

**PENDER COUNTY
BOARD OF HEALTH
May 2, 2013**

The Pender County Board of Health held a regular meeting on Thursday May 2, 2013 at 5:00 p.m. in the conference room of the Pender County Health Department.

Board Members Attending: Mr. Jimmy Holland
Mr. George Brown
Mr. Jack Swann
Ms. Darlene Lewis
Ms. Jan Dawson
Mrs. Kimberly Collins
Ms. Pammela Baker
Ms. Jewell Horton

Board Members Absent: Dr. Michael Cherubini

Health Department Staff Attending: Carolyn Moser, Pender County Health Director
Shirley Steele, Director of Nursing

Meeting called to order by Mr. Holland.

Public Comment: None

Approval of Agenda: Ms. Dawson motioned for approval of the agenda and Ms. Collins seconded the motion. The motion passed unanimously.

Approval of Minutes: Ms. Dawson made a motion for the minutes to be approved and Ms. Collins seconded the motion. The motion passed unanimously.

Action Items:

- **Approval of Proposed 2011 Bad Debt Write-Off:** Ms. Moser reviewed the health department's Bad Debt Write-Off policy with the board and requested them to approve the 2011 Bad Debt Write-Off. She presented a breakdown of the bad debt and reasons for not collecting. The majority was related to prior staff who had not filed insurance and Medicaid in a timely manner. This was resolved in 2011 and more experienced billing staff is in place. The board unanimously voted for approval.

Discussion Items:

- **Budget Report for 3rd Quarter:** The third quarter revenues/expenditures report was shared with the board. Revenues were higher than expected and expenditures were less than 75% of the fiscal budget.

Discussion Items (cont):

- **Health Director's Performance Evaluation:** Board members were given the evaluation tool for Ms. Moser. They are to complete and return to Mr. Holland by the end of May.
- **2012 Communicable Disease Reports:** Director of Nursing, Shirley Steele, reviewed the annual STD Report and Communicable Disease Report with the board. Chlamydia remains the leading STD in the county. She also compared the Communicable Disease numbers for FY 10/11 and FY 11/12. There were 5 confirmed cases of Pertussis in FY 11/12. Health department staff was grateful to the school nurses for their assistance and the ability to limit the number of total cases. She also shared the latest update on a measles outbreak across the state at the current time. Ms. Moser shared information regarding a new Avian Flu Virus (H7N9) that has been identified in poultry in China. It is spread by contact with infected birds and there has been no human to human spread.
- **E-Cigarettes:** Information was given to board members about the current use of E-Cigarettes. The FDA has identified several carcinogenic chemicals and they are not a safe alternative to smoking as advertised. They do not come under the legislation preventing smoking in bars and restaurants. Ms. Moser has had a couple of complaints of E-Cigarette use in restaurants. Currently, the eating establishment would be responsible for any initiative to prevent their use.
- **Prenatal Care Services in Pender County:** Ms. Moser updated members on prenatal services in the county. Wilmington OB/GYN has opened a satellite clinic in Hampstead. Dr. Cooper is contracting with other counties for OB care. The health department is likely to see an increase in the prenatal program due to limited providers in the county.
- **Animal Shelter Update:** Oversight of the Animal Shelter was given to Ms. Moser at the April 15th county commissioner meeting. The shelter will not be a health department program, thus the Board of Health will not have to address any concerns related to the shelter.
- **Consolidated Human Services:** George Brown discussed the status of consolidation of health and DSS. A public hearing date will be set at the next commissioner meeting, May 7th. The public must receive a notice 30 days prior to the hearing. At the hearing there will be public comment and then commissioners will make a final decision regarding consolidation.
- **July Board of Health Meeting Date:** Ms. Moser requested the Board of Health change the July meeting from July 11th to July 18th. Members agreed to the proposed date.

Discussion Items (cont):

- **Personnel:** A nurse health educator has taken a position at the New Hanover County Health Department. Salary was a main reason for the job change. The health department is advertising for two public health nurses, one Environmental Health Specialist, and Administrative Assistant II. Lora Imes last day was April 4th.
- **Review and Approval of Proposed FY 13/14 Budget:** Ms. Moser presented an overview of the health department budget to be presented to the commissioners for approval. The board reviewed the handouts. The budget was created according to the county manager's instructions, with no salary increases included. Ms. Moser noted that Medicaid reimbursement estimates were decreased based on the uncertainty of the Division of Medicaid's direction under the new administration. Ms. Dawson made the motion to accept the proposed budget and Ms. Collins seconded the motion. The motion passed unanimously.

Informational Items:

- The dental programs will be getting an upgrade to the dental software program. The update will allow the mobile unit and the health department clinic to share files and schedules.
- Clinic renovations will begin as clinic rooms are remodeled. The exam tables and some equipment are broken and worn. Some tables are over 10 years old and have torn upholstery.
- The Maple Hill Walking Trail Project is progressing. The Health Department, Planning Department and Parks and Recreation continue to collaborate on ways to address the leading causes of death in the community through "Active Living and Healthy Eating".
- CureMD, the electronic medical record is scheduled for implementation beginning June 26th with the billing and patient registration modules.
- The "Get Alarmed" grant is winding down. This has been a tremendous success, with many county residents calling daily to request installation of smoke alarms and carbon monoxide detectors.

Other: None

Meeting adjourned at 7:15 pm

Next meeting: July 18, 2013 at 5:00 pm