



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.**

**November 14, 2017**

**AGENDA**

- I. Call to Order
- II. Approval of September and October Meeting Minutes
- III. Approval of 2018 Meeting Dates and Times
- IV. 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
- V. Action Item: Approval of payment on 2018 IT Invoices from OSDH
- VI. Other Matters
- VII. Adjourn



**Board of Health Meeting**  
**Date: November 14, 2017**

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

**Members Absent:** none

**Others Present:** Keith Reed, Beverly Bymun, 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, 11-7-17 through Tuesday, 11-14-17. 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 Dr. Thomas Thurston to accept the minutes as written from September 26, 2017 and October 10, 2017. All were in favor.

Topic	Discussion	Action
<b>Business:</b> 2018 Board of Health Meeting dates	Natalie Dixon distributed copies of the proposed meeting dates for 2018 (please see attachment).  Keith Reed, Administrator, presented the Official 2018 Meeting Dates to the Cleveland County Board of Health.	Motion was made by Todd Gibson and seconded by Michael Messerli to approve the meeting dates as presented for 2018. All were in favor.
<b>Staff Reports:</b> <b>Children First</b>	Natalie Dixon distributed copies of the October, 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> ).  Nancy Meehan, Children First Nurse, presented the Children First report for October, 2017 to the Cleveland County Board of Health and staff.	



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<b>Environmental Health</b>	<p>Natalie Dixon distributed copies of the Environmental Health reports October, 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 October, 2017 to the Cleveland County Board of Health and staff.</p>	
<b>Health Education</b>	<p>Natalie Dixon distributed copies of the October, 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 October, 2017 to the Cleveland County Board of Health and staff.</p>	
<b>Nursing</b>	<p>Natalie Dixon distributed copies of the Nursing Services Report October, 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>Beverly Bymun, District Nurse Manager, presented the Nursing Services Report October, 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 October, 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 October, 2017 to the Cleveland County Board of Health and staff.</p>	



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<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 are on hold. Operational updates included an announcement made that furlough plan may have to be adjusted to include all staff. Notice was given in case money from the legislature is not received. \$30 million. Six employees no longer work with OSDH due to financial issues at OSDH. A conversation was had regarding the HIV/STD news article, Interim Commissioner Preston Doerflinger temporary assignment, establishment of the Joint Commission on Public Health by Governor Fallin and will include Oklahoma City County and Tulsa County, potential effect of reduction in force on Cleveland County Health Department, no Voluntary Out Benefits Offer (VOBO) will be offered due to lack of funds, potential obligation to return mismanaged federal funds and other penalties. Insurance reimbursement/reconciliation project continues, but latest IT solution did not work. We are currently obtaining quotes for resurfacing the parking lot in Moore. Cal Hobson's name will be temporarily removed to make room to add Cleveland County Health Department near the health department entry.</li><li>• Strategic Planning updates, including the social marketing project is developing Visual Imaging has taken over Facebook postings and has begun the Caring4Tomorrow Campaign, Social Marketing has developed some Family Planning videos that would be coming soon to Facebook (other programs will also be featured), the bus wraps will be ready soon, currently looking for a new contract for Open Streets, dental screening program currently providing fluoride varnishing and dental education, the Reach Out &amp; Read program is continuing through Child Guidance</li></ul>	
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<b>Administration (cont.)</b>	program, the Health Fair project is growing as needed, and the electronic billboard is up and running. The Veteran's Navigator program, the Community Kitchen, Diabetes/Heart Disease Prevention and Health Smart Curriculum, and County Connection projects currently do not have any updates to provide.	
<b><u>Executive Session</u></b>	Following staff reports, new business was considered, and the board entered into an executive session to discuss pending financial commitments/opportunities.	Motion was made by Michael Messerli and seconded by Todd Gibson to enter Executive Session. All in favor. Motion was made by Michael Messerli and seconded by Todd Gibson to exit Executive Session. All in favor.
	Board returned from Executive Session, and picked up the agenda at Item V.	Motion was made by Mike Messerli and seconded by Todd Gibson for the Chairman to pursue the course discussed in the executive session. All approved.
<b><u>Approval of payment on 2018 IT Invoices from OSDH:</u></b>	Keith Reed, Administrator, presented for consideration the item of approval of payment on 2018 IT Invoices from OSDH.  A discussion was had regarding approving this quarter's IT invoices and reviewing on a case by case basis future payments based on OSDH audit results and improved operational efficiencies at OSDH	Motion was made by Todd Gibson to approve. Motion was seconded by Pepper Martin. All in favor.
<b><u>Other Matters:</u></b>	N/A	
<b><u>Adjournment:</u></b>	Board of Health Meeting adjourned at 8:30 am	Motion was made by Pepper Martin. 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



