

Columbus County Board of Health

Minutes

Regular Meeting Special Meeting

February 28, 2024 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Pat Ray Dr. Randy Kirby Shane Cartrette Scott Floyd Patty Hobbs Dr. Brent Lawson Dr. Nicole Martin Dr. Amy Sessions
Members Absent	Drew Cox, Frankye Boone - Newkirk, Dr. Christy Perdue,
Staff Members Present	Kimberly L. Smith, Yvonne Armstrong, Daniel Buck, Charlene Bush, Jamika Lynch, Renee' Pridgen, Kristie Priest
Guests	

Quorum was present.

I. Call to Order

Pat Ray called the meeting to order at 6:05 p.m.

II. Welcome/Invocation

Pat Ray welcomed everyone to the meeting. Invocation was given by Pat Ray.

III. Approval of Agenda

Pat Ray asked if she could add under the Chairman's Forum, for Board Members to share one reason you serve on the Board of Health. Kim Smith asked to add under Section C. of the Board of Health Handbook Update, a motion to accept the changes made to the Policy on Policies. A motion to accept the agenda, with the changes proposed, was made by Dr. Randy Kirby, seconded by Dr. Amy Sessions, and carried by the board.

IV. Public Comment

There were no comments from the public.

V. Approval of Minutes

Motion to accept was made by Dr. Randy Kirby, seconded by Dr. Nicole Martin, and carried by the board.

<h3>VI. Financial Update</h3>	<p>Charlene Bush, Budget Director stated the following:</p> <p>A. Financial Statement November and December <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> • For the Financial Statement, you should have December and January. • You can see we are moving right along. <p>Motion to accept Financial Statement for December and January was made by Shane Cartrette, seconded by Dr. Randy Kirby, carried by the board.</p> <p>B. Funding Update <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> • This Funding Update is for the COVID-19 Bridge Program. We received \$58,504.00 for November and December. <p>C. Patient Count-November and December <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> • In your packets are the Patient Counts for November, and December. <p>Kim Smith stated, I would like to point out that Health Check, they are rolling that in to the Medicaid Transformation. I am not sure if it's April 1st, or when, it will be effective. They are rolling this into the Medicaid Prepaid Health Organizations that are handling Medicaid Managed Care.</p> <p>D. 2024 / 2025 Budget</p> <ul style="list-style-type: none"> • For three days, I have been shut up in my office working on budgets. We are looking at our fees. We will meet tomorrow with the Billing Committee. If Medicaid has gone up, we can raise our fee. We also have fee schedules from Brunswick, Bladen, Sampson and Duplin that we are comparing ours too. • More than likely, we will be asked to cut our budget, before it is finally approved. <p>E. Staff Update <i>(Benchmark 33, Activity 33.7)</i></p> <ul style="list-style-type: none"> • We are going to try to hire for that position in Billing. The one, who is in there now, is going to retire. I hope that we will find someone soon, who will be able to get in and trained before our other employee retires.
<h3>VII. Environmental Health Update</h3>	<p>Kristie Priest, Environmental Health Supervisor, stated the following:</p> <p>A. Staff Update <i>(Benchmark 15, Activity 15.2)</i></p> <ul style="list-style-type: none"> • We have a new Environmental Health Specialist. He is completing all of his trainings, in a timely manner. Our staff is staying extremely busy, and we will be glad when our two newest members have completed all of their trainings. <p>B. Custom Data Processing (CDP) <i>(Benchmark 37, Activity 37.6)</i></p> <ul style="list-style-type: none"> • Six counties were not on CDP across the state. BETS has one IT person for the whole state. They have notified us that there

