

## **SCHD Advisory Committee Meeting Minutes**

### **Monday, November 15<sup>th</sup>, 2021**

#### **Attendance**

Board Members- Jeffrey Bell, Elizabeth Bryan, Robert Butler, Cynthia Davis, Cassie Faircloth, Charlotte Harrell, Yire Hernandez, Jacqueline Howard, Allie Ray McCullen, Linda Peterson

Health Department and Administration Staff- Wanda Robinson, Cherish Allen, Tamra Jones, Kory Hair, Kelly Parrish, Edwin Causey, and Joel Starling.

- I. **Call to Order**- Dr. Jeffrey Bell
- II. **Invocation**-Jacqueline Howard
- III. **Approval of Minutes**-September 20, 2021: Motion to approve made by Robert Butler; 2<sup>nd</sup> by Jacqueline Howard.
- IV. **COVID-19 Update**: Kelly reported that in the last 14 days there have been 183 cases. This is compared to 253 cases last week and 532 cases last month. Sampson County has a 4.7% positivity rate, and the State has a 6.2% positivity rate. Sampson County is 52% partially vaccinated and 48% fully vaccinated. Kelly stated that Pfizer Pediatric Vaccines have been given approval to be administered to those 5-11 years of age. SCHD plans to begin administering these on Wednesday, November 17<sup>th</sup> at the Expo Center. 1% (49 children) of the 5–11-year-old population have received the first vaccine. There are approximately 4,500 children in this age range who are eligible for the vaccine in Sampson County. Kelly informed the Committee that the NC DHHS has established a Family Vaccination Site at SCC. It will be open Thursday-Friday from 1:00 PM- 6:00 PM and Saturday from 10:00 AM- 2:00 PM. This site will be open at this location until November 20<sup>th</sup> then will likely move to the Expo Center. Vaccine incentives will also be given at these sites. Jacqueline Howard asked if they would only offer Pfizer during the events at SCC; Kelly reported, Yes. SCHD continues to offer all vaccines (Moderna, Pfizer and Janssen) on Mondays and Fridays at the Health Department and on Wednesday on the Expo Center. No appointment is needed. Covid testing is available at the Health Department on Tuesdays from 8:00 AM-10:00 AM and 2:00 PM-4:00 PM and Thursdays from 2:00 PM-4:00 PM. No appointment needed. Kelly stated that the SCHD is still seeking opportunities to vaccinate the community offsite. They recently participated in Ag Day and the Expo Center and administered 60 vaccines. They went onsite to a migrant camp on Friday, November 12<sup>th</sup> and administered 124 vaccines to H2A workers. She also stated that they continue to vaccinate home bound residents in Sampson County.
- V. **Environmental Health Department Update**: Kory stated that the department is still busy catching up from the previous staff turnover. Courtney received her authorization last Friday. Jose is very close to obtaining his. Pamela Lindsay, Environmental Health Specialist is doing very well, as her longevity in the position was a benefit to Kory's team. Kory reported Onsite applications: September 31; October 73; November 24 as of today. So far this year there have been 700 septic/well permits issued. Kory stated that in April they had an 8-week turnaround,

today their turn around is 2-3 weeks. He is pleased with this progress and praised his team for coming together. Wanda stated that Environmental Health has really worked hard to get where they are, and she is proud of them.

**VI. Advisory Board Policy Review**

- a) Operating Policy- Wanda stated that the only change to this policy was the Title. It will be changed from *Operating Policy and Procedures Policy* to *Operating Policy*. Dr. Bell asked for a motion to accept this policy with given changes. Motion to accept made by Jacqueline Howard, 2<sup>nd</sup> by Robert Butler.
- b) Conflict of Interest Policy- Wanda stated there were no changes to text. Dr. Bell asked for a motion to accept this policy with given changes. Motion to accept made by Jacqueline Howard, 2<sup>nd</sup> by Linda Peterson.
- c) 2022 Meeting Dates- Dates were provided to each member and discussed by Dr. Bell. Dr. Bell asked for a motion to accept these dates. Motion to accept made by Robert Butler, 2<sup>nd</sup> by Cynthia Davis.
- d) Committee Appointment- Wanda reviewed members and terms served. She stated Dr. Bell will be serving his 3<sup>rd</sup> term. Dr Bryan will come off this year as she has already served the max number of terms. Robert Butler will serve one more year. Cassie Faircloth and Charlotte Harrell agreed to serve a 3<sup>rd</sup> term. Wanda stated that all other members are good until dates listed by their names. She did state that she is having trouble finding a doctor to fill Dr. Bryan's place, as most of them in the area have already served. All information will be submitted to County Commissioners in December. Wanda reminded the committee that the new term will start January 2022.