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## Board of Health Meeting Dates for 2018

The proposed meeting dates for the Cleveland County Board of Health for 2018:

Date	Time	Place of Meeting
1/9/2018	7:30am	Cleveland County Health Department, Norman
2/13/2018	7:30am	Cleveland County Health Department, Norman
3/13/2018	7:30am	Cleveland County Health Department, Norman
4/10/2018	7:30am	Cleveland County Health Department, Norman
5/8/2018	7:30am	Cleveland County Health Department, Norman
6/12/2018	7:30am	Cleveland County Health Department, Norman
7/10/2018	7:30am	Cleveland County Health Department, Norman
9/18/2018	7:30am	Cleveland County Health Department, Norman
10/9/2018	7:30am	Cleveland County Health Department, Norman
11/13/2018	7:30am	Cleveland County Health Department, Norman



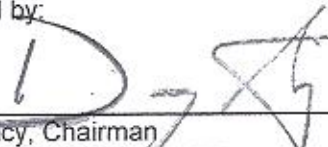
Cleveland County  
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4/10/2018	7:30am	Cleveland County Health Department, Norman
5/8/2018	7:30am	Cleveland County Health Department, Norman
6/12/2018	7:30am	Cleveland County Health Department, Norman
7/10/2018	7:30am	Cleveland County Health Department, Norman
9/18/2018	7:30am	Cleveland County Health Department, Norman
10/9/2018	7:30am	Cleveland County Health Department, Norman
11/13/2018	7:30am	Cleveland County Health Department, Norman

Approved by:

  
\_\_\_\_\_  
Darryl Stacy, Chairman

  
\_\_\_\_\_  
Todd Gibson

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Pepper Martin, O.D.

\_\_\_\_\_  
Michael Messerli

  
\_\_\_\_\_  
Thomas Thurston, M.D.



# Children First

By Jennifer England  
Board of Health Meeting  
Stats from 10-1-17 - 10-31-17

<b>Completed Visits in Cleveland County</b>	190
<b>Completed Visits in McClain County</b>	21
<b>Active Clients in Cleveland County</b>	101
<b>Active Clients in McClain County</b>	12
<b>Referrals Received Living in Cleveland County</b>	31
<b>Referrals Received Living in McClain County</b>	3
<b>Referrals Still Pending</b>	18

**Staffing:** Keely Barger returned from FMLA 10/2/16 and is in the process of rebuilding a caseload.

**Referrals:** We received a total of 34 referrals for the month. Referrals are being worked as they are received.

**Productivity:** We completed a total of 211 visits with 113 families served which averages to 35 completed visits and 19 active clients per nurse.

**Training:** Most of the staff attended the C1 Continued Education training on October 5<sup>th</sup>. Tracie attended Infant Mortality Alliance Summit: A Focus on Poverty on October 24<sup>th</sup>. Tracie attended Common Sexual Behaviors vs Signs of Sexual Abuse Training-on October 10<sup>th</sup>. Keely attended Introduction of Protective Factors Training on October 10<sup>th</sup>.

