



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.**

**January 9, 2018**

**AGENDA**

- I. Call to Order
- II. Approval of November 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. Administration – Keith Reed
- IV. Other Matters
- V. Adjourn



**Board of Health Meeting**  
**Date: January 9, 2018**

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

**Members Absent:** Dr. Thomas Thurston

**Others Present:** Keith Reed, Joey Reese, Tara Douglas, Nancy Meehan, Daniel Thatcher, Debbie Dickson, Rodney Barrett, Amy Allen, and Dr. Lisa Connery

Notice of the meeting was posted in the front lobby of the Cleveland County Health Department from Tuesday, 01-02-18 through Tuesday, 01-09-18. Notice of this meeting was also on file at the Cleveland County Courthouse.

Darry Stacy called the meeting to order at 7:32 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 November 14, 2017. All were in favor.

Topic	Discussion	Action
<b>Staff Reports: Children First</b>	<p>Natalie Dixon distributed copies of the December, 2017 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 December, 2017 to the Cleveland County Board of Health and staff.</p>	
<b>Environmental Health</b>	<p>Natalie Dixon distributed copies of the Environmental Health reports November and December, 2017 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 November and December, 2017 to the Cleveland County Board of Health and staff.</p>	



Cleveland County  
Health Department

<b>Health Education</b>	<p>Natalie Dixon distributed copies of the December, 2017 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 December, 2017 to the Cleveland County Board of Health and staff.</p> <p>A discussion was had regarding getting Commissioner Darry Stacy in touch with Cleveland County Obesity Workgroup Chair, Donna Tall Bear.</p>	
<b>Nursing</b>	<p>Natalie Dixon distributed copies of the Nursing Services Report December, 2017, and Cleveland County Monthly Clinical Activity Report, 2017 (<u>please see attachments</u>) to the Cleveland County Board of Health and staff.</p> <p>Joey Reese, Nursing Supervisor, presented the Nursing Services Report December, 2017, and Cleveland County Monthly Clinical Activity Report, 2017 to the Cleveland County Board of Health and staff.</p>	
<b>Early Intervention/ SoonerStart</b>	<p>Natalie Dixon distributed copies of the December, 2017 SoonerStart Program Report (<u>please see attachments</u>) to the Cleveland County Board of Health and staff.</p> <p>Rodney Barrett, Early Intervention/SoonerStart Programs Manager, presented the Sooner Start Report for December, 2017 to the Cleveland County Board of Health and staff.</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 all personnel vacancies and total authorized positions pre and post RIF. Operational updates included State Budget update. The furlough ended in December. No Voluntary Out Benefits Offers (VOBO) were offered due to</li></ul>	



Cleveland County  
Health Department

	<p>lack of funds. Cleveland County lost two unclassified APRN positions and will lose six classified positions in March. A summary of Cleveland County Health Department's payroll post RIF was provided. A discussion was had regarding OSDH's roll is dictating what positions are cut and how the county health department operates, how federal money goes to OSDH then filters down to the county level, upcoming meeting between Keith and Human Resources on January 22<sup>nd</sup> to negotiate positions, how personnel costs are not covered by OSDH, but they do provide some Family Planning supplies and some immunizations, and other miscellaneous support items. There was also discussion regarding IT invoice payments, and that will be on next month's agenda. Immunization Reimbursement/reconciliation project update included that the project has failed to provide the resolution we sought. OSDH is talking about new ideas. Keith will keep the Board of Health informed.</p> <ul style="list-style-type: none"><li>• Potential Contracts for Interpreters were discussed. Questions regarding certification, payment, and phone interpreters were addressed.</li><li>• Joint Commission on Public Health was discussed. Keith will attend all meeting and workgroups that he can, but only as an observer. Cleveland County does not have representation on the committee. One of the options the Joint Commission is looking at is regionalized health departments. A discussion was had regarding the impact on Cleveland County, Cleveland County's lack of inclusion on the Joint Commission, and optimism for favorable future legislation.</li><li>• Strategic Planning updates included that there is nothing new to report.</li></ul>	
<b><u>Other Matters:</u></b>	N/A	
<b><u>Adjournment:</u></b>	Board of Health Meeting adjourned at 8:04 am	Motion was made by Todd Gibson. Motion was seconded by Michael Messerli. 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 12/1/17 to 12/31/2017