	<p>will not be an upgrade of the system. It was free to all the counties, for all of these past years.</p> <ul style="list-style-type: none"> • We have been using CDP for about a week now. In six to eight months, it will be on our website for inspection grades. • People travelling through our county have called to ask if there was anywhere to search for these grades; so in, six to eight months, it should be completely up and running.
<p>VIII. Health Education</p>	<p>Jamika Lynch, Health Educator, stated the following:</p> <p>A. Community Health Assessment (<i>Benchmark 1, Activity 1.1</i>)</p> <ul style="list-style-type: none"> • I am at the end of the CHA. It is due the first Monday in March, which is the 4th. I am just going through and making sure everything looks good and get it sent in. <p>B. Staff Update (<i>Benchmark 37, Activity 37.6</i>)</p> <ul style="list-style-type: none"> • We are in the schools. Jewell had her first week last week. Her second week was this week, at Whiteville High. She is getting a lot of good feedback from the students. That is what we have going on in health education.
<p>IX. Quality Assurance</p>	<p>Daniel Buck, QA Specialist, stated the following:</p> <p>A. Quarterly Audit Review (<i>Benchmark 27, Activity 27.1</i>)</p> <ul style="list-style-type: none"> • In your packets you received the Quarterly Audit Summary for: <ul style="list-style-type: none"> ○ April to June 2023 ○ July to September 2023 ○ October to December 2023 • Our next audit will start after March. • I will report on pending charts at the next Board of Health Meeting. <p>Motion to accept the Quarterly Audit Review, as presented, was made by Patty Hobbs, seconded by Scott Floyd, and carried by the board.</p>
<p>X. Nursing</p>	<p>Renee' Pridgen, PHN III / Communicable Disease stated the following:</p> <p>A. Tuberculosis Update (<i>Benchmark 40, Activity 40.1</i>)</p> <ul style="list-style-type: none"> • June of last year, we had one person who we were chasing. During that time, we have had a bunch of first in TB. We have a plural case of TB in an immigrant; we had to treat them as a clinical case of TB. • In October, we had a case of reoccurrence in a 19-year-old. They were re-infected; this individual was very noncompliant, breaking isolation orders left and right. • Then I get a 50-page fax from UNC-Chapel Hill of a three month old in the PICU there. Her father, a 34 year old, has been sick and has a strong family history of TB. With someone that young, the three month old, ended up with a TB mass on her lung, a TB menigeal lesion on her brain and with CNS involvement. <p>The dad's father, brother and nine-year-old daughter have all had TB in the past. The physician had been treating the dad continuously for upper respiratory infections and pneumonia.</p>

	<ul style="list-style-type: none"> • So now, we have in October, a 34 year old symptomatic male, 3 month old in PICU, a 19 year old who tells me he is at Duke with his girlfriend's three year old who is in PICU. • We now have Orange County, Durham County and Ronald McDonald House all calling and reporting to us. The daddy of the 34 year old is cousins to the 19 year old. They deny they know each other. The three month old has a 14-year-old half-sister, who has been listed as a contact. The 14 year olds sputum has come back negative; they did a chest x-ray. The first one was questionable. The CT for the 14 year old comes back, and it looks questionable; they are asymptomatic and smear negative times three. However, the first sputum culture grows positive. Because of the 14 year old, we ended up at Hallsboro, CCCA, East Columbus Jr. / Sr. High School, and Acme Delco. We had 172 school contact and consent forms sent home. We went on January 23rd, and February 13th. 117 out of the 172 were tested. There were no positive TB skin test results. The remaining 55 either did a declination or just did not test. <p>Kim Smith stated that the last 50, we did not test. Renee' Pridgen continued with the following:</p> <ul style="list-style-type: none"> • The 34 year old, we see daily. They are still considered positive. Once we can get them to smear negative, they will not be infectious. The 14 year olds father was arrested; we got him after Christmas. • The 19-year-old re-infected fellow, he just became noninfectious least week. He had six contacts tested. We went back, on the 15th of February, and he is now taking his medicine. We tried to explain to him that he needs to stay masked. • This is our current state of TB from June 2023 to now.
<p>XI. Chairperson's Forum</p>	<p>Pat Ray, Chairman, gave the following update:</p> <p>A. Election of Chair and Vice-Chair</p> <ul style="list-style-type: none"> • Are there any other nominations on the floor for the positions of Chairman and Vice-Chair? <p>Scott Floyd stated that we should keep the Chair and Vice-Chair we have, if they are willing to serve.</p> <p>The members of the Board of Health, who were present, unanimously nominated Pat Ray for Chairman.</p> <p>The members of the Board of Health, who were present, unanimously nominated Dr. Randy Kirby for Vice-Chair.</p> <p>Motion was made to accept Pat Ray as Chairman and Dr. Randy Kirby as Vice Chair by Scott Floyd, seconded by Shane Cartrette, carried by the board.</p> <p>B. Share One Reason You Have Come to Serve on the Board of Health</p> <p>Scott Floyd stated the following:</p> <ul style="list-style-type: none"> • The main reason I ran for County Commissioner is my

