

The Cleveland County Board of Health met on Tuesday, November 13, 2007 at 6:30 p.m. at the Cleveland Country Club.

Board members present: Joel Spragins, Dino Nicopoulos, David McDaniel, Robert Miller, Jack Hunt, Bill Marsh, Steve Rackley, Robert Blackburn, and Philip Jiamachello

Health Department staff present: Denese Stallings, Dorothea Wyant, Rodella Gold, Sam Lockridge, Marty Allen, Jimmy Hines, Sheila Wellmon and Charlene Parker

Bob Yelton, County Attorney, was present. Jan Huffman, Accreditation Consultant, Anne Short, Executive Director for the Cleveland County Alliance for Health and Amy Camper, Co-Owner and Vice-President of Image Marketing Group were present.

CALL TO ORDER/WELCOME:

Chair Spragins called the meeting to order and welcomed everyone in attendance. Bob Blackburn gave the invocation.

APPROVAL OF OCTOBER 9, 2007 BOARD OF HEALTH MEETING MINUTES:

There being no corrections, additions, nor deletions to the minutes of the October 9, 2007 Board of Health meeting, motion was made by Robert Miller and seconded by Bob Blackburn, that they be approved as written. Motion carried unanimously.

Chair Spragins stated that a request had been made to move an agenda item. **A motion was made that the agenda item Recognition of Image Marketing Group be presented after Approval of Minutes by Robert Miller and seconded by Bob Blackburn. Motion passed unanimously.**

RECOGNITION OF IMAGE MARKETING GROUP

Jimmy Hines stated that it was his pleasure to recognize Image Marketing Group for their contribution to the Cleveland County Health Department and public health for Cleveland County citizens. Amy Camper, co-owner and Vice-President of Image Marketing Group, was introduced and recognized for the volunteer time given to the Cleveland County Health Department. Mr. Hines stated that the company went above and beyond their call of duty in providing services for the Step-One Challenge and Litter Prevention Learning Institute Programs.

Mr. Hines presented a certificate of recognition and appreciation to Ms. Camper on behalf of the Cleveland County Board of Health and the Cleveland County Health Department for the contributions that Image Marketing Group has made.

Amy Camper provided a brief history of the company's involvement with the Cleveland County Health Department and the opportunities that have resulted in this involvement. She thanked the Board of Health for the recognition. She stated that several employees of the company are dedicated to public health.

APPROVAL OF BOARD OF HEALTH POLICY/APPROVAL OF REVISED AND REVIEWED POLICIES

Jan Huffman stated that a part of the Accreditation process is for the Board of Health to review Board policies on an annual basis.

The Board of Health Operating Procedures Policy was presented for consideration of Board of Health approval. This policy replaces the Board of Health Operations Policy that was adopted in November 2007, upon the recommendation of Chris Hoke, Assistant State Public Health Director/Attorney and the Accreditation Nurse Consultant. Copies of the proposed policy were included in the Board of Health Packet. Contents of the policy were discussed. Adoption of this policy will assure compliance with North Carolina General Statutes and will meet Accreditation requirements.

Upon review of the Board of Health Operating Procedures Policy, it was recommended that under 3. Meetings; a. Regular Meetings, that "or other site" be added to meeting place.

Motion: Motion was made by Bill Marsh to approve the Board of Health Operating Procedures Policy, with the addition of wording "or other site" under the Regular Meetings Section. Motion was seconded by Robert Miller and passed unanimously.

Jan Huffman presented the revised Board of Health Cleveland County Health Department Minimum Necessary Policy for the Boards consideration for approval. Revisions were noted by italics on the copy that was included in the Board packet and discussed.

Motion: Motion was made by Robert Miller that the revised Board of Health Cleveland County Health Department Minimum Necessary Policy was approved. Motion was seconded by Bill Marsh and passed unanimously.