<b>Completed Visits in Cleveland County</b>	112
<b>Completed Visits in McClain County</b>	20
<b>Active Clients in Cleveland County</b>	90
<b>Active Clients in McClain County</b>	9
<b>Referrals Received Living in Cleveland County</b>	5
<b>Referrals Received Living in McClain County</b>	2
<b>Referrals Still Pending</b>	6

**Staffing:** One nurse has resigned and took a position outside of OSDH as a Nurse Practitioner. We will be putting in a request to refill the position. Each C1 nurse has taken a 10 % reduction in caseload while the furloughs were in place. Several nurses took time off for the Christmas vacation.

**Referrals:** We received a total of 11 referrals for the month. Referrals are no longer being placed on a waiting list due to the furloughs ending on 12/23/17.

**Productivity:** We completed a total of 132 visits with 99 families served which averages to 27 completed visits and 20 active clients per nurse.

**Training:** No trainings were completed in the month of December.

**To:** Cleveland County Board of Health  
**From:** Amy Allen, Environmental Health Supervisor  
**Subject:** Environmental Report for November-December 2017  
**Date:** January 9<sup>th</sup>, 2018

## **Personnel**

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We have one vacancy.

We have three staff who were affected by the furlough.

## **Closures**

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### **Public Bathing Facilities:**

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One facility was briefly closed to address imminent health hazards. Our inspectors worked with the facility to reopen safely.

### **Restaurants and Other Facilities:**

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Three facilities were briefly closed to address imminent health hazards. One facility remains closed to address imminent health hazards and lack of valid license. This facility is still closed while the owner decides on his course of action.

## **Events worked by Cleveland County Staff**

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<b>Event</b>	<b>Date</b>
<b>OU Football Game</b>	November 11
<b>After-Hours Food School</b>	November 14
<b>CCFG Craft Fair</b>	November 24
<b>OU Football Game</b>	November 25
<b>CCFG Craft Fair</b>	December 9
<b>After-Hours Food School</b>	December 12

## **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	118
Medium	163
Low	55
School	40
Pool	18
Temporaries	62
Total Inspections	456

### 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>2017/Quarter 4</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Quarterly Total</b>
Food Cards Issued	358	351	194	<b>903</b>
Food school Failures	0	0	0	<b>0</b>
Replacement Cards	12	17	12	<b>41</b>
Plan Reviews	5	7	4	<b>16</b>
Temp Licenses	83	60	2	<b>145</b>

<b>Recent Plan Reviews</b>			
<b>Establishment</b>	<b>Address</b>	<b>City</b>	<b>Date Submitted</b>
Sodexo Food Truck	111 N Berry Rd	Norman	10/12/17
MPFore Corp	1004 Meadowlake Dr	Noble	10/16/17
Del Rancho	1409 N Moore Ave	Moore	10/17/17
Land Run Grill	2596 W Tecumseh Rd	Norman	10/25/17
Winston's	106 W Main	Norman	10/30/17
Schlotzsky's	1000 Alameda St Suite 109&110	Norman	11/01/17
Logie's On The Corner	796 Asp Ave	Norman	11/13/17
Pinot's Palette	228 E Main	Norman	11/14/17
Domino Express	1235 NE 10th St	Blanchard	11/17/17
Mama Carol's	636 N Broadway	Moore	11/21/17
Frosty's Rolled Ice Cream	321 White Street	Norman	11/27/17
Loveworks Leadership	151 12th Ave 8E	Norman	11/27/17
Aldi Food Store			12/05/17
Chick-fil-A #3771	120 12th Ave	Norman	12/11/17
Starbucks Coffee	820 W Main St	Norman	12/14/17
Orthello's Italian Restaurant			12/15/17

## **Health Education Report**

Cleveland County Board of Health Meeting  
January 9, 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 elected a new chair for 2018 and formed 3 new subcommittees to address their identified priority areas for the upcoming year. They will focus on promoting local farmers markets and their programs throughout the county, as well as partnering with several after school and community programs to provide nutrition education.

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

- The workgroup is creating awareness messaging to be put in Norman utility bills after the holidays.
- The workgroup is working with local school districts to assess their current policies on handling medication at school.

