

Davidson County Board of Health Meeting  
1/7/2020  
Minutes

**Board of Health Present**

Ms. Rebecca Daley, Chair  
Mr. Tobin Shepherd, Vice-Chair  
Commissioner Don Truell  
Dr. Michael Lanning  
Ms. Rebecca Simmons  
Mr. Dale Swicegood  
Dr. Roy D. Cope, Jr.  
Ms. Tammy Troublefield  
Ms. Jana Andrews  
Dr. David Williams, Jr.

**Staff Present**

Lillian Koontz  
Janna Walker  
Darren Cecil  
Brian Matthews  
Mary Lou Collett  
Belinda Wilson  
Nancy Stout

**Visitors Present**

Mike Newby-Senior  
Asst. County Attorney

**Welcome** – Ms. Lillian Koontz

Ms. Koontz called the meeting to order at 12:30 pm, established a quorum, and welcomed everyone to the January 7<sup>th</sup>, 2020 Board of Health Meeting.

**Meeting Agenda** – Ms. Lillian Koontz

Ms. Koontz asked if there were any additions, deletions or changes to the meeting agenda. Without any, Ms. Koontz requested a motion to accept the agenda.

**MOTION**

Mr. Tobin Shepherd made a motion to accept the January 7<sup>th</sup>, 2020 meeting agenda. Dr. Michael Lanning seconded the motion. The motion was approved without dissent.

**Public Comment**

None

**Consent Agenda** – Ms. Lillian Koontz

The minutes from the closed session on November 5<sup>th</sup>, 2019 were circulated for everyone to review. Ms. Koontz asked if there were any edits or changes to the consent agenda. There were no edits or changes. Ms. Koontz requested a motion to approve the Consent Agenda, November 5, 2019 Meeting Minutes, November 5, 2019 Evaluation Subcommittee Meeting Minutes, November 5, 2019 Closed Session Minutes, and the Financial Report.

**MOTION**

Ms. Becky Daley made a motion to approve the Consent Agenda, November 5, 2019 Meeting Minutes, November 5, 2019 Evaluation Subcommittee Meeting Minutes, November 5, 2019 Closed Session Minutes, and the Financial Report. Mr. Shepherd seconded the motion. The motion was approved without dissent.

**Health Director's Report (Including Program Reports)** – Ms. Lillian Koontz

Ms. Koontz provided an update to the information provided in the Health Director's report.

- Last year at budget time, we were having to make some hard decisions regarding our WIC program since our participation numbers were down. Brian Matthews, WIC Director, has worked really hard with collaborative efforts across the state to get our numbers up. We are offering clinics in Denton and Thomasville and will begin providing a clinic in Tyro. We are also working through Head Start and are looking at expanding through the bookmobile. We are also doing more on the phone, so clients will not have to come in. We are trying to meet our clients where they are to make sure they receive these valuable services.
- The mid-level provider position is open. Mary Lou Collett and Cindy Harris have had one very good interview and hope to make an offer.
- Also, we have an exciting opportunity. Darren Cecil had shared with you previously about the NACCHO grant that provided funds for us to be a part of the Vector Control Collaborative. NACCHO has invited two of our environmental health specialists to attend the national collaborative meeting in Fort Collins, Colorado and to do a presentation on the work that has been done. This is a fantastic opportunity for us

to present on a national level.

- This is an accreditation year and Nancy Stout is working hard on preparing all of the accreditation material. The site visitors will be here in the fall.
- The renovations to the building are going well. More changes are coming.
- An intern, Sydney Smith, is starting in a couple of weeks and will be working with Janna's team. This will provide the health promotions team with some extra help and will provide Sydney an opportunity to learn more about public health. Janna has already lined up some projects for her, so we are ready for her to come in and get to work.
- Tobacco 21 is in effect. You must be 21 years or older to buy tobacco products. Janna's team is working really hard on informing our community about these changes. We are also putting out information on our website.
- We made a change with our pharmacist. Seth Miller has ended his contract with us and will no longer be our pharmacist. Our pharmacist now is Kellie Laws who is excited and eager to work with us.
- Environmental Health purchased a new four-wheel drive truck with our PBB dollars. It was purchased early this year, since we had a new on-site waste water staff member that needed a truck to drive. It is very important for our staff going out to isolated sites to be easily identifiable in a Davidson County vehicle. We really are appreciative of the commissioners approving this purchase. Now we have three trucks as part of our fleet which is very helpful to our on-site waste water staff as some of the sites they visit are very hard to get to.
- Mary Lou has worked hard with the Communicable Disease Team to provide the hepatitis A vaccines to the high-risk areas in our community. We have provided vaccines at the Davidson County Jail and the Thomasville Treatment Center. The vaccines are supplied by the state at no cost to the Health Department.
- We are working toward going live on NCCARE360. Everyone that will use NCCARE360 is required to be trained before they can use it. We are working toward that goal of getting everyone trained.

