North Carolina Local Health Department Accreditation
Accreditation Board Meeting – Wake County Commons Raleigh, NC
Friday, June 20, 2014
10:00AM

Board Members Present
Bob Blackburn, Chair
Barbara Ann Hughes
Bill Sollecito
Barbara Beatty
Larry Michael
Lee Kyle Allen
Monicia Thomas
Lorraine Salois-Deane
Connie Kelley-Sidberry
Roxanne Holloman
Jerry Parks
Joy Reed

NCIPH Staff
Dorothy Cilenti
Lizzie Yates
Liz Mahanna
Rosemary Summers
Eunice Inman

Lead Site Visitors Present
Tommy Jarrell
Barry Blick
Bill Smith
Barry Bass

Nurse Consultants
Susan Little
Gay Welsh
Rhonda Wright

Board Members Absent
Danny Staley
Noah Woods
Michael Case
Carmine Rocco
Michael Page

Guests - Health Department Directors and Staff

Moore County Health Department
Rich Tompkins
Robert Wittman

Onslow County Health Department
Angela Lee
Jeff Sieber

Transylvania County Health Department
Sharon Cameron
Anita Glance
Terry Pierce

Madison County Health Department
Jan Shepard
Chris Emory

Caswell County Health Department
Fred Moore

Northampton County Health Department
John White
Megan Vick

Randolph County Health Department
Mimi Cooper
Susan Hayes

Wayne County Health Department
Davin Madden
Evelyn Coley

Forsyth County Health Department
Marlon Hunter
WELCOME
Bob Blackburn, Chair, called the meeting to order at 10:00am. He welcomed the Accreditation Board and NCIPH staff in attendance.

Bob Blackburn welcomed new board members: Larry Michael, Monecia Thomas, and Michael Case (not present for the meeting).

Chair Blackburn asked the board if they had any comments on the minutes from the December 20, 2013 Board Meeting. Larry Michael approved and Joy Reed seconded to accept the minutes as presented.

Accreditation Adjudication Process
Dr. Dorothy Cilenti, Accreditation Administrator, reviewed the Accreditation Adjudication Process.

SITE VISIT REPORTS

Moore County Health Department Accreditation Adjudication
Barry Blick, Lead Site Visitor, presented a summary of the site visit report and briefly addressed the “Not Met” activities (Activity 9.5, 30.2). Blick commended the Moore County for their unique Board of Health and its strong connection with the community. The Site Visit Team recommended Lenoir County Health Department for Re-Accreditation.

Robert Wittmann, Health Director, approached the board for questions. Board member, Lorraine Salois-Deane asked Mr. Wittmann how they had missed activity 9.5 given their history of partnerships and state that their communication is strong but lack in documentation. Wittmann replied that since the site visit they have adjusted their procedures to insure documentation. Chairman Blackburn asked after Moore County’s use of two deputy health directors. Health Director Wittman explained that they one deputy helps with administrator and the other is the health educator. Wittman wanted to make sure that there were options and multiple people who know the running of the health department. Mr. Wittmann then stated that he really admired the accreditation process and stated that the staff and Board of Health leadership are the reason they did so well. He then thanked AAC Rick Tompkins, Susan Little, and the site visit team members.

Board member Lee Kyle Allen made a motion to accept the site visit team’s recommendation and Board member Roxanne Holloman seconded the motion. The motion passed and Moore County Health Department was awarded the status of Accreditation.

Transylvania County Health Department Accreditation Adjudication
Barry Blick, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the activities not met (Activity 7.3, 15.1, 15.5, 31.4, 31.5, 34.2, and 37.4). The Site Visit Team recommended Transylvania County Health Department for Re-Accreditation.

Mr. Blick praised Transylvania County on their collaborative efforts: an analyzed foster care system, new preventive models to reduce cost and risk, etc.

Board Member Jerry Parks then asked about the health department’s work with dialysis care for the community and praised Steve Smith’s system and stated that it is an example for everyone. Parks then said, to Accreditation Administrator Dorothy Cilenti, how it’s not good business when he automatically knows that a
county will not meet activity 7.3 based on the site visit team members. Then, interim Health Director Terry Pierce spoke and said that he was not on site for the site visit and that Steve Smith and staff deserve all of the credit. AAC’s Sharon Cameron and Sheila Glance then went through each not met activity and spoke on how they have worked to improve all of their policies to make sure that these activities are now met. Board member Bill Sollecito then asked how the large seasonal population shift effects the health department. Mr. Pierce stated that the seasonal visitors tend to not use the health department’s services and that they just add one contracted worker during the higher population times.

Board member Joy Reed made a motion to accept the site visit team’s recommendation and Board member Lee Kyle Allen seconded the motion. The motion passed and Beaufort County Health Department was awarded the status of Re-Accreditation.

Madison County Health Department Accreditation Adjudication
Barry Bass, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the one “Not Met” activities (Activity 2.4, 3.2, 5.2, 24.3, 26.3, 30.6, 34.2, and 37.4). The Site Visit Team recommended Madison County Health Department for Re-Accreditation.

Lead Site Visitor Barry Bass spoke of the unique fact that Madison County’s AAC, Chris Emory is not a health department employee but a contract worker who started working a year ago to help them get ready for accreditation. Bass also spoke after the staffs can do attitude and commended them on their work with community partners.

Board Members Lorraine Salois Deane and Bill Sollecito then asked over how activities that were met during the last site visit were missed this time. Health Director Jan Shepard stated that the last cycle was under a different health director and that certain aspects had not been reviewed, followed up on during the 4 years between accreditation cycles. Activity 2.4 showed inconsistency, some years evidence, others very little evidence available. Board Member Jerry Parks then asked Lead Site Visitor Bass after the use of a contract worker and if not having someone on site all 4 years would lead to certain things falling through the cracks? Mr. Bass stated that it is a very unique and challenging situation but the county doesn’t have the resources to fund a full-time AAC. Chairman Blackburn then commended them on their collaborative partners and work in the community.

Health Director Jan Shepard then explained how as a new Health Director, this was a valuable process to learn what needs to be done to keep a high quality facility. Stated that she learned a lot and appreciated the opportunity.

Board member Jerry Parks made a motion to accept the site visit team’s recommendation and Board member Connie Kelley-Sidberry seconded the motion. The motion passed and Madison County Health Department was awarded the status of Re-Accreditation.

Onslow County Health Department Accreditation Adjudication
Barry Bass, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the activity “Not Met” (Activity 26.3). The Site Visit Team recommended Onslow County Health Department for Accreditation.
Lead Site Visitor Barry Bass spoke of the unique challenges of Onslow County with a largely transient military population of young males. He then spoke of the efficiency of their consolidated agency and how resources are allocated efficiently and how the multiple agencies work together.

Board Member Barbara Ann Hughes then asked after their county commissioner and how he is appointed to the health advisory board. Health Director Angela Lee stated that they meet every month and that they hear from each agency that has been consolidated and offer guidance, suggests programs, etc. Dorothy Cilenti then asked for them to talk about their electronic submission and stated that they were one of the easiest site visits in regards to their documentation. Health Director Lee states that they were able to do so because of their AAC Jeff Seiber and they had the resources to do this kind of QI work. Board member Roxanne Holloman then asked how consolidation has impacted their staff and accreditation standards. Mrs. Lee stated that it has been difficult in the aspect that other agencies don’t have accreditation standards; have to make sure that they educated merging staff. Chairman then commended Onslow on their e-cigarette campaign. Angela spoke of how they have partnered with schools to focus on health issues and tobacco (e-cigarettes, teen pregnancy, etc.) Health Director Lee said that the accreditation process has been challenging but beneficial and an educational experience for everyone. Thanked her staff and their high quality work.

Board member Barbara Ann Hughes made a motion to accept the site visit team’s recommendation and Board member Lee Kyle Allen seconded the motion. The motion passed and Onslow County Health Department was awarded the status of Accreditation.

Forsyth County Health Department Accreditation Adjudication
Tommy Jarrell, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the activities “Not Met” (Activity 3.2, 24.3, 26.1, 26.3, 31.4, 31.5, 34.2, 37.4, and 39.3). The Site Visit Team recommended Stanly County Health Department for re-accreditation status.

Tommy Jarrell stated that the facility was beautiful and a classy operation. The health department is well funded but the community and they have a lot of community partners that help them provide many services. Jarrell also commended Forsyth on their technological advances.

Board Member Bill Sollecito asked after the fact that they had evidence of an upgraded data system but still had missing documentation. Health Director Marlon Hunter stated that the new data system put in in 2011 but they need more modifications. Hunter stated that he re-organized all of the staff and roles when he became health director three years ago to try to increase productivity and skills. Board member Lorraine Salois-Deane then asked if there was a change in their Board of Health membership given that many of the missed activities were Board of Health matters. Director Hunter stated that he has worked with the Board of Health to clearly outline their responsibilities which had been an issue in the past. Marlon Hunter stated that he has always marveled at how well the NC Accreditation system works and how it hold the health departments accredited and that other states look to NC for the accreditation process.

Board member Lee Kyle Allen made a motion to accept the site visit team’s recommendation and Board member Lorraine Salois-Deane seconded the motion. The motion passed and Forsyth County Health Department was awarded the status of Re-Accreditation.
**Northampton County Health Department Accreditation Adjudication**

Barry Bass, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the “Not Met” activities (Activity 7.3, 18.4, 30.1, and 30.4). The Site Visit Team recommended Northampton County Health Department for Accreditation.

Mr. Bass spoke of how welcoming the staff was and was impressed with the longevity of the staff members on the management team. He also commended them on their QI efforts and their evidence based programs such as Pregnancy Care Management and CC4C.

Board Member Joy Reed them stated how great of a job that Northampton county does facilitating consultants for all divisions. She also stated that the consultants have asked for her to speak with the state and let them know what a great job Northampton County is doing.

Health Director John White then spoke to the board and stated that he appreciated the site visit team and appreciated their help. He also said that the process went much more smoothly than it did the first time. While they are small health department, they have seasoned employees, a good relationship with the Board of Health, and try to use their resources efficiently.

Board member Joy Reed made a motion to accept the site visit team’s recommendation and Board member Barbara Ann Hughes seconded the motion. The motion passed and Northampton County Health Department was awarded the status of Re-Accreditation.

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**Wayne County Health Department Accreditation Adjudication**

Bill Smith, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the “Not Met” activities (Activity 24.3, 26.3, 30.4, 30.6, 31.4 and 31.5). The Site Visit Team initially recommended Wayne County Health Department for Conditional Accreditation. They then corrected evidence for 30.4 and 30.6 in the 10 day response period. Site Visit team now recommends for Re-Accreditation.

Bill Smith stated that he saw many impressive characteristics and accomplishments with the health department including that the health department was the most secure building that he has visited.

Board Member Barbara Ann Hughes asked why the leadership of Wayne County has not allowed them to build a newer facility. Health Director Davin Madden stated that it is primarily because of a lack of money. A new facility area was purchased four years ago but there hasn’t been any money to renovate. Board member Monecia Thomas asked why two managers were trained by phone and wanted to make sure that it wasn’t rushed because of accreditation process. Director Madden stated that the reason wasn’t accreditation; they just wanted the managers trained as quickly as possible. Board member Barbara Ann Hughes asked after their collaboration with the military. Davin Madden that the military does have an impact and they have many community collaborations.

Health Director, Davin Madden thanked the site visit team, AAC Evelyn Coley, and staff. Said that the process went smoothly and that his team was committed, eager, and motivated to participate.

Board member Lorraine Salois-Deane made a motion to accept the site visit team’s recommendation and Board member Lee Kyle Allen seconded the motion. The motion passed and Wayne County Health Department was awarded the status of Accreditation.
**Caswell County Health Department Accreditation Adjudication**
Barry Blick, Lead Site Visitor, presented a summary of the site visit report and briefly discussed the “Not Met” activity (Activity 31.5). The Site Visit Team recommended Caswell County Health Department for Re-Accreditation.

Barry Blick discussed how impressed the site visit team was with Health Director Fred Moore’s ability to bring multiple partners together to match resources to interventions. He also commended them on their detailed and clear policies.

Board member Lorraine Salois-Deane then asked about the fact that staff members wear many hats, was there a concern over burn out with staff? Health Director Moore stated that he believed that it prevented boredom and there aren’t enough funds for one person to only have one task. Chairman Blackburn asked about the environmental impact of coal ash and commended the active role on the commission. Director Moore said that they have been a part of many meetings but that there needs to be a more science focused approach to know the long term consequences. Most of the county residents use well water, so little impact in that aspect.

Health Director Fred Moore stated that his staff was the reason for their success and thanked AAC Jennifer Eastwood. Said that it’s been a long year going through this accreditation process and one for home health.

**Board member Lorraine Salois-Deane made a motion to accept the site visit team’s recommendation and Board member Lee Kyle Allen seconded the motion. The motion passed and Caswell County Health Department was awarded the status of Accreditation.**

**Randolph County Health Department Accreditation Adjudication**
Rosemary Summers, Site Visit Coordinator, presented a summary of the site visit report and briefly discussed the “Not Met” activities (7.3 and 38.3). The Site Visit Team recommends the Anson County Health Department for Re-Accreditation status.

Site Visit Coordinator Rosemary Summers said that the site visit was a pleasure. Randolph County has great partnerships between the staff and the county and that the health department is looked to for leadership. The health Department is model IT for the county. The county submitted a correction in regards to sewage complaints. Complaints were still not reviewed/ met within 72 hour window and therefore activity still not met.

Health Director Mimi Cooper then spoke of being the last county accredited and not wanting to be on the board when their accreditation process began. Cooper also lamented the fact that they still couldn’t get 7.3 met and that the stress nearly killed her. She thanked Susan Hayes and Gay Welsh. She then asked the board to continue to improve the process, strengthen and eliminate duplications, and steer the health department in areas of strengths.

**Board member Lee Kyle Allen made a motion to accept the site visit team’s recommendation and Board member Barbara Ann Hughes seconded the motion. The motion passed and Randolph County Health Department was awarded the status of Accreditation.**

**Other Business**
Accreditation Celebration at 2PM to recognize accreditation process for all 85 counties

HDSA1 Revision

Accreditation Administrator shared that all recommendations had been reviewed by she and Liz Mahanna. HDSA1 not changeable at this point but instrument can be cleaned and all initial process can be removed. Technical changes can be made but no substantive changes for the next round of counties (August 1 notification).

Board member Monecia Thomas made a motion to accept the HDSA1 revision and Board member Lee Kyle Allen seconded the motion. The motion passed unopposed.

Electronic Submission Webinar

Dorothy Cilenti then discussed the upcoming webinar and the need to be more efficient and implement all electronic submission by counties. Onslow AAC Jeff Seiber will help with webinars. Webinars will be held on July 21, 2014 and July 22, 2014 at 1pm.

Accreditation Rules Review

Administrator Cilenti discussed the rules review that Chris Hoke has been working on. They are working on reviewing all rules over the last couple of years and an Accreditation review in early 2015. There will be a 60 day period for public comment before going to rules committee. Final review will bein August 2015. Everyone knows that every rule has to be reviewed in public health and accreditation. It will be very beneficial even without opposing views. Also, approval and support will look good.

NC Accreditation Evaluation Report

Dorothy Cilenti brought up the 2006-2014 accreditation review. It was a process evaluation that focused on how well health departments have done, if stakeholders are satisfied, and some outcomes from the accreditation process. The report summarizes the number of not met activities and found that re-accreditations miss more activities than initials. 88% of health directors are satisfied and site visit teams satisfied. As we go forward, continue to review feedback and revise program. Continue to talk about how to integrate with PHAB and continue to interest NC counties into going through PHAB.

Board member Lee Kyle Allen then brought up his concerns with moving from NC Accreditation to PHAB. Stated that the NC Accreditation process assures that every county in NC is following the law and that every citizen can expect the same level of care in every county in North Carolina. He then questioned how PHAB can do this when they work with multiple states. Board member Allen said that he is very passionate about public health in NC and can’t understand how anyone wouldn’t want the NC Accreditation process.

Adjournment

The meeting adjourned at 2:00 p.m.
Next Meeting
The next Accreditation Board Meeting is scheduled for Friday, December 12, 2014 in the Wake Human Services, Room 2149, 220 Swinburne St., Raleigh, NC. The meeting will begin at 10:00 a.m. and adjourn at 3:00 p.m.

Respectfully submitted,

[Signature]

Dorothy Cilenti

1 Please note not all Local Health Directors and Staff, as well as Lead Site Visitors, were present for the entire Accreditation Board meeting.