

RANDOLPH COUNTY BOARD OF HEALTH  
RANDOLPH COUNTY HEALTH DEPARTMENT  
2222-B South Fayetteville Street, Asheboro, NC  
Monday November 13, 2017

Members Present

Charles Lee, DVM, Chair  
Robert Brown, MD  
Daryl Hill, DDS  
Marty Trotter, Community Member  
Cathy Waddell, Community Member  
Lyn Richardson, Community Member  
Marianne Evans, PharmD  
Julie Mabe, RN  
William Walker, OD

Visitors

Jill Williams, Rand. Co. HR Director  
Aimee Scotton, Rand. Co. Staff Attorney  
Mrs. Betty Lee  
Mrs. Gala Hill

Staff Present

Susan Hayes, Health Director  
Tara Aker, Assistant Health Director  
Arey Rash, RN, Director of Nursing  
Brooke Hogan, Assistant Secretary to the Board  
Beth Thomas, Dental Hygienist  
Wesley Vann, Animal Control Supervisor  
Brooke Nelson, AC Attendant  
Heather Wood, AC Attendant  
Marlene Dawalt, Clinical Nurse  
Anna Brower, Purchasing Agent  
Misty Smith, Clerical Supervisor  
Elizabeth Avilez Gonzalez, Foreign Language Interpreter  
Jaron Herring, EH Food & Lodging Supervisor  
Wayne Jones, EH Wastewater & Well Supervisor  
Cindy Trogdon, RN, Child Health Nurse Consultant  
Becky Hinshaw, RN, PH Nursing Supervisor CC4C/OBCM  
Wendy Kennon, Health Education Supervisor  
Dr. Elyse Hayes, PH Dentist  
Dana Wright, RN, Preparedness Coordinator  
Lynsay Saunders, RN, Clinical Nurse  
Laura Gibbons, RN, CC4C/OBCM Case Manager  
Sherry Barbery, Medical Lab Technician  
Donna Hunt, RN, OBCM Case Manager  
Julie Clark, RN, Family Planning Clinic Coordinator

**I. Call to Order**

The Randolph County Board of Health met Monday, November 13, 2017 in Board Rooms A & B of the Randolph County Board of Education building. Dr. Lee, Board Chair, called the meeting to order at 6:30 p.m.

**II. Public Comment Period**

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

**III. Approval of Minutes**

Dr. Lee presented minutes for approval from the September 11, 2017 board meeting. No discrepancies were noted. Dr. Walker made a motion to “*approve the minutes as presented.*” Dr. Brown seconded the motion and the motion carried.

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Tara Aker presented the 2018 Randolph County Animal Shelter calendar as a result from the recent fundraiser. The fundraiser was successful having already raised around \$2,000 in donations for the animal shelter through voting submissions.

Ms. Aker also announced that the newly renovated Randolph County Animal Shelter will host an open house event on Wednesday, December 6 from 9 a.m. – 12 p.m.

**IV. Presentation of Fiscal Year 2016-17 Annual Report**

Assistant Health Director Tara Aker presented the Randolph County Health Department Annual Report to board members. In addition, flash drives containing detailed program data and performance measures for Fiscal Year 2016-17 were provided. She thanked health education staff and interns for their involvement in preparing the report. Ms. Aker stated that information presented can also be found on the health department website.

Supervisors and program coordinators provided program highlights from Fiscal Year 2016-17. Board members and program coordinators discussed various pieces of information.

Lynsay Saunders, Immunization clinic nurse, stated that human papilloma virus (HPV) vaccine is now being offered as a two dose series for children under the age of 15, versus a three dose series over the age of 15. More parents are choosing to have their children vaccinated against HPV due to better education regarding what the immunization covers. Ms. Saunders provided a breakdown of immunization data administered by health department staff.

Marlene Dawalt, Tuberculosis (TB) clinic nurse, updated the board on TB data in Randolph County. Ms. Dawalt reported that we had one ocular TB case. There was no pulmonary TB during the reporting fiscal year.

Dana Wright, Preparedness Coordinator, provided an annual communicable disease report and highlights from the general clinic program. Clinics transitioned to Electronic Medical Record, Cure MD. Patient charts are now at nurses fingertips. Randolph County Health Department received a \$5,000 grant in January, 2017 from Randolph Health to provide gonorrhea and chlamydia urine testing for males. Overall communicable disease numbers increased in Fiscal Year 2016-17 as opposed to last fiscal year. Some of the increased trends were in campylobacter cases, chlamydia (due in part to providing urine testing), E. Coli, adult flu deaths, gonorrhea cases, Hepatitis C, lyme disease, Rocky Mt. spotted fever and congenital syphilis. Some decreased trends included syphilis, streptococcal infection Group A, shigellosis, salmonellosis, pertussis, cryptosporidiosis and haemophilis (*see statistical breakdown following the minutes*). There were some positive Zika cases reported in Randolph County for Fiscal Year 2016-17.

