

The Cleveland County Public Health Board met on Tuesday, November 10, 2020 at 6:00 p.m., at the Cleveland County Public Health Center and via teleconference call.

Board members present: Sara Karner, Ronnie Whetstine, Robert Miller, Kale Meade, Tom Spurling, Deanna Moseley Lawrence and Street Hamrick.

Health Department staff present: Tiffany Hansen, DeShay Oliver, Leslie McSwain, Alisa Leonard, Anne Short, and Nathan McNeilly.

Tim Moore, County Attorney was present.

CALL TO ORDER/WELCOME:

Chair Spurling called the meeting to order and welcomed everyone.

CITIZEN RECOGNITION:

No citizens requested to appear before the Board.

APPROVAL OF AGENDA FOR NOVEMBER 10, 2020 PUBLIC HEALTH BOARD MEETING:

Chair Spurling presented the proposed agenda for the November 10, 2020 Public Health Board meeting for consideration of adoption.

Motion: A motion was made by Sara Karner with a second by Deanna Moseley Lawrence to adopt the agenda for the November 10, 2020 Public Health Board meeting as presented.

APPROVAL OF OCTOBER 13, 2020 PUBLIC HEALTH BOARD MEETING MINUTES:

Chair Spurling presented the October 13, 2020 Public Health Board meeting minutes for consideration of approval.

Motion: Robert Miller moved that the minutes of the October 13, 2020 Public Health Board meeting be approved as presented. Sara Karner seconded and the motion carried unanimously.

COVID-19 UPDATE:

Mrs. Oliver provided a COVID-19 update to the Public Health Board. All of the data is available on the NC DHHS COVID19 dashboard, which provides a large amount of data. As of today, November 20, 2020 we have a total of 3612 confirmed cases in Cleveland County. As of last

week, we began reporting the number of cases in the prior day, last 7 days and the last 14 days. In the last 14 days we are averaging 34 cases/day. Currently, we have 170 active cases in the County. We have 23 residents currently hospitalized and 93 deaths as of today in Cleveland County.

As of November 20, 2020, 57% of confirmed cases were female and 43% were male. Percentages by age group were as follows; 10% ages 0-17, 12% ages 18-24, 33% ages 25-49, 24% ages 50-64, 10% ages 65-74 and 12% were 75 and older. 11% of confirmed cases were Hispanic.

There are no reported deaths under the age of 25 in Cleveland County. Ages 25-49 contain 2% of deaths, ages 50-64 contain 14% of deaths, ages 65-74 contain 23% of deaths and 61% of deaths fall into the age of 75 and up. 5% were Hispanic, 42% male and 58% of deaths were female.

Of the confirmed cases, 1.5% American Indian/Alaskan Native, 0.3% Asian, 20.3% Black or African American, 62.8% were White, 9.1 % were Other and 6% Unknown. The deaths broken down by race are as follows; 0% American Indian/Alaskan Native, 0% Asian, 28.4% Black or African American, 65.9% were White, 2.3% Other and 1.4% were Unknown. These numbers indicate a slight disparity in the number of deaths seen in our Black or African American populations.

Mrs. Oliver also shared the percentage of positive tests as compared to the total test in the County. As of today, 9.5% for Cleveland County, 7.5% for NC. We are seeing the State positivity rate increase slightly as well. She explained that we are testing individuals that are symptomatic or are direct contacts to confirmed cases so we anticipate those individuals to be positive as well. We are working on making testing more available throughout the County especially ahead of the holidays.

We have started offering antigen testing at the Health Department for anyone that is symptomatic within the first 7 days of symptom onset. This allows us to notify contacts more quickly and isolate patients much sooner. If they are negative, we also perform a follow up PCR as well. Many locations throughout the County are offering testing as well.

She explained that we are evaluating our processes and how we respond to COVID19. The Health Department has started to work through initiatives focused on quality improvement and evaluating processes. One of the focus areas has been the COVID19 Helpline and making sure we have adequate coverage to answer the community's questions. We are exploring options to allocate more staff to the Helpline to provide more coverage. We are also working on allocating resources to messaging and shifting to being more proactive and targeted with the messaging.

Mrs. Oliver explained we are exploring ways to partner within the County and doing community observations that are focused around COVID19 safety procedures and recommendations. This would look at ways to partner with local businesses and provide any guidance or materials we would have available to them.

