

SCHD Advisory Committee Minutes
March 18, 2019

Members Present: Dr. Jeffrey Bell, Paul Bradshaw, Robert Butler, Linda Heath, Jacqueline Howard, Chair; Allie Ray McCullen, Commissioner Harry Parker.

Absent: Dr. Elizabeth Bryan, Charlotte Harrell, Linda Peterson, Dr. Beth Turner.

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

Administration Present: Edward Causey and Joel Starling.

I. Call to Order:

Jacqueline Howard called meeting to order.

II. Invocation:

Commissioner Harry Parker gave the Invocation.

III. Approval of Minutes:

Motion made by Commissioner Harry Parker to approve the January 28, 2019 minutes as written and seconded by Dr. Jeffery Bell. All in favor. Motion carried.

IV. Financial:

Tamra Jones presented the FY 2019-2020. Handout attached given out tonight. Total budget requested for FY 19-20 \$3,869,520.00 and Solid Waste \$948,940.00. Total county contributions requested \$1,228,540.00, same amount requested in FY 18-19. Includes the final pay plan increase of \$10,227.76 for total salary and fringe, which has been absorbed by the Health Department using grant funds, fund balance and increased revenues.

Tamra reviewed a couple of the issues from the Budget cover letter handout. #2 Request for three new vehicles. Cars currently in use have odometer readings greater than 160,000 miles. Increased breakdowns cost with some requiring towing from out of town. The concern is for staff safety (mainly women driving) is upmost priority. Received quotes from Capital Ford Raleigh for Ford Fusions that will seat 5 people at a cost of \$17,999.00 each. This amount is built into our budget without any request for county contribution. Commissioner Parker asked if any service or program hindered by not having a county car available. Wanda Robinson responded, staff drive their personal vehicles and received mileage reimbursement. Cars currently in service are surpluses from Sheriff's department. Perry Solice spoke regarding repairs that have been in the past are costly running \$400.00 to over \$600.00.

Tamra Jones reviewed the comparison breakdown for current year and proposed next FY year. Total amount of \$4,818,460.00 includes the Solid Waste budgeted amounts. Reviewed the projected State and Federal Revenue and graphs; cost by program and graph; and the last page with Expenses. Salaries and fringes makes up 68% of budget. Contracted

Services projected up due to open position for Physician Extender. Commissioner Parker asked about the current open positions. Wanda Robinson replied still have three open nursing and the one Physician Extender position. Interviews are scheduled for next week for the nursing positions.

Motion made to accept the presented FY 2019-2020 Budget made by Linda Heath, seconded by Robert Butler. All in favor. Motion carried.

Tamra Jones reviewed Activity Summary included in mailed packet (Attached). Adult Health visits were up along with Immunization visits. Maternal Health visits were down for February, but seeing an increase visits so far in March. Environmental Health sewage and water visits were up for February.

V. Accreditation Update:

Kelly Parrish review the two Reaccreditation Site Visit reports. First report background information and Findings. The site visit team was able to designate 146 out of 147 activities as met, meaning that Sampson County Health Department passed accreditation with honors. Kelly reviewed the checklist page, noting there are five categories reviewed by team. Reviewed the one activity not met briefly as well as the Best Practices identified as the BCCCP Advisory Committee.

Second report concerns suggestions for Quality Improvement. Kelly reviewed the suggestions with the specific Activities listed:

Activity 6.2 suggestion to issue a formal request to revise and/or update the EOP plan. This EOP plan was revised and updated after the February site team visit.

Activity 9.5: Health department shall inform affected community members of changes in department policies or operations. Suggestion: ensure specific opportunity for public comments/input be provided regarding proposed department change.

Activity 13.1: health department shall broaden existing partnerships by cultivating innovative and new community contacts. Suggestion: work on developing new and innovative ways to broaden existing partnerships and cultivate new partners in the community.

Activity 15.3: health department shall have written procedure providing for annual review, and revision if necessary, of all policies. Suggestion: add the initial effective date to each policy.

Activity 30.3: have examination rooms and direct client service areas that are configured in a way that protects client privacy. Suggestion: curtain that encloses the length of the exam table.

Activity 30.6: Cleaning, disinfection and maintenance of clinical and laboratory equipment and service areas and shall document all cleanings disinfections and maintenance.

Suggestion: develop policies that addresses how health department assures accuracy of environmental health field instruments that are used in regulatory actions.

Policies/procedure must specify how equipment is verified and recorded as accurate and in good repair, by whom, and when. Maintenance may be defined as regular maintenance according to the manufacturer's specification of each piece of equipment or maintenance/replacement as necessary. Thermometers used in clinic be professional-grade; the thermometers were marked for home-use only and had no way to be calibrated. Procedures be put in place to make sure the negative pressure room be checked annually as stated in policy. Room was checked in January 2017, but not since then.

