

Halifax County Board of Health (BOH)

Minutes

Regular Meeting Special Meeting

February 24, 2020 at 6:00 pm

Home Health and Hospice of Halifax (HHHH)
220 Smith Church Road, Building C, Roanoke Rapids, NC 27870

I. Call to Order and Introductions

Mr. Justin Blackmon called the meeting to order at 6:00 pm. A quorum was present.

Members Present	Mr. Justin Blackmon, Chairperson/Engineer Ms. Belinda Jones-Hill, Vice-Chairperson/At-Large Mr. Donald Crowder, At-Large Ms. Eloise Hardee, Nurse Ms. Kimberly J. Mack, At-Large Ms. Carolyn Johnson, Commissioner Dr. Melissa Woodruff, Pharmacist Dr. Eric Nicholson, Dentist
Members Absent	Mr. Louis V. "Pete" Mann III, At-Large Dr. Carol Anne Rupe, Physician
Staff Members Present	Mr. Bruce L. Robistow, Health Director Ms. Tina Davis, Administrative Assistant II Mr. Jeff Dillard, Environmental Health Supervisor Ms. Frances Vick, Interim Director of Nursing (Personal Health) Ms. Betty Reese, LPHA/Finance Officer
Others Present	Ms. Dia Denton, Deputy County Manager

II. Invocation

Mr. Crowder gave the invocation.

III. Approval of Meeting Agenda

Ms. Johnson moved to approve the agenda. Ms. Mack seconded the motion. The motion carried.

IV. Approval of Minutes

Ms. Hardee moved to approve the November 25, 2019 with correction. Ms. Mack seconded the motion. Ms. Johnson moved to approve the January 27, 2020 minutes. Ms. Hardee seconded the motion. The motion carried.

V. Reports

A. Director's Report a. Personnel Update	<u>Vacancies</u>
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<ul style="list-style-type: none"> • Flu 	<p>noted. We are attending weekly State teleconferences and holding meetings with the local hospitals, EMS, and other medical facilities as needed.</p> <p>Flu cases: 90 deaths noted from September 29th until current statewide. The prevention for both flu and coronavirus include good handwashing, sneezing or coughing into your elbow or tissue, and cleaning touchable surfaces.</p> <p>The board will be informed of all urgent changes. The CDC website has a wealth of pertinent information for both.</p>
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VI. Old Business

A. BOH Operating Procedures (*Benchmark 34.1, 34.2*)

Mr. Robistow explained that the BOH review Operating Procedures are due for annual. There have been no changes made since the last review.

Mr. Blackmon moved to approve the 2020 BOH Operating Procedures as presented. Ms. Hardee seconded the motion. The motion carried.

B. Policy Review

- Mr. Robistow explained on an annual basis, the BOH is required to review policies addressing adjudications/appeals, delegation to the health director, and governance. There have been no changes made since the last review.
 - a. Adjudications/Appeals (*benchmark 35.1*)
 - b. Delegation to the Director (*benchmark 37.2*)
 - c. Governance (*benchmarks 34.1, 34.4, 34.5, 38.3, 41.1*)

Mr. Blackmon made a motion to approve the BOH policies (Adjudications/Appeals, Delegation to the Director, and Governance) as presented. Dr. Nicholson seconded the motion. The motion carried.

- The Electronic Records and Imaging Policy must be updated every 5 years. Records are maintained for the benefit of agency use in delivering services and in documenting agency operations. The policy serves to protect those records, ensure records remain accessible over time as well as reflecting guidelines set in the NC Department of Cultural Resources publication. The signature of the BOH Chairperson is required.

C. 2020 Staff Development Policy and Plan (*Benchmark 37.6*)

Mr. Robistow explained that accreditation requires the BOH to review plans for but not limited to workforce recruitment, development, and retention for agency staff.

The revision made to the Staff Development policy was replacing the Individual Training Plan with the Annual Employee Training Checklist. The checklist includes all required trainings on one page.

