

**Wake County Human Services Board
Regular Meeting Minutes
July 23, 2015**

**Northern Regional Center, Room 163
7:30 am**

Board Members Present
Frank Eagles
Pablo Escobar
Dr. Sharon Foster
Fiorella Horna-Guerra
Kent Jackson
John Myhre
Margaret Raynor
Dr. Rosine Sanders
Dr. Paul Scruggs
Dr. James Smith
Dr. Jacqueline Tavarez
Angie Welsh
Commissioners James West
McKinley Wooten, Jr.

Staff Members Present
David Ellis
Ken Murphy
Regina Petteway
Dr. Joseph Threadcraft
Amina Shah
Alicia Arnold
Dr. Sue Lynn Ledford
Vielka Maria-Gabriel
Elizabeth Scott
Carmen Frazier
Dr. Edie Alfano-Sobsey

Guests Present
None

Call to Order

Dr. Jim Smith called the meeting to order at 7:35 am.

Reflections

Ms. Fiorella Horna-Guerra shared reflections. She emphasized the importance of having healthy lifestyle, as it enables people to gain greater control over their lives.

Approval of Minutes

Mayor Frank Eagles moved, seconded by Mr. McKinley Wooten to approve the June 25 meeting minutes. The motion was adopted unanimously by the Board.

Next Board Meeting

The next Board meeting will be held on August 27, 2015 from 7:30 to 10:00 am at Swinburne Human Services Center.

Update on Human Services Director's Performance Evaluation [PH Accreditation Benchmark # 37.5]

Dr. Smith announced that he met with Mr. Jim Hartmann and Mr. David Ellis to provide HS Board's input into HS Director's performance evaluation process.

The following items have been sent to Mr. Ellis as part of the performance evaluation process

- Compilation sheet of Board members' comments about Ms. Regina Petteway
- Minutes from Executive Committee's conference call discussion of Board's comments

This process is complete and satisfies PH Accreditation benchmark requirements.

Follow-up on Public Health Quarterly Report: Communicable Diseases [PH Accreditation Benchmark # 2.4]

Dr. Edie Alfano-Sobsey presented a follow-up report on the Public Health Quarterly Report on Communicable Diseases presented at the last Board meeting. The purpose of this follow-up report is to answer Board and staff members' questions from the previous meeting.

Q/A:

1. Of those who died from Influenza in 2015, what percent were vaccinated?
 - NC: 218 deaths, 51% vaccinated
 - Wake County: 17 deaths, 62.5% vaccinated
2. Table 1 on page 9 of report should read "pushcarts (carts that sell hot dogs only and can be moved by one person)."
3. Can you get Lyme Disease or Rocky Mountain Spotted Fever again if you had it before?
Yes, you can get Lyme Disease again if you do not take proper steps to protect yourself and are bitten by an infected deer tick. On the other hand, infection with *R. rickettsia* (causative agent of Rocky Mountain Spotted Fever) provides long lasting immunity against reinfection.
4. Have tests for Lyme Disease improved?
The tests need to be used and interpreted correctly for an accurate diagnosis. According to CDC, during the first few weeks of infection, the test is expected to be negative. Several weeks after infection, currently available tests (ELISA, EIA and IFA tests) have good sensitivity. CDC recommends a two-step testing approach. If this first step is

negative, no further testing of the specimen is recommended. If the first step is positive or indeterminate, the second step should be performed for confirmation.

5. What are the rates for Syphilis in the Eastern part of Wake County as compared to the rest of the County?

At this time, syphilis rates by geographic areas (including eastern Wake County) are not tracked. Outreach efforts were increased by the HIV/STD Community Outreach Team to the eastern Wake County because socio-sexual network information revealed high-risk sexual activities connected to an early syphilis case in a young person. This led to the identification and treatment of exposed persons. Reference to "syphilis rates" was made in error and has been removed from this report.

