

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

Members Present

Charles Lee, DVM, Chair
Daryl Hill, DDS, Vice Chair
Robert Brown, MD
William Walker, OD
Julie Mabe, RN
Mack Summey, PE
Marty Trotter, Community Member
Cathy Waddell, Community Member
Lyn Richardson, Community Member
Stan Haywood, County Commissioner

Staff Present

Susan Hayes, Health Director
Tara Aker, Assistant Health Director
Brooke Hogan, Assistant Secretary to the Board
Darlene Hill, Accounting Specialist
Jonathan Crews, Environmental Health Specialist

I. Call to Order

The Randolph County Board of Health met Thursday, February 2, 2017 in the health department conference room. Dr. Lee, Board vice Chair, called the meeting to order at 7:03 p.m.

II. Welcome New Board Member

Dr. Lee recognized newly appointed board member, Dr. Robert Brown. Susan Hayes commented that Randolph County Health Department is glad to have him fill the physician appointment for the Board. Dr. Brown is currently employed with White Oak Urgent Care and specializes in family and urgent care medicine. The board welcomed Dr. Brown with kind remarks.

III. Public Comment Period

Dr. Lee opened the public comment period. Hearing no requests for public comment, the period was closed.

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

IV. Election of Chair and Vice-Chair

Dr. Lee opened the floor for nominations for board chair and vice chair positions. Stan Haywood made a motion to nominate “*Dr. Charles Lee to serve as Board Chair.*” The motion was seconded by Dr. Hill and the motion carried by acclamation. Ms. Richardson made a motion to nominate Dr. Daryl Hill to “*serve as Vice Chair to the Board.*” Dr. Brown seconded the motion. The motion carried by acclamation. Dr. Lee noted the outstanding service given to the board by Dr. Dough as Chairman for many years.

Susan Hayes presented the board of health meeting dates schedule for 2017. Board members agreed upon the scheduled dates and meeting time of 7:00 p.m. with the July date to be determined as it conflicts with the county commissioners July meeting date.

V. Approval of Minutes

Dr. Lee presented minutes for approval from the November 14th, 2016 board meeting. No discrepancies were noted. Mr. Trotter made a motion to “*approve the minutes as presented.*” Dr. Walker seconded the motion and the motion carried.

VI. Board of Health Operating Procedures Review

Board members reviewed the existing Randolph County Board of Health Operating Policy and Procedures. There was some discussion across the board. Dr. Hill made a motion to “*approve the Operating Procedures as presented.*” Dr. Brown seconded the motion and the motion carried.

VII. 2017 Board of Health Handbook Updates

Tara Aker, Assistant Health Director, presented each board member with updates to their existing manuals. Dr. Brown was given an up to date manual. Tara noted that further information will be updated and presented to board members at the March Board meeting (*see updates following minutes.*)

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

VIII. Health Director Job Description Review

Susan Hayes, Health Director, presented a revised job description for the Board to review and approve. She explained that job descriptions have evolved from a task based form to more of a competency based way of reflecting the health director's duties and responsibilities. Dr. Walker made a motion to *"approve the health director job description as presented."* Dr. Hill seconded the motion and the motion carried. *(See health director job description following the minutes.)*

IX. Health Director's Report

Mid-Year Financials:

- A mid-year financial state report was presented by Ms. Hayes. She reviewed revenues and expenditures for the first half of the year. Sources of revenue were discussed, including what percentage of revenues came from the county, state and fees. There was discussion regarding future expenditures, including the Electronic Health Record (EHR) systems, animal shelter addition, and potential Medicaid and Affordable Care Act changes. Mr. Haywood commented that decisions made by new administration in Washington and Raleigh could directly and significantly impact Medicaid programs and local government agencies. Ms. Hayes stated that she had requested carryover funds for the larger expenses, such as EHR and shelter upgrades, as well as adding an additional clinic provider. Ms. Hayes shared pictures of construction progress at the animal shelter. Board members offered positive thoughts and comments concerning the addition to the shelter.

Electronic Health Records Policy:

- Ms. Hayes presented the county-wide electronic imaging policy which was approved by the Board of County Commissioners December 2, 2013, effective date January 1, 2014. She went on to say that in July 2016 the document and a schedule of health

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

department document imaging was sent to the NC Department of Natural and Cultural Resources, Division of Archives and Records with a request for approval. Consequently an approval letter was received by the Division of Archives and Records. Ms. Hayes explained that this process needed to be approved by the Board. Board members were made aware that meeting state guidelines for archiving paper records was critical for successful EHR implementation. Dr. Walker made a motion to “*accept electronic records imaging policy and imaging schedule for the health department*”. The motion was seconded by Dr. Hill and the motion carried.