**To:** Cleveland County Board of Health  
**From:** Amy Allen, Environmental Health Supervisor  
**Subject:** Environmental Report for October 2017  
**Date:** November 14<sup>th</sup>, 2017

## **Personnel**

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We have one vacancy.

We have three staff who are 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 facilities to reopen safely.

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

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Two facilities were briefly closed to address imminent health hazards. Our inspectors worked with the facilities to reopen safely. One facility closed due to tornado damage, and the other due to a fire.

## **Emergency Response**

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On October 23<sup>rd</sup>, two sanitarians visited the restaurants affected by the October 21<sup>st</sup> tornado near Riverwind Casino. Seven facilities were visited to ensure proper food safety protocols were followed. Only one facility was not able to reopen once power was back on due to structural damage. It reopened on October 24<sup>th</sup>.

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

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<b>Event</b>	<b>Date</b>
<b>Thunderbird Trail of Fear</b>	October 6, 12, 19, 26, 31
<b>OU Football Game</b>	October 7
<b>After-Hours Food School</b>	October 10
<b>2<sup>nd</sup> Friday Artwalk</b>	October 13
<b>Mix on Main</b>	October 20
<b>Noble Fall Fest</b>	October 21
<b>Wine Walk</b>	October 21
<b>Fall Fest</b>	October 27
<b>OU Football Game</b>	October 28

## **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	57
Medium	75
Low	21
School	5
Pool	5
Temporaries	83
Total Inspections	246

## **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.

<b>2017/Quarter 4</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Quarterly Total</b>
Food Cards Issued	358			<b>358</b>
Food school Failures	0			<b>0</b>
Replacement Cards	12			<b>12</b>
Plan Reviews	5			<b>5</b>
Temp Licenses	83			<b>83</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

## Health Education Report

Cleveland County Board of Health Meeting  
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### **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 Task Force will have their quarterly meeting on November 16<sup>th</sup> at NRH.

### **Cleveland County Obesity Workgroup**

- The workgroup will meet in December to elect a new coalition chair and to begin planning strategies for the 2018 year. They are particularly interested in helping to promote local farmer's markets within the community.

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

- The workgroup is creating awareness messaging to be put in Norman utility bills after the holidays.

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

- The workgroup members have been advocating in various ways for mental health funding. They've put together messaging to convey the impact cuts to mental health services will have on Cleveland County. They've sent out several letters to local media urging community members to advocate for services.
- Officer Carey Bryant and Erin Turner helped organize a day for homeless individuals in our community get birth certificates, social security cards, apply for assistance, etc all in one day. Several partner agencies from the workgroup helped with the event.

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

- The workgroup will meet in December to strategize initiatives for the 2018 year.
- 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 is working to host their annual Turkey Trot fun run/walk at Kenneth King Park the week before Thanksgiving.

### **Cleveland County Health Department**

- CCHD Health Educators recently partnered with one of our Nurse Practitioners to provide our first presentation at the OJA Girl's Facility in Norman. They've requested that we come in every other week to cover various topics including sexual health, pregnancy prevention, healthy relationships and dating violence, consent, etc.
- CCHD Health Educators will be partnering with Pioneer Library System to provide a series of health literacy programming at their Norman branches. The classes will include healthy eating on a budget, how to read a food label, basic meal planning, etc.

<b>Trainings</b>	<b>Location</b>	<b>Date</b>
Focus on Poverty Summit	OKC	October 24 <sup>th</sup>
<b>Health Promotion</b>	<b>Location</b>	<b>Date</b>
OGE Community Roundtable	Norman	October 11 <sup>th</sup>
Moore HS Sexual Health Presentation for Family Consumer Science Class.	Moore	October 13 <sup>th</sup>
STI Presentation at Cleveland County OJA Girl's Facility	Norman	October 27 <sup>th</sup>
City of Norman Fall Festival at Irving Rec Center	Norman	October 30 <sup>th</sup>
OU HES College Alumni Career Fair	Norman	November 1 <sup>st</sup>

