

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

**Minutes  
November 13, 2014**

The Pender County Advisory Board of Health held a regular meeting on Thursday, November 13, 2014 at 5:00 p.m. in the Pender County Hampstead Annex Board Room.

**Board Members Attending:**

- Kimberly Collins, Vice Chair
- George Brown
- Jan Dawson
- Tom Lafferty
- Nicole Buchanan
- Pammela Baker
- Jack Swann

**Board Members Absent:**

- Jimmy Holland, Chair
- Darlene Lewis

**Health Department Staff Attending:**

- Carolyn Moser, Director
- Shirley Steele, Director of Nursing
- Marti Smith, Administrative Assistant

**Minutes taken by:** Marti Smith

**Meeting called to order by:** Kimberly Collins, Chair

**Welcome and Introductions**

Mrs. Collins opened the meeting and thanked all for coming. Mrs. Moser welcomed Nicole Buchanan back from having her first child and presented Mrs. Buchanan with a small gift from the board. Mrs. Moser thanked the board for meeting in the new Hampstead Annex.

**Public comment:** None

**Action Items:**

➤ **Approval of the Agenda**

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

➤ **Approval of the Minutes**

The minutes from *September 11, 2014* board meeting were presented for approval. Discussion was made. George Brown made a motion to approve the minutes. Tom Lafferty seconded the motion. The motion passed unanimously.

➤ **Acceptance of the 2014 Community Health Assessment**

Carolyn Moser presented the 2014 Community Health Assessment to the board. Mrs. Moser went through the 2014 Community Health Assessment, pointing out several important issues. Ms. Dawson had some questions related to Pender County square mileage and topographical statements. Mrs. Moser will clarify and respond to all board members. Discussion was made. Jan Dawson made a motion to accept the 2014 Community Health Assessment. Nicole Buchanan seconded the motion. The motion passed unanimously.

Pammela Baker joined the board meeting.

**Discussed Items:**

➤ **Environmental Health Update**

Carolyn Moser stated Doug McVey resigned his position as Environmental Health Supervisor effective November 3<sup>rd</sup>, 2014, and the position was being advertised. Mrs. Moser provided the board with the most recent first quarter restaurant inspection numbers.

➤ **2015 Board of Health Calendar**

Mrs. Moser presented the 2015 Advisory Board of Health meeting calendar to the board members. Discussion was made. Kimberly Collins suggested the possibility of meeting in the Hampstead Annex every other meeting. Discussion was made. Jan Dawson made a motion to meet in the Hampstead Annex building every other meeting, with the first Hampstead meeting to take place in March, 2015. George Brown seconded the motion. The motion passed unanimously.

➤ **Advisory Board of Health Vacancies**

Mrs. Moser discussed the option of filling the vacancies on the board with county citizens willing to serve. Discussion was made.

➤ **Financial Update**

Mrs. Moser stated corrections were still being made within Munis, and hoped that an accurate report would be available by January, 2015.

**Informational Items:**

▪ *Flu Update*

Shirley Steele stated 401 flu vaccines had been given to date to children 6 months to 18 years of age, and 691 vaccines to 19 years of age and up. Mrs.

Steele stated vaccine clinics have been held at Topsail Beach, Surf City, Hampstead Senior Center, Pender Adult Services, Pender Early College, Heide Trask High School, Pender High School and several festivals within the county.

- *School Based Health Centers*

Mrs. Moser stated the School Based Health Center at Pender High will host an Open House in December.

- *Ebola Update*

Mrs. Moser stated staff had met with hospital and other public health preparedness professionals. Kimberly Collins stated she met with the health department Preparedness Coordinator and a school health advisory meeting was planned for December 12, 2014. Discussion was made.

- *Rabies Update*

Due to several recent rabies cases in the Hampstead area, the health department staff, animal shelter and animal control staff are coordinating free rabies clinics in the area, with the first scheduled for December 6<sup>th</sup>, 2014 at the Hampstead Annex.

**Closed Session:** No

**Adjourned meeting at:** Motion was made to adjourn by Nicole Buchanan. George Brown seconded motion. Motion passed. Meeting adjourned 6:15 p.m.

**Next meeting:** January 8, 2015 at 5:00p.m. at the Pender County Health Department board room.