Cleveland County
Health Department

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

October 9, 2018

AGENDA

I. Call to Order

II. Approval of September 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

Cleveland County
Health Department

Board of Health Meeting
Date: October 9, 2018

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

Members Absent: Michael Messerli

Others Present: Beverly Bymun, Debbie Dickson, Amy Allen, Nancy Meehan, Tara Douglas, Rodney Barrett, Keith Reed and Dr. Lisa Connery

Notice of the meeting was posted in the front lobby of the Cleveland County Health Department from Tuesday, 10-02-18 through Tuesday, 10-09-18. 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 Pepper Martin and seconded by Dr. Thomas Thurston to table the approval of the minutes as written from September 18, 2018. All were in favor.

Topic	Discussion	Action
Staff Reports: **Children First**	Natalie Dixon distributed copies of the September, 2018 Children First report to the Cleveland County Board of Health members and staff (please see attachment). Nancy Meehan, Children First Nurse, presented the Children First report for September, 2018 to the Cleveland County Board of Health and staff in Jennifer England's absence.	
Environmental Health	Natalie Dixon distributed copies of the Environmental Health reports September, 2018 to the Cleveland County Board of Health members and staff (please see attachment). Amy Allen, Environmental Health Supervisor, presented Environmental Health reports for September, 2018 to the Cleveland County Board of Health and staff.	

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Health Education	Natalie Dixon distributed copies of the September, 2018 Health Education Report to the Cleveland County Board of Health members and staff (please see attachment). Tara Douglas, Health Education Supervisor, presented the Health Education Report for September, 2018 to the Cleveland County Board of Health and staff.	
Nursing	Natalie Dixon distributed copies of the September, 2018 Cleveland County Health Department Monthly Clinical Activity and Summary Report, (please see attachments) to the Cleveland County Board of Health and staff. Beverly Bymun, District Nurse Manager, presented the Nursing Services Report for September, 2018 to the Cleveland County Board of Health and staff.	
Early Intervention/SoonerStart	Natalie Dixon distributed copies of the September, 2018 SoonerStart Program Report (please see attachments) to the Cleveland County Board of Health and staff. Rodney Barrett, Early Intervention/SoonerStart Programs Manager, presented the Sooner Start Report for September, 2018 to the Cleveland County Board of Health and staff. .	
Administration	Natalie Dixon distributed copies of the Administrator's Report (please see attachment) to the Cleveland County Board of Health and staff. Keith Reed, Administrator, provided: • Staff/Personnel update vacancies and postings. The new Human Resources Director will start on Monday. • Operational updates included the completion of the curb repair project in Norman, the re-fitting of the West entrance to facilitate an Emergency Operations Command set-up, and the conference room re-carpeting project progress.	

	Budget update included information regarding the projected new annual carryover and the delay in paying invoices due to additional scrutiny by OMES over the OSDH budget should be caught up soon. The immunization update included that we will now buy local vaccine and collect payment so more immunizations can be offered to clients. Flu season update included trying to streamline the check in process for clients by not requiring a chart be made for each person. Earth, Wind, and Fire exercise is scheduled statewide for November 15th. Keith will be out on military leave. Beverly Bymun will act as the incident commander. • Strategic Planning updates included Keith will send dates for after November 6th. A discussion was had regarding possibly scheduling for Tuesday, November 20, 2018. Board members to verify availability for confirmation. Keith's Regional Director position will be posted soon for 30 days, so he will still be available at that time.	
Other Matters:	An oversight committee will be created for the Healthy Living Block. This committee will be an advisory committee. It will consist of a seven to ten person board. Keith is meeting with Heather on Friday. Keith and Darry would like a member of the Cleveland County Board of Health on the oversight committee. For Breast Cancer Awareness month, a discussion was had regarding bringing a mobile mammogram unit for Healthy Living and cost.	
Adjournment:	Board of Health Meeting adjourned at 7:56 am.	Motion was made by Dr. Thomas Thurston. Motion was seconded by Pepper Martin. All in favor.

Cleveland County
Health Department

Chairman
Cleveland County Board of Health

Minutes prepared by Natalie Dixon, Administrative Assistant

Children First

By Jennifer England
Board of Health Meeting
Stats from 9/1/2018 – 9/30/2018

Completed Visits in Cleveland County	137
Completed Visits in McClain County	13
Active Clients in Cleveland County	78
Active Clients in McClain County	8
Referrals Received Living in Cleveland County	8
Referrals Received Living in McClain County	1
Referrals Still Pending	6

Staffing: Currently have 4 full time nurses, and 1 interim lead nurse.

