

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

Minutes

January 8, 2015

The Pender County Advisory Board of Health held a regular meeting on Thursday, January 8, 2015 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

- Kimberly Collins, Vice Chair
- George Brown
- Jan Dawson
- Tom Lafferty
- Jack Swann

Board Members Absent:

- Jimmy Holland, Chair
- Darlene Lewis
- Nicole Buchanan
- Pammela Baker

Health Department Staff Attending:

- Carolyn Moser, Director
- Donna Ramos, Finance Officer
- Marti Smith, Administrative Assistant
- Brenda Allen, CC4C Nurse

Minutes taken by: Marti Smith

Meeting called to order by: Kimberly Collins, Vice Chair

Welcome and Introductions

Mrs. Collins opened the meeting and thanked all for coming.

Public comment: None

Program Updates:

Mrs. Moser introduced Brenda Allen as the health department CC4C (Care Coordination for Children) nurse and asked Mrs. Allen to explain her program. Mrs. Allen stated she works with at risk children birth to 5 years of age to ensure they get all resources available to aid in their development. Mrs. Allen stated most of her referrals come from the Neonatal Intensive Care Unit at the hospital; however she does get some from primary care providers, DSS and WIC. She stated she helps families enroll in transportation services if needed and helps ensure the children get to the necessary appointments as well as making sure the child has a primary care provider. Mrs. Allen shared a few stories from cases she was currently helping.

Action Items:

➤ **Approval of the Agenda**

Kimberly Collins presented the agenda for approval. A motion was made to approve the agenda by Jan Dawson. George Brown seconded the motion. The motion passed unanimously.

➤ **Approval of the Minutes**

The minutes from *November 13, 2014* board meeting were presented for approval. Discussion was made. George Brown made a motion to approve the minutes with a corrected "next meeting" date of January 8, 2015. Tom Lafferty seconded the motion. The motion passed unanimously.

➤ **Election of Officers**

Carolyn Moser stated every January advisory board officers are to be elected. After some discussion, Jack Swann nominated Kimberly Collins as Chair. Jan Dawson seconded the nomination. The nomination was approved unanimously. Jan Dawson nominated Jack Swann as Vice Chair. George Brown seconded the nomination. The nomination was approved unanimously.

Discussed Items:

➤ **BOH Appointments**

Mrs. Moser asked for clarification on the current advisory board member terms. George Brown stated as of the consolidation date of June 2013, the board became an advisory board, making all current member terms start over. Mr. Brown further stated a staggered schedule of terms of one year and three years would have to be presented. Discussion was made. Mr. Brown stated he would get with Mrs. Moser and determine which board members need to submit an application.

Tom Lafferty stated he would not seek re-appointment to the advisory board and that this was his last meeting. Mr. Lafferty stated the Pender County website still reflected the previous board member, although he had held the position a year. Mrs. Moser acknowledged Mr. Lafferty's complaint and stated IT had not made website management a priority. Mr. Brown stated he would look into the website issue.

➤ **2014 Health Assessment Corrections**

George Brown identified a typographical error in the 2014 Community Health Assessment. Correction to be made.

➤ **Financial Update 2nd Quarter**

Mrs. Moser introduced Donna Ramos to give a financial update. Mrs. Ramos provided the board with a financial handout. Mrs. Ramos stated she has kept track of the health department's financial transactions on her own since coming to the health department. Mrs. Ramos reviewed the handout, explaining the Medicaid Maximization Funds. Mrs. Ramos explained funds were not used from the Medicaid Maximization Funds for the new Environmental Health software, Energov. Mrs. Moser stated Medicaid

Maximization Funds have to go back into the programs that earned them. Mrs. Moser stated revenues have prevented the need to pull funds from escrow. Mrs. Ramos stated not all the funds have been located and her records do not match the records in finance. According to Mrs. Ramos some of the money is in escrow and different revenue accounts. Sylvia Blinson from Finance is going to meet with her and help locate all the funds. Mrs. Ramos stated she sent a list to the auditors of the adjustments. Mrs. Ramos stated adjustments were done, however they were not done correctly. Mrs. Moser stated she and Mrs. Ramos had met with the auditors several times. Discussion was made. Mrs. Ramos referred to the handout provided stating additional money was added to the budget this year in several programs. Mrs. Ramos stated the WIC and Immunization increases were due to state money and the farm worker money reported was from state and federal grants. The Animal Shelter money was donation money rolled over from the previous year to remain in the donation fund. Discussion was made.

Informational Items:

- *Flu Update*

Mrs. Moser stated there have been two flu related deaths in Pender County this flu season. Mrs. Moser stated the health department has given 1354 flu shots so far this year and vaccine is available. Mrs. Moser stated there is a shortage of Tamiflu nationwide. She expressed her concerns about the schools and the flu. Kim Collins stated the schools are monitoring the student absences. Mrs. Collins requested a way for the schools to communicate to Amber Marchio, the health department CD nurse, on the number of school absences.

- *Rabies Clinic Update*

Mrs. Moser stated the health department worked with Animal Control and held a rabies clinic the first Saturday in December for the Hampstead area. Over 150 rabies vaccines were administered.

- *Other Items*

Mrs. Moser shared information on Palcohol, stating it was a powdered portable form of alcohol, purchased to be mixed with water. Mrs. Moser shared her concerns.

Mrs. Moser stated no prenatal or parenting classes are available in Pender County and there is a great need. She plans to present this to the Commissioners at the next meeting and request to contract with a health educator to offer prenatal and parenting classes. Mrs. Moser stated these services would not require county dollars, and can be billed to insurance and Medicaid.

Board Member Jack Swann inquired about the availability of county services to the residents on the eastern part of the county. Mrs. Moser stated she and Dr. Shiver, DSS director, had met and there was a plan to send DSS employees over to the Hampstead Annex for food stamps, Medicaid enrollments and social work.

Closed Session: Yes- Started at 6:40 p.m.

Adjourned meeting at: Motion was made to adjourn by Jack Swann. George Brown seconded motion. Motion passed. Meeting adjourned 6:57 p.m.

Next meeting: Thursday, March 12, 2015 at 5:00p.m. in the **Pender County Hampstead Annex** board room.