

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

**Minutes
September 12, 2013**

The Pender County Advisory Board of Health held a regular meeting on Thursday, September 12th, 2013 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

- George Brown
- Kimberly Collins, Vice Chair
- Jan Dawson
- Darlene Lewis
- Jack Swann
- Nicole Buchanan

Board Members Absent:

- Jimmy Holland, Chair
- Pammela Baker
- Dr. Michael Cherubini

Health Department Staff Attending:

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

Minutes taken by: Marti Smith, Administrative Assistant

Meeting called to order by: Kimberly Collins at 5:06 p.m.

Public comment: None

Carolyn Moser announced an opening on the advisory board due to the resignation of Jewell Horton, citing she hired Jewell as the Animal Shelter Manager. Jan Dawson informed the board of a new veterinarian located on Hwy. 210, Hampstead.

Kimberly Collins stated she received clarification on the funding requirements for the school nurse program, adding the number of school nurses has to remain at 11, the same as when the funding was approved.

Action Items:

➤ **Approval of the Agenda**

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

➤ **Approval of the Minutes**

The minutes from *July 18th, 2013* board meeting were presented for approval. Darlene Lewis made a motion to approve the minutes and George Brown seconded the approval. The vote was unanimous.

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

Carolyn Moser informed the board that animal shelter responsibilities were added to the Health Director job description. The wording "Advisory Board" was also added. Discussion was made as to whether to send approval recommendation to the Commissioners now or in light of the recent Health and Human Services consolidation, to table the recommendation until after next Commissioner meeting in October. Jan Dawson made a motion to table the item, George Brown seconded the motion. The motion passed.

➤ **Approval of Revised Operating Procedures, Handbook and Administrative Policies**

Each Advisory Board of Health member was issued a new handbook reflecting the wording change of "Advisory Board". Mrs. Moser stated the new handbook would need to be approved by the Commissioners in October. The newest board member, Nicole Buchanan, was instructed the new handbook would serve as training for her role on the advisory board. Jack Swann made a motion to approve the revised Operating Procedures, Handbook and Administrative Policies Handout. Nicole Buchanan seconded the motion. Motion passed.

Discussed Items:

➤ **Human Services Consolidation**

County Manager, Mickey DuVall was unable to attend the meeting to discuss consolidation. Carolyn Moser stated Dr. DuVall instructed she give each member a handout and welcomed questions to be answered by him at the next advisory meeting if necessary.

➤ **BOH Membership (Dentist)**

Mrs. Moser stated that Jimmy Holland had tried to contact Dr. Cherubini on several occasions to discuss his remaining on the advisory board. After discussion of attendance policy, the board decided Jack Swann would contact Dr. Cherubini to discuss his position on the advisory board. Jack Swann has a recommendation for the dentist role on the board, should there be a vacancy.

➤ **Annual Health Director Evaluation**

Mrs. Moser stated, Jimmy Holland was still working on her evaluation.

➤ **NC Health Statistics Pocket Guide**

Mrs. Moser provided board members with statistics from the most recent pocket guide. She noted Pender County growth rate had increased from 27% to 30%. Issues discussed included poverty, WIC, Medicaid and leading causes of cancer.

Informational Items:

- *Clinic Renovations* – Carolyn Moser stated clinic renovations are complete.
- *Electronic Medical Records* – Shirley Steele stated the Health Department had rolled out “live” with electronic medical records August 16, 2013 and that the transition was going very well.
- *NC Public Health Association Conference* –Mrs. Moser stated the NCPHA conference will be in Asheville this year. She continued with stating, Dr. Barnes will be receiving a Public Health All-Star Award and Amanda Barbee will be receiving an honorable mention award for her work with the “Get Alarmed” project. Mrs. Moser also noted longevity awards would be given to herself, Harry Lewis, Naomi Morton, Ann Miller, and Linda Lanier. Mrs. Moser also recognized Vencent Dodge, Environmental Health Program Specialist, for receiving the prestigious Steve Steinbeck Award later in October.
- *Maple Hill Walking Trail* –Mrs. Moser stated the Maple Hill walking trail was paved this week.
- *Flu Vaccinations*- Mrs. Moser announced flu vaccines will be available at the clinic starting in 2 weeks.
- *Update School Health* – Mrs. Moser informed the board, she and Shirley Steele had met with Kenneth Bowen, Assistant Superintendent and Dr. Cobb, Superintendent, to discuss administering flu shots and Tdap vaccinations in the schools. Mrs. Moser stated she had presented Dr. Cobb with statistical information about teacher and student absences from last year due to the flu and impressed upon her the need for students to get those shots during school hours, citing students with transportation issues would not return. Dr. Cobb informed Mrs. Moser, they will not allow shots to be administered at school during school hours, but would work with the health department to have parents and students present in the evenings at different events in order to receive shots. George Brown expressed his concern, that it was an issue of public health and making a resource available. Discussion was made regarding parents liking the shots be given at school in the past. Jack Swann asked if a letter could be written expressing the advisory board’s frustration and concern with the issue. George Brown stated he would contact Karen Rouse with the Pender County Board of Education.
- Mrs. Moser informed the board, the school board voted to add e-cigarettes to the ban of tobacco products on school grounds.

➤ **Other**

- After discussion of e-cigarettes, Mrs. Moser stated the board could recommend to the Commissioners, to add e-cigarettes to the current county policy and to enforce the “no smoking within 50ft. of a county building” rule. Jack Swann made a motion to add e-cigarettes to the existing policy and to enforce the 50ft. rule. Nicole Buchanan seconded the motion. Motion passed.
- Mrs. Moser announced October 1, 2013 was open enrollment in the Affordable Care Act.
- Mrs. Moser introduced Kim Collins and Shirley Steele as members of PATH (Pender Alliance for Teen Health), a group of professionals organized together to start school based health centers in Pender County. She informed the board that PATH received grant money for these school based health centers, one of which is located at West Pender Middle School. She announced the center was in need of medical sponsorship to include a medical director, medical charting system, and some means of billing. Mrs. Moser asked for permission from the board, for the Health Department to be the medical sponsor for the school based health center located at West Pender Middle School on a year to year basis. No county dollars would be involved; grant funds only. After some discussion about how a school based health center worked, Jack Swann made a motion to recommend the Health Department be the medical sponsor for the school based health center located at West Pender Middle school for one year. Darlene Lewis seconded the motion, motion passed. Mrs. Moser will present a resolution for approval at the next commissioners meeting.

Closed Session: No

Adjourned meeting at: 7:25 p.m. – Jack Swann made a motion to adjourn the meeting. Jan Dawson seconded the motion. The motion passed unanimously.

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