

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

**Minutes
May 8, 2014**

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

Board Members Attending:

- Kimberley Collins, Vice Chair
- George Brown
- Tom Lafferty
- Jack Swann

Board Members Absent:

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

Health Department Staff Attending:

- Carolyn Moser, Director
- Doug McVey, Environmental Specialist Supervisor
- Shirley Steele, Director of Nursing
- Dr. Adrienne Fehr
- Marti Smith, Administrative Assistant

Minutes taken by: Marti Smith

Meeting called to order by: Carolyn Moser at 5:05p.m.

Welcome and Introductions

Carolyn Moser opened the meeting, stating there were not enough members present for a quorum. Discussion was made and it was decided to present items for approval pending a vote from Darlene Lewis via phone/email.

Carolyn Moser introduced Dr. Adrienne Fehr as our new physician. Dr. Fehr stated she was originally from Ohio, did her residency in Wilmington and was currently working in adult health, maternity and chronic disease. The board welcomed Dr. Fehr.

Public comment: None

Action Items:

- **Approval of the Agenda**
Carolyn Moser presented the agenda for approval pending a vote from Darlene Lewis. A motion was made to approve the agenda by Jack Swann. George Brown seconded the motion. Darlene Lewis emailed her vote for approval. The motion passed unanimously.
- **Approval of the Minutes**
The minutes from *March 13, 2014* board meeting were presented for approval. George Brown made a motion to approve the minutes and Jack Swann seconded the approval. Darlene Lewis emailed her vote for approval. The vote passed unanimously.
- **Approve Health Department Fees of FY 2014-2015**
Tom Lafferty made a motion to approve the fees with the corrected abbreviation of “GPD” for Environmental Health. George Brown seconded the approval. Darlene Lewis emailed her vote for approval. The vote passed unanimously.
- **Approve FY 2012-2013 Debt Write-Off**
The bad debt write-off was presented for approval. Discussion was made. Jack Swann made a motion to approve the debt write-off to be presented to the county commissioners. Tom Lafferty seconded the approval. Darlene Lewis emailed her vote for approval. The vote passed unanimously.

Discussed Items:

- **Environmental Health Update**
Doug McVey presented the board with an environmental health handout showing a comparison of January through April of 2013 and 2014. Application permits showed a significant increase.
Mr. McVey stated he received notification that the environmental health department was being sued for a permit issue that originated prior to his employment. Mr. McVey stated a septic permit had been issued, the permit expired, the owners applied for a new permit, and the new application was denied. Mrs. Moser explained the issue was to be handled through the State Attorney General’s Office. Discussion was made. George Brown requested the county attorney be made aware of the issue.
- **2014 Community Health Assessment**
Mrs. Moser referred the board members to the county health opinion handout they received in their packets. She stated the top areas of concern from the community survey included, higher paying employment, positive teen activities, and road safety/maintenance. Mrs. Moser stated, although these issues were not health related the survey provided good information.
- **Health Director Performance Evaluation**
Mrs. Moser stated it was time to complete her performance evaluation. She instructed the board there was a form in their packet and needed to be completed and returned to the administration office by June 2, 2014.
- **School Based Health Centers/Tele-Health**
Mrs. Moser stated she met with the school based health center team and a proposal was made to develop a tele-health program. Mrs. Moser stated there was money available to

fund these types of programs. She explained a nurse practitioner would not be needed at the center, and that a registered nurse could see patients and use a video feed to the nurse practitioner or physician. Mrs. Moser stated this option is being considered after learning the funding for the school based health centers was being cut.

➤ **Personnel**

Mrs. Moser stated Mrs. Morton retired April 30, 2014, after 26 years in Environmental Health. Mrs. Morton's position was filled with a WIC employee, leaving a WIC position available.

Mrs. Moser stated she was informed by the county attorney that the lawsuit involving previous employee, Janice Canady, would not be won at the state level and it was recommended Ms. Canady be brought back on staff and be paid back pay for the last two years. Discussion was made. Mrs. Moser stated a current dental employee would need to be let go in order to provide Ms. Canady a position. Discussion was made among board members. George Brown stated he wanted further discussion with the county attorney.

➤ **Tobacco/Electronic Cigarettes Update**

Mrs. Moser informed the board, the commissioners had passed the resolution for designated smoking areas and that included electronic cigarettes on county government property and county cars.

Informational Items:

- *2013 Annual Communicable Disease Report*
Shirley Steele directed the board members to the Pender County Annual Communicable Disease report included in their packet. The handout included information from 2008 to 2012. Mrs. Steele discussed the statistics from the report, including one HIV isolation issued in September, 2012, two TB isolations issued December, 2012 and February, 2013 and one Hep. B control measure issued December 2012.
- *2013 NC Animal Rabies Cases*
Handout discussed
- *Community Outreach Activities*
Shirley Steele updated the board with information pertaining to our outreach programs. She stated the health department participated in the Pender County SpringFest, the county Health Fair, several men and women's health events in Surf City, and currently were working on a campaign targeted at smoking and skin cancer among golfers. She stated free blood pressures screenings were continuing once a month at Pender Adult Services.
- *Animal Shelter Update*
Mrs. Moser stated 1,600 animals were taken in at the animal shelter since August of 2012 and 2,600 rabies shots had been administered so far in 2013. Mrs. Moser stated the shelter was now open on Sundays. She stated the spay/neuter program was up and running which enables the animals to now be brought to surrounding counties to be adopted out.

Closed Session: No

Adjourned meeting at: 7:05 p.m.

Next meeting: July 17, 2014 at 5:00p.m.