

The Cleveland County Public Health Board met on Tuesday, November 8, 2022, at 6:00 p.m.

Board members present: Chair Sara Karner, Mark Heiner, Robert Miller, Marty Hamrick, Kale Meade, Patti Alexander, Deanna Moseley Lawrence

Health Department staff present: Tiffany Hansen, Deshay Oliver, Andrea Power, Nathan McNeilly, Alisa Leonard

County Attorney present: Martha Thompson

CALL TO ORDER/WELCOME:

Chair, Sara Karner called the meeting to order at 6:01 pm and welcomed everyone.

Mr. Miller gave the invocation.

CITIZEN RECOGNITION:

No citizens requested to appear before the Board.

APPROVAL OF AGENDA FOR NOVEMBER 8, 2022, PUBLIC HEALTH BOARD MEETING:

Chair Karner presented the proposed agenda for the November 8, 2022, Public Health Board meeting for consideration of adoption.

Motion: A motion was made by Patti Alexander with a second by Marty Hamrick to adopt the agenda for the November 8, 2022, Public Health Board meeting as prepared. The motion carried unanimously.

APPROVAL OF OCTOBER 11, 2022, PUBLIC HEALTH BOARD MEETING MINUTES:

Chair Karner presented the October 11, 2022, Public Health Board meeting minutes for consideration of approval.

Motion: Mr. Miller moved that the minutes of the October 11, 2022, Public Health Board Meeting be approved, and Marty Hamrick made the second. The motion carried unanimously.

PUBLIC HEALTH BOARD APPOINTMENT RECOMMENDATIONS:

Chair Karner introduced Tiffany Hansen with recommendations for Public Health Board appointments. We have several terms that are ending 12/31/2022 for board members that serve. Our optometrist, Street Hamrick, will be transitioning off the board and he gave recommendations

of a couple of optometrists that would probably be willing to serve on the Board of Health. The first recommendation was Patrick Volmer with Vida Eye, and the 2nd recommendation was Joshua Blanton with Morganton Eye. Tiffany did reach out to Morganton Eye but has not heard back from them yet. Sarah Karner suggested Carol Bridges at Morganton Eye as well. Our physician member, Dr. Heiner's term will be ending 12/31/2022. Tiffany asked if he would like to serve another term or transition off the board. Dr. Heiner expressed that he would like to continue service on the board and feels like he would have more time to attend and serve over the next term if the board so chooses. Our RN position, Patti Alexander is transitioning off 12/31. Patti suggested her daughter Christina Alexander as the replacement for the RN seat. Our Dentist, Sara Karner's term will end 12/31 and Sara has agreed to serve another term. Our veterinarian, Deanna Lawrence's term will end 12/31 and she would like to serve another term as the seat representing veterinarians.

PUBLIC HEALTH BOARD POLICY REVIEW:

Chair Karner introduced Deshay Oliver with the Public Health Board policy review. We have several policies that are up for review due to accreditation. The policies were sent ahead of the meeting via email for each board member to review. The first policy for review is our Conflict-of-Interest Policy with the only changes being made to it were the date and updating the board chair name. The next policy is the Participation in Community Health Improvement Policy, and it did not need any revisions other than updating the board chair name. The next policy is our Vending Machine Policy, Anne Short did update this policy with the most recent obesity data and update of the board chair name. The next policy is our Staff Training and Continuing Education Policy, which did not need any revisions other than updating the name of our board chairperson. The next policy is our Workforce Diversity and Development Plan that has been updated with 107 positions filled at CCHD, 13 vacancies, 8.7% of our staff are male and 91.3% are female. 89.3% of our staff are white, 9.7% are African American, and 1% is two or more races. According to County HR the percentage of CCHD workforce that is of retirement age, which is 50 or older is 35%. In terms of employee separations, we had a total of 15, with 11 of those as resignations and 4 retirements. Our turnover rate in 2022 was 4.8%. The next policy is our Public Health Board Operating Procedures that required changes to board chair and date of revision. CCHD Orientation Policy had no revisions other than updating the board chair name. We have six HIPAA policies that were reviewed and updating of the board chair name was the only revision. We are moving onto the Financial Eligibility and Fee Collection policy, this policy had several revisions with the first revision being an update to the most current general statute, the 2nd was an added statement from our deputy county attorney, documentation of income for family planning had an added statement to follow our state agreement addendum. A revision to the methods we can utilize to determine the gross income of an individual was made to include a report from the NC Employment Security Commission portal. Another revision to this policy was the fee for our SOAR program. The fee used to be based on a sliding scale. We have revised this to be a flat fee of \$40, which is a signification reduction in the fee for most families. Our last revision is grievance procedures where we added how a decision for a grievance is documented in the electronic health record. Our last policy to review is our Identity Theft Prevention Policy and the only revision to that policy was updating the current chairperson for the board.

