

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

Revised Minutes

July 17, 2014

The Pender County Advisory Board of Health held a regular meeting on Thursday, July 10, 2014 at 5:00 p.m. in the Pender County Public Assembly Room, 805 South Walker St. Burgaw, NC 28425.

Board Members Attending:

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

Board Members Absent:

- Nicole Buchanan

Health Department Staff Attending:

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

Other County Representatives Attending:

- Trey Thurman, County Attorney
- Denise Mulhollen, HR Director

Minutes taken by: Marti Smith

Meeting called to order by: Jimmy Holland at 5:03p.m.

Welcome and Introductions

Mr. Holland announced there was a sign-up sheet in the hall for anyone interested in making a public comment. Mr. Holland opened the meeting, asking all board members to introduce themselves.

Public comment: Carolyn Whitley

Ms. Whitley addressed the board on behalf of Dr. Rachel Stevens, President of the Pender County NAACP.

Ms. Whitley referenced an article in the Star News, dated Tuesday, July 15, 2014, and commended the Pender County Health Department for being recognized by the N.C. Department

of Health and Human Services as the most-improved health department in the state. Ms. Whitley continued, stating the NAACP disagreed with a portion of the article in which Carolyn Moser, Director of Health and Human Services stated “other than that, employees haven’t lost their jobs.” Ms. Whitley stated four or five African American women have been terminated from the health department. Ms. Whitley stated the NAACP was concerned that Ms. Carolyn Flowers was terminated without following procedures in the policy manual. Ms. Whitley stated protocol was not followed. Ms. Whitley stated she was not speaking only on behalf of Ms. Flowers but also for equality in the hiring process. Ms. Whitley stated there was a problem with the employee manual not having been updated. Ms. Whitley stated other health department employees who had received disciplinary warnings were given leave without pay; however, Ms. Flowers was not given leave without pay and went from a warning to termination. Ms. Whitley stated there were complaints against Mrs. Moser and her interaction with African American employees. Ms. Whitley stated the African American community has worked hard to get where they are and it is important that it be maintained. Ms. Whitley stated recommendations from Dr. Stephens included diversity training for employees and employers, communication between management and personnel, and revision of the policy manual to include disciplinary protocol. Ms. Whitley stated the NAACP has filed a discriminatory claim with the EEOC.

County Attorney, Trey Thurman stated the Board of Health is an advisory board and has no authority to take any action, other than to make recommendations to the county commissioners.

Mr. Thurman stated the county policy manual is current and valid. Mr. Thurman stated all policies and procedures laid out were followed with the concurrence of the county HR Director and final determination was made by the County Manager. Mr. Thurman stated a final determination on personnel action was public record and available to anyone.

Action Items:

➤ **Approval of the Agenda**

Jimmy Holland presented the agenda for approval. A motion was made to approve the agenda by Jack Swann. Jan Dawson seconded the motion. The motion passed unanimously.

➤ **Approval of the Minutes**

The minutes from *May 8, 2014* board meeting were presented for approval. Tom Lafferty made a motion to approve the minutes and Jack Swann seconded the approval. The motion passed unanimously.

Discussed Items:

➤ **Update of Approved FY 2014/2015 Budget & Fees**

Carolyn Moser stated the board of County Commissioners approved the budget and fees recommended by the advisory board of health at the June 23, 2014 meeting. Mrs. Moser provided a comparison handout for the current and previous fiscal year budget figures to all board members. Mrs. Moser stated the overall budget had increased, however, county appropriated funds decreased. Mrs. Moser attributed that to increased revenues, collections and an increase in funding for migrant health.

➤ **Environmental Health Update**

- Doug McVey updated the board on a complaint of a septic permit being issued in 1988 that had expired and when reapplied for in 2007 was denied. Mr. McVey stated the Attorney General's office was advising the Pender County Environmental Health Office. Mr. McVey stated at a pre-mediation meeting, it was determined none of the six criteria, needed to refute the denial had been addressed. Mr. McVey stated it was recommended he draft a formal denial letter to address the request to reissue the permit. The board discussed the issue. Mr. McVey will keep them apprised of the situation.
- Mr. McVey reported for the sixth quarter in a row, the Environmental Health Department had met 100% of their restaurant inspections.
- Mr. McVey stated his department is one of eighteen counties enrolled in the FDA Food Shield program to reduce food borne illnesses.
- Attorney Trey Thurman stated failure to repair a failing septic system occasionally becomes a problem within the county. Mr. Thurman stated Doug and his department have done a great job working with residents on this issue, however from time to time repairs are habitually not made. Mr. Thurman requested the advisory board of health make a recommendation to the county commissioners to grant authority for him to work with Environmental Health to initiate legal action as it comes up. Discussion was made. Darlene Lewis made a motion to grant the county attorney authority to initiate legal action with regards to septic failures. Jack Swann seconded the motion. The motion passed unanimously.

➤ **Health Director Performance Evaluation Summary**

- Mrs. Moser provided each board member with a performance evaluation summary handout. Discussion was made regarding accreditation purposes. Darlene Lewis proposed an in-house employee evaluation of the health director to be used as an improvement tool. Discussion was made. HR Director, Denise Mulhollen stated she did not agree with an in-house employee director evaluation.
- Mrs. Moser addressed Mrs. Lewis's comments concerning hiring people reflective of the community. Mrs. Moser stated the racial makeup of the health department is in line with the racial makeup of the county.
- Mrs. Lewis read her evaluation comments aloud.
- Mrs. Lewis stated she would like to see a free health channel streamed in on the television in the lobby.
- Mrs. Lewis stated she went to the county IT department to determine if they could set up the health channel.
- Mrs. Moser stated all patients are given specific health information in the exam rooms.
- Mrs. Lewis shared her concerns with several personnel changes. Dr. Lafferty stated he was uncomfortable with personnel issues being discussed by the advisory board. Attorney Trey Thurman cautioned that employee specifics would not be discussed and that the advisory board had no personnel authority. Mrs. Lewis expressed concern that employees were being "tapped" for open positions and jobs were being filled without being posted. Mrs. Moser stated all open positions are discussed with HR Director, Denise Mulhollen for prior approval before posting.
- Mrs. Lewis stated, for the record, it had been brought to her attention that the overall future plan was Mrs. Moser would be County Manager, Shirley Steele would be

Health Director and that Mrs. Smith would take a position in finance. Mrs. Moser stated she had not applied for the County Manager position.

➤ **Customer Satisfaction Results**

Shirley Steele discussed the results and comments from the recent customer satisfaction survey, stating she was pleased with the number of participants. Mrs. Steele stated surveys were performed for each clinic separately.

➤ **Personnel**

Mrs. Moser stated the health department hired a new front desk employee and were currently advertising for a LPN and RN.

Informational Items:

▪ *2014 Community Health Assessment*

Mrs. Moser stated two community health forums will be held at the end of August, to discuss community health concerns. All the data collected from the health surveys will be disclosed. She invited all board members to attend.

▪ *School Sports Screenings*

Shirley Steele stated free after school sports screenings were held at Pender High School and Heide Trask High School.

▪ *Update on Chickungunya Virus*

Carolyn Moser provided board members with an informational handout describing the transmission of Chickungunya.

▪ *2014 County Health Rankings Report*

Mrs. Moser provided board members with an informational handout.

Closed Session: Discussion was made. Closed session declined.

Adjourned meeting at: Motion was made to adjourn by Jack Swann. George Brown seconded motion. Motion passed. Meeting adjourned 7:08 p.m.

Next meeting: September 11, 2014 at 5:00p.m.