

**SCHD Advisory Committee Meeting Minutes
September 21, 2020**

Members present via conference call: Dr. Jeffrey Bell, Dr. Elizabeth Bryan, Robert Butler, Dr. Cynthia S. Davis, Cassie Faircloth, Yire Hernandez, Jacqueline Howard, Chair, and Commissioner Harry Parker.

Members not present: Charlotte Harrell, Allie Ray McCullen and Linda Peterson.

SCHD and other county staff present: Wanda Robinson, Tamra Jones, Perry Solice, Kelly Parrish, Sally DeMay, Edward Causey and Joel Starling.

I. Call to Order:

Jacqueline Howard, chair called meeting to order.

Wanda Robinson requested to add items to the agenda:

- a. IV. COVID-19 Update
- b. IX e. AA 115 COVID 19 Infection Prevention Support
- c. IX f. AA 165 Infant Mortality Reduction

Correction made to the date on the Agenda to September 21, 2020.

II. Invocation:

Commissioner Harry Parker gave the invocation.

III. Approval of Minutes:

Motion to accept the July 20, 2020 minutes made by Robert Butler and seconded by Commissioner Harry Parker. All in favor. Motion carried.

IV. COVID-19 Update:

Kelly Parrish reported 2, 176 positive cases up 36 cases from Friday, September 18, 2020. Currently have 484 active cases and five open outbreaks:

- Smithfield
- Two congregate labor camps each with one case each
- Plainview School
- Mary Gran – 2 cases (opened today).

Kelly reported working on the Community Health Workers a resource of vendors that have contracted with the state. The Community Health Workers will contact each confirmed case to assess for resource needs such as transportation, food, medication, or any type of needs resulting from isolation.

Kelly reported on a new telephone app, launching "Slow COVID NC" September 22, 2020. The app uses blue tooth to your track locations and in event you test positive, the app will notify close contacts based on the pinged locations. Contacts are notified only if they have downloaded and are using the app and have their blue tooth active.

V. Carolina Breast Imaging Contract:

Carolina Breast Imaging has offices in Goldsboro and Greenville and provide imaging and breast biopsies. They will accept the fees set in the fee schedule and not charge the women in this program. Motion to accept the contract made by Dr. Jeffrey Bell, seconded by Robert Butler. All in favor. Motion carried. Contract will be presented to the County Commissioners meeting as Board of Health.

VI. Information Security Policy Review/Approval:

Sally DeMay discussed the changes to the policy. Majority of changes were made to removing "Agency" and replacing with "SCHD". Change made to add specification of clinic, WIC or Environmental Health front desk; added Cameras (external and internal laptop) to Telecommunication Equipment. Removed links inserted in document and replaced with documents and forms. Motion to accept the changes made to policy made by Dr. Cynthia Davis, seconded by Cassie Faircloth. All in favor. Motion carried. Policy will be presented to the County Commissioners meeting as Board of Health.

VII. Administrative Policy Review/Approval:

Wanda Robinson briefly reviewed the following attached policies that were updated in Administrative Policy changes are highlighted in green and yellow:

- a. Dress Code Policy
- b. Facility & Equipment Cleaning Policy changes made to include updated OSHA and COVID requirements.
- c. Media Policy added information on what is a Public Record.
- d. Orientation Policy & Procedures
- e. Policy on Policies reviewed page 14 Level of Authority and/or Decision making
- f. Staff Qualifications and Development Policy
- g. Time Sheet & Work Schedule Policy
- h. Vehicle Policy added steps to take in case of accidents or breakdowns.
- i. Mosquito Management and Abatement Policy

Motion to accept the above updated Administrative Policies made by Dr. Jeffrey Bell, seconded by Dr. Cynthia Davis. All in favor. Motion carried. Administrative Policies will be presented to the County Commissioners meeting as Board of Health.