PUBLIC HEALTH BOARD POLICY REVIEW

DeShay Oliver introduced several policies that needed to be reviewed as part of our annual Public Health Board review process. She stated that many of the policies that have revisions are updating the Health Director name from Dorothea Wyant to Tiffany Hansen.

(6) HIPAA Policies – review and **revisions** (Health Director name only)

- Patient Privacy and Confidentiality: Breach Notification and Sanctions Policy
- CCHD HIPAA Privacy Protection
- CCHD Privacy Rule Policy and Procedure
- CCHD Privacy and Security Risk Analysis
- CCHD HIPAA Minimum Necessary Policy
- CCHD Staff to Client Texting/Social Media Policy

BOH Adjudication Policy – reviewed and **revisions**

Identity Theft Prevention Policy – reviewed and **revisions** (Health Director name only)

Operating Procedures- reviewed and **revisions**

BOH Policy on Policy – review and **revisions** (Health Director name only)

BOH Orientation Policy- review and **revisions** (Health Director name only)

Immunization Policy- review and **revisions**

Staff Training and Continuing Education Policy – review and **revisions**

Workforce Diversity and Development Plan 2020-2021- review and **revisions**

Participation in Community Health Improvement – review and **revisions** (Health Director name only)

BOH Conflict of Interest- review and **revisions** (Health Director name only)

Financial Eligibility/ Fee Collection Policy – review and **revisions**

Tobacco Free Campus Policy- review and **revisions**

Vending Machine Policy- review and **revisions** (Health Director name only)

A motion was made by Kale Meade to accept all the revisions for the policies under consideration with a second by Street Hamrick.

2020 CUSTOMER SATISFACTION SURVEY RESULTS

Anne Short shared that the annual customer satisfaction survey was conducted, which is a requirement of Accreditation. She was able to provide both aggregate level data, as well as individual clinic level data. 158 responses were obtained which is slightly less than previous years. Ms. Short shared that this survey provides a good indication of where we are and how our patients feel about the services, they receive at the Health Department. She also shared that the intention is to provide this survey in electronic format next year.

STRATEGIC PLAN UPDATE AND DISCUSSION

Tiffany Hansen shared that the Management Team at the Health Department conducted the first phase of Strategic Planning by completing a SWOT analysis. They spent an afternoon discussing the Strengths, Weaknesses, Opportunities, Threats, Internal Factors and External Factors impacting the Health Department. Ms. Hansen was able to walk through each of the different areas of the SWOT analysis and what the consensus was based on a voting system that the team utilized to rank each of the categories. She shared that the team will work with Health Department Leadership to develop goals from the framework outlined so far. Those goals will be utilized to build objectives for the Strategic Plan.

She also shared that this group also reviewed the mission statement and vision statement. The intention for each of these was to be meaningful and simple as they work to strategize utilizing these two foundational guides. The updated mission statement presented was: To ensure and promote the health of Cleveland County through education and prevention. The revised vision statement was: Building a healthy and safe community.

A motion was made by Kale Meade to adopt the proposed mission and vision statements, with a second by Deanna Moseley Lawrence.

COMMUNITY HEALTH IMPROVEMENT PLANS (CHIPS)

Anne Short provided an update on the Community Health Improvement Plans, which we have 2. One is short term and one is a long-term community health improvement plan. These were both due to the NC DHHS by December 1, 2020. The short-term plan is focused on tobacco. Ms. Short emphasized how important these plans are in establishing strong collaborations among community partners, as the Health Department needs partnerships to be successful in achieving goals. There are 6 strategies outlined in the scorecard under the tobacco plan. She also shared the long-term plan, which is focused on Teen Births, teen pregnancy prevention, low birth weight and prenatal care. Both of the draft community health improvement plans that Ms. Short shared will be provided to the NC DHHS as recommendations and not as fully adopted plans. The final copy of these plans will be brought back in January.

Sara Karner shared that for tobacco prevention it would be a helpful partnership to reach out to area dental offices as they are working on this prevention work as well.

Tom Spurling mentioned that additional community partners that should be taken in to consideration should include the YMCA, Boys and Girls Club and Faith Based Communities.

