

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

**Minutes  
January 10, 2013**

The Pender County Board of Health held a regular meeting on Thursday, January 10, 2013 at 5:00 p.m. in the Pender County Health Department Board Room.

**Board Members Attending:**

- Pammela Baker
- George Brown
- Kimberly Collins, Vice Chair
- Jan Dawson
- Jimmy Holland, Chair
- Darlene Lewis
- Jack Swann

**Board Members Absent:**

- Jewell Horton
- Dr. Michael Cherubini

**Health Department Staff Attending:**

- Vecent Dodge, Environmental Health Program Specialist
- Lora Imes, Administrative Assistant II/Deputy Registrar
- Doug McVey, Environmental Specialist Supervisor
- Carolyn Moser, Pender County Health Director
- Shirley Steele, Director of Nursing

**Minutes taken by:** Lora Imes, Administrative Assistant II/Deputy Registrar

**Meeting called to order by:** Jimmy Holland at 5:00 p.m.

**Public comment:** Carolyn Moser introduced Caethia Oliver to the Board of Health. She is a student taking online classes through St. Petersburg. Attending a public health meeting was a requirement for the BSN program that she is currently enrolled in. The Board welcomed Ms. Oliver.

**Action Items:**

➤ **Approval of the Agenda**

Mr. Holland presented the agenda for approval. A motion was made to approve the agenda by Jack Swann and George Brown seconded the motion. The motion passed unanimously.

➤ **Approval of the Minutes**

The minutes from *November 8, 2012* board meeting were presented for approval. George Brown made a motion to approve the minutes and Kimberly Collins seconded the approval. The vote was unanimous.

➤ **Election of Officers**

Carolyn Moser informed the Board that election of officers is to occur at the January meeting. Jimmy Holland (Chair) and Kimberly Collins (Co-Chair) agreed to continue as chair and co-chair. The Board had an open discussion and George Brown made a motion for the Board of Health Officers to remain as is and Jack Swann seconded the motion. The vote unanimously passed.

➤ **Review and Approval of BOH Operating Procedures**

Annual Review and Approval of the Board of Health Operating Procedures is required each January. Mrs. Moser stated nothing had changed within the BOH Operating Procedures. She asked the Board for suggestions and any changes they would like to see. The Board reviewed the BOH Procedures. A change was made regarding the meeting start time; from 6:00 p.m. to 5:00 p.m. George Brown made a motion for the approval of the change on the meeting start time and Kimberly Collins seconded the motion. The vote was unanimous.

➤ **Review and Approval of Administrative Policies**

Carolyn Moser informed the Board that the Administrative Policies within their Board of Health Manual must be reviewed also. The policies were reviewed for the year. The Administrative Policy on Fees, Eligibility and Billing will be revised at the July 2013 meeting. Jack Swann made a motion to keep all policies as is and to review the Fees, Eligibility and Billing Policy in July for changes and Jan Dawson seconded the motion. The vote was unanimous.

➤ **Public Health Foundation Board Activities**

Carolyn Moser provided a financial report to the Board of the Public Health Foundation. The Public Health Foundation Board must conduct a meeting in January and July. Funds from this foundation are not accessible to employees and are not allowed to pay for health department services. Funds may be used for referrals to outside programs and services. The Board members discussed funding for the Public Health Foundation. Few employees are contributing to the foundation. Mrs. Moser was reluctant to ask employees to contribute to the fund. She agreed to send employees an email about the foundation in case anyone was interested in donating. Carolyn stated one option is to allow the foundation to close once all funds were expended. Carolyn described the Cape Fear Health Network Program. She informed the Board that the Cape Fear Health Network Program is a better option than the Public Health Foundation. This network covers anyone that's uninsured and is available to all Pender County residents. The Cape Fear Health Network will take care of healthcare visits and medication. Darlene Lewis asked whether the county had an individual that writes grants. Mrs. Moser noted her experience and would pursue foundation funding if the board was interested. Grants are available through the Cape Fear Memorial Foundation and Mrs. Moser will pursue this

option. Jack Swann made a motion to table this item until July and Darlene Lewis seconded. The vote was unanimous.

### **Discussed Items:**

➤ **Financial Update – 2<sup>nd</sup> Quarter 2012 – 2013**

Carolyn Moser provided an update of the 2<sup>nd</sup> quarter finance report. All programs are operating within the established budget.

➤ **Dental Program Financial Updates**

Carolyn Moser gave a financial update for the Mobile Dental unit. The Board was impressed with the increase in numbers for the Mobile Dental. George Brown inquired about the in house Dental. Carolyn informed the Board that the in house Dental is in the black. The Mobile Dental is seeing students, faculty and staff. Also, if an emergency occurs, the Mobile Dental is available.

➤ **Personnel Update**

Carolyn Moser introduced Vencent Dodge, Environmental Health Program Specialist. The Board introduced themselves. Mr. Dodge worked in Davidson County. Doug McVey, Environmental Health Supervisor, is very excited to have Vencent on board. Carolyn Moser informed the Board that Shelley Strickland, Communicable Disease Nurse, has resigned; Lori Henry, Processing Assistant III, is on FMLA; Ginger Lewis has been hired as a temporary employee in Environmental Health; Muriel Pawlik has been hired as a Dental Assistant; and a WIC contract position was approved as a permanent position at the last County Commissioners meeting. Carolyn Moser gave a brief update on the Janice Canady case. She stated that there will be a hearing on January 29<sup>th</sup> to make a final ruling on the case.

➤ **School Health and Communicable Disease Prevention**

Carolyn Moser informed the Board about the terrible flu season that we have had this year. She also talked about other communicable diseases such as the whooping cough outbreak within several schools in Pender County. She explained the immunization 5<sup>th</sup> graders need before going to the 6<sup>th</sup> grade. There's a possibility 11<sup>th</sup> graders may need the same immunization prior to the 12<sup>th</sup> grade. Kimberly Collins gave an update on the number of flu cases within the schools for this year. George Brown would like a list provided to him on the reports of flu so that he can further discuss this concern with the school staff/board. Mrs. Moser provided a letter she had sent to Dr. Terri Cobb, Superintendent of Pender County Schools, to establish a relationship and offer to send nurses into the schools to give TDAP and Flu shots. This letter was sent in July of 2012 and she did not get a response until September of 2012; from Julie Askew instead of Dr. Cobb. The school system is concerned about liability. They will allow use of their facilities if parents want to bring their children after school. This is not a feasible solution and defeats the purpose of preventing parents from having to leave work. George Brown stated that he would speak with Dr. Cobb.

➤ **County Status on HB 438**

George Brown gave an update on the county status of HB 438. Carolyn Moser also provided a handout of the possible consolidation options. Mr. Brown would like the county commissioners to delegate full board of health responsibility back to the Advisory Board (Board of Health). He prefers this option so that the board would continue to be the decision making board. He also expressed how pleased he was with the Board of Health and the direction in which the health department is going. No further steps have been established by the commissioners at this time.

**Informational Items:**

➤ **Carolyn Moser gave a quick update on the following:**

- *Public Health Quality Improvement 101* – Carolyn Moser informed the Board that Public Health Quality Improvement 101 is a nine month process in which a quality improvement team is established and a project selected. There will be a team of six. The team will meet to learn about ways to promote efficiency. There are clinic flow issues within Child Health and Women Health clinics. Carolyn Moser and Shirley Steele will attend an initial training on January 18<sup>th</sup>. Staff from the North Carolina Center for Public Health Quality Improvement will be helping our team with this project.
- *Environmental Health Software* – Carolyn Moser stated Environmental Health continues to explore software that will interface with Building Inspections. The IT Department is heavily involved, arranging for various demonstrations. Building Inspections and Environmental Health have improved on their communication process.
- *“Get Alarmed” Grant* – Carolyn Moser stated Pender County is one of the top ten counties in the state for fire related death. Smoke and carbon monoxide detectors will be distributed to rural area residents. Amanda Barbee, Public Health Nurse, will take the lead on this project. The main focus will be on six of the rural areas (Atkinson, Penderlea, Long Creek, Maple Hill, Rocky Point and Watha) of Pender County. Temporary staff will install smoke and carbon monoxide detectors and Mrs. Barbee will provide residents with fire prevention education. Finally, an evaluation will be conducted and a report will be sent to the state.
- *Exotic Animal Control Ordinance* – Carolyn Moser and George Brown gave an update on the Exotic Animal Control Ordinance. The Exotic Animal Control Committee presented this ordinance before the County Commissioners at their December 2012 meeting. George Brown asked the committee to revise the proposal to reflect non-predatorial animals only.
- *2012 State of the County Health Report* – Carolyn Moser informed the Board that the State of the County Health Report was due in Raleigh in December 2012. She provided a copy to all board members present. The State of the County Health Report provides basic information regarding current health statistics for Pender County residents. George Brown informed Mrs. Moser that she may be able to present this report at the next January commissioner meeting. The State of the County Health Report must be provided to the state every year in between the

Community Health Assessment which is done every four years. The last Community Health Assessment was in 2010 and the next assessment is due in 2014.

- *Affordable Care Act, Medicaid Expansion* – Carolyn Moser gave an update on Affordable Care Act, Medicaid Expansion and provided a handout to the Board. If North Carolina implements the Affordable Care Act and Medicaid Expansion, the health department and Department of Social Services will be inundated with patients needing services.

➤ **Other**

- Carolyn informed the Board that the County Commissioners approved on the purchase of a new Electronic Medical Record system for the health department at the January 7, 2013 meeting.
- George Brown asked about the Hampstead Annex and the amount of space the health department utilizes. Jimmy Holland estimated the health department uses about 20% of the space at the Hampstead Annex. Mr. Brown would like to see the county utilize the old Topsail High School for health department and other usage. The Board of Health was very supportive of Mr. Brown's suggestion to renovate this building. Commissioners will continue to examine the feasibility of renovation versus renting the annex or building a new facility.

**Closed Session:** No

**Adjourned meeting at:** 7:05 p.m. – George Brown made a motion to adjourn the meeting. Jan Dawson seconded the motion. The motion passed unanimously.

**Next meeting:** March 14, 2013 at 5:00 p.m.