revenues. The far column is the adjusted actual revenues and only a few months did not break the \$10,000 mark. All the other months were above the \$10,000 mark.

Perry pointed out that interest rate is down therefore housing is up. Children home from school along with people being out of work need for more repairs or upgrades. EH department is busy meeting with clients to fulfil their needs. EH is down one position currently but trying extremely hard to keep up with the pace.

Wanda Robinson spoke of turn over in the department with some upcoming retirements, going to keep close eye on services and meeting the needs of our county.

VI. **HIPAA Policy Revision:** Moved to January 2020 meeting.

VII. **EHR Imaging Policy Review:**

Sally DeMay reviewed policy changes with the addition of the outsourced scanning process of the paper medical records. Motion made to accept updated EHR Imaging Policy made by Robert Butler seconded by Commissioner Harry Parker. All in favor. Motion carried.

VIII. **Advisory Board Policy Review:**

a. **Operating Policy:**

Wanda Robinson reviewed policy; no changes were made except to dates. Motion to approve with no revisions made by Linda Peterson, seconded by Commissioner Harry Parker. All in favor. Motion carried.

b. **Conflict of Interest Policy:**

Wanda Robinson reviewed policy; no changes made. Motion to approve with no revisions made by Robert Butler, seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

c. **2021 Meeting Dates:**

Wanda Robinson reviewed the handout attached, noting the meeting place is to be determined until COVID-19 situation is over.

d. **Committee Appointment:**

Wanda Robinson discussed two appointments for the board. Plan to submit appointment considerations for Linda Peterson. Mrs. Peterson has agreed to serve

another three-year term. Commissioner Parker will be rotating off the board, will request for an appointment of a Commissioner to sit on our board.

IX. Financial:

a. Fiscal Policy Review:

Tamra Jones reviewed the Fiscal Policy annual policy update changes with the following being the most significant changes. Added statement "Any fees collected for services in any program, including Environmental Health, that are not provided will be refunded either the same day, if determined services was not provide the same day, or by county check with the next available check write date." Change made with the 340B drug pricing. For a long time, state has allowed us to use the average cost for billing Medicaid. Now the state is requiring actual acquisition cost. Update to #4 on page 24 to read: "Fees for medications purchased through the 340B program will be set based on the cost of acquisition for each time purchased. Fees will be updated in the system according to the most current purchase price per state guidelines." This does not affect the cost the clients pay. Wanda Robinson requested to be able to change this price as purchased. Report would be made to the board every quarter. Page 36, wording changed to reflect current process. Page 40, added I, regarding hotel reservations to be made by Management Support Administrative Assistant. Motion made to accept the changes and updates to the Fiscal Policy made by Dr. Jeffrey Bell, seconded by Robert Butler. All in favor. Motion carried.

b. Immunization AA715 Funding:

Tamra Jones discussed funding for Flu through Immunization AA715 for \$33,466. Plan to use in Salary/Fringe, Travel, Equipment/Supplies, miscellaneous advertising on a billboard, ads on local newspaper, radio, and regional radio. Motion to accept the \$33,466 funding made by Dr. Jeffrey Bell, seconded by Linda Peterson. All in favor. Motion carried.

c. Monthly Activity Summary:

Tamra Jones reviewed the attached monthly activity summary. Numbers are remaining constant with Immunizations up to 511 from 279 last month. Maternal Health and WIC numbers are up. Environmental Health activities are up as well. Tamra Jones reviewed the revenues graphs and numbers attached. Local and Medicaid revenues are above projected at this point.

X. Annual Report:

Wanda stated Annual Report will be presented at the January meeting.

XI. Health Directors Report:

Wanda Robinson reported that Sally DeMay Administrative Assistant will be retiring December 2020.

XII. Public Comment:

No public comment.

XIII. Adjournment:

Jacqueline Howard and Wanda Robinson spoke of Commissioner Parker's service to the Health Department Advisory Committee, thanking him for his time and many acts on behalf of the Health Department. Commissioner Parker gave a few remarks.

No further business, motion to adjourn meeting made by Robert Butler, seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

Jeffrey Bell 6/16/2021
Chair Date

Wanda Robinson 2/16/21
Secretary Date