**VII. Financial**

- a) Financial Update-Tamra reviewed the financial update. She reported that WIC numbers are still up. She asked the committee if they had any questions, no questions. She then reviewed the Medicaid Revenue. She asked the committee if they had any questions, no questions. Tamra stated that managed care is still challenging as she is still getting use to billing 6 companies, when before there was only one. Tamra reviewed the graphs and stated that there were still some local and Medicaid revenues pending.
- b) Fiscal Policy Review- Tamra reviewed her policy. She stated that she replaced Jacqueline Howard with Jeffrey Bell. She also changed the Outreach programs to CMHRP and CMARC as they are the new acronyms. Dr. Bell asked for a motion to accept this policy with given changes. Motion to accept made by Linda Peterson, 2<sup>nd</sup> by Yire Hernandez.
- c) Fee Schedule Update- Tamra stated we will now bill a \$40.00 administration fee for all vaccines. The Health Department did not bill initially for COVID vaccines. If patient provides insurance information, they will bill insurance company for the \$40.00 administration fee. If the insurance company does not pay the full \$40.00, the patient will not be billed the remaining balance. Tamra stated that if the patient does not have insurance, she will bill HRSA, which is through the State. Wanda stated that some patients are giving push back about providing insurance information. Tamra stated she thinks they are worried they will receive a bill, which they will not. Robert Butler asked if this reimbursement for the vaccine was from the Federal Government. Wanda stated that the reimbursement is only for the administration, as the State provides the vaccine. Dr. Bryan stated that the process of administering vaccines is very in depth. Wanda

stated the time it takes 2 to 3 staff members to document all areas is a lot. Dr. Bryan and Wanda agreed that the public does not realize how much effort it takes to get a single person vaccinated and continue to provide all other services. Wanda stated that on 10/27/2021 the Health Department gave >400 COVID Vaccines. Jacqueline Howard asked if they were charging the administration fee at off-site locations. Wanda responded, yes. Dr. Bell asked for a motion to accept fee updates.

- d) United Way Grant- Tamra stated that this grant helps the Health Department with BCCCP patients. Last year she stated we were awarded \$7,000. It will pay for mammograms and ultrasounds for the uninsured and underinsured patients that qualify for this program. Dr. Bell asked for a motion to accept the application for the United Way Grant. Motion accepted by Linda Peterson, 2<sup>nd</sup> by Robert Butler.
- e) Fiscal Year 2021 Revenue Report- Tamra reported that September was the cut-off for this report. She stated that this is the final reporting for revenues last year. Although clinics were cut, numbers stayed steady. She stated that between Medicaid and local revenue we did break even. This report did not consider Covid Funding, as it was based solely on services provided. Wanda praised staff for their work during COVID.

**VIII. Annual Report:** Kelly reviewed the Annual Report with all members. See attached report for details.

**IX. Health Directors Report:** Wanda reviewed the Community Health Grant. Application is due on January 14, 2022. Grant is in the amount of \$150,000.00. She stated she is looking to set up a primary care clinic and this would help start that and continue to provide services for programs such as family planning, maternal health and child health clinic. She is asking the committee for approval to move forward with this application. Dr. Bell asked for a motion to accept this application. Motion accepted by Robert Butler, 2<sup>nd</sup> by Cynthia Davis.

-At this time Wanda asked Kory to briefly explain the inspection process through Food and Lodging. Kory stated that anything completed through Environmental Health is state regulated. In 2012 they adopted the food code and switched to a different type of inspection. In the past the inspection focused on facility structure. He stated that dirty floors, etc. may only count as one point where if they find food not kept within proper temperature, that could count as 2-4 points. Now with the changes the inspection focuses on procedures as opposed to the facility structure. He stated that the first thing they look at is food temperature, food handling, food storage, heating, cooling, employee handwashing, changing gloves, as these are the critical things that could make a customer sick. When the inspection is completed, they mark items that need to be addressed. When they return, if they same things are marked, they are considered repeat violations. Kory explained that depending on the type of violation, Environmental Health does have different time frames as to when they will return. These return dates are not scheduled due to not wanting the restaurant to know when to expect them. He explained that his department is tasked to ensure that restaurants are safe for the customers. They are followed by state inspectors and must follow state guidelines. Wanda stated that she has shadowed the staff to see how these inspections work. She explained that there are violations that the average customer would not notice and that is why Kory and his staff must be so detailed. She explained that once the inspection is completed Environmental Health does sit down with the managers and reviews the report piece by piece. This ensures that the manager