The revised Board of Health Cleveland County HIPAA Policy/Procedures/Forms-Confidentiality Manual Policy was presented by Jan Huffman for the Board's consideration of approval. Revisions were noted by italics in the Boards copy and reviewed by Ms. Huffman. Philip Jiamachello recommended that the Subject be changed to the Name of Guideline, which is Cleveland County HIPAA Privacy Rule Policy and Procedure.

Motion: Motion was made by Philip Jiamachello, with a second by Robert Miller, that the Board approve the revised Board of Health Cleveland County HIPAA Privacy Rule Policy and Procedure, as presented, with the change in the Subject as recommended. Motion passed unanimously.

The revised Cleveland County HIPAA Privacy Protections Policy was presented by Ms. Huffman. Revisions were identified by italics and discussed.

Motion: Motion was made by Bob Blackburn and seconded by Robert Miller that the revised Cleveland County HIPAA Privacy Protections Policy be approved as presented. Motion passed unanimously.

The following policies were reviewed and no changes recommended by the Board of Health: Board of Health Adjudication Policy; Board of Health Orientation Policy; Board of Health Policy on Policies; Board of Health Staff Training and Continuing Education Policy; Board of Health Tobacco-Free Campus Policy.

**RECOMMENDATION FOR APPOINTMENT OF BOARD OF HEALTH MEMBERS:
DENTIST AND OPTOMETRIST**

Denese Stallings stated that unfortunately Dr. Philip Jiamachello and Dr. David McDaniel's terms expire and they are not eligible for reappointment. Dr. Jack Hunt's term expires and he is eligible for reappointment and would like to be considered to serve another term.

Dr. Michael Alexander, an optometrist with Morganton Eye Physicians, has expressed an interest in filling the Optometrist position on the Cleveland County Board of Health. He has completed an application to serve on Boards and attended the County Board Training. David McDaniel stated that he has known Dr. Alexander for ten years and he is a quality individual and optometrist and will be an asset to the Board of Health.

Dr. Kendalyn Lutz-Craver, a local dentist, has expressed an interest to serve on the Cleveland County Board of Health. She has completed an application to serve on Boards and attended the County Board Training. Philip Jiamachello stated that Dr. Lutz-Craver does an excellent job and is the head of the local Dental Society. He stated that she would be a great asset to the Board of Health.

Ms. Stallings asked for other recommendations. No other recommendations were made.

Motion: Bill Marsh moved that the Board of Health recommend that the Board of County Commissioners consider appointing Michael Alexander, O.D. to the Optometrist position and Kendalyn Lutz-Craver, D.D.S. to the Dentist position on the Cleveland County Board of Health and that Jack Hunt be reappointed to the Public Citizen position on the Board. Motion was seconded by Robert Miller and passed unanimously.

2008 BOARD OF HEALTH MEETING SCHEDULE

The proposed 2008 Board of Health meeting scheduled was included in the Board packet. Denese Stallings asked if evening meetings were preferred. Discussion was held.

The County Attorney recommended that the Board of Health Operating Procedures Policy that was reviewed earlier be revised to state that the Board of Health shall hold a regular meeting on the second Tuesday of the month, at least once per quarter.

Motion: Robert Blackburn moved, with a second by Bill Marsh, that the Board of Health adopt the 2008 Board of Health Meeting Schedule as presented; and that the Board of Health Operating Procedures Policy be revised to state that “the Board of Health shall hold a regular meeting on the second Tuesday of the month, at least once per quarter”. Motion passed unanimously.

ALLIANCE FOR HEALTH AWARD: COMMUNITY ADVOCATE OF THE YEAR

Denese Stallings recognized Anne Short, Executive Director for the Alliance for Health. She stated that Ms. Short does an outstanding job working with the minority health community, as well as other committees and community partners. Several Board of Health members attended the Minority Enterprise Development Week 11th Annual Awards Luncheon at Cleveland Community College on October 17, 2007, where the Cleveland County Alliance For Health was recipient of the 2007 Community Advocate of the Year Award.

