

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

**Minutes
July 9, 2015**

The Pender County Advisory Board of Health held a regular meeting on Thursday, July 9, 2015 at 5:00 p.m. in the Pender County Hampstead Annex.

Board Members Attending:

- Kim Collins, Chair
- Jack Swann, Vice Chair
- Jan Dawson
- Pammela Baker
- Mark Walton
- George Brown

Board Members Absent:

- Nicole Buchanan

Health Department Staff Attending:

- Carolyn Moser, Director
- Vencent Dodge, Environmental Health Supervisor
- Brian Scott, Environmental Health Specialist
- Melanie Campen, Environmental Health Program Specialist
- Marti Smith, Administrative Assistant

Minutes taken by: Marti Smith

Meeting called to order by: Kim Collins, Chair

Welcome and Introductions

Carolyn Moser introduced the new engineer representative, Mark Walton, to the members of the advisory board. Mrs. Moser also introduced new Environmental Health staff members, Brian Scott and Melanie Campen.

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 Pammela Baker. George Brown seconded the motion. The motion passed unanimously

➤ **Approval of the Minutes**

The minutes from *May 14, 2015* board meeting were presented for approval. Jan Dawson made a motion to approve the minutes. George Brown seconded the motion. The motion passed unanimously.

Training:

➤ **Updated Handbooks**

Carolyn Moser presented each board member with a new Advisory Board Member Handbook. Mrs. Moser went through the handbook, discussing with the board, the meeting schedule, organizational chart, and operating procedures. Mrs. Moser also reviewed the roles and responsibilities of an advisory board.

Discussion Items:

➤ **Update on Approved 2015-2016 Budget**

Mrs. Moser stated the budget presented at the May meeting was approved. Mrs. Moser directed the board members to a copy of the budget included in their packet. Mrs. Moser went over columns including state funds, county appropriations, Title 19 (Medicaid) Funding, collected fees and grant funding. Mrs. Moser stated the health department has increased revenues and been able to reduce the county appropriated dollars from 49% two years ago to 41.5% in the 2015-2016 FY.

➤ **Rabies Update**

Mrs. Moser referenced a recent Star News article, stating three foxes and three raccoons have tested positive for rabies in Pender County. Mrs. Moser stated Animal Control and Animal Shelter are hosting a free rabies vaccination clinic in Burgaw, up to the first 300 doses. Mrs. Moser stated Animal Control and Animal Shelter work well with each other. She stated Animal Control goes to hunting clubs in the area to vaccinate hunting dogs. Mrs. Moser stated any person who has had either an exposure or a potential exposure is referred to Cape Fear Memorial Hospital where a physician determines the risk and decides on prophylaxis.

➤ **Shark Update**

Mrs. Moser announced health department employee, Clay Creswell, is a shark bite investigator with the National Shark Bite Registry. He has been involved with recent bites that have occurred in Brunswick and Pender Counties.

➤ **Environmental Health Update**

Vencent Dodge provided the board members with an Environmental Health report.

- Mr. Dodge stated two vacancies within his department have been filled.
- Mr. Dodge stated 100% of the Food and Lodging inspections have been completed.
- Mr. Dodge stated they have their first lead investigation scheduled. Mrs. Moser stated a Hispanic child has tested with a high blood lead twice and a home inspection has been scheduled to determine the cause of the high levels. Mr. Dodge stated water samples have been collected and tested negative for lead. The inspection with the state representative is scheduled for July 15, 2015.
- Mr. Dodge stated permits issued have continued to rise over the past three years. Mr. Dodge stated two new subdivisions are coming to Pender County, The Reserve at Island Creek and The Knolls at Turkey Creek.
- Mrs. Moser reminded board members of possible new legislation, House Bill 765, which would allow private companies to write septic permits. The Environmental Health department would be required to review 10% of the private permits written and to store those permits on file. Mrs. Moser stated the bill was quite extensive and impacted several areas of public health.

➤ **Health Directors Performance Evaluation**

Mr. Brown stated the Board of Commissioners and the County Manager has requested Mrs. Moser contact the accreditation team to determine who they recommend be responsible for the health directors performance evaluation. Mr. Brown stated current consolidation structure allows for the

County Manager to assume this responsibility. Mrs. Moser stated the School of Government's interpretation was the responsibility fell on the County Manager as well.

Informational Items:

- *NC Child Health Report*
Mrs. Moser directed the board to the NC Child Handout within their packet. Mrs. Moser reviewed the statistical information provided.
- *Chronic Disease Self-Management*
Mrs. Moser stated the health department is offering chronic disease self-management workshops at Pender Adult Services.
- *Telehealth Article- Star News*
Mrs. Moser provided the board with the recent Star News article, explaining the telehealth program available at the school based health centers.
- *NCPHA Newsletter- Telehealth Article*
Mrs. Moser stated Pender County was also featured in the latest NCPHA newsletter for the telehealth program and the activities done during Public Health Week.
- *Animal Shelter Article- Star News*
Mrs. Moser also included a Star News article commending the Animal Shelter. Mrs. Moser stated the shelter is doing really well, with a strong staff. Mr. Brown commented being rated alongside Brunswick County Shelter is an accomplishment. Mrs. Moser stated a CART (County Animal Response Team) meeting was held and the current concern is the Avian Flu. The Department of Agriculture is recommending enclose or house free range flocks. Mrs. Moser stated this will be monitored carefully.

Closed Session: No

Adjourned meeting: Motion was made to adjourn by Jan Dawson. Kim Collins seconded motion. Motion passed. Meeting adjourned 6:18 p.m.

Next meeting: September 10, 2015 at 5:00p.m. in the **Burgaw Health Department Board Room.**