BOARD APPOINTMENT RECOMMENDATIONS

Tiffany Hansen shared that there are no Board Appointment recommendations at this time. Both Tom Spurling and Randy Sweeting have agreed to continue to serve on the Board.

PROPOSED BOARD OF HEALTH MEETING SCHEDULE-2021

Tiffany Hansen presented the 2021 proposed Board of Health Meeting Schedule. This schedule continues to be the 2nd Tuesday of the Month at 6 pm at the Cleveland County Public Health Center, with no meetings scheduled in July or December.

A motion was made by Robert Miller to accept the Proposed Meeting Schedule for 2021 with a revision to the Christmas Breakfast 2021 date, from 2020. With a second by Ronnie Whetstine. The motion carried unanimously.

BUDGET AMENDMENTS

Leslie McSwain presented several budget amendments.

ITEM NUMBER ONE

The Cleveland County Health Department Pharmacy has received a stipend in the amount of \$500 from Wingate University Pharmacy School for Pharmacy student internship. These funds will be used for various pharmacy department supplies/medicine for indigent patients. We request permission to budget this in the General Administration department (530) for this purpose.

ITEM NUMBER TWO

The North Carolina Department of Health and Human Services, Epidemiology/Communicable Disease Branch, has allocated \$194,969 for ELC Enhancing Detection Activities with regards to COVID-19 response. We request permission to budget this amount in the Adult Health Department (533) for expenses associated with COVID testing enhancement activities.

ITEM NUMBER THREE

The North Carolina Department of Health and Human Services, Administrative, Local, and Community Support/LTAT Branch, has allocated \$128,195 for the COVID-19 Infection Prevention Support. We request permission to budget this amount in the Adult Health Department (533) for expenses associated with infection prevention related activities with regards to COVID-19.

ITEM NUMBER FOUR

The North Carolina Department of Health and Human Services, Women's and Children's Health Section/Immunizations, has allocated an additional \$23,000 related to Immunization Action Plan for enhancement of influenza activities to increase vaccination coverage during the COVID-19 pandemic. We request permission to budget this amount in the Child Health Department (537) for this purpose

ITEM NUMBER FIVE

The North Carolina Department of Health and Human Services, Women's and Children's Health Section/Women's Health Branch as allocated an additional \$2,406 for Infant Mortality Reduction budgeted in our Nurse Family Partnership Department (545). These funds will be used to improve engagement in program services. We request permission to budget this amount for this purpose.

ITEM NUMBER SIX

The North Carolina Department of Health and Human Services, Women's and Children's Health Section/Nutrition Services Branch, has allocated an additional \$20,196 for increased caseload numbers. These funds will be used within our WIC Department (540) to serve additional participants in the Special Supplemental Nutrition Program. We request to budget this amount for this purpose.

ITEM NUMBER SEVEN

The Cleveland County Health Department Dental Clinic has received the 2020 North Carolina GlaxoSmithKline Foundation Child Health Recognition Award in the Local Health Department category. Dental Clinic was given an award in the amount of \$10,000. These funds will be used towards staff development and supplies/materials for the clinic. We request to budget this in the Dental Clinic (544) department for this purpose.

ITEM NUMBER EIGHT

Partner's Behavioral Health Management has awarded the Cleveland County Health Department an additional \$4,400.00 to support the Cleveland Collaborative Project's opioid/naloxone campaign. The funds will be used towards the purchase of billboards, ads, yard signs, or other approved items for the project. We request permission to budget this amount in the CODAP department budget (548).

A motion to accept the budget amendments was made by Robert Miller with a second by Kale Meade. The motion carried unanimously.

MISCELLANEOUS BUSINESS:

Anne Short shared that the Health Education team has developed rack cards with information regarding influenza and COVID19. They were available if anyone was interested in distributing them.

DeShay Oliver also added that the December 1st Christmas Breakfast would be at 8:30 am and would be a pre-packaged breakfast distributed to the Health Department team. Any Board member that is interested in coming and assisting with that is welcome. A video camera was also set up for Board members to film any remarks or thank yous for the Health Department team, which will be played at the Christmas Breakfast.

ADJOURN:

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

Motion: Robert Miller moved, with a second by Sara Karner that the Cleveland County Public Health Board meeting be adjourned. The motion carried unanimously.

RESPECTFULLY SUBMITTED,

Tiffany Hansen, Secretary
Cleveland County Public Health Board