### **Old Business**

#### **Facility Remodel – Ms. Lillian Koontz**

- Regarding the renovations, the new stair handrail is up and looks great, and they are working on putting new tile in the downstairs restrooms. Maintenance informed me they are doing one project at a time so the workers are not in each other's way.

#### **Medicaid Transformation – Ms. Lillian Koontz**

- Medicaid Transformation – No news. We are just waiting to hear what is going on. Mary Lou shared that there is a call on Thursday of this week for the Care Management Team, but they are not expecting any news. We are just staying on top of it to the best of our ability.

### **New Business**

#### **Election of Chair and Vice-Chair – Ms. Lillian Koontz**

- Ms. Koontz opened the floor for nominations for Chair of the Board of Health. Mr. Tobin Shepherd nominated Ms. Rebecca Daley to serve as Chair. There were no other nominations.

### **MOTION**

Mr. Shepherd made a motion to approve the nomination. Jana Andrews seconded the motion. The motion was approved without dissent.

- Ms. Koontz opened the floor for nominations for Vice-Chair.

### **MOTION**

Dr. Michael Lanning nominated Mr. Shepherd as Vice-Chair. Ms. Daley seconded the motion. The motion was approved without dissent.

- Ms. Koontz thanked the Board of Health for all of their time and effort. 2019 was a really good year, and 2020 is looking even stronger. We had a really great management team meeting this morning, and we discussed several new things on the horizon. The attitude is really positive here at the Health Department and that starts with the Board of Health members. Thank you for all your support.
- Ms. Daley thanked everyone for allowing her to finish out her last term as the board chair.

#### **Appointment of Board Members to Committees – Ms. Rebecca Daley**

- We need to appoint the board members to the subcommittees. Ms. Daley pointed out the subcommittee members list displayed on the screen. Ms. Daley asked if anyone would like to come off their assigned committees or change to a different committee. There were no comments.

#### **MOTION**

Commissioner Truell made a motion to approve the list for the subcommittees for the 2020 year. Ms. Becky Simmons seconded the motion. The motion was approved without dissent.

#### **Review of Appointment Terms and Expirations – Ms. Rebecca Daley**

- There will be some changes to the Board of Health this year. Dr. Lanning's and Dr. Rick Gilliam's terms expire September 13<sup>th</sup>. This will be their final term. Ms. Daley's final term will expire November 1<sup>st</sup>. We do have two board members, Mr. Shepherd and Ms. Andrews, whose terms expire on May 6<sup>th</sup>. They have both agreed to continue and will put their names forward for reappointment. Their names will be on the March 24<sup>th</sup> Board of Commissioners meeting agenda for approval for reappointment to the Board of Health. Ms. Simmons asked about the recruitment process for specific positions. Ms. Koontz responded that typically for specific positions, they ask the board member whose final term is expiring for recommendations from their field. Dr. Lanning has already given me three excellent names, and Dr. Gilliam is thinking about who he would recommend. Ms. Daley has a little while longer in her term, but Ms. Koontz and Ms. Daley have already been discussing her replacement.

#### **Review of Board of Health Meeting Schedule for 2020 – Ms. Lillian Koontz**

- The next item for approval is the 2020 Board of Health Meeting Schedule. Ms. Koontz pointed out that the board meeting in July comes right after the July 4<sup>th</sup> holiday. She asked if anyone wanted to change the meeting. There were no comments.

#### **MOTION**

Mr. Shepherd made a motion to accept the calendar as is, and Ms. Andrews seconded the motion. The motion was approved without dissent.

