

**PENDER COUNTY HEALTH DEPARTMENT
ADVISORY BOARD OF HEALTH MEETING
Minutes
September 11, 2014**

The Pender County Advisory Board of Health held a regular meeting on Thursday, September 11, 2014 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

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

Board Members Absent:

- Nicole Buchanan
- Jimmy Holland, Chair
- Pammela Baker

Health Department Staff Attending:

- Carolyn Moser, Director
- Doug McVey, Environmental Specialist Supervisor
- 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. Shirley Steele announced Mrs. Moser was out at an emergency eye doctor appointment and would not be attending.

Public comment: Carolyn Whitley

Ms. Whitley addressed the board on behalf of the Pender County NAACP. Ms. Whitley requested health department staffing information with regards to ethnic breakdown. She requested staff titles, gender and race without names, be provided to the Pender County NAACP. Ms. Whitley stated the African American community was concerned that African Americans were losing their jobs at the health department at a disproportionate rate. Shirley Steele stated she would pass the request on to Mrs. Moser. Ms. Whitley asked for clarification of the "advisory board" status. George Brown explained the role of the advisory board was to help Mrs. Moser in any way they could and that Mrs. Moser answers to the County Manager. The advisory board makes recommendations to the county commissioners.

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 *July 17, 2014* board meeting were presented for approval. Discussion was made. Jan Dawson made a motion to approve the minutes with an addition, stating Darlene Lewis went to the IT department to inquire about setting up the health streaming channel in the lobby. George Brown seconded the motion. The motion passed unanimously.

➤ **Annual Approval of Health Director Job Description**

Kimberly Collins presented the Health Director Job Description for approval. Discussion was made. Jack Swann made a motion to approve the job description. George Brown seconded the motion. The motion passed unanimously.

➤ **Annual Approval of Operating Procedures**

Kimberly Collins presented the Operating Procedures for approval. Discussion was made. George Brown made a motion to approve the Operating Procedures. Darlene Lewis seconded the motion. The motion passed unanimously.

Discussed Items:

➤ **Environmental Health Update**

Doug McVey stated environmental health is receiving numerous applications for septic and well permits and they were 164% over last year. The Hampstead office received 53 applications in the previous 2 weeks. His department was working on a 2-3 week turnaround schedule. Discussion was made. Mr. McVey stated his department has very good communication with the public and the contractors in the county. Mr. McVey stated they finished the self assessment level in the FDA Program Standards. This level determined what areas needed to be addressed to increase the quality of their program. Mr. McVey stated the Animal Shelter had a state inspection last week and they did not receive any demerits. Mr. McVey invited all board members to come by the shelter to see all the improvements. Mrs. Lewis inquired about a previous issue of an expired permit being disputed. Mr. McVey stated mediation was canceled by the applicant.

➤ **Personnel Update**

Shirley Steele stated we have not added any new positions; however, we have filled positions left from previous employees. Mrs. Steele stated we have a new mobile dental part time clerical employee, Amy Grudzien. Mrs. Steele stated with the promotion of Salina Dixon to Social Worker, her previous position in medical records was filled with Cindy Blair and a new full time animal shelter attendant, Tabbatha Boyett was hired. Mrs. Steele stated we are currently advertising for both an LPN and an RN position. Mrs.

Steele stated we no longer have a physician on staff and we are in the market for a provider.

➤ **BOH Membership (Vet, Optometrist)**

Mrs. Steele stated we are seeking to fill the board positions of Veterinarian and Optometrist. She reminded the board we do accept persons working in the field to fill the open positions.

➤ **Department's Strategic Plan Mid-Plan Review**

Mrs. Steele directed the members to the Strategic Plan Mid-Plan Review provided to them in their packet. Mrs. Steele stated she was pleased to announce child birth classes should be starting in Pender County soon. Mrs. Steele stated migrant health clinics were held on Thursday evenings June through August. Discussion was made. Mrs. Lewis inquired if any progress had been made with flu shots being given in the schools. Mrs. Steele stated Mrs. Moser and Dr. Cobb were in talks.

Mrs. Moser joined the meeting

A public attending inquired as to where county job openings are posted. Mrs. Moser stated all open positions are posted on the Pender County Government website. Ms. Whitley inquired about immunization requirements and the issue of exemptions within the schools. Kim Collins stated North Carolina recognizes medical and religious immunization exemptions. Discussion was made.

Informational Items:

- *HPV 1-2-3 State Research Project*
Shirley Steele stated we participated in an East Carolina University project to raise the rate of Human Papillomavirus vaccines given. The research study went from January to September 5, 2014.
- *"Get Ready" Campaign*
Shirley Steele stated the month of September is National Preparedness Month. FEMA is encouraging everyone to make National Preparedness a priority.
- *School Based Health Centers*
Shirley Steele stated both West Pender Middle and Pender High School, School Based Health Centers are up and running. Kim Collins stated 30% of the total population of Pender High is already enrolled. Kim Collins stated the telemedicine equipment is here and we are currently in the process of getting that set up.
- *Ebola Update*
Shirley Steele updated the board regarding global Ebola outbreaks. She stressed that Ebola is spread through contact with body fluids, not through air, water or food. Discussion was made.

- *Rabies Update*
Shirley Steele stated there have been 6 positive rabies cases in the Hampstead area this year with several human exposures. Rabies evaluations were performed. Discussion was made.
- *Medicaid Maximization*
Carolyn Moser stated the health department received a Medicaid cost settlement for \$265,448. The money will go back into the programs that it was generated.

Closed Session: No

Adjourned meeting at: Motion was made to adjourn by Jan Dawson. Darlene Lewis seconded motion. Motion passed. Meeting adjourned 6:20 p.m.

Next meeting: November 13, 2014 at 5:00p.m.