

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

**Minutes**

**September 10, 2015**

The Pender County Advisory Board of Health held a regular meeting on Thursday, September 10, 2015 at 5:00 p.m. in the Pender County Health Department Board Room.

**Board Members Attending:**

- Kim Collins, Chair
- Pammela Baker
- Mark Walton
- George Brown

**Board Members Absent:**

- Nicole Buchanan
- Jack Swann, Vice-Chair
- Jan Dawson

**Health Department Staff Attending:**

- Carolyn Moser, Director of Health and Human Services
- Vencent Dodge, Environmental Health Supervisor

**Minutes taken by:** Marti Smith, Administrative Assistant

**Visitor:** Alyssa Talbot, Student of Public Health Studies, UNCW

**Meeting called to order by:** Kim Collins, Chair

**Welcome and Introductions**

Carolyn Moser introduced UNCW student Alyssa Talbot to the board. Ms. Talbot stated she was a senior in Public Health Studies and wanted to observe a Board of Health meeting. Mrs. Moser explained the board was an advisory board since consolidation of Social Services and the health department. The board welcomed Ms. Talbot.

**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 George Brown. Mark Walton seconded the motion. The motion passed unanimously

➤ **Approval of the Minutes**

The minutes from *July 9, 2015* board meeting were presented for approval. George Brown made a motion to approve the minutes. Pammela Baker seconded the motion. The motion passed unanimously.

## **Discussion Items:**

### ➤ **Results of 2014-2015 Budget**

Mrs. Moser referred all board members to the 2014-2015 Revenues and Expenditures report provided in their packets. Mrs. Moser explained that as the 2014/2015 fiscal came to a close, the health department's revenues totaled more than the expenditures. Board members were pleased. Discussion was made.

### ➤ **Debt Set-Off**

Mrs. Moser stated that other departments within the county participate in the debt set-off program. She explained the program was set up to collect any outstanding debt owed if the debtor receives an income tax refund. Mrs. Moser stated her Accounting Specialist, Donna Ramos was going to attend a conference on the debt set-off program and she hoped to have more information available on the program at the next advisory meeting for members to discuss.

### ➤ **Staffing**

Mrs. Moser stated there is a dental assistant vacancy in the main dental clinic that is being advertised. Mrs. Moser explained her accounts payable clerk, Mary Marshall retired after 20 years of service and her position was also being advertised. Mrs. Moser stated the head billing employee left to take a job in New Hanover County and that position has been offered to a highly qualified applicant. Mrs. Moser stated she was also interviewing to fill a LPN vacancy.

### ➤ **Board Membership**

Current board vacancies include: optometrist, veterinarian, dentist and public member. Kim Collins stated she spoke to a possible optometrist candidate and would follow up within a couple of weeks. Mark Walton inquired about Kyle Eaton's eligibility to serve on the board. Mrs. Moser stated candidates must reside within Pender County and it was her understanding Dr. Eaton lives in New Hanover County. Vacancies can be temporarily filled with someone working within the same field of study or a public citizen until they can be filled permanently.

### ➤ **Re-Accreditation**

Mrs. Moser stated she has some concerns with re-accreditation falling within the Health and Human Services consolidation timeline. Mrs. Moser explained it is unclear which items need to be addressed by the advisory board and which items need to be presented to the County Commissioner Board to meet the re-accreditation requirements. Mrs. Moser stated other consolidated counties have a consolidated board which is not the case here in Pender.

### ➤ **Animal Shelter Update**

Vence Dodge referred board members to the 2015 animal shelter statistics report provided in their packets. The report period was 1/1/15-8/18/15 and covered a total of 1,744 intakes. Mr. Dodge stated the shelter manager, Jewell Horton was doing an excellent job and the shelter was featured the night before on a local news program called "Clear the Shelter". Mrs. Moser stated the County Commissioners approved fundraising efforts to convert space into a surgical spay/neuter room within the animal shelter.

### ➤ **Environmental Health Update**

Vencent Dodge provided the board members with an Environmental Health report. Mr. Dodge stated Food and Lodging is running at 100% and nine new establishments had opened in Pender County. Mr. Dodge stated both the sentinel chicken flocks tested negative for Triple E and West Nile. Mr. Dodge explained EnerGov or centralized permitting will go live September 22, 2015. Mr. Dodge explained EnerGov was an all-inclusive program for anything that is permitted within the county. Discussion was made. Mr. Dodge referred the board to the Avian Flu handouts. Mr. Dodge explained Environmental Health would play some type of role if the state has to euthanize flocks, primarily regarding incineration or the burying of the birds. Discussion was made.

## Informational Items:

- *Chronic Disease Self-Management Program Canetuck*  
Mrs. Moser stated the health department is offering chronic disease self-management workshops at Canetuck Community Center.
- *Prenatal Classes*  
Mrs. Moser stated prenatal classes have started at the health department and will continue through December.
- *Telehealth Article - County Lines*  
Mrs. Moser stated the telehealth program was featured in the recent "County Lines" newspaper.
- *NCPHA Annual Education Conference*  
Mrs. Moser stated the NCPHA conference was next week in Winston Salem. She stated she has been a part of this organization for 30 years and it provides a great opportunity to network with other counties and your peers.
- *SBHC Update*  
Kim Collins stated more students are signing up for services at Pender Middle School. Discussion was made.

**Closed Session:** No

**Adjourned meeting:** Motion was made to adjourn by George Brown. Pammela Baker seconded the motion. Motion passed. Meeting adjourned 6:10 p.m.

**Next meeting:** November 12, 2015 at 5:00p.m. in the **Hampstead Annex.**