6. Efforts to address high rates of chlamydia

Several strategies have been implemented to address high case numbers of chlamydia, gonorrhea, and other STI's. Some of these include:

- Expedited Partner Therapy (EPT)
- Field Delivered Therapy (FDT)
- Enhanced testing and prevention counseling offered at non-traditional sites
- Enhanced testing at all WCHS clinics
- Bridge Counseling to link those with HIV/AIDS to medical care
- Comprehensive Risk Counseling and Services (CRCS)
- Consultation and support for community partners
- Condom distribution sites

*Report included in July agenda.

Intervention Strategies for Syphilis Outbreak

Dr. Sue Lynn Ledford presented a report on Intervention Strategies for Syphilis Outbreak in Wake County, as requested by the HS Board and Public Health Committee. She talked about the importance of knowing the numbers and doing case-finding.

An Incident Command System (ICS) was created in response to Syphilis Outbreak on April 2, 2015.

ICS Accomplishments

- Two-pronged Syphilis Education Plan for community and Wake County providers
- Ongoing work with State Communicable Disease Branch--focus is on effective diagnosis and treatment plans
- Field Delivered Treatment plan and standing orders updated to facilitate Disease Intervention Specialist RNs in the field delivery of care
- Quick Check Syphilis testing for designated areas
- Enhanced Tracking Tool for Symptomatic clients in Clinic A
- Surveillance Report with baseline data on Syphilis in Wake County

- Community Partners Meeting (WakeMed, Rex, Duke Raleigh, WHSI, and others) attended by 32 individuals
- Comprehensive Risk Counseling Services (CRCS) Referral System
- Syphilis Fact Sheet for media/public requests
- Expansion of Rapid Syphilis Testing to WCHS Regional Centers
- Adoption of CDC Guidelines for 13- 64 years of age Opt Out testing
- ABC11 News Interview with Health Director
- Wake Health TV interview
- Syphilis “Refresher” training at WCHS Regional Centers
- Special section on Syphilis Outbreak on Wake County website
- Special Partner Meeting with Public Health and Wake Jail
- Outreach training updates with the Universities – underway
- Description of Syphilis Outbreak in PH Quarterly Report
- Memo to all WCHS Providers on Enhanced STI Screening

Ms. Margaret Raynor asked if the increase in human trafficking has had any impact on the rates of Syphilis. Dr. Ledford responded, to their knowledge, human trafficking has not had a significant impact on the rates of Syphilis.

Discussion was held, led by Commissioner James West, on the importance of spreading education and awareness through a support system (peers and family members) as a way to prevent the condition.

*Report included in July agenda.

Annual Review of Wake County Human Services Board Operating Procedures [PH Accreditation Benchmark # 34.1, 34.2]

Ms. Amina Shah presented the proposed changes to the HS Board Operating Procedures, as suggested by the Board officers (Dr. Jim Smith, Ms. Margaret Raynor, and Mr. John Myhre) and Ms. Leila Goodwin.

The proposed changes are:

- Board terms of service
- Roles of Board officers
- Roles of Standing Committee’s Chair
- Roles and responsibilities of staff

Board members suggested further changes including:

- Section G, # 1: Wake County Human Services Director
Add language about HS Director appointing the Executive Assistant to HS Board to fulfill the responsibilities of the role of the Secretary
- Section G, # 2: Executive Assistant to Human Services Board

Add “process” to “managing Board members appointments” and “managing Board officers elections”

Add “logistics” to “managing Board and Committee meetings”

Mayor Frank Eagles moved, seconded by Ms. Raynor to approve the HS Board Operating Procedures, as amended. The motion was adopted unanimously.

*Procedures included in July agenda.

Annual Review of Wake County Human Services Rules of Appeal [PH Accreditation Benchmark # 35.1]

Mr. Ken Murphy suggested changing the present title “Wake County Human Services, Wake County Environmental Services, Rules of Appeal” to “Wake County Human Services Board Rules of Appeal”. The reason for doing this is that the Board is a consolidated Environmental Services and Human Services Board and is officially called the “Human Services Board”.