Communicable Disease Update

- Susan Hayes reported Influenza A as the most prevalent type of flu regionally for the week ending January 28th, 2017. NC Communicable Disease Branch reported one child death in the western part of the state.
- Randolph County had four meningitis cases since the end of December 2016.
- Communicable disease trends for the last five years were included in the packets for board members (*see handout following the minutes*). The board discussed trends with Ms. Hayes focusing on the rise in gonorrhea and chlamydia.
- Randolph County Health Department received a grant for \$5,000.00 to administer urine tests for male clients testing for sexually transmitted infections as opposed to the existing method of swabbing for sexually transmitted infections. This process along with having a provider to see male clients should help to reduce the number of gonorrhea and chlamydia cases in Randolph County.
- Childhood immunizations trends are improving (*see handout following the minutes*).

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

Ms. Hayes delivered a state of the health department report highlighting program reports, issues, concerns, and improvements. She reported the following information to the board:

- The cost for Cure MD (electronic health record program) totals \$17,762.00 with a monthly subscription of \$924.00. Randolph County Health Department received \$20,000.00 from the Division of Public Health to offset cost for obtaining a system for electronic health records.
- Eagle Soft dental electronic health record software cost is \$3,339.28 with a monthly subscription of \$167.00. After attesting to Medicaid, RCHD received \$21,500.00 for aid in the cost of new dental software. The training for this program is schedule to be completed February 3rd. The current dental practitioner will be leaving the health department at the end of May. Dental clinic is in need of another dental provider. She asked the board to let her know if they know of anyone in the community who may be interested in working 2-3 days per week. Dr. Hill provided some discussion and insight on this matter.
- Personal health/general clinic will offer a few extended hours clinics beginning March 14th. The Division of Public Health conducted a practice management and continuous quality improvement exercise observing clinic flow process. A plan to improve numbers should be implemented soon.
- The anti-tethering ban is going well and mostly complaint driven. Wesley Vann, Animal Shelter Supervisor reported to Ms. Hayes that citizens are complying for the most part and building lots for their dogs. Ms. Hayes and Mr. Vann would like to implement a spay/neuter program at the shelter, this process is in the research phase. Ms. Hayes would like to offer extended shelter hours to the public which may increase adoptions along with the new addition of the adoption center. There is a small issue of municipalities not paying their quarterly bills for animal surrender.

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

Mr. Hal Johnson, County Manager, has asked Ms. Hayes to report this issue to county commissioners at the March county commissioner retreat meeting.

- Food and Lodging section of environmental health is fully staffed and able to reach 100% inspections.
- The Hwy 64 by-pass project is consuming a large portion of time for the on-site wastewater and wells staff. Three hundred wells have been abandoned due to this project requiring supervision by environmental health specialists to ensure wells are properly abandoned.
- The strategic plan document for the health department for years 2017-2019 should be completed and presented at the March board of health meeting.
- Randolph County Health Department is providing mutual support to Healthy Randolph a community collaborative that focuses on nutrition, physical activity, tobacco use, mental health and substance abuse. Healthy Randolph is an initiative developed by Randolph Health (formerly Randolph Hospital). The health department contributes office space and technology needs to Randolph Health staff member Stephanie McClure, Healthy Randolph Coordinator. Some events to educate the community and encourage community involvement include weigh down fitness challenges, play daze for children, minority diabetes prevention, and tobacco free campuses.
- The health department farmers market will reopen in April 2017.
- Administration is focusing on the re-accreditation process. A site visit team is expected in the spring of 2018. Ms. Hayes shared an employee satisfaction survey with the board noting high percentages of staff satisfaction in most areas (*see summary following minutes*).

RANDOLPH COUNTY BOARD OF HEALTH
RANDOLPH COUNTY HEALTH DEPARTMENT
2222-B South Fayetteville Street, Asheboro, NC
Thursday, February 2, 2017

- Public health in Randolph County celebrates 2017 as the 90th year! A committee has been formed to discuss and plan events to commemorate this exciting time in public health.

There was some discussion across the board with positive remarks concerning all areas of the health department.

The regular session was adjourned at 8:17 p.m., therefore going into a closed session. There being no further business, the meeting was adjourned at 8:30 p.m. The next Board of Health meeting is scheduled for March 13, 2017 at 7:00 pm.



Dr. Charles Lee, Board Chair



Susan D. Hayes, Health Director