Activity 30.9: Shall prohibit the use of tobacco in its facility. Suggestion: Site Team noted signage in parking lots that stated tobacco-free campus; policy stated no tobacco use within 50 feet of the building. It is acceptable to encourage a tobacco-free campus, but the Team noted many clients smoking in front of the main entrance and extremely large amount of cigarette butts all over the campus. Team suggests better signage to encourage no tobacco use at entrances and receptacles for cigarette butts be provided away from entrances at a 50 ft. mark. Noted that Environmental Health did not have a no-tobacco sign, not an entrance used routinely by the public and stated that signage was being redone due to construction.

Wanda Robinson and Kelly Parrish will attend meeting May 10, 2019 to receive our plaque.

VI. Advisory Committee Meeting Dates Changes:

Wanda Robinson spoke that since Consolidation, one meeting for Board of Health was always annual in-service. This was held in January for the new board members. Working on annual training for Advisory Committee regarding duties and responsibilities. Budget was presented tonight usually presented in April, therefore we do not need to meet in April this year. Wanda proposed to amend the meeting dates to May, July, September and November. Commissioner Parker raised the question if the meeting time would stay at 7:00 pm or could it be changed to 6:30 pm. Questions was put to the board members in attendance and discussion followed about changing meeting time to 6:30 pm. Question put to County Attorney Joel Starling, he has a meeting on same dates at 6:30 pm. He suggested putting agenda items that would involve his input at the end of agenda. He should be able to arrive by 7:30 pm for meeting. County Manager, Mr. Causey raised question if fixed 3rd Monday night. Wanda Robison responded, originally scheduled on the 4th Monday and moved to 3rd Monday due to difficulty in getting health department information over to Administration in time for the Commissioner's meeting the 1st Monday.

Motion to accept the above listed meeting date changes and to change the meeting time to 6:30 pm made by Paul Bradshaw, seconded by Commissioner Harry Parker. All in favor.
Motion carried.

VII. Environmental Health Lead Issues:

Perry Solice reported on Clinton Head Start lead hazards found during an investigation. Building is owned by Clinton City Schools operated by Telamon Group out of Raleigh, has about 171 children ranging in age from 18 months to 5 years of age. Investigators Brenda Bass and Robert Pearsall of Children's Environmental Health as well as Perry Solice and Monde Parker from SCHD-EH. Investigations noted deteriorating paint throughout the building with a referral submitted to NC Department of Human Health Services on September 28, 2018. Due to the age of children under the age of 6 years of age and chipped paint was noted, an environmental investigation was conducted on November 14, 2018 to determine any presence of lead poison hazard. During this investigation it was determined that paint chips exceeded the lead hazard standards for these areas, with recommendations that access of the children be restricted until repair work had been completed. At that time, Telemon Corporation and Child Care Consultant were notified of the findings. Telemon decided to close the building until a remediation plan could be put in place. Perry Solice, Wanda Robinson, Monde Parker meet with Ms. Carr the manager of the Clinton Headstart, and discussed Lead testing of the children among other issues. Health Department EPI Team also meet and discussed the Lead testing process for the children of the Clinton Headstart. A final meeting was held with Lead Consultant, Ms. Bass, and Telamon group, Ms. Carr, Ms. Surles and Director, Mr. Tom Draughon, Budget Analyst, Wanda Robinson and Perry Solice to make sure that everyone understood responsibilities in handling the lead hazards. All were reminded that a letter had been sent to all parents regarding the Lead Clinic scheduled for Saturday, March 16, 2019 from 9 am to 11 am at the Sampson County Health Department. Total of 87 of the 171 children were tested through the Health Department. Sixty percent of the children were Hispanic origin, therefore all letters and handouts were done in both English and Spanish to ensure everyone understood the information.

Perry spoke with Ms. Carr this morning and has sent all information and data findings of the investigation. Currently waiting for Telamon to submit a remediation plan. Once submitted the plan will be sent to DEC (Child Care Consultants) for approval. Upon approval the remediation process may begin.

Clinton Headstart is located at College Street School 606A which is the middle building. College Street Academy occupies the front part of same building as well as the auditorium. Investigation was also done on the Academy sections of the building and report will be made on that investigation. Dr. Johnson and John Lowe, Technical Advisor are aware of that situation for Clinton City Schools.

Perry reported findings of: No positive soil samples; water samples were good and only 1 dust sample that was a 36 mm per deciliters; limit is 40. Paint chips read 1.3% and .79% with a .5% being the limit.

VIII. Health Directors Report:

a. Opioid Conference:

