

**PENDER COUNTY HEALTH DEPARTMENT
ADVISORY BOARD OF HEALTH MEETING**

**Minutes
May 14, 2015**

The Pender County Advisory Board of Health held a regular meeting on Thursday, May 14, 2015 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

- Jan Dawson
- Jack Swann, Vice Chair

Board Members Absent:

- Kimberly Collins, Chair
- George Brown
- Darlene Lewis
- Nicole Buchanan
- Pammela Baker

Health Department Staff Attending:

- Carolyn Moser, Director
- Vencent Dodge, Environmental Health Supervisor
- Marti Smith, Administrative Assistant

Minutes taken by: Marti Smith

Meeting called to order by: Jack Swann, Vice Chair

Welcome and Introductions

Vice Chair Jack Swann opened the meeting with discussion regarding a quorum. Jack Swann stated we would continue with the meeting and action item approval would be contingent upon an email vote from absent members.

Public comment: None

Action Items:

➤ **Approval of the Agenda**

Jack Swann presented the agenda for approval. Discussion was made. A motion was made to approve an amended agenda to include Clinic Bad Debt Write-off for FY 13/14 by Jan Dawson. Jack Swann seconded the motion. The motion was emailed to Kimberly Collins and George Brown. The motion passed unanimously.

➤ **Approval of the Minutes**

The minutes from *March 12, 2015* board meeting were presented for approval. Discussion was made. Jan Dawson made a motion to approve amended minutes to include discussion stating Advisory Board Member Jimmy Holland has permanently moved out of Pender County to Gaston County and has been removed from the Advisory Board effective March 12, 2015. Jack Swann seconded the motion. The motion was emailed to Kimberly Collins and George Brown. The motion passed unanimously.

➤ **2015-2016 Budget**

Carolyn Moser presented the board with the proposed 2015-2016 Budget for approval. Mrs. Moser stated the budget was originally cut, however due to the significant cost increase of health insurance per employee the budget ended up higher than last year. Mrs. Moser stated the county appropriated dollars was less than last year. Discussion was made. Jan Dawson made a motion to approve the proposed 2015-2016 budget. Jack Swann seconded the motion. The motion was emailed to Kimberly Collins and George Brown. The motion passed unanimously.

➤ **Health Department Fees**

Carolyn Moser presented the board with the FY 15/16 Fee Schedule. Discussion was made. Jack Swann made a motion to approve the Fee Schedule as presented. Jan Dawson seconded the motion. The motion was emailed to Kimberly Collins and George Brown. The motion passed unanimously.

➤ **FY 13/14 Bad Debt Write off**

Carolyn Moser provided the board with the FY 13/14 Self Pay Bad Debt Write off handout. Mrs. Moser explained that if a patient with debt returns to the clinic for services, the balances are restored to the patients account. Discussion was made. Jan Dawson made a motion to approve the bad debt write off as presented. The motion was emailed to Kimberly Collins and George Brown. The motion passed unanimously.

Discussed Items:

➤ **National County Health Rankings**

Carolyn Moser shared the 2015 County Health Rankings, stating Pender County ranked 20th in the state for health outcomes and 42nd in the state for health factors. She also shared prior years' rankings for comparison.

➤ **NC County Trends Report March 2015**

Mrs. Moser presented the March 2015 County Trends Report. Discussion was made. She noted low birth rates continue to decline as well as teen pregnancies. Chronic disease deaths also continue to decline. Mrs. Moser was pleased to see Diabetes death rate reduction. Access to care and suicide rates remain an issue as noted in the 2014 CHA. Of particular concern, is infant and child death. These deaths are reviewed by a child fatality review committee in the county.

➤ **Environmental Health Update**

Vencent Dodge provided a handout for the board. Mr. Dodge stated the Environmental Health Department was extremely busy. Mr. Dodge stated Food and Lodging achieved 100% last quarter and half the pools within the county were open and permitted. Mrs. Moser stated we are interviewing for a Program Specialist and hope to have the position filled shortly. Mrs. Moser stated Brian Scott will start the Centralized Intern Training June 1, 2015.

➤ **School Based Health Centers**

Mrs. Moser stated our school based health centers received grant money for salaries and we continue to use the tele-health program. She has requested a small amount of funding from the county for the centers in the 15/16 budget.

➤ **Board of Health Membership**

Mrs. Moser stated we currently need to fill four advisory board vacancies: Optometrist, Veterinarian, Dentist and Engineer.

Informational Items:

- *Eastern District NCPHA, May 6-8, 2015*
Mrs. Moser stated several health department employees attended the EDNCPHA Conference in New Bern. Mrs. Moser is the current EDNCPHA President-elect.
- *Consolidate Human Service Counties*
Mrs. Moser shared an informational handout regarding Consolidated Human Service counties and the role of an Advisory Board of Health.
- *2016 Re-Accreditation*
Mrs. Moser shared information regarding the role of the Advisory Board of Health as it pertains to re-accreditation.
- *Annual Communicable Disease Report*
Mrs. Moser presented the Board with the annual Communicable Disease Report. Discussion was made. Mrs. Moser stated Syphilis is on the rise state-wide while 2 cases have been reported in Pender County for 2013/2014. Mrs. Moser noted that Pender continues to see mostly foodborne outbreaks compared to other diseases.
- *Electronic Cigarettes*
Mrs. Moser stated she would like to draft a letter to Cape Fear Community College regarding prohibiting E-cigarette use within the Pender Early College Building. Discussion was made and she was encouraged to proceed.

Closed Session: No

Adjourned meeting: Motion was made to adjourn by Jan Dawson. Jack Swann seconded motion. Motion passed. Meeting adjourned 6:15 p.m.

Next meeting: July 9, 2015 at 5:00p.m. at the **Hampstead Annex board room.**