Referrals: We received a total of 9 referrals for the month. Referrals are being worked as they are received. 3 referrals were accepted.

Productivity: We completed a total of 150 visits with 86 families served which averages to 37.5 completed visits and 22 active clients per nurse.

Training: All of the team received 2 hours of Mental Health Education.

To: Cleveland County Board of Health
From: Amy Allen, Environmental Health Supervisor
Subject: Environmental Report Covering September 2018
Date: October 9th, 2018

Personnel

Rilee Tidwell started October 2nd, 2018. We continue to have one vacancy. This month we had two inspectors out for most of the month due to medical and personal issues. Both inspectors are back as of October 1st.

Closures

No facilities were closed during this time frame.

Events worked by Cleveland County Staff

Event	Date
OU Football Game	September 1
Cleveland County Free Fair	September 6-9
OU Football Game	September 8
After-Hours Food School	September 11
OU Football Game	September 22
OU Football Game	September 29

Complaints:

Restaurants:

Various complaints were worked. 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:

Various complaints were worked. In cooperation with the Cleveland County Sheriff's office, Norman Animal Welfare, Moore Animal Welfare, and Noble Police Department 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:

No truck wrecks were reported.

Inspections:

High	32
Medium	54
Low	18
School	3
Pool	0
Temporaries	69
Total Inspections	176

Enforcement:

One facility is 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				
2018/Quarter 3	**Jul**	**Aug**	**Sep**	**Quarterly Total**
Food Cards Issued	513	1243	357	**2113**
Food school Failures	0	0	0	**0**
Replacement Cards	15	24	2	**41**
Plan Reviews	5	10	7	**22**
Temp Licenses	7	19	56	**82**

Recent Plan Reviews

Establishment	Address	City	Date Submitted
CBD Plus USA	1100 E Constitution Ste 114	Norman	07/06/18
First WOK			07/16/18
Delta Soul OKC Co	3301 W Main Street #352	Norman	07/17/18
Taco Bell	1223 NE 10th St	Blanchard	07/24/18
Santee Lounge	1185 Asp Ave	Norman	07/30/18
Black Mesa Brewing	3901 N Flood Ave	Norman	08/02/18
All About Cha Stylish Coffee & Tea	761 SW 19th St Ste 102	Moore	08/07/18
Toly Park	223 W Main St	Norman	08/10/18
Sear	283 34th Ave SW	Norman	08/13/18
El Huevo Mexican Diner	3522 NW 24th Ave Ste 128	Norman	08/20/18
La Posada Mexican Restaurant	1101 N Main St	Noble	08/23/18
Whole Latte Pie	2809 Victoria Dr	Norman	08/24/18
Whole Latte Pie (Commissary)	125 Hal Muldrow Dr	Norman	08/24/18
Golden Fusion	2713 S I-35 Service Rd	Moore	08/31/18
The Meal Prep Depot	2110 N Eastern Ave Ste 4	Moore	08/31/18
Trailer Garden	105 W Comanche	Norman	09/04/18
Ranch Steakhouse	2120 24th Ave NW	Norman	09/13/18
Panda Express #3103	Lot 1 Block 1 Classen & Ann Bra	Norman	09/17/18
Chibi's Anime Café	109 S Eastern Ave	Moore	09/24/18
Norman Moose Lodge 1799	1100 E Constitution Ste 110	Norman	09/25/18
Honey Bee Bakery	1416 N Eastern Ave Ste A	Moore	09/28/18
Starbucks Coffee	620 SW 19th St	Moore	09/28/18

Health Education Report

Cleveland County Board of Health

October 9, 2018

CCTP- CC Healthy Living Program

- The TSET HLP Grantees, Norman Regional Hospital, continue reaching out to local organizations to assess their wellness policies.

Cleveland County Obesity Workgroup

- The workgroup assisted with the recent Open Streets Moore event on September 30th.
- The workgroup will meet again on October 18th and will begin setting priorities for the next year.

Cleveland County Substance Abuse Workgroup

- The workgroup is looking at conviction rates within the county in relation to different substances to see if there's anything that can be done in terms of education to help address them.
- OU SW Prevention is also looking to see if they may have additional grant funds that could help go towards enforcement activities if that comes up as a need.