VIII. Fiscal Report:

a. Monthly Activity Summary:

Tamra Jones reported on handout. Activities have declined a little, but most staying constant with July. Reviewed the Medicaid Revenues report as being down for the first two months. Correction made to the Care Coord for Children column should be shortage \$1348.00. Local revenues are tending down as the Medicaid Revenues total deficient of \$5300.00.

b. Medicaid Adjustment Fees:

Tamra reviewed the handout of codes that Medicaid is doing an adjustment of fees. Medicaid has started doing an increase of about 17% over the amount we bill for office visit codes. Handout reflects the billed amount; paid amount and the increase amount being paid by Medicaid. Usually paid about 60 to 69% of billed amount. The cost settlement at the end of the year cost settles for the difference. Unsure of how this adjustment will affect the cost settlement for this fiscal year. The adjustments started in

March and will continue through December of this year. Questions was asked if health department would owe money back to Medicaid at end of year due to increased payment. Tamra responded, should not owe money, due to adjustment is being done to help compensate for the reduced clinics.

c. **Clinic Fee Schedule Review:**

Handout attached for new Lab testing codes for new tests ordered by practitioners. Motion to accept the new clinic fees made by Dr. Beth Bryan, seconded by Robert Butler. All in favor. Motion carried. Clinic Fees will be presented to the County Commissioners meeting as Board of Health.

IX. **Agreement Addenda Allocations:**

a. **AA 168 Maternal Health Innovation \$7500:**

New Funding to purchase equipment, provide staff training to strengthen the provision of maternal health services. Allocated the funds into departmental supplies, departmental equipment, and data processing to support telehealth services. Motion to accept the new funding made by Commissioner Harry Parker, seconded Dr. Jeffrey Bell. All in favor. Motion carried. New funding will be presented to the County Commissioners meeting as Board of Health.

b. **AA 539 COVID-19 CARES Activities \$32,377:**

Correction to above amount to \$32,395. Funds will be used for Salary and Fringe for staff working with COVID-19 tracing and other COVID related activities, testing, departmental supplies, telephone and postage, lab services and travel. Motion to accept new funding of \$32,395 made by Dr. Jeffrey Bell, seconded by Dr. Beth Bryan. All in favor. Motion carried. New funding will be presented to the County Commissioners meeting as Board of Health.

c. **AA 543 ELC Enhancing Detection Activities-\$157,885:**

New funding for COVID to enhance detection activities. Funds to be used in Salary and Fringe, departmental supplies, telephone and postage, lab services, travel, and contract services to assist with interpreting. Motion made to accept new funding of \$157,885 made by Robert Butler, seconded by Dr. Jeffrey Bell. All in favor. Motion carried. New funding will be presented to the County Commissioners meeting as Board of Health.

d. **WIC-\$16,764:**

Additional funding received in WIC due to increase in caseload. Funds will be used to pay Salary and Fringe in the WIC program. Motion to accept the new funding made by Commissioner Harry Parker, seconded by Dr. Cynthia Davis. All in favor. Motion carried. New funding will be presented to the County Commissioners meeting as Board of Health.

e. **AA 115 COVID-19 Infection Prevention Support:**

Additional COVID funding of \$89,940.00 received from State. Funding to be used to pay the Salary and Fringe of staff working in COVID. This funding is to be spent by December 31st. Motion to accept additional COVID funding of \$89,940 made by Commissioner Harry Parker, seconded by Dr. Jeffrey Bell. All in favor. Motion carried. Funding will be presented to the County Commissioners meeting as Board of Health.

f. AA 165 Infant Mortality Reduction:

Additional funding of \$2,406.00 to help obtains items needed in Family Planning such as Nexplanon and items to aid in Nexplanon insertions and removals. Motion to accept the new funding made by Dr. Jeffrey Bell, seconded by Commissioner Harry Parker. All in favor. Motion carried. New funding will be presented to the County Commissioners meeting as Board of Health.

X. Health Directors Report:


Wanda Robinson discussed flier "Connecting Residents to COVID-19 Isolation and Quarantine Support" emailed to board. Wanda will be meeting with two vendors assigned to work with Sampson County. The vendors will be hiring two employees to train and send to us work in Sampson County. Vendors are "Mount Calvary Center for Leadership Development" and "One to One with You" both located in Goldsboro. Workers will be working one on one with the COVID positive patients helping them to access different services Sampson County.

Resignations received, one each in Nursing and Management Support departments and a retirement in Environmental Health department effective at the end of the year.

XI. Public Comment:

No public comment.

No further business, meeting adjourned.

	11/19/20	Wanda Robinson	11/19/20
Advisory Committee Chair	Date	Secretary	Date