

Dr. Wilson O. Jewell, Chairman, called the regular business meeting of the New Hanover County Board of Health (NHCBH) to order at 8:00 a.m., Wednesday, November 7, 2001, in the Dr. Thomas Fanning Wood Conference Room of the New Hanover County Health Department, 2029 South 17th Street, Wilmington, North Carolina.

Members Present:

Wilson O’Kelly Jewell, DDS, Chairman
Gela N. Hunter, RN, FNP, Vice-Chairman
Henry V. Estep, RHU
Michael E. Goins, OD
Robert G. Greer, Vice-Chair County Commissioners

W. Edwin Link, Jr., RPH
Anne Braswell Rowe
Melody C. Speck, DVM
William T. Steuer, PE/RLS
Estelle G. Whitted, RN

Members Absent:

Philip P. Smith, Sr., MD

Others Present:

David E. Rice, Health Director
Lynda F. Smith, Assistant Health Director
Frances F. De Vane, Recording Secretary

Invocation:

Ms. Anne Braswell Rowe gave the invocation.

Minutes:

Dr. Jewell asked for corrections to the minutes of the October 3, 2001 New Hanover County Board of Health meeting. The minutes of the October 3, 2001 Board of Health meeting were approved as submitted.

Recognitions:

Personnel

Mr. Rice recognized the following Service Award recipients:

Five Years Service

Marcia L. Smith, Administrative Support Technician, Communicable Disease

Ten Years Service

Jimmy D. Price, Animal Control Officer, Animal Control Services

Personnel

New Hire

Karen Zuege, Public Health Nurse, Community Health

Other Recognitions

Teen AIDS Prevention Program - 2001 Youth Leadership Award
Youth Organization of the Year - Cape Fear Youth Development Vision, Inc

Guests:

Mr. Rice introduced and welcomed the following guests:

Guests – UNCW School of Nursing

Rebecca Rivenbark
Michelle Possion, Temporary Public Health Nurse
Tiffany Wilkinson

Dr. Jewell welcomed Ms. Zuege, the UNC-W nursing students, and congratulated the Service Award recipients, and the Teen AIDS Prevention Program for the receipt of the 2001 Youth Leadership Award.

Department Focal:

Mr. Thomas J. Stich, Senior Environmental Health Program Specialist, presented a department focal on Tattooing and Body Piercing that he presents to high school students. He reported nine permitted Body Piercing shops, thirteen Body Piercers, and 24 Tattooing Artists are located in New Hanover County.

North Carolina Department of Environment and Natural Resources Rules Governing Tattooing were effective January 1, 1995. The New Hanover County Board of Health passed Rules Governing Tattooing Establishments effective November 8, 1995, and Rules Governing Body Piercing Establishments and Practitioners effective September 1999. The NC General Assembly passed House Bill 635 - An Act to Regulation the Business of Body Piercing with registration requirements effective on January 1, 2002 - October 1, 2002, and with the permit requirements effective January 1, 2003.

Mr. Stich advised candidates seeking body piercing and/or tattooing services should investigate the facility, look for posted regulations and membership signs, research their policies and procedures, understand the body piercing and/or tattooing process, and learn about the healing process including pain and infection, and should receive special care information.

Monthly Financial Report – September 2001 (Including Grant Status Report)

Ms. Cindy Hewett, Business Officer, referred the Board to the September 2001 Health Department Revenue and Expenditure Summary Report. The September Health Department Financial Monthly Revenue and Expenditure Report reflects an earned revenue balance of \$726,399 with a remaining revenue budget of \$3,805,183 (16.03%), an expenditure total of \$2,257,623 with a remaining expenditure budget of \$8,223,988 (21.54%), and a cumulative percent of 24.99%.

The financial summary for September is as follows:

Budgeted	Actual FY00-01	% FY00-01	
Expenditures:			
Salaries & Fringe	\$ 8,765,782	\$ 1,894,002	
Operating Expenses	1,589,671	329,200	
Capital Outlay	<u>126,158</u>	<u>33,521</u>	
Total Expenditures	\$10,481,611	\$ 2,257,623	21.54%
Revenue:	<u>\$ 4,531,582</u>	<u>\$ 726,399</u>	16.03%
Net County \$	\$ 5,950,029	\$1,531,224	25.73%

Ms. Hewett advised the financial report does not reflect recently received State/Federal and School Health revenue funding. The increased revenue total is \$887,727 decreasing the net county appropriation to \$1,422,447 (22.4%).

Mr. Rice reported the NC Department Health and Human Services was notified that the Medicaid Cost Settlement funding is being released to local health departments.

