

The Cleveland County Board of Health met on Tuesday, November 10, 2015 at 6:30 p.m., at the Cleveland County Health Department.

Board members present: Michael Alexander, Charles Hayek, Johnny Hutchins, Kendalyn Lutz-Craver, Robert Miller, Stan Pitts, Dianne Sanders, Tom Spurling and Theresa Taylor

Health Department staff present: Dorothea Wyant, Rodella Gold, Anne Short, DeShay Oliver, Alisa Leonard, Nathan McNeilly, Debbie Dyer and Brittney Smith.

Katie Herndon representing County Attorney Tim Moore was also present.

**CALL TO ORDER/WELCOME:**

Chair Hayek called the meeting to order and welcomed everyone. Robert Miller gave the invocation.

**CITIZEN RECOGNITION:**

No citizens requested to appear before the Board.

**APPROVAL OF AGENDA FOR NOVEMBER 10, 2015 BOARD OF HEALTH MEETING:**

Chair Hayek presented the proposed agenda for the November 10, 2015 Board of Health meeting for consideration of adoption, stating there was one additional budget amendment to be presented. A hand out of the additional budget amendment was provided to board members.

**Motion: A motion was made by Robert Miller, with a second by Kendalyn Lutz-Craver to adopt the agenda for the November 10, 2015 Board of Health meeting as presented with the addition of one budget amendment.**

**APPROVAL OF OCTOBER 13, 2015 BOARD OF HEALTH MEETING MINUTES:**

Chair Hayek presented the October 13, 2015 Board of Health meeting minutes for consideration of approval.

**Motion: Tom Spurling moved that the minutes of the October 13, 2015 Board of Health meeting be approved as presented. Robert Miller seconded and motion carried unanimously.**

**BOARD OF HEALTH POLICIES REVIEW/APPROVAL:**

Board of Health members received copies of the following Cleveland County Health Department and Cleveland County Board of Health policies in their Board packets for review and consideration of approval:

Cleveland County Health Department Financial Eligibility/Fee Collection Policy – review and **revision**

Cleveland County Health Department HIPAA Privacy Protection Policy – review and **revision**

Cleveland County Health Department HIPAA Privacy Rule Policy and Procedure – review

Cleveland County Health Department HIPAA Minimum Necessary Policy – review and **revision**

Cleveland County Health Department HIPAA Privacy and Security Risk Analysis Policy – review and **revision**

Cleveland County Health Department HIPAA Patient Privacy Confidentiality: Breach Notifications and Sanctions Policy – review

Cleveland County Health Department HIPAA Staff To Client Texting/Social Media Policy – review

Board of Health Adjudication Policy – review

Board of Health Conflict of Interest Policy – review

Board of Health Identity Theft Prevention Policy – review and **revision**

Board of Health Operating Procedures – review

Board of Health Orientation Policy – review

Board of Health Participation in Community Health Improvement – review and **revision**

Board of Health Policy on Policies – review

Board of Health Staff Training and Continuing Education Policy – review

Board of Health Tobacco Free Campus Policy – review and **revision**

Board of Health Vending Machine Policy – review and **revision**

Board of Health Staff/Student/Faculty Immunization Policy – review and **revision**

Board of Health Workforce Diversity and Development Plan 2015-2016 – review and **revision**

Dorothea Wyant reviewed information regarding revisions to the CCHD Financial Eligibility/Fee Collection Policy, the CCHD HIPAA Privacy Protection Policy, the CCHD HIPAA Minimum Necessary Policy, the CCHD HIPAA Privacy and Security Risk Analysis Policy, the Board of Health Identity Theft Prevention Policy, the Board of Health Participation in Community Health Improvement Policy, the Board of Health Staff/Student/Faculty Immunization Policy, the Board of Health Tobacco Free Campus Policy, the Board of Health Vending Machine Policy and the Board of Health Workforce Diversity and Development Plan 2015-2016.

The Board of Health held discussion regarding changes to the policies. Johnny Hutchins stated that he discussed plans to implement a study committee to review tobacco use on County property with the County Manager today, who has not moved forward with that plan, but plans to

do so in the near future. Ms. Wyant stated that she had spoken with the County Manager today as well and received the same information.

Chair Hayek opened the floor for questions and/or discussion regarding the presented policies. None were voiced, and Chair Hayek called for a motion.

**Motion: Stan Pitts moved that the Cleveland County Health Department and Cleveland County Board of Health policies be approved as presented. Robert Miller seconded the motion.**