Robert Miller, Chair of the Cleveland County Minority Health Council, stated that the award is given each year to an organization that demonstrates a commitment to the improvement of the quality of life through community development, educational outreach and economic inclusion. He stated that when the names of the nominees were reviewed, that the Alliance for Health and all it has done through collaborative efforts was voted hands down as the recipient. He said that this is indicative of what the Alliance for Health does and the hard work of Anne Short and of Cleveland County.

Anne Short stated that the Alliance for Health has worked with the Minority Health Council since 2004. The 4th Annual Minority Health Conference was held on October 20th at Cleveland Community College, in which over 175 people attended. The Minority Health Council has ongoing programs and works closely with the Health Disparities Initiative that is funded by the NC Health and Wellness Trust Fund Commission through the Health Department. She stated that there are a lot of volunteers on these committees and councils that make these programs work.

Mr. Miller thanked Dr. Spragins and other Board members for attending the Minority Health Conference.

Chairman Spragins thanked Mr. Miller and stated that it was obvious that his leadership was a big part of the success of the Conference and that the Health Department was well represented at the Conference.

NURSE FAMILY PARTNERSHIP

Jimmy Hines provided information about the Nurse Family Partnership, which was included in the Board of Health packet. A brief history of the Nurse Family Partnership was given. The N.C. Partnership For Children invited the Cleveland County Partnership For Children to participate in the Nurse Family Partnership in Cleveland County. The initiative will be funded in the amount of approximately a half million dollars per year, per grantee in North Carolina.

This initiative's accomplishments in other states are impressive. This concept is not new to public health. Cleveland County Health Department had an excellent outreach program for a number of years, until funding was discontinued.

Fifteen counties in North Carolina received an opportunity to apply for potential grant funds. Four to six counties will receive funding for approximately \$500,000 annually for five to seven years. This is significant because the Kate B. Reynolds Foundation and Duke Endowment are making a commitment in North Carolina to fund four to six programs. When this commitment is made by these organizations, it means that research has been done well and the program will serve the people that need it most.

Three goals of the program were identified: 1) to improve pregnancy outcomes; 2) to improve child health and development; and 3) to improve parents' economic self sufficiency. Further information was shared. The program requires nurses as case managers, who will have a limited number of families to serve. Further details were shared.

The Health Department has submitted a letter of intent and Jimmy Hines has attended several meetings. The Alliance For Health Partners will hear more about the program at their meeting on Wednesday morning.

Motion: Philip Jiamachello moved, with a second by Robert Miller, that the Cleveland County Board of Health endorse the Family Nurse Partnership Initiative in Cleveland County and that a letter of support from the Board of Health be sent with the grant application. Motion passed unanimously.

NEW LANDFIL FACILITY NAME

Sam Lockridge invited the Board of Health to a Public Hearing at the Cleveland County Health Department on Wednesday, November 14, 2007 at 6:30 p.m., which is part of the protocol to receive a permit to construct the new landfill.

Mr. Lockridge stated that the Cleveland County Solid Waste Program wanted to honor and pay tribute to Joseph L. Self and James McNeilly by naming the new Solid Waste Facility after them. Joseph Self was the first Landfill Director in Cleveland County and they were the first employees of the Cleveland County Landfill which was established in 1973. Mr. McNeilly became Landfill Manager following Mr. Self's retirement in 1982. The Cleveland County Board of Commissioners approved that the new landfill facility be named the Joseph L. Self/James D. McNeilly Solid Waste Management Facility.

The facility construction is complete and will be dedicated at an open house in the near future. A plaque will be mounted on the facility with the facility name and names of Board of County Commissioners and Board of Health members, along with the County Manager and Health Director. The Self family and Mr. McNeilly were very honored when told of the naming of the facility

BUDGET AMENDMENTS

Rodella Gold presented the following budget amendments for the Board of Health's consideration for approval:

Item Number One: The Cleveland County Health Department has received \$677.68 in reimbursement from the N.C. Department of Environment and Natural Resources for training of an Environmental Health Specialist. A request was made to budget this amount in the Environmental Health Department (541) for this expense.