Grant Status Update

Ms. Hewett gave the September 30, 2001 Grant Status Update containing the following totals for requested grants - \$873,189; received grants - \$316,265 (36.22%), pending grants - \$53,618 (6.14%), and grants denied - \$503,306 (57.64%). The Health Department recently received \$9,200 for the TB Elimination and Prevention Grant for the TB Control Program.

Committee Reports:

Executive Committee

Dr. Jewell announced the Executive Committee met at 6:00 p.m. on October 23, 2001. Items for consideration are listed under New Business on the Board of Health Agenda.

New Business:

Teens AIDS Prevention (TAP) Program Update

Ms. Beth Jones, Communicable Disease Director, presented a status report on the Teens AIDS Prevention Program. The Health Department received \$25,000 from the Cape Fear Memorial Foundation for the TAP Grant (\$20,000 funding denied). TAP funding expires in April 2002.

Ms. Jones reiterated TAP is a successful, unique, and one of a kind program with 32 peer educators focusing on the teen population. TAP received a Youth Leadership Award from the Cape Fear Youth Development Vision, Inc. which was awarded to Ms. Jessica Nakell, TAP Coordinator, at the Youth Leadership Awards Banquet and is exemplary of how effective TAP is in the community. Other opportunities for TAP funding are being explored to continue the program and to pay the TAP Coordinator's salary.

Budget Amendments - Project ASSIST

Teens Against Tobacco Use (TATU) - (\$350)

Dr. Jewell recommended from the Executive Committee for the Board of Health to accept and approve a Teens Against Tobacco Use (TATU) \$350 budget amendment for smoking prevention training for New Hanover County schools.

In January 2002, the Project ASSIST staff is to conduct the smoking prevention training to 50 participants and the grant funding is to provide lunch and refreshments at this session.

Motion: Dr. Jewell moved from the Executive Committee for the Board of Health to accept and approve a Teens Against Tobacco Use (TATU) \$350 budget amendment for smoking prevention training in the New Hanover County Schools and submission of the associated budget amendment to the New Hanover County Commissioners for their consideration. **Upon vote, the MOTION CARRIED UNANIMOUSLY.**

Robert Wood Johnson Center Grant - (\$11,800)

Dr. Jewell recommended from the Executive Committee for the Board of Health to accept and approve a \$11,800 budget amendment from the Robert Wood Johnson Center Grant for a Teens-Youth Tobacco Prevention Project and the submission of the associated budget amendment to the New Hanover County Commissioners for their consideration.

The Health Department partners with the Wilmington Health Access for Teens (WHAT) on this Project ASSIST project and to receive the money and act as a pass-through agency for fiscal management. Funding is to provide a smoking prevention media campaign and is for purchase of a TV /VCR, a laptop, speakers, and a digital camcorder.

Motion: Dr. Jewell moved from the Executive Committee for the Board of Health to accept and approve a \$11,800 budget amendment from a Robert Wood Johnson Center Grant for a Teens-Youth Tobacco Prevention Project and the submission of the associated budget amendment to the New Hanover County Commissioners for their consideration. **Upon vote, the MOTION CARRIED UNANIMOUSLY.**

Grant Application - Healthy Carolinians

Dr. Jewell recommended from the Executive Committee for the Board of Health to accept and approve a Healthy Carolinians Grant in the amount of \$10,000 from the NC Department of Health and Human Services to fund Cape Fear Healthy Carolinians and the submission of the associated budget amendment to the New Hanover County Commissioners for their consideration.

New Hanover County, as Healthy Carolinians Certified County, is qualified to apply for the funding. If the grant funding is awarded, the Health Department will act as the fiscal agency to meet NC State Consolidated Agreement requirements. The purpose of the grant is to implement initiatives focusing on Diabetes and Access to Health Services. Healthy Carolinians representatives are from Wilmington Health Access for Teens (WHAT), Cape Fear Community College, New Hanover Health Network, Catholic Social Ministries, and New Hanover County Department of Social Services and Health Department. The grant-funding period is July 1, 2001 through June 30, 2002. No county funding is required.

Motion: Dr. Jewell moved from the Executive Committee for the Board of Health to accept and approve a Healthy Carolinians Grant Application for \$10,000 from the NC Department of Health and Human Services to fund Cape Fear Healthy Carolinians and the submission of the associated budget amendment to the New Hanover County Commissioners for their consideration. **Upon vote, the MOTION CARRIED UNANIMOUSLY.**

Public Health Foundation Update

Mr. Rice advised Secretary of State Elaine F. Marshall has signed the corrected Articles of Incorporation of the Public Health (PH) Foundation of New Hanover County, Inc. The foundation officers will consist of the New Hanover County Board of Health Chairman and Vice Chairman, the Health Director, and six Board of Directors.