#### **Davidson County School System Proposal of New School Nurse – Ms. Mary Lou Collett**

- Sherry Yarbrough from Davidson County Schools called to inform us that they have received funding for some positions, and they have chosen to use the funds for a school health nurse. At the annual school nurse conference, Davidson County was called out for the worst nurse to student ratio in the state. We have worked very hard over the past several years to add some positions, but we still have a long way to go. The goal is 1 nurse to 750 students, and the average across the state is 1 to 1021. Davidson County's ratio is 1 nurse to 2,345 students. We already have two positions that the Davidson County School System pays for. This additional school nurse position will work the same way. The position will be funded by the school system, but the school nurse will be hired through the Health Department. This will go before the next commissioners meeting, and we are hopeful that they will approve this for us. Mr. Shepherd asked if these were recurring dollars or just one-time dollars that the county schools are providing. Ms. Collett stated that to her knowledge the dollars are recurring. Mr. Shepherd asked if this would improve our ratio. Ms. Collett stated that it may bump us up one or two spots, but unfortunately, it is the county schools who feel that burden. The school health initiative nurses are placed by the state. We do not have a voice in how we disburse our nurses.

#### **2019 State of the County Health Report – Ms. Janna Walker**

- Ms. Walker displayed a snap shot of the report on the screen. For the years we do not turn in a community health assessment, we are required to do a state of the county health report. This serves as an update in the interim years and also highlights emerging issues. The state of the county health report will be submitted to the State on the first Monday in March. It will then be published on the website and will be distributed to the Board of Commissioners as well as the Board of Health and any community partners. Several areas that will be highlighted by this year's report include substance misuse which we have been working on, NCCARE360, access to care and the Connect Inc. group. For emerging issues, we will be focusing on vaping and the work we are trying to do in the schools. Ms. Walker asked if there were any questions. Mr. Shepherd asked if we have any deaths due to vaping locally. Per Ms. Walker, not that have been reported. They investigate those as they come through to the CDC. Right now, North Carolina is not on the list. Ms. Becky Simmons asked if cancer and leukemia is included in the report. She stated that she has heard of a lot of breast cancer and leukemia diagnoses lately which could be due to easier access to data through social media. She also asked what we do with the cancer data that is tracked through the cancer registry. Ms. Walker replied that the cancer data would

fall under chronic disease. This will be something she can continue to look at and identify any pockets in the areas that we can educate according to the kind of cancer and how we can tailor education. Ms. Simmons also asked why Cabarrus and Iredell County have such high rates of cancer. Is this an uptick or not? Ms. Koontz responded that at the health directors meeting state epidemiologist, Dr Zack Moore, provided an update as to what is going on in Iredell County. Iredell has made the national news with its high rates of ocular cancer and thyroid cancer, and they are trying to figure out why so many people on the same street have this issue. The State of North Carolina created a commission that is supposed to provide findings/recommendations by the summer of 2020. Dr. Moore cautioned that even though we are not in Iredell County, each county will statistically have one type of cancer higher than the state average. It wouldn't be anything like what we are seeing in Iredell County since that would already be on our radar, so to speak. However, as we start to do more studies, we might see that perhaps Davidson County has a higher rate of breast cancer than the state average or a higher rate of skin cancer. I believe that's how the state is going to move forward in looking at this. We are all being advised to pay attention to what comes about with Iredell County and the cancer data that is being tracked. It is alarming what is going on in Iredell County. They are doing all kinds of town hall meetings with people in trying to connect the dots, but so far, they have not found a cause for the high rates of these cancers. Hopefully we will all learn from this. It is more difficult when you talk about how we find out about things. Reportable diseases are super easy for us at the Health Department to track. If it is in the system, we can find it. Cancers are not exactly the same way. We can find the information, but it is not reportable in the same way. There are ways for us to figure it out though. Our BCCCP program is very helpful for getting data, but not everybody that has had breast cancer has gone through the BCCCP program in Davidson County. So, we have avenues and options to gather cancer data, but it not as simple as a push of a button. Ms. Simmons thought the cancer registry would provide the needed information. Ms. Koontz responded that it makes it easier, but it is still more complicated than getting data on reportable diseases. For instance, if someone from Davidson County was diagnosed with salmonella while visiting in Colorado, it would be reported back to Davidson County since he or she is a resident. So, this makes it really easy for us at the health department to pull how many Davidson County residents had salmonella in 2019. Cancer is not reported like this, so it makes it more complicated to gather data.

#### **MOTION**

Dr. Lanning made a motion to approve the State of the County Health Report. Commissioner Truell seconded. Motion passed without dissent.

#### **Data Analysis Proposal with North Carolina Institute for Public Health – Ms. Janna Walker**

- One thing that I am really interested in is looking at data and figuring out what we can do with it and what changes we can make. Something that has been of interest has been our flu clinics. We are currently proposing to use the last 3 years of flu data, and to look at staff versus public ratio, cost to us, and manpower. We have that information, but we need somebody to do the statistical analysis for us. I am really looking for your blessing to partner with the Institute of Public Health and to submit our data to them. Obviously, it would not have any revealing or private health information in it. After we submit our data, they would do the analysis for us and hopefully give us some really useful information on how we can better use our dollars and manpower going forward with flu clinics in the future.

#### **MOTION**

Ms. Simmons made a motion to support the proposal with the North Carolina Institute for Public Health, and Dr. Cope seconded. Motion was passed without dissent.

Dr. Williams asked what the North Carolina Institute of Public Health is. Ms. Walker stated that it is run through UNC, and they do various trainings and offer accreditation assistance. They do have a list of services that they are willing to help local health departments with such as community health assessments and data analysis. It is staff, graduate students, and doctoral students that work on these projects. Ms. Daley also stated that some of the board training at different times has been through the Institute. Ms. Koontz stated it is a great partner for us with free to very inexpensive trainings for public health.

#### **Destruction of Records Report – Ms. Nancy Stout**

- The complete report was included in the Board of Health packet. Ms. Stout pointed out that we have finished shredding the home health records.

### **Policy Review and Approval – Ms. Nancy Stout**

- 100.14 Workforce Development – The only significant change was that mandatory reporting to Department of Social Services and law enforcement training was added as a requirement for all staff.
- 100.78 Visit Verification Notes – Policy was just reviewed. There were no changes.

### **MOTION**

Mr. Shepherd made a motion to approve both policies. Ms. Tammy Troublefield seconded. The motion was approved without dissent.

### **Health Director Personal Development Plan – Ms. Lillian Koontz**

Ms. Daley stated that at the last Board of Health meeting we reviewed the CheckPoint 360 evaluation for Ms. Koontz, and we asked her to do a personal development plan. She will be presenting that to us today. Ms. Koontz also provided the following comments in addition to the information included in her personal development plan.

- Effective Leader Skills - Ms. Koontz stated that she will be sworn in at the end of the month as secretary for the North Carolina Association of Local Health Directors. She is looking forward to this opportunity and working with the other officers. This year's president is Janet Clayton. Commissioner Truell asked if you moved up each year. Ms. Koontz responded, yes.
- Leadership Development – Last year Ms. Koontz attended Leadership Davidson, and it was a wonderful opportunity. Mr. Casey Smith, County Manger, is looking at leadership training for department heads. I do not know if this will fulfill the goal or if I will need to consider something else.
- Community Engagement – Ms. Koontz will continue to participate in community events, clubs, organizations, and boards.
- Regional, State, Nationwide Training Opportunities – Ms. Koontz stated that she has spoken with several people about different training opportunities, and she has really been encouraged to go to the NACCHO conference. Attending this year will depend on timing and if there are any scheduling conflicts. This is a great conference where you have the opportunity to speak with other state public health leaders and learn how they operate in other states. North Carolina is very unique in the way we handle public health in our decentralized state, so learning about other approaches is really great.
- Improve Staff Retention – Ms. Koontz stated that they are always trying to improve staff retention. Ms. Collett and Ms. Crystal Swink, supervisor of the Maternal and Child Health Team, are very honest when interviewing candidates for positions on Ms. Swink's team. They let them know that Medicaid Transformation is on the horizon, and we are not sure of the future of the positions on this team. The last person we hired on this team as office support has already moved to a position that became open in Management Support, because she did not want to be caught without a job. Ms. Koontz believes that the most recent hires accepted these positions to get their foot in the door, so as these employees find jobs or seek other job listings in the county, it affects our retention rate. Therefore, if you are looking at our data to get a picture of staff retention, it is going to be misleading. Also, there is not a lot of opportunity for promotion due to the fact that the Health Department is a great place to work and the turnover rate is very low. Staff stay until they retire which reduces the opportunity for new hires to move up. We are working really hard to engage employees in different projects to increase their job satisfaction even though they are still in the same job. One example of this is the NACCHO grant that we received through Mr. Darren Cecil's hard work. This gave staff members an opportunity to do something bigger and more exciting. Mr. Brian Matthews is also doing a lot in WIC to empower staff to bring new projects to the team and to take on new projects. Ms. Simmons commented that she has heard that we do not stand up against other counties our size as far as education reimbursement and perks like that. She asked if we were going to bat for this to be increased. Ms. Koontz responded that we have just received a new Human Resource Resolution which allows for more education tuition reimbursement which is a good thing; however, out of the last five people that received education tuition reimbursement, only two of the five still work here. We will continue to participate in this as best we can. She also stated that another longstanding complaint is the accrual rate for vacation. This was addressed by the new resolution which added another tier of vacation accrual. We are also involved in a 3-year job study. Of the staff that has already been through the job study, over half have received an increase in pay. We also ask people to give us feedback on the exit interview, and there is not a resounding theme that people left because the pay was too low or the vacation not enough. It is a mixed bag of reasons. Ms. Daley asked if these benefits are specific to the health department or the whole county. Ms. Koontz replied that it is for all departments. The only department to Ms. Koontz' knowledge that has a different set of compensation is the sheriff's department. She also stated that although the pay may be less than other counties or private industry, some people choose to work at the health department because of the positive work environment which helps reduce work stress. Ms. Koontz is excited to see what this year will bring with lots of staff. We hate to hear that we lose good employees to other counties because they pay more. Dr.

Williams commented that you don't want to become a training ground for employees to leave for a higher paying job after they have trained. Ms. Koontz stated that there is not a better example of that than in Environmental Health. When you hire an intern, it is about a six-month process for them to become authorized to do inspections on their own. Also, the health department takes on a lot of the financial responsibility for the training in Raleigh. Once they finally get trained and are able to do inspections on their own, they leave. It is very frustrating. The staff also leave for more opportunity, not just for more money. Ms. Koontz stated that when you have a great team with solid leaders who will be here a while, the level of growth for individual staff is not there. Overall though she is pleased with our retention rates. Our last promotions have come from within the Health Department except for the Office Support IV position in WIC. We are doing a great job with staff development as positions become available which does not happen very often. This is a good thing but also a bad thing because staff recently hired do not have an opportunity to move up. Ms. Collet has also been thinking outside of the box with her team. She has been giving programs to new staff that they can oversee and be responsible for which improves their work satisfaction. Ms. Collett stated that when she joined the personal health team there was not an opportunity to move up unless someone retired. You could be in the same position for years without an opportunity to move up, and you would be performing the same duties as someone else in a higher position. We would lose nurses when they completed their training to other counties, because there was not an opportunity to move up. When Ms. Collett came on board as nursing director, she implemented a tiering system with the office of state personnel. Nursing positions were tiered with different levels of responsibilities. This has been very beneficial in retaining staff. Ms. Koontz stated that Mr. Cecil would also like to do this in Environmental Health but will have to wait until the job study is done. Ms. Koontz asked if anyone had any questions regarding her plan. No questions.

- Improve Efficiency of Board of Health Meetings – In order to streamline the packets and reduce resources used, we will ask if you want a printed package when we email the lunch menu. We can print the package out and mail it you, or we can print it out and have it for you at the meeting. We want to do what works best for the board members, but at the same time we want to reduce resources being wasted.

#### **MOTION**


Mr. Shepherd made a motion to approve Ms. Koontz' personal development plan. Ms. Andrews seconded the motion. Motion passed without dissent.


#### **Meeting Adjourned**

Mr. Shepherd made a motion to adjourn. Dr. Lanning seconded the motion. Motion was approved without dissent.

This is a true and accurate copy of the January 7th, 2020 Board of Health Minutes.

Respectfully submitted,

  
Ms. Lillian Koontz, MPH, REHS  
Secretary to the Board

  
Ms. Rebecca Daley, RN  
Chair to the Board