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

- The workgroup partnered with NAMI to create a brochure of local mental health resources in the area to distribute.
- The workgroup is creating a survey to send out to 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 did a strategic planning session in December, and will work to address child hunger and food insecurity for the upcoming year. They will partner with the Obesity Workgroup on various outreach initiatives.
- The workgroup continues to promote the Uber Pilot program to help eliminate barriers for access to care in the Norman area.

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

- The Healthy Noble Partnership will begin planning their annual Healthy Hearts community health fair to be held at Noble High School in February.

### **Cleveland County Health Department**

- CCHD Health Educators continue to partner with the OJA facility next door to provide health education over sexual health, dating violence prevention, and healthy relationships.
- CCHD Health Educators installed 125 car seats over the past year and hosted 5 community check events.
- Laura Matlock is officially onboard as our Community Coordinator and is working to plan Open Streets as well as to assist as needed with the CHIP workgroups. The next Norman Open Streets event is already in the planning phase. Currently we are looking at several April dates as options and are working with the city to select the best route for the event.
- Tara Douglas attended a community summit on the healthcare crisis in Oklahoma at Norman Regional Hospital on December 6<sup>th</sup>. There was a roundtable discussion from several state healthcare experts and leaders.

### Dental Health Program

Production numbers for December are below:

<b>Outreach</b>	<b>Total</b>
Madison Elementary	76

<b>Dental Clinic November &amp; December</b>	<b>Total</b>
Patients Seen	22
Restoration/Fillings/SDF	20
Cleanings/Scalings	15
X-Rays/Sealants/Exams	75
Fluoride Treatments	8
Miscellaneous (Consults, Oral Hygiene Instructions, Rx, etc)	28
<b>Total Procedures</b>	<b>146</b>

- Dental Clinic Numbers 2017: Held a total of 20 dental clinics and saw 147 clients throughout the year, with 53 being expectant mothers.
- Glenda saw 4,679 children in Cleveland County schools during 2017 in her Friends for Life outreach program. That was even with the dental program being eliminated early in the year due to budget cuts.
- Glenda provided education to 157 community members at various health fairs and community events.



## Nursing Services Cleveland County Board of Health January 9, 2017

**STAFFING:** Well, we lost 2 Nurse Practitioners, are losing 2 LPNs in Moore, and will also be losing 2 Patient Care Assistants that mainly serve as our interpreters.

**CLINICS:** The furloughs have ceased, but we will still be decreasing clinic services with the above losses. Our Family clinics are going to be limited as we now have 2 NP to cover not only our clinics in Norman and Moore, but will also be covering 4 other county offices once or twice a month. Our other clinics will naturally be decreased as well, but we don't know what that is going to look like at this time.

**STD** numbers are still at having to make appointments.

**Flu** is here. As of the last week in December, there have been 30 cases hospitalized in Cleveland County, with one reported death (65+). There have been 3 deaths in the central region of the state. We still have flu vaccine available.