Mr. Rice clarified the PH Foundation is ready to select the Board of Directors. Board of Health members are to submit the names of qualified leaders as nominees for the Board of Directors of the PH Foundation of New Hanover County, Inc. to Dr. Jewell or to Ms. Hunter.

Nominating Committee

Mrs. Estelle Whitted, Chairman, Nominating Committee, presented the following Board of Health members nominated by Nominating Committee for 2002 Chairman and Vice Chairman of the New Hanover County Board of Health:

Ms. Gela N. Hunter, Chairman
Mr. W. Edwin Link, Vice Chairman

Dr. Jewell advised the floor will open for other nominations and a ballot vote will be taken at the December 7, 2001 Board meeting. He thanked the Nominating Committee.

Comments:

Board of Health Members

Dr. Speck commended Animal Control Officer Price for his 10 years of service. She stated she is grateful for the work he performs which is rewarding but difficult at times.

Ms. Hunter expressed her appreciation to the Health Department staff for an outstanding and impressive Tribute to Dr. Frank Russell Reynolds, Medical Consultant.

Mrs. Rowe reported the State of New York has passed a law banning the usage of vehicular hand-held cell phones.

Dr. Goins reported the Lions/Club Diabetes Today vision screening was well attended and a successful service to the community.

Dr. Jewell reiterated the Dedication Program naming the Health Department clinic, the Dr. Frank R. Reynolds Clinic, was a wonderful celebration and a tribute to Dr. Reynolds. He thanked Mr. Rice, Ms. Smith, and Ms. DeVane, and those who helped make the honorarium a successful reality.

Health Director

Board of Health Folder

Mr. Rice asked the Board to review information in their folders that includes an October 30 Strategic Planning Update, a Bioterrorism presentation, an newspaper article commending the Health Department for available flu vaccine, a Medical Consultant Job Description, a letter regarding jail construction status, a letter of appreciation to Dr. Goins regarding the Lion's Club/Diabetes Today Vision Screening, a Child Care Nursing services report, and a copy of the FY 2000-01 Annual Report.

FY 2000-01 Annual Report

Mr. Rice displayed a copy of the Health Department Annual Report and stated he is proud of the accomplishments and the report containing information on the Board of Health, highlights of the year, and program services and goals. He commended Ms. Elisabeth Constandy, Senior Health Educator, for her preparation of the report.

Strategic Planning Update

Mr. Rice referred the Board to October 30, 2001 Strategic Planning Update.

Tribute Update

Ms. Lynda Smith, Assistant Health Director, reported approximately 210 people attended the celebration in Tribute to Dr. Frank R. Reynolds, Medical Consultant. The Health Department Clinic was dedicated and officially named the Dr. Frank R. Reynolds Clinic. The dedication program was followed by a reception sponsored by New Hanover Health Network. Sponsors contributed \$9,500 to cover the expenses for a portrait of Dr. Reynolds and the clinic dedication celebration. Excess funds from the sponsors of the event are to be contributed to the New Hanover County Public Health Foundation, Inc. in honor of Dr. Reynolds. His portrait will be placed in the clinic and lettering: Dr. Frank R. Reynolds Clinic, is being placed above the front clinic entrance door. Ms. Smith stated it was a wonderful celebration. She thanked Dr. Jewell and Ms. Hunter for participating in the dedication program, Dr. Goins for his idea to honor Dr. Reynolds, and the Board of Health members for their assistance.

Jail Construction Site Update

Mr. Rice referred the Board to a letter from William Tynan, MD, MPH, Head of the Occupational and Environmental Epidemiology Branch, DHHS. Dr. Smith inquired if the county staff plans to meet to discuss the issues addressed in the letter. Mr. Rice stated he plans to advise the Board of Health of the status of the construction site.

Child Fatality Prevention Team - 2000-01 Fiscal Year End Summary

Mr. Rice presented the Child Fatality Prevention Team - 2000-01 Fiscal Year End Summary to the Board for their review.

Invocation Schedule

Mr. Rice asked Board members who desire to give an invocation at a regular business meeting to select the date on the 2002 Invocation Schedule. He announced Dr. Goins and Ms. Whitted terms of office expire on December 31, 2001. Dr. Smith and Dr. Speck are eligible for reappointment to the Board of Health for one additional term of office.

NCALHD Executive Committee

Mr. Rice is planning to serve as a Region 8 Representative on the NC Association of Local Health Director Executive Committee. He stated he is honored to represent and serve this region.