<b>Dental Clinic</b>	<b>Total</b>
Patients Seen	17
Restoration/Fillings	3
Silver Diamine Fluoride	22
Exams/X-rays	35
Cleanings/Scalings	12
Fluoride Treatments	7
Sealants	4
Miscellaneous (Consults, Oral Hygiene Instructions, Rx, etc)	20
<b>Total Procedures</b>	<b>103</b>



## Nursing Services Cleveland County Board of Health November 14, 2017

**STAFFING:** Other than the furloughs that will decrease our staffing and clinics by 10%, nothing is new. Fortunately, we are 'kind of' fully staffed, lacking an RN position in each office. And very thankful that we will possibly KEEP the staff we have.

**CLINICS:** We have decreased our appointments in WIC and STD at this time to accommodate the furlough days of our staff. Our overall **WIC caseload** is slowly decreasing, just because of the lack of staff and limited appointments. We still try to get in the new Moms and Babies, but we have notified the Infant Crisis Center that we may have to refer to them until we get over this furlough.

**STD** numbers are stabilizing, since we started making appointments. This way we have a little control with the lack of staff.

We are trying to maintain our **Family Planning** appointments and have actually increased our annual exams in the program to the highest we have had for the year. A big shout goes out to our NPs as they have had to do a lot with minimal support from the nursing staff.

Winter and hats bring out the worst when it comes to **head lice**. Moore saw a total of 108 children (many were probably the same) over the last month, compared to Norman's 11.

We also dropped again in giving **flu shots**, but I'm sure that 500 drop was due to not having vaccine for those adults that couldn't pay. Like I said last month, we only had 100 doses for those without insurance this year, compared to the 700 doses we gave last year.

**COMMUNICABLE DISEASE:** All is quiet.....

# Cleveland County Health Department

## Monthly Clinical Activity, 2017- Norman

SERVICE/PROGRAM	July	August	September	October	November	December	TOTAL
<b>Child Health</b>	<b>79</b>	<b>104</b>	<b>67</b>	<b>74</b>			<b>324</b>
<b>Adult Health(wt.recheck,Hgb)</b>	<b>46</b>	<b>36</b>	<b>44</b>	<b>42</b>			<b>168</b>
<b>Dysplasia Follow-up</b>	<b>8</b>	<b>15</b>	<b>14</b>	<b>0</b>			<b>37</b>
<b>Communicable Disease</b>	<b>14</b>	<b>19</b>	<b>22</b>	<b>30</b>			<b>85</b>
Head Checks	10	8	10	11			39
Rashes	0	0	0	0			0
Disease Investigations	4	11	12	19			46
<b>Family Planning</b>	<b>354</b>	<b>455</b>	<b>404</b>	<b>446</b>			<b>1659</b>
Annual Exam	143	200	155	175			673
Contraceptive Follow-Up	57	62	65	60			244
Depo Only	49	63	44	55			211
Early Start	0	0	0	1			1
Emergency Contraception	4	8	7	16			35
Pregnancy Tests	39	48	56	53			196
Problem F/U	61	72	74	83			290
Misc.(supplies/transfer-in/results	1	2	3	3			9
<b>STD</b>	<b>187</b>	<b>200</b>	<b>170</b>	<b>180</b>			<b>737</b>
<b>Tuberculosis</b>	<b>56</b>	<b>39</b>	<b>49</b>	<b>38</b>			<b>182</b>
PPD	3	2	9	6			20
Readings	2	2	7	5			16
Follow Up	40	25	25	20			110
Medications	5	6	5	4			20
CXR	6	4	3	3			16
<b>Immunizations (OSIS)</b>							
<b>Clients Seen</b>	<b>218</b>	<b>436</b>	<b>161</b>	<b>580</b>			<b>1395</b>
Doses of Vaccine given	410	876	312	747			2345
<b>WIC – Caseload (@ EOM)</b>	<b>2321</b>	<b>2248</b>	<b>2181</b>	<b>2173</b>			<i>avg 2250</i>
<b>Certifications/Re-certification</b>	<b>431</b>	<b>475</b>	<b>346</b>	<b>384</b>			<b>1636</b>
f/u- wt.ck,pkg.change, breast pump	41	45	56	39			181
<b>Nutrition Education</b>	<b>132</b>	<b>97</b>	<b>135</b>	<b>145</b>			<b>509</b>
<b>TOTAL Clients Seen</b>	<b>1566</b>	<b>1921</b>	<b>1468</b>	<b>1958</b>			<b>6913</b>
<b>Online Nutrition Ed</b>	<b>296</b>	<b>243</b>	<b>228</b>	<b>399</b>			<b>1166</b>
TB - PT	35	31	26	19			
TB - DOT	2	2	1	1			
TB Pending	15	8	7	8			
BFPC	41	28	38	29			136