	<p>genuine love of this county and its people. I want to see Columbus County do better and receive better help.</p> <p>Shane Cartrette stated the following:</p> <ul style="list-style-type: none"> • I have always loved this county. I was born in this very building. Being involved with Fire & EMS, I have witnessed some of the needs, health wise, that our citizens need, and try to speak up for those needs. <p>Dr. Randy Kirby stated the following:</p> <ul style="list-style-type: none"> • I came here to be with you all, and to be a part of a conglomerate of individuals who want to see and be a part of helping the quality of life with our county's citizens. <p>Patty Hobbs stated the following:</p> <ul style="list-style-type: none"> • I first started on the Board of Health when Dr. Barnes and Dr. Tate were here. I honestly did not realize what all we did here. Since learning, it has become an honor and privilege to serve on this board with all of you wonderful individuals. Knowing that what we do today can help tomorrow. <p>Pat Ray stated the following:</p> <ul style="list-style-type: none"> • Public Health has always been a passion of mine.
<p>XII. Director's Forum</p>	<p>Kim Smith, Health Director gave the following updates:</p> <ul style="list-style-type: none"> • Health Directors' Job Description Review (Benchmark 37, Activity 37.4) • In your packets, you received a copy of my current job description. There were a few changes, none major. <p>Motion to approve the Health Director's job description, as presented, was made by Scott Floyd, seconded by Patty Hobbs, carried by the board.</p> <ul style="list-style-type: none"> • Health Directors' Activities for 2024 (Benchmark 37, Activity 37.4) • You also received in your packets the Health Directors' Activities for the 2024 year. These are the committees, councils, and coalitions that I sit on. <p>Motion to accept the presented Health Directors' Activities for 2024 was made by Scott Floyd, seconded by Dr. Nicole Martin and carried by the board.</p> <ul style="list-style-type: none"> • BOH Handbook Update (Benchmark 36, Activity 36.1) (Benchmark 37, Activity 37.2) <p>Operational Procedures (Benchmark 34, Activity 34.1)</p> <ul style="list-style-type: none"> • Page 5: Documents all the changes that were made. • Page 19: 2024 BOH Meeting Schedule • Page 20: Updated BOH Members information. This information is not given out. • On page 23, it was recommended that we change the rule of meetings that Board of Health members should attend. As you can see, the change can be seen in bold. It states: <ul style="list-style-type: none"> ○ Board of Health members are to attend four of the six regularly scheduled meetings, per calendar year, and all are to attend any Emergency Called Meetings.

Failure to appear to the minimum amount may result in the Board of Health Members appointment being reconsidered.

- Page 29: is the web address for all of the public health laws.
- Page 48: This is our Confidentiality Policy. Anyone who comes to do an internship or clinical rotation, they must review and sign this.
- Page 52: Corporate Compliance Plan
- Page 65: This is our Policy on Policies. We are continuously updating our policies and procedures as needed; and this one has no exception. All changes that have been made are in bold. If there are no questions, regarding the changes made, we will need a motion to accept the changes as presented tonight.

A motion to accept the Policy Development and Revision Policy, was made by Scott Floyd, seconded by Dr. Randy Kirby, carried by the board.

- Page 87: Updated Management Team Members. We have some new Management Team members; we added Jamika Lynch as our new Health Educator and Daniel Buck as our QA/Accreditation Coordinator.
- Page 88: Update in staff on “Organizational Chart” for the Health Department. As you can see, we have five vacancies, which we would really like to fill.
- In your Board of Health Handbook on page 89, is the Health Director’s job description.
- Things I need to point out to you are as follows:
 - I am a liaison appointed by the Board of Health to serve as a Board of Health representative, and spokesperson, to state, regional, local agencies, organizations, county commissioners, medical community, advisory boards and the community at large.
- We do use the county staff attorney if we have any issues.
- Page 99: Health Director’s Performance review. This is the form you will use around the end of October, first of November, to evaluate me. You will refer back to my job description, when you are completing the performance review.
- Page 113: you will see our strategic plan. We will look at a new one beginning March 21st and 22nd from 9 am to 1pm each day. We have contracted with UNCW for that.
 - Page 115: Dealing with COVID, we have met all of the bullets under that, but as we all know, it is still ongoing.
 - Goal 2: Teen Pregnancy Prevention, we are meeting these goals. Jewell is doing an excellent job in the schools. She is a little more reserved than Jamika, but