The 2020 Staff Development Plan including our policy surrounding staff development, 2020 trainings, and an example of our annual employee checklist was reviewed by the BOH.

Mr. Blackmon made a motion to approve the 2020 Staff Development Plan as presented. Ms. Hardee seconded the motion. The motion carried.

VII. New Business

A. Fiscal Year 2020-2021 Budget Presentation

(Accreditation benchmarks 33.1, 33.2, 33.6, 39.3,)

Ms. Betty Reese, Finance Officer, gave the FY 20-21 Budget Presentation. The report includes what is budgeted for FY19-20 and requested for FY20-21.

Expenditures revealed a significant difference in salaries and benefits as a result of an increase in retirement and medical insurance for employees along with the closing of HHHH. This also attributed to a decrease in operating expenses. Capital outlay was increased to cover two Environmental Health/Animal Control vehicles and two laptops in the department.

We have a reduction in revenue of \$1.3 million which includes a \$200,000 cut from the county. Mr. Blackmon questioned the reason for the cut. Ms. Reese answered no. Ms. Mack asked if it was due to HHHH closing. Ms. Reese noted the HHHH Department was 100% self-sustainable. Ms. Johnson suggested that Ms. Reese discuss this issue at the budget meeting with the county managers and commissioners. Ms. Reese agreed to the same. She also noted the deficient will be pulled from our fund balance for salaries. Ms. Mack asked how many full-time staff was employed at the Health Department. Ms. Reese answered approximately 64. Ms. Mack also questioned the amount of fund balance available. Ms. Reese added that it was close to one million dollars due to the budget must be balanced with the \$200,000 removed from the county and decrement positions. We must have a safety net in the budget in the event of unexpected cuts. Ms. Mack asked if we have a cushion set aside in the event we do not receive the funds which were cut. Ms. Reese explained the funds would be an expense to be used if not rewarded. It was also noted county dollars funds a great number of our specific public health services. Ms. Hardee noted the local health department is responsible for providing these services. Ms. Jones-Hill asked why the state does not fund such services as STD. Ms. Reese responded that this is unknown. We do receive funding for different types of medication for specific prescription drugs.

Ms. Mack asked if the STD screenings were billable. Ms. Reese answered we can bill under insurance if given permission. Ms. Robistow noted the expansion of Medicaid would assist in these areas.

Ms. Reese further noted salary and fringe projections include longevity for full time county employees for FY20-21. There is no mention of performance evaluations or C.O.L.A.s pay at this point. Mr. Robistow explained the salary competition is great amongst counties.

Ms. Mack asked if the latest State budget has impacted the local budget. Ms. Reese answered not very much.

B. Approval of Fees

Mr. Dillard presented the FY 20-21 fees for review and approval. The revised fees included five onsite fees and one new tethering citation fee.

C. Request for Approval of Health Department Budget & Fees

(Accreditation benchmarks 33.1, 33.2, 39.3)

Mr. Blackmon made a motion to approve the FY 20-21 Budget Request and Approval of Fees as proposed. Mr. Crowder seconded the motion. The motion carried

D. Health Director's Evaluation

Mr. Blackmon emailed the Health Director's evaluation forms to the board. This will be discussed in closed session.

VIII. Comments

A. Board of Health

B. County Management

C. Public

IX. Closed Session (to discuss personnel)

Ms. Jones-Hill moved that closed session be entered pursuant to NCGS 143-318.11 (a)(6) to discuss a confidential personnel matter. Ms. Johnson seconded the motion, which passed unanimously by voice vote.

X. Next Meeting Date

The next meeting is scheduled for March 23, 2020 at 6:00 pm at Home Health and Hospice of Halifax, 220 Smith Church Rd., Building C, Roanoke Rapids, NC 27870.

XI. Adjournment

Ms. Mack moved to adjourn the meeting. Ms. Johnson seconded the motion. The meeting was adjourned at 7:15 pm.

Respectfully Submitted,

Tina L. Davis
Recording Secretary

Approved:

Mr. Bruce L. Robistow, MPA
Health Director

Date