Mr. Wooten moved, seconded by Ms. Raynor to approve the Rules of Appeal with modification in title, as suggested by Mr. Murphy. The motion was adopted unanimously by the Board.

Board Committee Chairs Reports

Ms. Angie Welsh reported that the Social Services Committee did not meet in July, because the meeting conflicted with the 4th of July Holiday—it will have a joint meeting with the Public Health Committee on August 21, 2015.

Ms. Margaret Raynor and Dr. Paul Scruggs reported on the activities of the Public Health Committee on behalf of Dr. Sharon Foster.

Ms. Raynor talked about the implementation of the Summer Food Service Program in Wake County, highlighting the need, strategies, and partnerships (with NC Department of Public Instruction, Wake County Public School System, Food Bank CENC, and others).

She talked about the success of the Jump Start Event celebration. It was well-attended by Community partners and County Commissioners. Everette Brown, NFL MVP engaged the children in fitness activities during the event.

She also discussed lessons learned from field trips to Durham County and Mecklenburg County to look at their Summer Meal programs. In both these Counties, the Summer Meal program is fully supported by their individual school systems—the school sites are open sites. A general discussion was held about forming a collaborative relationship with Wake County Schools System.

Dr. Scruggs talked about raising awareness of the unmet need of dentistry, the scope of the dental problem, and different dental projects that have undertaken. He would like to have this

item on the Public Health Committee's October agenda and the HS Board's November agenda, when he would arrange guest speaker panels.

Environmental Services Director's Report

The Environmental Services (ES) Director's Report included 2 parts:

- ES Department Budget Update – presented by Dr. Joseph Threadcraft
- Environmental Services Department Swimming Pool Update – presented by Mr. Terry Chappell

ES Department Budget Update [PH Accreditation Benchmark # 39.1]

General Fund

- Positive trend for expenses and revenues
 - The expenses are a result of an 19 additional employees over 3 year period
 - The revenues are a result of increased service delivery

FY 2016 was a very positive budget year, thanks to support from Wake County Manager's Office and County Commissioners

- Environmental Services (ES) Department received additional funding for 4 staff and major projects

Solid Waste consists of 2 enterprise funds:

- 5100 Fund: Recycling – closed landfill – outreach – illegal dumping
- 5200 Fund: Landfill and Transfer Station
 - The landfill's life has been extended from 25 to 40 years

*Presentation attached to July agenda

ES Department Swimming Pool Update [PH Accreditation Benchmarks # 17.1, 17.2]

Definition of "public pools" according to 130A-280: any artificial body of water used for swimming or recreation such as municipal, school, hotel, apartment, athletic club or membership facility pools, etc. Spray grounds are also checked because they have a pump and it is re-circulated.

Pools are regulated by State and Wake County rules.

1. State rules
 - a. Require plan review of pools prior to opening
 - b. Frequency of inspections – 1 time per year for seasonal pools; 2 times per year for year round pools
 - c. Establishes basic requirements including pool chemistry, gating and fencing requirements, safety equipment and signage
2. Wake County rules
 - a. Adopted 1984, prior to state rules

- b. Wake County rules are more stringent than state: 2 daily chemical checks 6 hours apart; gate violations result in closure of the pool, etc.

This presentation was for information only and will also be presented to the HS Board during their July meeting.