Cleveland County Mental Health Workgroup

- The workgroup has scheduled a local legislative candidate forum for October 15th at Norman Regional Hospital. The workgroup will present the candidates with health stats for our area, and host a question and answer session in regards to mental health related legislation and funding.

Cleveland County Child Health Workgroup

- The maternal depression subcommittee continues reaching out to church in the area with childcare centers to reserve spots for mother who may be experiencing postpartum depression.

CCTP-Healthy Noble Partnership

- The Healthy Noble Partnership will begin planning their annual BEAR event for this Fall. Date TBD.

Cleveland County Health Department

- We are still waiting for an official offer from HR for our vacant HE II position to move forward.
- Tara Douglas will be transitioning into a new position November 1st. She will be the Director of Community Engagement for the Cleveland County Healthy Living Block.
- CCHD Health Educators continue assisting local entities with applying for Certified Healthy Oklahoma, the deadline to apply is November 1st.

Trainings	**Location**	**Date**
Health Promotion	**Location**	**Date**
Open Streets Moore	Old Town Moore	September 30th
Presentation at Norman Lion's Club over CCHD Services	Norman	October 2nd

Nursing Services
Cleveland County Board of Health
October 9, 2018

STAFFING: We are in the process of interviewing for the 2 RN positions and 1 C01 RN position. It's a slow process, but at least we are getting to interview.

CLINICS: This last month was the calm before the storm. We started flu shots on October 1 and had great success in immunizing over 120 between the 2 offices on the first day and about that same number on Day 2. Some of those were here for other things, but got their flu shots while they were here. We are not charging any out of pocket expense for those without insurance. If they have insurance, we are running those through their insurance company, but if, for some reason their insurance company does not pay, we are not sending them a bill. We are running low on getting the High Dose Flu Vaccine from the drug companies, but should hopefully have it by this week. And contrary to what the news stations have been saying, we do NOT have any flu mist this year.

COMMUNICABLE DISEASE: STDs have been in the news this last month, stating that the incident of Sexually Transmitted Infections is at an all-time high. My concern is that we have had to limit our number of clients due to the lack of staff this past 9 months. We have gone from seeing an average of 340 a month between the offices to seeing around 250, all because of limited staff. But hopefully, with our interviewing process picking up, we will be able to get back to seeing all those that need services.

Cleveland County Health Department

Monthly Clinical Activity, 2018- Cleveland County

SERVICE/PROGRAM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Child Health	**121**	**153**	**146**				**420**
Adult Health(wt.recheck,Hgb)	**52**	**49**	**47**				**148**
Dysplasia Follow-up	**2**	**1**	**2**				**5**
Communicable Disease	**44**	**72**	**94**				**210**
Head Checks	33	48	73				154
Rashes	0	0	0				0
Disease Investigations	11	24	21				56
Family Planning	**759**	**722**	**657**				**2138**
Annual Exam	261	247	256				764
Contraceptive Follow-Up	170	152	99				421
Depo Only	117	113	100				330
Early Start	4	16	15				35
Emergency Contraception	19	16	16				51
Pregnancy Tests	74	67	72				213
Problem F/U	112	99	92				303
Misc.(supplies/transfer-in/results	2	12	7				21
STD	**217**	**252**	**225**				**694**
Tuberculosis	**46**	**84**	**108**				**238**
PPD	7	11	25				43
Readings	7	19	27				53
Follow Up	17	32	40				89
Medications	9	14	14				37
CXR	6	8	2				16
Immunizations (OSIIS)							
Clients Seen	**443**	**913**	**339**				**1695**
Doses of Vaccine given	860	1982	675				3517
WIC – Caseload (@ EOM)	*3231*	*3229*					*avg 3230*
Certifications/Re-certification	**578**	**589**	**477**				**1644**
f/u- wt.ck,pkg.change, breast pump	**79**	**54**	**43**				**176**
Nutrition Education	**133**	**181**	**197**				**511**
TOTAL Clients Seen	**2474**	**3070**	**2335**				**7879**
Online Nutrition Ed	**601**	471	336				**1408**
TB - PT	31	58	51				**140**
TB - DOT	3	3	4				
TB Pending	13	1	3				
BFPC	48	37	39				**124**

