

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

**Minutes
January 9, 2014**

The Pender County Advisory Board of Health held a regular meeting on Thursday, January 9, 2014 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

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

Board Members Absent:

- Nicole Buchanan
- Darlene Lewis

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: Jimmy Holland at 5:05 p.m.

Welcome and Introductions

Mrs. Carolyn Moser announced Dr. Tom Lafferty was appointed as the dentist representative to the Advisory Board of Health by the county commissioners, Monday, January 6th, 2014. Dr. Tom Lafferty introduced himself to the board. Dr. Lafferty stated he was originally from Pennsylvania, went to dental school in Philadelphia, and retired from Camp Lejeune as a Navy periodontist after 30 years. The board members introduced themselves to Dr. Lafferty.

Public comment: None

Action Items:

- **Approval of the Agenda**
Mr. Holland 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 *November 14, 2013* board meeting were presented for approval. Kimberly Collins made a motion to approve the minutes with a spelling correction and Jan Dawson seconded the approval. The vote was unanimous.
- **Election of Officers**
Mrs. Moser informed the board that election of officers is to occur at the January meeting. Jack Swann made a motion for the Advisory Board of Health Officers to remain "as is" and George Brown seconded the motion. The board had an open discussion and Jimmy Holland (Chair) and Kimberly Collins (Co-Chair) agreed to continue as chair and co-chair. The vote unanimously passed.
- **Approve Revision of March Meeting Date**
Mrs. Moser stated she had a conflict on her calendar regarding the March 13th, 2014 meeting and proposed moving the meeting to March 20th, 2014. After discussion, Jack Swann made a motion to approve the new meeting date of March 20th, 2014. George Brown seconded the motion. The vote was unanimous.

Discussed Items:

- **BOH Appointments**
Mrs. Moser informed the board that Dr. Lafferty was appointed to take over Dr. Cherubini's term which will expire January 31st, 2015. She stated the Advisory Board of Health still needed to fill two positions; Optometrist and Veterinarian.
- **2013 State of the County Health Report**
Mrs. Moser provided each board member a copy of the 2013 State of the County Health Report. She stated some improvements were being seen in the health disparities of the African American population in the categories of heart disease and diabetes. Mrs. Moser informed the board, the health department was doing more with regards to chronic disease management and health educators are getting out into the community more. Discussion was made in reference to statistical information provided in the handout. Mrs. Moser stated the Community Health Assessment takes place this year, 2014 and that the NC Institute for Public Health was going to work with the health department on the project. She informed the board they would possibly be contacted by the Institute to participate in the Community Health Assessment.
- **Environmental Health Update**
Doug McVey provided the board members with an Environmental Health Update handout. Mr. McVey announced the first well driller's continuing education meeting in Pender County will be held this year March 7, 2014, at the Cooperative Extension building. Mr. McVey explained he was approached to host the class, which qualifies

well drillers with 6 CE credits, so that well drillers in the immediate area would not have to travel to Raleigh to complete their annual requirements. He further stated the continuing education is a state requirement and the funding for the class is to be handled by the state. The board recognized and commended Mr. McVey and the Environmental Health Department for being selected as host. Mr. McVey explained the Food and Lodging inspections portion of the handout. Discussion was held in relation to the statistical data. Mrs. Moser announced, Andy Pettigrew, Pender-Topsail Post & Voice is interested in printing the restaurant grades in the paper. Mr. McVey explained only hotels and motels that heat with fossil fuels, not electricity, are required to have carbon monoxide detectors. Mr. McVey explained a new law, stating a well permit must be issued within 30 days of application. Mr. McVey stated he had posed several questions with regards to the requirement and was awaiting response. Discussion was made regarding sewer expansion within the county. Mr. McVey reported well and septic permitting statistical data.

➤ **Financial Update 2nd Quarter 2013-2014**

Carolyn Moser gave a financial update for 2nd quarter revenue and expenditures. Mrs. Moser stated the information provided, did not accurately reflect current revenues. Jan Dawson asked for clarification. Mrs. Moser explained state money was not being pulled down and put into the accounts in a timely manner. Mrs. Moser explained the report did not reflect negatively on her staff. Mrs. Moser stated she has spoken to the County Manager and brought it to the attention of Commissioner Brown.

➤ **Personnel Update**

Carolyn Moser stated the health department was advertising a position for Nutritionist II/WIC director, since Ann Miller, retired as of January 2, 2014.

➤ **Health Director 2012/2013 Evaluation Summary**

Carolyn Moser provided the board with a summary of her 2012/2013 Health Director Performance Evaluation.

➤ **Consolidated Human Services Update**

Mrs. Moser briefly explained to Mr. Lafferty, Pender County Commissioners voted to consolidate the Department of Social Services and the Health Department, making those previously state employees now county employees. Mrs. Moser stated the consolidation resulted in the previous Board of Health taking on an advisory role and the creation of a Health and Human Services Director, to which she was appointed.

Informational Items:

- *Flu Update* – Shirley Steele informed the board that the health department had given 750 flu vaccines to adults and 417 to children for a total of 1167 vaccines to date. Mrs. Steele stated the health department had reported 12 “influenza like” illnesses to the state and three (3) positive flu cases. Mrs. Steele stated to date a total of 21 adult flu related deaths have been reported throughout the state with only two (2) of those deaths being in persons over the age of 65. Kimberly

Collins requested discussion of an email forwarded from her supervisor, originally from Kenneth Bowen, Assistant Superintendent of Schools. The email requested information regarding the coordination between the school nurses and the health department with administering flu shots at after hours events. It was explained to Mr. Lafferty, to date the health department has not been allowed to go into the schools and administer flu shots or vaccines. Mr. Brown stated from discussion, the school board felt it was a liability issue. Mrs. Moser stated the benefits of vaccinating in the classroom, included convenience and less teacher/student sick days. Mrs. Collins asked what the difference between the liability of students donating blood during school hours on school property, which is allowed, and administering vaccines during school hours. The board had a brief discussion.

- *E-Cigarettes/Smoking Update* –Mrs. Moser stated the County Manager, herself and a member of IT will be going to all the county buildings to determine *designated smoking areas*. Mr. Brown stated E-cigarettes will be treated the same as tobacco products.
- *Healthy NC 20/20 Report* – Mrs. Moser gave a copy of the Healthy NC 20/20 Report to the board.
- *Affordable Care Act* –Mrs. Moser stated health department employees were helping the public register and sign up for Medicaid and insurance.
- *Annual State Health Director Conference* – Mrs. Moser stated she has been selected to sit on a panel at the Annual State Health Director Conference to discuss consolidation. Shirley Steele will also attend the conference.

➤ **Other**

Mrs. Moser stated she is going to pursue moving the Animal Shelter back under the Health Department.

Mr. Brown thanked the health department for the Christmas card.

Closed Session: No

Adjourned meeting at: 6:45 p.m. – Jack Swann made a motion to adjourn the meeting. Jan Dawson seconded the motion. The motion passed unanimously.

Next meeting: March 20, 2014 at 5:00 p.m.