*Presentation attached to July agenda

Human Services Director's Report

The Human Services Director's Report presented by Ms. Petteway included 3 parts:

- HS Board Accomplishments
- HS Budget and Planning Cycle
- HS Trends and Issues

HS Board Accomplishments

Ms. Petteway asked the Board to discuss its accomplishments that will be included in the Agency's Annual Report. Some of the things discussed include:

- Summer Food Service Program
 - Additional open sites in 2 pilot zip codes (27610 and 27601)
 - Developed partnerships
- Funding for prenatal care clinics expansion
- Falls Lake Education Project
- Significant reorganization in the Department and on the Board
 - New Department Director
 - New Board member appointment and several reappointments
- Board officers orientation was helpful
- Staff was specifically guided by Board on the type of data requested by Board
- The Board is grateful to employees who even worked on the weekends for NC FAST
- The Board has helped the Department move towards a client-centered organization, with an open and engaged system
- About 101 people were monitored for Ebola without any national attention
- Human Capital Development (HCD) Summit
 - The Board needs to continue to work with the Department to ensure the success of HCD through collective impact. Staff time needs to be specifically dedicated to HCD.

HS Budget and Planning Cycle

The County's budget cycle begins in December. This year, HS Department is starting the budget cycle now. The budget needs of Divisions are being identified. The County Budget Office will

provide training on writing better business justifications. By September, the Department should have completed the identification and analysis of its budget needs, so the Board will get to be involved in the budget cycle earlier than usual (1-2 months earlier).

HS Trends and Issues

The trends and issues that have been discussed the most during Board meetings include:

1. NC FAST
2. Public Health Clinical Services
3. Child Welfare
4. Adult Protective Services
5. Mental Health Service Challenges
6. Human Capital Development (HCD)

Ms. Petteway asked the Board to consider receiving a bi-annual report on each one of these aforementioned items.

Ms. Liz Scott discussed progress of NC FAST. The program is performing better, but it is still not performing at the expected levels. Commissioner West asked about how the challenges of NC FAST have impacted staff morale. Ms. Scott replied that the previous mandatory overtime had a significant impact on staff morale, which explains the high staff turnover in the Department. The Department is now focusing on retaining the new hired staff.

Human Services Board Chair's Report

Dr. Smith shared that Mr. Ellis has been very helpful and supportive, so the Board and Department have great support from the County Manager's Office.

Participation in Community Events

Mr. Wooten participated in the SFSP Jump Start event celebration.

Commissioner West participated in the National Association of Counties (NACo) meeting in Charlotte.

Dr. Jacqueline Tavaréz said she would like to have the HS Board and Social Services Committee invited to Community Night Out event (more details will be provided by her later).

Mayor Eagles made the following comments

- The Board of Commissioners should list feeding low-income children as a priority
- The HS Department should consider closing the Sunnybrook Human Services Center and opening a center in a developing area of the County. Health services should be spread throughout the County.

Public Comments

There were not any members of the public present for the Public Comments period.

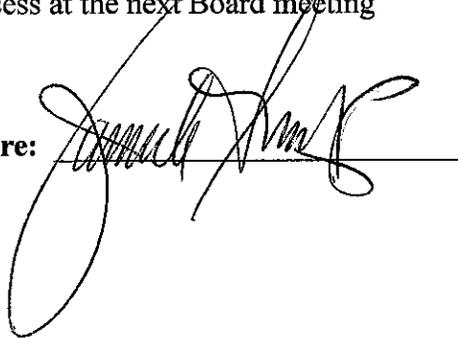
Adjournment

The meeting was adjourned at 10:00 am.

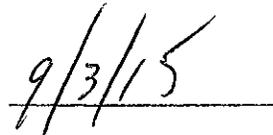
Action Items

- Dr. Smith requested Dr. Scruggs to arrange dental program presentation for Public Health Committee's October agenda and HS Board's November agenda
- Dr. Smith requested Dr. Ledford to ask Ms. Penny Washington to give presentation to HS Board on the new ventures of Wake Health Services
- Ms. Petteway requested Dr. Alfano-Sobsey to talk about the Community Health Needs Assessment process at the next Board meeting

Board Chair's Signature:

A handwritten signature in black ink, appearing to be "James Smith", written over a horizontal line.

Date:

A handwritten date "9/3/15" in black ink, written over a horizontal line.