Motion: Kale Meade moved that the policy revisions as presented be approved and Mr. Miller made the second. The motion carried unanimously.

PROPOSED 2023 PUBLIC HEALTH BOARD MEETING SCHEDULE:

Chair Karner introduced Deshay Oliver with the proposed 2023 Public Health Board meeting schedule. Deshay sent the schedule out via email before the BOH meeting. The schedule will remain the same as 2022 with the meetings on the 2nd Tuesday of each month. There will not be a meeting in July and the Christmas Breakfast will be on December 5, 2023, along with our All-Staff meeting.

Motion: Dr. Heiner moved that the schedule be approved as outlined and Deanna Moseley Lawrence made the second. The motion carried unanimously.

PUBLIC HEALTH BOARD CHRISTMAS BREAKFAST:

Chair Karner introduced Deshay Oliver with information on the Public Health Board Christmas breakfast. Deshay reminded everyone that the Board of Health Christmas breakfast is scheduled for December 6, 2022, in the conference rooms at 8 AM. We will have the breakfast along with our All-Staff meeting. We will present our employee recognition awards and the outstanding employee of the year award during this meeting. All board members are invited to attend.

BUDGET AMENDMENTS:

Chair Karner introduced Deshay Oliver for Leslie McSwain with budget amendments for CCHD, as Leslie was unable to attend the meeting.

ITEM NUMBER ONE:

The Cleveland County Health Department has been allocated an additional \$7,844 from NC DHHS for the Infant Mortality Reduction state grant. These funds will be utilized to expand infant safe sleep practices. The Health Department will purchase program incentives to support client engagement through education. We ask these funds be budgeted in our Maternal Health (538) budget.

ITEM NUMBER TWO:

The Cleveland County Health Department has been allocated \$25,000 ARPA funding through Cabarrus Health Alliance to be utilized towards professional development to help grow the public health workforce. We request these funds to be budgeted in our General Administration (530) budget to cover staff training expenses.

Motion: A motion to recommend the proposed budget amendments to the Board of Commissioners was made by Robert Miller and a second was made by Patti Alexander. The motion carried unanimously.

MISCELLANEOUS:

Chair Karner asked if there was any miscellaneous business at this time. Tiffany Hansen did have a discussion around virtual meeting options. Attorney Martha Thompson was present for this discussion along with Attorney Elliott Engstrom via phone. Martha stated that there is not really any sound statutory guidance on how to proceed with virtual meetings for an advisory board. From the legal perspective there are not any major red flags that say you cannot have remote meetings. We would need to open the remote meetings to the public if any board members are attending remote. If a public citizen would like to attend a remote meeting, they would need to give a 24-hour notice to CCHD so that we can provide a link for them to attend. The board can create the rules they would like to have in place for remote access for meetings. The Board of Commissioners gives authority that advisory boards can make their own rules for meetings. Chair Karner opened the floor for discussion around virtual meetings. The board would like for our county attorneys to create a proposal for a pilot policy that we can go over in our January meeting that pertains to a hybrid model for board of health meetings.

ADJOURN: 6:54 PM

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

Motion: Mark Heiner moved, with a second by Marty Hamrick that the Cleveland County Public Health Board meeting be adjourned. The motion carried unanimously.

RESPECTFULLY SUBMITTED,



Tiffany Hansen, Secretary
Cleveland County Public Health Board