Item Number Two: The Health Department received approval from the N.C. Department of Health and Human Services, Office of Healthy Carolinians/Health Education for \$12,048.00 to continue services of our Healthy Carolinians Partnership (Alliance for Health). A request was made to budget the funds in the Health Promotion Department (535) for professional services associated with this program.

Item Number Three: The N.C. Alliance for Public Health Agencies has given the Cleveland County Health Department a stipend in the amount of \$548.51 for participation in a training session on Quality Improvement in Environmental Health Programs. A request was made to budget these funds in the Environmental Health Department (541) for travel/training expenses.

Item Number Four: The N.C. Department of Health and Human Services has allocated an additional \$2,465.00 for the AIDS Medical/Dental Program. A request was made to budget this amount in the AIDS Department (531) for the purchase of a laptop, dictation software and medical office visits as specified by the grantor.

Item Number Five: The Cleveland County Animal Shelter has received \$66.00 in donations. A request was made to budget the funds in the Animal Control Department (542) for operating expenses.

Motion: Motion was made by Philip Jiamachello, with a second by Robert Miller, that the budget amendments be approved as presented. Motion passed unanimously.

BAD DEPT WRITE-OFF

Rodella Gold stated that to update the Health Department accounts receivable balance there is a need to write-off \$23,466.90 in private pay fees as uncollectible for services rendered through June 30, 2004. The total write-off amount for the 2006/2007 fiscal year is \$3,328.98 less than the previous fiscal year.

She stated that the Health Department received \$15,579.89 this calendar year through the Debt Set-Off Program. She also stated that the accounting staff have worked diligently to reduce outstanding accounts receivable by collecting funds from delinquent accounts. Clients are given the option of setting up a payment contract if they are unable to pay the entire amount at the time of their visit. In the event that a patient pays for services that have been written off, our policy is to reinstate the charges and apply the payment to those charges.

Motion: Motion was made by Bob Blackburn, with a second by Robert Miller, that the Board of Health approve the write-off of \$23,466.90 for the 2006/2007 fiscal year, as presented, and send to the Cleveland County Board of Commissioners for their consideration of approval.

MISCELLANEOUS BUSINESS

Legislation

Bob Blackburn provided an update on Legislation. The No Child Left Behind Bill was amended to include physical activity for children in the schools, but will probably not be introduced this year or next. The Childrens Insurance Bill was reintroduced in the Senate and passed by two-thirds, but did not have enough votes in the House to pass.

The N.C. Association of Boards of Health is beginning work on Legislation for next year. One item that the Association will be working on is the Bill that will allow retired public health professionals to return to work.

Dr. Blackburn will meet with Jim Blackburn of the County Commissioners Association to talk about relationships between the Boards of Health and the County Commissioners. He stated that this was important for Boards of Health to do.

Dr. Blackburn talked with John Graham recently who complemented the work and staff of the Cleveland County Health Department regarding a presentation that was made at the American Public Health Convention. He also stated that the Institute of Public Health had recognized Cleveland County Health Department and their work.

Chair Spragins thanked Bob Blackburn for this work with public health locally and on the State and National level. He recognized the Dr. Blackburn will serve on the 2008 Public Health Task Force.

Denese Stallings provided information about a meeting with the Cleveland County School Superintendent regarding placement of electronic message boards in school cafeterias that display caloric information about foods listed on lunch menus. Dr. Boyles was very receptive to the concept and another meeting is planned to move forward. Robert Miller stated that Dr. Boyles appointed several committees, and he serves on the committee regarding nutrition. Mr. Miller stated that this committee is discussing the concept, which was a recommendation from the Superintendent.

ADJOURN

There being no further business, Chair Spragins adjourned the Cleveland County Board of Health meeting.

RESPECTFULLY SUBMITTED,

Denese R. Stallings, Secretary
Cleveland County Board of Health