Ms. Wright also provided Preparedness program highlights. She deployed to Lumberton, NC in October, 2016 to help with sheltering after Hurricane Matthew left a large area of flooding in eastern North Carolina.

Dana Wright and April Wilburn, General Clinic Nursing Supervisor, were trained to use PortaCount Respiratory FIT Testing. In March, 2017, Randolph County Health Department employees were tested using the PortaCount machine. It proved as a more reliable form of testing.

Public Health Response Team (PHRT) participated in a statewide exercise called Open Arms on February 28, 2017. The PHRT was able to assemble in the health department conference room and set up an Emergency Operations Center. The exercise involved evacuating the east coast before a major hurricane which led to shelters needing to be opened in Randolph County to accommodate evacuating families. It was a great learning opportunity to identify gaps as well as

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strengths. Dana Wright and Arey Rash, Nursing Director, met with Emergency Management Services and Department of Social Services to update the Shelter Plan for Randolph County.

Dr. Lee and other board members provided positive feedback and kind remarks to health department staff for hard work and dedication to public health.

**V. Rabies Compendium Rule Repeal**

Susan Hayes stated that N.C. State legislation adopted the rabies compendium rule, therefore making the county Board of Health rule no longer necessary. There was some discussion across the board.

Dr. Hill made a motion to *“approve to repeal the Rabies Compendium Rule adopted on September 12, 2016.”* Dr. Walker seconded the motion and the motion carried.

**VI. Clinical Fee Schedule Presentation - Fiscal Year 2017-18**

Susan Hayes, Health Director, presented board members with proposed clinical fee rates for fiscal year 2017-18. There was much discussion across the board on fee determinates. Ms. Hayes explained cost methodology for determining fees for service. Several factors are considered including staff rates and staff time involvement, fluctuating vaccine costs, supply costs, formula for relative value units and Medicaid reimbursement rates. Fees are based on our cost. There was more discussion across the board.

Mr. Marty Trotter made a motion to *“approve the Fiscal Year 2017-18 Clinical Fees schedule as presented.”* Dr. Brown seconded the motion and the motion carried.

Susan Hayes explained that vaccine costs can vary on a weekly basis. Ms. Hayes asked board members to consider approving vaccine fees as presented with the ability to adjust vaccine fees based on cost plus up to 20%. Ms. Richardson asked if these fees cover our cost to administer. Ms. Hayes explained that an administration fee code can be charged to cover costs. There was some discussion across the board.

Dr. Hill made a motion to *“approve vaccine fees as presented with flexibility to adjust rates based on cost plus up to 20%.”* Dr. Walker seconded the motion and the motion carried.

**VII. Fiscal Year End 2016-17 Financial Reports Review**

Board members reviewed and discussed financial reports from Fiscal Year End 2016-17 (*see financial reports following minutes*). The year in review remained stable compared to budgeted amounts. Ms. Hayes recognized staff for seeking and securing more grant funding opportunities. Ms. Hayes mentioned that bad debt write off and N.C. Debt set-off figures will be presented to the board in January, 2018.

Ms. Cathy Waddell made a motion to *“approve Fiscal Year End 2016-17 financial statements as presented.”* Ms. Lyn Richardson seconded the motion and the motion carried.

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**VIII. Health Director's Job Description**

Board members reviewed a copy of the current health director job description (*see job description following the minutes*). Ms. Hayes explained that she had reviewed the job description and there are no necessary changes at this time.

Dr. Hill made a motion to "approve Health Director Job description as presented." Dr. Brown seconded the motion and the motion carried.

**IX. Health Director's Report**

Susan Hayes, Health Director provided a health director's report to the board. The following items were discussed:

- Three positive cases of legionnaire's cases were identified at Crossroads Retirement facility in Asheboro. Dr. Lee asked if there have been additional cases. Ms. Hayes stated no new cases have been identified. Dana Wright, Jaron Herring and Crossroads staff worked many hours to determine the source and install filtration devices. The facility has taken corrective action measures. Sampling will continue for at least six months.
- The Opioid Community Coalition is going well with the next meeting to be held on November 20 at 2:00 p.m. in the health department conference room. Ms. Hayes is hoping to hold a community event in March, 2018. Dr. Lee provided positive comments concerning the opioid collaborative effort.
- Access to Healthcare study results should be presented to applicable health department staff before the end of December, 2017. Ms. Hayes would like to present results to the community at the same time as the opioid collaborative community outreach event in March, 2018.

Board members were provided a list of 2018 meeting dates for planning purposes (*see list following minutes*). Dr. Lee noted that March, July and November meeting dates will change due to scheduling conflicts. Dates will be discussed and determined at the January 2018 meeting.

There being no further business, the meeting adjourned at 7:47 p.m. The next Board of Health meeting is scheduled for January 8, 2018 at 6:00 p.m.



Dr. Charles Lee, Board Chair

  
Susan D. Hayes, Health Director