Johnny Hutchins opened discussion, stating that the smoking ordinance would need to be sent to Commissioners for approval. Ms. Wyant stated that the Tobacco Use policy is an established policy, with verbiage changes only to include the Behavioral Health Center and the independent agencies located within that building, and is not an ordinance. Ms. Wyant noted that Rhett Melton with Behavioral Health has indicated to her that he and the independent agencies located within the building are in agreement that recent studies have shown the most effective way to treat a substance addiction is for the addicted individual to stop using all substances they are addicted to at the same time. Mr. Hutchins stated that anything that would restrict smoking further than fifty feet from the entrance door would probably need to be approved by Commissioners. Ms. Wyant stated that restricting tobacco use fifty feet from the front entrance was required in order to meet accreditation standards; however, the Health Department has had an established policy since 2005 to restrict tobacco use in buildings and on the grounds of departments encompassed by the Health Department, including the two Solid Waste facilities and the Animal Shelter. Ms. Wyant noted this is not an ordinance but a policy, and that the Board of Health has authority to establish and approve policies related to the Health Department. Mr. Hutchins stated that he was under the impression that the study committee would develop an overall policy and until that time, the Health Department would adhere to the standard of no smoking allowed within fifty feet of the entrance. Chair Hayek noted that this would be more lenient than the policy currently in place for the Health Department campus. Anne Short noted that the Tobacco Use policy proposal reviewed by Ms. Wyant is a revision to an established policy to include verbiage changes only. Ms. Short stated that her understanding was that the study committee would review the County as a whole, to determine if all County buildings would become tobacco free. Mr. Hutchins stated that all County buildings are tobacco free, however, some have designated smoking areas, and that one department wants a designated smoking area on the new campus. Ms. Short reiterated that this policy will not include the Department of Social Services (DSS). Mr. Hutchins stated again that DSS wants a smoking area on the campus, but he is unsure of the area. Chair Hayek noted this policy is only effective for the Health Department/Behavioral Health area. Mr. Hutchins stated that he had tossed this idea out to other Commissioners, and the feedback he received was to wait until the overall study was done rather than “doing it in pieces”. Ms. Wyant stated the Health Department Tobacco Use policy is an established policy. Mr. Hutchins stated that just because it is established doesn’t make it right.

Attorney Katie Herndon stated that an established campus policy approved by the Board of Health would be “trumped” by an ordinance, should an ordinance be adopted by the County Commissioners. Mr. Hutchins noted that designated smoking areas at DSS are not located near entrances used by the public or employees. Chair Hayek noted that the Health Department Tobacco Use Policy will not affect tobacco use at the DSS building or on their grounds in any way.

**Chair Hayek noted there is a motion and a second on the floor to approve the policies as presented. Chair Hayek called for a vote, and the policies were approved as presented unanimously.**

Chair Hayek directed Board of Health members to contact Ms. Wyant with any questions regarding agency policies.

**BUDGET AMENDMENTS:**

Rodella Gold presented the following budget amendments included in the information packet received by board members for consideration of adoption by the Board of Health:

**Item Number One:** The Cleveland County Health Department has received a donation in the amount of \$150.00 from Patagonia Health, designated for expenses associated with a staff celebration to recognize the one year anniversary of the agencies conversion to an electronic health record. Permission was requested to budget this amount in the Adult Health Department (533) for this purpose.

**Item Number Two:** The North Carolina Community Care networks, Inc. (NCCCN) has increased the amount of funding designated for the Carolina Community Health partnership for reimbursement of the oversight by Community Care of Western North Carolina for Pregnancy Care Management and Care Coordination for Children services in Rutherford County. The new allowance is \$7,680.00, with the original budget being \$5,370.00. A request was made to budget the additional \$2,310.00 in the Carolina Access Department (546) to be used for professional services.

**Item Number Three:** The North Carolina Community Care Networks, Inc. has awarded the Carolina Community Health Partnership \$8,500.00 in Chronic Pain Initiative funds. The program purpose is to provide care management for patients with chronic pain to ensure their health care needs are met in a timely manner, staff training, conduct practice visits and serve as a community liaison. These funds are designated to support 10% of the current Chronic Pain Coordinator in the Carolina Access Program. A request was made to budge this amount into the Carolina Access Department (546) to be used for this purpose.

**Item Number Four:** The Children’s Health Insurance Program Reauthorization Act (CHIPRA) Grant funds have been extended and \$12,522 allocated to the Carolina Community Health

Partnership. These funds will be used to support the Quality Improvement Specialist who will provide quarterly activity reports to NCCCN on quality measures, detailing focus areas and number of practices engaged; disseminate updated 2014 sickle cell guidelines to priority network practices; and engage interested practices in implementing processes from the adolescent depression toolkit. A request was made to accept funds and budget in the Carolina Access Department (546) to be used for salaries, fringe, travel and supplies.

Rodella Gold presented the following budget amendment not included in the information packet received by board member for consideration of adoption by the Board of Health. A handout was received by board members.

**Item Number One:** The Oral Health Section has reviewed and approved our submitted request to receive \$16,000.00 to be used to provide additional training to the health department staff Dental Hygienist that will allow her to receive additional public health certifications that will enable her to work within the schools to perform assessments and a sealant project, as well as salaries, fringe and for collaboration efforts with other providers. A request was made to budget this amount into the Dental Health Department (544).

**Motion:** A motion was made by Robert Miller that the Board of Health approve the Budget Amendments as presented. Tom Spurling seconded and motion carried unanimously.

**MISCELLANEOUS BUSINESS:**

**Board of Health Christmas Breakfast:**

The 29<sup>th</sup> annual Cleveland County Board of Health breakfast will be held on Tuesday, December 1, 2015 at 8:15 a.m. at the Health Department.

**ADJOURN**

There being no further business, Chair Hayek called for a motion to adjourn.

**Motion:** Kendalyn Lutz-Craver moved, with a second by Tom Spurling that the Cleveland County Board of Health meeting be adjourned. Motion passed unanimously.

RESPECTFULLY SUBMITTED,

Dorothea Wyant, Secretary  
Cleveland County Board of Health