CLEVELAND COUNTY BOARD OF HEALTH MEETING

October 9, 2018

SOONERSTART PROGRAM REPORT

SoonerStart Caseload as of September 30, 2018 (previous month in parentheses)

	Sept.	Aug.	Breakdown by County;	
Referrals	70	(76)	Cleveland	260
Eligible	20	(29)	Garvin	18
Ineligible	9	(18)	McClain	38
Exiting Program	24	(18)	Other Counties	5
Total Active Clients	316	(299)	Total	322

SoonerStart Update:

- **Program Update-** Cleveland County SoonerStart staff continues to do an outstanding job, we are down three staff currently but everyone is stepping up to make sure all of our clients are being seen in a timely manner. Referrals have been higher than average the past couple of months and our overall caseload is higher. I attended the Interagency Coordinating Council meeting in Oklahoma City which is the SoonerStart governing body. During the meeting we were informed the contract between the Department of Health and department of Education has been signed for this fiscal year and that the program is going to ask for an increase for next year. There is going to be more of an emphasis on training of our staff. We had an excellent training program before but due to budget cuts over the years it was discontinued ten years ago.
- **Staffing-** We currently have three open positions; Speech Language Pathologist II, Registered Nurse II, and Psychological Clinician II. There was only one applicant for the Speech Pathologist position and she had already accepted another position at Norman Regional Hospital. So we are going through the process of having it reposted again. We are in the process of interviewing for the Psychological Clinician position and are in hopes of having it filled soon. The Nurse position is on hold until we get a new PIN number for the position.
- **Early Foundations**- The Early Foundations program is doing well, they are currently fully staffed and at full capacity of clients.
- **Trainings**- All SoonerStart staff across the state will be trained during the month of October on updated procedures on how we will be doing Individualized Family Service Plans. The changes are really not that significant, we are just going back to the way we previously had done things.

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

1. **Personnel**
    a. Authorized Vacancies: 19 Active FTEs (2 SLP; 2 HE; 2 AT; 2 Clinic RN; 3 C1 RN; 1 EI RN; 1 PHS; (1) .5 BFPC; 1 APO; (1) .5 TC; 1 Psych. Clinician; 1 AA; 1 Reg. Director; 1 LERC
        i. Positions have cleared OSDH hurdles, and are being posted.

2. **Operations**
    a. Facilities
        i. Norman:
            1. Re-fitting back building entrance to facilitate an EOC set-up
            2. Carpeting of conference rooms still in progress.

        ii. Moore: Nothing new to report

    b. Budget: CCHD Payroll summary
        i. Revolving – ~ $350,000
            1. 7 Inspectors paid via fees
        ii. State – $130,000 (30% of APRN; C1 Lead – vacant)
        iii. Federal - ~ $2,000,000.00
            1. Early Intervention – 14 FTEs
            2. WIC - 8 FTEs (adds 1 new position) & 5 Temp BFPC
            3. Preparedness PHEP Grant- .76 FTE
        iv. Local - ~ $3,750,000
            1. ~ $3,000,000 without filling vacancies
            2. 59 positions (all or part), 20 of which are currently or soon to be vacant
        v. Projected new annual carryover: estimated $500,000 - $1,000,000 depending on position refills and the resulting lapse in funds.

    c. Immunizations update.

    d. Flu season

    e. Earth, Wind, and Fire exercise

3. **Strategic Plan Update –** Possible dates have been sent to members.

Cleveland County
Health Department

Cleveland County Health Department Sign-In Sheet

Event: Cleveland County Board of Health Meeting **Date:** October 9, 2018

NAME – Print legibly	Agency	Position	Date
Debbie Dickson	CCHD	APO	10-9-18
KEITH REED	CCHD	Reg Dir	10-9-18
Thomas W Thurston	CCHD	Bd Member	10/9/18
DARRY STACY	CCHD	BOARD	10-9-18
TODD GIBSON	CCHD	BOARD	10-9-18
PETER MARTIN	CCHD	BOARD	10-9-18
LISA CONNERY	CCHD	MED. DIR.	10-9-18
Nancy Meehan	CCHD	C-1 RN	10/9/18
Beverly Bymun	CCHD	DNM	10-9-18
Amy Allen	CCHD	ENHHealth	10/9/18
Rodney Burch	CCHD	SS	10/9/18
Tara Douglas	CCHD	H. Ed	10/9/18