**COMMUNICABLE DISEASE:** Thankfully, nothing noteworthy.

# Cleveland County Health Department

## Monthly Clinical Activity, 2017

### Cleveland County

SERVICE/PROGRAM	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>Child Health</b>	111	91	327	312	288	191	138	202	194	243	209	172	2478
Adult Health(wt.recheck,Hgb)	37	37	88	91	87	86	76	55	78	82	60	60	837
Dysplasia Follow-up	11	16	16	23	16	10	10	19	16	2	13	10	162
<b>Communicable Disease</b>	136	143	104	152	98	40	32	74	98	141	123	109	1250
Head Checks	120	132	89	142	80	28	24	59	76	119	105	90	1064
Rashes	0	0	0	0	0	0	0	0	0	0	0	0	0
Disease Investigations	16	11	15	10	18	12	8	15	22	22	18	19	186
<b>Family Planning</b>	808	686	810	657	739	784	725	832	753	863	722	568	8947
Annual Exam	324	247	327	256	277	316	308	350	302	361	278	178	3524
Contraceptive Follow-Up	123	132	122	87	149	127	113	124	117	134	126	107	1461
Depo Only	125	96	124	114	99	132	103	120	111	129	109	109	1371
Early Start	1	2	2	0	1	0	0	0	0	1	0	0	7
Emergency Contraception	13	23	16	18	17	17	14	26	17	22	18	14	215
Pregnancy Tests	103	86	92	81	101	76	74	73	77	80	86	68	997
Problem F/U	112	96	124	93	92	108	106	128	120	129	98	90	1296
Misc.(supplies/transfer-in/results)	7	4	3	8	3	8	7	11	9	7	7	2	76
<b>STD</b>	342	352	410	348	382	362	384	409	318	324	250	244	4125
<b>Tuberculosis</b>	67	55	75	76	120	88	89	98	76	67	79	61	951
PPD	15	10	9	14	25	10	11	16	14	8	10	14	156
Readings	10	13	15	20	27	22	7	27	17	10	26	14	208
Follow Up	24	14	37	29	49	44	57	40	33	31	28	21	407
Medications	15	14	13	11	15	9	8	11	8	15	13	10	142
CXR	3	4	1	2	4	3	6	4	4	3	2	2	38
<b>Immunizations (OSIS)</b>													
<b>Clients Seen</b>	490	479	512	375	361	368	499	958	338	1112	657	361	6510
Doses of Vaccine given	1008	989	1090	801	720	717	1031	1951	691	1504	978	562	12042
<b>WIC – Caseload (@ EOM)</b>	3703	3676	3812	3802	3900	3919	3912	3790	3730	3726	3521	3366	avg 3738
<b>Certifications/Re-certification</b>	736	713	869	735	765	767	688	719	612	705	536	543	8388
f/u- wt.ck, pkg.change, breast pump	87	90	106	89	111	99	73	94	83	71	74	97	1074
<b>Nutrition Education</b>	299	218	258	230	296	179	232	215	233	235	174	147	2716
<b>TOTAL Clients Seen</b>	3124	2880	3575	3088	3263	2974	2946	3675	2799	3845	2897	2372	<b>37438</b>
<b>Online Nutrition Ed</b>	598	510	448	462	414	549	651	436	519	632	670	434	6323
TB - PT	32	25	27	33	34	42	45	44	41	35	34	32	424
TB - DOT	7	6	3	5	5	4	4	4	4	4	4	4	
TB Pending	12	14	13	13	12	10	18	10	10	9	7	4	
BFPC	105	105	53	71	83	87	71	45	58	47	37	48	810

CLEVELAND COUNTY BOARD OF HEALTH MEETING

January 9, 2018

SOONERSTART PROGRAM REPORT

SoonerStart Caseload December 31, 2017 (previous month in parentheses)

	Dec.	Nov.	Breakdown by County;	
Referrals	?	(57)	Cleveland	247
Eligible	12	(31)	Garvin	17
Ineligible	6	(7)	McClain	18
Exiting Program	21	(26)	Other Counties	1
Total Active Clients	295	(282)	Total	283

SoonerStart Update:

- **Program Update-** December was a banner month for EI even with the furloughs we had 56 referrals in the first 13 working days of the month, we still maintained our evaluation schedule to get them evaluated in 2-3 weeks from their referral which is quite the accomplishment with all of the Holidays the past two months. We also received our monitoring report which indicated only one child did not receive their first visit within 15 working days of the IFSP. Our staff did a great job working with each other over the past couple of months to cover for each other during these challenging times.
- **Staffing-** The Ada region is without any providers again for the whole region, the Lead Clinician moved out of state in mid-December and the Nurse is being RIF'ed so she resigned. As a result my Region has to send evaluation teams there to help keep them in compliance. The SLP position is posted again for six months, we were informed that we can now interview perspective applicants prior to their graduation and have their start date after they have graduated.
- **Early Foundations-** The Early Foundations program is full with six of the students, one of our teaching assistance resigned so we had to interview and find a replacement who should start soon. The director is scheduled to be off for six to eight weeks after having a baby in mid-February.
- **Trainings-** All SoonerStart Staff completed their annual training requirements for 2017 and completed their licensure CEU's.

**Cleveland County Board of Health  
Administrator's Report  
January 9, 2018**

**1. Personnel**

- a. Authorized Vacancies: 3 Active FTEs (SLP; PHS; 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. 6 Inspectors paid via fees (+1 vacancy)
  - 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)  
**NOTE\* - RN position would be added to local payroll.**
  
- c. Immunizations – Insurance Reimbursement/reconciliation project update.

**3. Potential Contracts for Interpreters**

**4. Joint Commission on Public Health**

**5. Strategic Plan Update - NTR**