## CLEVELAND COUNTY BOARD OF HEALTH MEETING

*November 14, 2017*

### **SOONERSTART PROGRAM REPORT**

#### **SoonerStart Caseload October 31, 2017 (previous month in parentheses)**

	Nov.	Oct.	Breakdown by County;	
Referrals	54	(57)	Cleveland	222
Eligible	14	(13)	Garvin	17
Ineligible	10	(7)	McClain	21
Exiting Program	22	(30)	Other Counties	5
Total Active Clients	260	(286)	Total	265

#### **SoonerStart Update:**

- **Program Update-** At our Lead Clinician Meeting we discussed the furloughs and the SoonerStart budget which is through the Department of Education that contracts with OSDH. Currently we are well funded and as long as the legislature does not institute more budget cuts to the Department of Education we will be fine and will continue to fill positions and possibly add new positions in parts of the state. Our staff is currently evaluating the needs of clients case by case and determining if we can reduce the number of visits we are currently conducting with them to compensate for the reducing in available work hours.
- **Staffing-** Our new OT that started in October knowing that she would be furloughed, is adjusting well, and she has already started taking clients and developing a caseload. 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 fully staffed and all six of the students have started attending the program. The pastor of the church that is housing the program has resigned so we are in hopes that the new pastor will be as supportive of the program.
- **Trainings-** Staff continue to work on completing their annual training requirements and completing trainings for their licensure CEU's.

**Cleveland County Board of Health  
Administrator's Report  
November 14, 2017**

**1. Personnel**

- a. Vacancies: 7 Active FTEs
  - Sooner Start: 1 (recruiting 1 SLP)
  - Clerical: 3 (3-AT Norman awaiting approvals)
  - Environmental 1 (PHS awaiting approvals)
  - Nursing 2 (1 Moore RN Clinic awaiting approval; 1 Norman C1 Supervisor awaiting approval)

**2. Operations**

- a. State Budget Update
  - i. Furlough, VOBO, RIF update
- b. Immunizations – Insurance Reimbursement/reconciliation project update.
- c. Parking lot resurfacing in Moore – obtaining quotes.

**3. Strategic Plan Update**

## Strategic Planning – Priorities

1. Social Marketing – *Visual Image Marketing and Branding – Facebook, Twitter*
  - Twitter: @CleCountyHealth
  - Facebook: Managed by VI
  - Caring4Tomorrow Campaign
    - a. Open Streets/Child Festival – New Contract pending.
    - b. County Connections - NTR
    - c. Farmer’s Market\* - Bus Wraps, Social Media...In place
2. Veteran’s Navigator – *NTR*
3. Dental Screening – *Fluoride Varnishing/Dental Education*
4. Community Kitchen – *No Update*
5. Diabetes/Heart Disease Prevention – *No Update*
6. Reach Out & Read/Growing Like a Read – *GLAR Pilot continue – ROR through Guidance program*
7. Health Smart Curriculum – *No Update*
8. Health Fair – Standard Package – *Grows as needed.*
9. Electronic Billboard – *Up... running*