Christmas Tree - Dolls for Salvation Army Project

Ms. Smith reminded the Board the dolls for the annual Salvation Army Tea to be given to needy children are on display in the receptionist area. These dolls were dressed by employees.

Health Department Physician Services

Mr. Rice advised Dr. Philip P. Smith, Sr., Board of Health Physician Member; Ms. Lynda Smith, Assistant Health Director; the Health Department Nursing Directors; Ms. Susan O'Brien, Laboratory Director; and he met to address to assess medical needs, to reorganize medical and clinical services, to address infectious disease care and services, and to review contracted services.

The Medical Consultant serves as consultant to the Board of Health and provides medical consultation to Health Department programs and services. A description of the Medical Consultant's duties was distributed to the Board members for their review.

Bioterrorism Response Plan

Mr. Rice gave a presentation entitled Public Health Response to Bioterrorism. He presented this information to the New Hanover County Commissioners on Monday, November 5, 2001. It includes the Public Health bioterrorism response, notification procedures, goals, biological agents with weapon potential, Epidemiology and public health surveillance, outbreak control and measures, and the handling of suspicious mail or packages. Mr. Rice clarified law enforcement determines if mail or packages are suspicious. If an item is determined suspicious, it is referred to the Hazmat Team, FBI, and the local Health Department is notified. Samples are sent to the State Public Health Laboratory. The area where the suspicious item was located is restricted pending lab results. An apparent Bioterrorism incident or threat should be reported to the FBI by calling 911. Communication with law enforcement, medical providers, and response teams is essential.

A discussion followed on concern regarding smallpox, anthrax, and guaranteeing procedures. Ms. Jones clarified the possible threat of smallpox is a real concern. The smallpox vaccine was discontinued in 1974 since without the smallpox disease, there was no exposure. The public bioterrorism information telephone number is 910-343-6602. A nurse will respond referrals for exposure and other suspicious bioterrorism threats will be referred to law enforcement.

Mr. Rice reported Ms. Jones and he are working with the New Hanover Health Network and are coordinating efforts to reduce biopreparedness barriers. CDC Guidelines on How to Handle Anthrax and Other Biological Threats are available. The Health Department Bioterrorism Leadership Team (BTL) is developing Bioterrorism Response Policies and Procedures as an insert in the Health Department Emergency Manual. The BTL Team meets each Tuesday at 8:00 a.m. prior to the Management Team meeting.

Mr. Rice advised the federal government is appropriating \$40 billion for Bioterrorism and Bioterrorism Preparedness with \$1.6 million allotted for the Public Health Response. He stated Public Health must proceed with Bioterrorism preparedness and training. Governor Easley proposed \$13.6 million to better prepare North Carolina for terrorist attacks. Seven regional Public Health Bioterrorism Teams will be formed. New Hanover County is one of seven proposed bioterrorism sites.

On January 28 - February 1, 2002, Mrs. Dianne Harvell, Environmental Health Director; Mrs. Beth Jones, Communicable Disease Director; Betty Creech, Community Health Director; and Mr. Rice plan to attend a FEMA Integrated Emergency Management course focusing on manmade disasters held in Mount Weather, Virginia.

Mr. Rice announced a Town Hall Forum entitled *Protecting the Home Front* is being held at 6:30 p.m. on Saturday, November 10, in the Assembly Room of the New Hanover County Board of Commissioners. The key agencies that would respond to a bioterrorism attack in Southeastern North Carolina are presenting this live forum simulcast on New Hanover County Government Television (NHCTV) and WECT-TV 6. Mr. Bill Atkinson, President and CEO, New Hanover Network, will moderate the discussion. Panelists will be Mr. Dan Summers, Director of New Hanover County Emergency Management; Mr. Art Constantini, Executive Director of the Southeastern Center for Mental Health; Tim Flynn, FBI Special Agent; Dr. Janelle Rhyne, Wilmington Health Associates Infectious Disease Specialist; and Mr. David Rice, Health Director. Seating is limited. Board members who would like to attend should call Mr. Mark Boyer, New Hanover County Public Information Officer, at 815-7018 to reserve a space.

Mr. Rice clarified the need for an Epidemiologist. A discussion for the agency's need for an Epidemiologist followed.

Other Business:

Flu Vaccine

The Health Department flu vaccine is available in the General Clinic. Mr. Rice advised the supply of vaccine in the community should be sufficient.

Adjournment:

Dr. Jewell adjourned the regular business meeting of the Board of Health at 9:30 a.m.

Wilson O'Kelly Jewell, DDS, Chairman
New Hanover County Board of Health

David E. Rice, M.P.H., M.A., Health Director
New Hanover County Health Department

Approved: