



Cleveland County  
Health Department

**CLEVELAND COUNTY BOARD OF HEALTH  
CLEVELAND COUNTY HEALTH DEPARTMENT  
250 12<sup>th</sup> Avenue N.E., Norman, OK  
North Conference Room  
7:30 a.m.**

**February 13, 2018**

**AGENDA**

- I. Call to Order
- II. Approval of January Meeting Minutes
- III. Staff Reports
  - A. Children First – Nancy Meehan
  - B. Environmental Health – Amy Allen
  - C. Health Education – Tara Douglas
  - D. Nursing – Beverly Bymun
  - E. Sooner Start – Rodney Barrett
  - F. Veteran’s Coordinator– Mark Braley
  - G. Administration – Keith Reed
- IV. Updated Budget Report: Impact of RIF
- V. Action Item: Approval of payment on 2018 IT Invoices from OSDH
  - A. October 2017
  - B. November 2017
- VI. Other Matters
- VII. Adjourn



**Board of Health Meeting**  
**Date: February 13, 2018**

**Members Present:** Darry Stacy (Chairman), Todd Gibson, Michael Messerli, Dr. Thomas Thurston, and Pepper Martin

**Members Absent:** none

**Others Present:** Keith Reed, Beverly Bymun, Tara Douglas, Nancy Meehan, Daniel Thatcher, Debbie Dickson, Rodney Barrett, Amy Allen, Tracie Rochester, Mark Braley, and Dr. Lisa Connery

Notice of the meeting was posted in the front lobby of the Cleveland County Health Department from Tuesday, 02-06-18 through Tuesday, 02-13-18. Notice of this meeting was also on file at the Cleveland County Courthouse.

Darry Stacy called the meeting to order at 7:30 a.m. with a quorum present. The minutes were read and the motion was made by Michael Messerli and seconded by Pepper Martin to accept the minutes as written from January 9, 2018. All were in favor.

Topic	Discussion	Action
<b>Staff Reports: Children First</b>	<p>Natalie Dixon distributed copies of the January, 2018 Children First report prepared by Jennifer England, interim Children First lead nurse, to the Cleveland County Board of Health members and staff (<u>please see attachment</u>).</p> <p>Nancy Meehan, Children First Nurse, presented the Children First report for January, 2018 to the Cleveland County Board of Health and staff.</p>	
<b>Environmental Health</b>	<p>Natalie Dixon distributed copies of the Environmental Health reports January, 2018 to the Cleveland County Board of Health members and staff (<u>please see attachment</u>).</p> <p>Amy Allen, Environmental Health Supervisor, presented Environmental Health reports for January, 2018 to the Cleveland County Board of Health and staff.</p>	



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<b>Health Education</b>	<p>Natalie Dixon distributed copies of the January, 2018 Health Education Report to the Cleveland County Board of Health members and staff (<u>please see attachment</u>).</p> <p>Tara Douglas, Health Education Supervisor, presented the Health Education Report for January, 2018 to the Cleveland County Board of Health and staff.</p> <p>A discussion was had regarding the county hosting John Woods, TSET Director next week at Cleveland County Fairgrounds to discuss Farmers Market, etc.</p> <p>Also, there is a meeting of the Cleveland County Healthy Living Block/Farmer's Market group on the 20th with Commissioner Darry Stacy and others from the community. Keith Reed and Tara Douglas will be in attendance, and VI will be invited to subsequent meetings as needed .</p>	
<b>Nursing</b>	<p>Natalie Dixon distributed copies of the Nursing Services Report January, 2018, and Cleveland County Monthly Clinical Activity Report, 2018 (<u>please see attachments</u>) to the Cleveland County Board of Health and staff.</p> <p>Beverly Bymun, District Nurse Manager, presented the Nursing Services Report January, 2018, and Cleveland County Monthly Clinical Activity Report, 2018 to the Cleveland County Board of Health and staff.</p> <p>A discussion was had regarding measles, response, tracking and education, and support from other counties.</p>	
<b>Early Intervention/ SoonerStart</b>	<p>Natalie Dixon distributed copies of the January, 2018 SoonerStart Program Report (<u>please see attachments</u>) to the Cleveland County Board of Health and staff.</p>	



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	Rodney Barrett, Early Intervention/SoonerStart Programs Manager, presented the Sooner Start Report for January, 2018 to the Cleveland County Board of Health and staff.	
<b>Veteran's Coordinator</b>	<p>Mark Braley, Veteran's Coordinator, presented the Veteran's Coordinator Report to the Cleveland County Board of Health and staff.</p> <p>Barbers downtown will be giving free haircuts to veterans. VI is working on a poster to help market the program in rural areas. Aaron Parks, attorney, will work pro bono for veterans. Veterans stakeholders meeting is March 12<sup>th</sup> for Cleveland County.</p>	
<b>Administration</b>	<p>Natalie Dixon distributed copies of the Administrator's Report (<u>please see attachment</u>) to the Cleveland County Board of Health and staff.</p> <p>Keith Reed, Administrator, provided:</p> <ul style="list-style-type: none"> <li>• Staff/Personnel update included authorized vacancies, and a comparison of total authorized positions in January 2015 compared to total authorized positions post-RIF, a 3-year span. Also discussed the fact that while we were under the impression that the RIF had produced a set 'staffing pattern' and we could plan to refill positions where we fell below that point, we are now being told that every position is being evaluated by senior leadership to determine criticality before approving.</li> <li>• Additional budget discussion included discussing the various funding sources for Cleveland County employees. Keith explained which staff were paid (or reimbursed) by fees, millage, state money (none), and federal funds. Keith further explained that according to recent information he had received, CCHD's WIC Caseload 'earned' it more than 8 FTEs. However, following our Post-RIF budget agreement, we would be using local funds to pay for all but 2 FTEs (Nutritionists). He explained that he felt it was important to be transparent about that fact, because it ultimately</li> </ul>	<p>Motion made by Todd Gibson to have Keith communicate with OSDH about the keeping 'earned' WIC money as part of the local payroll budget. The motion was seconded by Michael Messerli.</p>



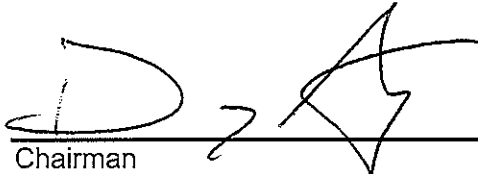
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	<p>meant that federal money ‘earned’ through the CCHD WIC caseload is being shifted elsewhere in the state, which would help support some of the other areas that may not be able to provide the service otherwise. The Board members discussed this, and concluded that they could not in good conscience support any funds generated through services provided by the CCHD being shifted to areas outside of the county. They instructed Keith to take this issue back to OSDH and explain their stance.”</p> <ul style="list-style-type: none"><li>• Joint Commission on Public Health was discussed. March 1<sup>st</sup> is the deadline for recommendations to Governor’s office. Keith has served as a substitute in one meeting, and attended others as an observer. Items discussed include local control, decentralization, regional districts, and specific language in recommendations. There may be a vote this Friday, but next Friday is the absolute final day for ideas. Keith will attend.</li><li>• Strategic Planning updates included that there is nothing new to report.</li></ul>	
<p><b>Approval of payment on 2018 IT Invoices from OSDH:</b></p>	<p>Keith Reed, Administrator, presented for consideration the item of approval of payment on 2018 IT Invoices from OSDH for October 2017 and November 2017. With this he explained the error in the breakdown and passed along the assurance of OSDH Financial Management that we would be credited for the error in the next month’s invoice.</p> <p>A discussion was had regarding error on invoices, the explanation of charges and the leasing rate. Members of the Board would not agree to approve any Invoice with known errors.</p> <p>This parked a discussion regarding the status of the Insurance Reimbursement Issue that remains outstanding with OSDH. Keith explained that there was still no resolution to that issue.</p>	<p>Motion made by Darry Stacy to deny the payments based on invoice error and the unresolved insurance reimbursement issue. Motion was seconded by Todd Gibson.</p>



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<b><u>Other Matters:</u></b>	N/A	
<b><u>Adjournment:</u></b>	Board of Health Meeting adjourned at 8:09 am	Motion was made by Michael Messerli. Motion was seconded by Pepper Martin. All in favor.



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Chairman  
Cleveland County Board of Health

Minutes prepared by Natalie Dixon, Administrative Assistant

# Children First

By Jennifer England  
Board of Health Meeting  
Stats from 1/1/18 to 1/31/2018

<b>Completed Visits in Cleveland County</b>	171
<b>Completed Visits in McClain County</b>	22
<b>Active Clients in Cleveland County</b>	97
<b>Active Clients in McClain County</b>	14
<b>Referrals Received Living in Cleveland County</b>	33
<b>Referrals Received Living in McClain County</b>	3
<b>Referrals Still Pending</b>	26

**Staffing:** One vacant position. One nurse has a reduced caseload due to school.

**Referrals:** We received a total of 36 referrals for the month. We currently have 6 potential clients on a waiting list, which we are actively working according to due date and risk factors.

**Productivity:** We completed a total of 193 visits with 111 families served which averages to 35 completed visits and 20 active clients per nurse. Central office program staff came down January 22<sup>nd</sup> and 23<sup>rd</sup> for a site visit.

**Training:** Staff attended MCH Video conference on Child Abuse & Neglect Identification & reporting.

**To:** Cleveland County Board of Health  
**From:** Amy Allen, Environmental Health Supervisor  
**Subject:** Environmental Report for January 2018  
**Date:** February 13<sup>th</sup>, 2018

**Personnel**

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We have one new employee, Brittany Shaw, who started on January 22<sup>nd</sup>, 2018

**Closures**

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**Public Bathing Facilities:**

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No facilities were closed.

**Restaurants and Other Facilities:**

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One facilities was briefly closed to address imminent health hazards.

**Events worked by Cleveland County Staff**

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<b>Event</b>	<b>Date</b>
<b>After-Hours Food School</b>	January 9

**Complaints:**

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**Restaurants:**

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There were various complaints throughout the months of July and August. All complaints were addressed with the management of the facility. The inspector assisted in finding a resolution to the complaint (if it was valid) and performed on site education when needed.



### Dog Bite Investigations:

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Various complaints were worked. In cooperation with the Cleveland County Sheriff's office, Norman Animal Welfare and Moore Animal Welfare all bite incidences were resolved. Most of the bites were resolved by requiring the owner to quarantine the biting animal for a 10 day observation period following the bite incident. All animals were required to update the biting animal's rabies vaccination if necessary.

### Truck Wrecks:

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No truck wrecks were reported.

### Inspections:

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High	80
Medium	74
Low	25
School	9
Pool	2
Temporaries	0
Total Inspections	190

### Enforcement:

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No facilities are currently on enforcement. We are continuing to work with management, corporate offices and owners of all licensed facilities to try to educate, mediate and correct violations so that the inspections do not result in further enforcement procedures.

Environmental Report				
<b>2018/Quarter 1</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Quarterly Total</b>
Food Cards Issued	502			<b>502</b>
Food school Failures	0			<b>0</b>
Replacement Cards	18			<b>18</b>
Plan Reviews	5			<b>5</b>
Temp Licenses	0			<b>0</b>

<b>Recent Plan Reviews</b>			
<b>Establishment</b>	<b>Address</b>	<b>City</b>	<b>Date Submitted</b>
Stars & Stripes Pizza			01/04/18
Neighborhood Jam	102 W Main St	Norman	01/11/18
On Point Nutrition	819 SW 19th St Suite 2	Moore	01/26/18
Checkers Food Mart	506 N Porter	Norman	01/29/18
7-Eleven #045	1100 SW 19th	Moore	01/31/18

## **Health Education Report**

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February 13, 2018

### **CC YMCA CATCH Program**

- The Cleveland County YMCA continues to incorporate some of the games and lessons from CATCH in their afterschool program. Additionally they've used some of the CATCH curriculum for Noble Public Schools on Fridays when the schools are closed.

### **CCTP- CC Healthy Living Program**

- The TSET HLP Grantees continue to work with local community partners to encourage them to pass wellness policies.

### **Cleveland County Obesity Workgroup**

- The workgroup will have their first meeting since restructuring on February 15<sup>th</sup> at the Health Department. The 3 subcommittees formed with focus on partnering with local farmers markets to help promote their programs and create nutrition education materials for vendors to use in promoting their fresh produce, creating a social media campaign to compliment the workgroups efforts, and expanding walk to school days beyond Noble.

### **Cleveland County Substance Abuse Workgroup**

- The workgroup is partnering with OU Southwest Prevention Center to plan a community forum with a representative from OBN to educate the public on drug trends.
- The workgroup continues working with local school districts to assess their current policies on handling medication at school.

### **Cleveland County Mental Health Workgroup**

- The workgroup continues to survey local mental health agencies to assess the impacts of recent budget cuts and their ability to provide services. They will use the information gathered to help advocate for mental health funding in Cleveland County.

### **Cleveland County Child Health Workgroup**

- The workgroup is looking for ways to partner with the Regional Food Bank, Pioneer Library System, and the Obesity Workgroup to look at ways to address child hunger in the county.
- The Uber Pilot program that was originally piloted through the CCHD, Moore Food Resource Center, and Sooner Success had great success and has been picked up by Serve Moore in order to expand their service area and operate under their nonprofit status.

### **CCTP-Healthy Noble Partnership**

- The Healthy Noble Partnership will continues to plan their annual Healthy Hearts community health fair to be held at Noble High School.

### **Cleveland County Health Department**

- A tentative date for Norman Open Streets has been set for April 15<sup>th</sup> pending permit approval by the city.
- Erin Turner has been asked to lead a breakout session at the 2018 Bridges to Access Conference at the OUHSC. The conference is attended by medical students and first year residents and focuses on healthcare issues in the state. Her session will cover how stigma and discrimination can affect access to care.

## Dental Health Program

Production numbers for December are below:

<b>Dental Clinic</b>	<b>Total</b>
Patients Seen	11
Restoration/Fillings	5
Silver Diamine Fluoride	
Exams/X-rays	18
Cleanings/Scalings	6
Fluoride Treatments	6
Sealants	10
Miscellaneous (Consults, Oral Hygiene Instructions, Rx, etc)	17
Total Procedures	62

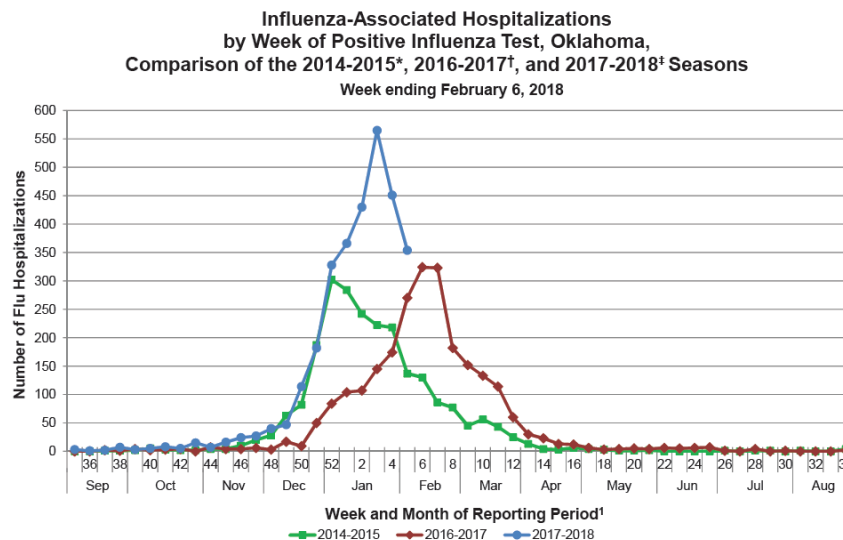


## Nursing Services Cleveland County Board of Health February 13, 2018

**STAFFING:** While we still wait for the infamous **March 2** day to be here and the staff that we have depended on for so long to leave, we have had another RN resign in Norman. This is for personal reasons, but with the issues with HR at the state, we have no idea when that position will be posted, and with all the turmoil in the news, who would actually apply for these positions?!?!?

**CLINICS:** Thankfully, usually February is a slow month, so clinics have been manageable. We will start to see decreased appointments in WIC to accommodate the lack of staff, both at the front desk and nursing areas. Moore will have the hardest hit, losing 2 LPNs. Those 113 head lice checks in Moore are challenging!!

**Flu** is all around and is being claimed as a record breaking year. As of yesterday (from September 1, 2017 until February 6, 2018), there have been 3000 cases hospitalized in the state, and 202 here in Cleveland County. They have posted 2 deaths in Cleveland County (65+). The most current report shows the influenza A activity peaked on January 20, but they are expecting a second peak this month with the influenza B. We still have flu vaccine available, but very little interest.



\*These units correspond to the number of weeks in a year and allow for comparison between multiple seasons.  
 †Total number of hospitalizations for the 2014-2015 season was 2,325. The 1st wave was a drifted influenza A H3, and a 2nd wave was influenza B at the end of the season.  
 ‡Total number of hospitalizations for the 2016-2017 season was 2,422. The season was predominately influenza A H3N2 with a second wave of influenza B.  
 †Total number of hospitalizations for the 2017-2018 season is 3,000.

**Cleveland County Health Department**  
**Monthly Clinical Activity, 2018- Cleveland County**

SERVICE/PROGRAM	January	February	March	April	May	June	TOTAL
<b>Child Health</b>	<b>266</b>						<b>266</b>
<b>Adult Health</b> (wt.recheck,Hgb)	<b>81</b>						<b>81</b>
<b>Dysplasia Follow-up</b>	<b>9</b>						<b>9</b>
<b>Communicable Disease</b>	<b>147</b>						<b>147</b>
Head Checks	132						132
Rashes	0						0
Disease Investigations	15						15
<b>Family Planning</b>	<b>734</b>						<b>734</b>
Annual Exam	264						264
Contraceptive Follow-Up	123						123
Depo Only	148						148
Early Start	1						1
Emergency Contraception	23						23
Pregnancy Tests	63						63
Problem F/U	102						102
Misc.(supplies/transfer-in/results	10						10
<b>STD</b>	<b>324</b>						<b>324</b>
<b>Tuberculosis</b>	<b>70</b>						<b>70</b>
PPD	11						11
Readings	13						13
Follow Up	30						30
Medications	9						9
CXR	7						7
<b>Immunizations (OSIS)</b>							
<b>Clients Seen</b>	<b>473</b>						<b>473</b>
Doses of Vaccine given	811						811
<b>WIC – Caseload (@ EOM)</b>	<b>3449</b>						<b>3449</b>
<b>Certifications/Re-certification</b>	<b>703</b>						<b>703</b>
f/u- wt.ck,pkg.change, breast pump	150						150
<b>Nutrition Education</b>	<b>174</b>						<b>174</b>
<b>TOTAL Clients Seen</b>	<b>3131</b>						<b>3131</b>
<b>Online Nutrition Ed</b>	<b>636</b>						<b>636</b>
TB - PT	28						
TB - DOT	4						
TB Pending	9						
BFPC	53						53

## CLEVELAND COUNTY BOARD OF HEALTH MEETING

*February 13, 2018*

### **SOONERSTART PROGRAM REPORT**

#### **SoonerStart Caseload January 31<sup>st</sup> 2018 (previous month in parentheses)**

	Jan.	Dec.	Breakdown by County;	
Referrals	64	(66)	Cleveland	239
Eligible	31	(12)	Garvin	22
Ineligible	11	(6)	McClain	21
Exiting Program	21	(21)	Other Counties	4
Total Active Clients	286	(295)	Total	286

#### **SoonerStart Update:**

- **Program Update-** Cleveland County SoonerStart was the recipient of a \$500 award from Able Tech to be used towards the purchase of assistive technology equipment to be utilized with our clients. Able Tech and SoonerStart collaborate to provide assistive technology to infants and toddlers across the state. The goal is to increase families access to AT that may benefit children with disabilities. We documented our use of AT with our clients over the past year to win the award. During 2017 we received 741 referrals, for an average of 62 referrals per month. We conducted 349 evaluations of those 248 were eligible for services, for an average of 71% eligible. Also during 2017 we hired a new OT and Resource Coordinator, both of which bring a wealth of knowledge to our region. We implemented a new database system which allows us access to data that we have not been able to capture before.
- **Staffing-** We continue to provide support to the Ada, Chickasha, and Shawnee regions due to them having limited staff. Primarily we send evaluation teams there to help keep them in compliance. The SLP position is still posted.
- **Early Foundations-** The Early Foundations program continues to be full with six students, one of our teaching assistance resigned at the end of December so found a replacement that only lasted three days before she disappeared and would not respond to any attempts to contact her. So her replacement started January 29<sup>th</sup> which gives our program director just a few weeks to get her trained before going on maternity leave.
- **Trainings-** During January the entire SoonerStart team attended training on Early Literacy for infants and toddlers. We also had a clinician attend The 2018 Early Childhood Research Symposium in Edmond.

**Cleveland County Board of Health  
Administrator's Report  
February 13, 2018**

**1. Personnel**

- a. Authorized Vacancies: 4 Active FTEs (SLP; AT; Clinic RN; C1 RN)
  - i. Total authorized positions January 2015: 108
  - ii. Total authorized positions Post-RIF: 91

**2. Operations**

- a. State Budget Update
  - i. Furlough, VOBO, RIF update
    - 1. 2 unclassified positions lost (Nurse Practitioners)
    - 2. 6 classified losses in March (PCAs, LPNs, Business Manager)
  
- b. CCHD Payroll summary – Post-RIF
  - i. Revolving – ~ \$350,000
    - 1. 7 Inspectors paid via fees
  - ii. State – \$0.00
  - iii. Federal - ~ \$1,500,000.00
    - 1. Early Intervention – 14 staff members (+1 vacancy)
    - 2. WIC - 2 Nutritionists & 5 Temp BFPC
    - 3. Preparedness - 1 LERC
    - 4. Family Planning - 1 ARNP
  - iv. Local - ~ \$3,750,000 (59 staff: Max remaining subject to reimbursement) (+1 vacancy)
  
- c. Immunizations – Insurance Reimbursement/reconciliation project update.

**3. Joint Commission on Public Health**

**4. Strategic Plan Update - NTR**



