

Moore County Board of Health
July 8, 2019

Members Present: Warren Lewis, Chair
Betty J. Goodridge, MHA, CMA
Louis Gregory
Severt Jacobson, MD
Michele Keel, OD
Max Muse, RN, ME
Kamron Monroe, DDS
Sharon Odom, RT (R)
William Mang, PharmD, Vice Chair
Leo Santowasso, PE, PLS
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM

Chair Warren Lewis called the meeting to order at 6:05 p.m.

Introductions/Recognitions:

Health Department staff present were: Bill Dunlop, Environmental Health Supervisor; Melissa Fraley, Nursing Director; and Teresa Forrest, Administrative Officer. Dawn Gilbert, Moore County Human Resources Director, was also present.

Invocation:

Robert Wittmann gave the invocation.

Conflict of Interest:

Robert Wittmann read the following statement: *Does any Board Member have a conflict of interest concerning agenda items the Board will address in this meeting?* None were noted.

Approval of Agenda:

Sharon Odom made a motion to approve the draft agenda, seconded by Leo Santowasso. All were in favor and the motion passed.

Public Hearing:

Chair Warren Lewis opened the public hearing to discuss the policy and procedures for customer responsibilities for on-site sewage system applications. No members of the public had signed up to speak at the hearing. Chair Warren Lewis closed the hearing.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- **Department's Fourth Quarter Activity Report:** Robert Wittmann reviewed the activity report with the Board.
- **FY19 Fourth Quarter Fiscal Report:** Robert Wittmann reviewed the FY 19 report. The final report will be available after the year-end audit in October. It was noted that the Health Department did not spend all the County money allotted in the budget. More revenues in grants and fees were received than had been projected.
- **Department's Performance Measures:** Robert Wittmann noted that the goal number of annual inspections for food and lodging staff is actually variable and the FY 19 goal number was actually more than required. The number of temporary food stands that might be permitted during the year is an estimate. In addition, it was estimated that some institutions might receive multiple inspections to resolve noted issues. In the future, this will only be counted as one visit for inspection purposes. The Food and Lodging section was not staff with qualified staff part of the year. This section was partly staffed with trainees. This year the Environmental Health Office did not make all inspections that were required before the end of June. Having trainees in the Office slowed us down. We expect to meet this goal in FY 20. Robert Wittmann noted that, on the measure for responding to failing septic systems, there was an addition stating 'under NC Rule .1961'. Some applicants have stated that their system was failing when it was not, according to the NC Rule. Bill Dunlop noted that some people will cite system failure to avoid a fee and to have the issue reviewed within the three-day window. Robert Wittmann noted that failing systems, as defined under NC Rule .1961 would not have an inspection fee. Members were in agreement with the wording change.
- **Epidemiological Update on Pertussis:** Melissa Fraley noted that there have been no reported cases of pertussis since early May. There was a suspected mumps case the week prior but it was negative. This case, however, was a good test of utilizing the 911 system to report a suspect communicable disease to the appropriate staff. A military family was involved and we worked through that with Colonel Bedno, who is the Director of the Health Department at Fort Bragg. Warren Lewis asked about our rate of immunization. Melissa Fraley stated that, in the school system, it is over 98%. Severt Jacobson stated that there are rumors that some cases of pulmonary disease in seniors might be diphtheria. Robert Wittmann stated that immunization is vital to prevent vaccine-preventable disease.
- **Health Department FY 2020 Budget Update:** Robert Wittmann noted that we are pleased with the Board of Commissioners' support of the Health Department, as reflected in their FY 20 budget. His goal is to expand services to the public, outside of our building, to the community. One example is the expansion of dental fluoride mouth rinse services to all schools. Health Department staff will be working with our partners to determine what is needed and where. One area we are looking at is the homeless population. Severt Jacobson asked who is responsible for monitoring head injuries of children in sports. Robert Wittmann stated that he will report to the Board in October regarding who is monitoring injury treatment, what statistics are available, and are the schools following their published guidelines. Dawn Gilbert stated that the Athletic Directors at the schools are the point of contact. Each school is held accountable by the

athletic association that governs the schools. Both coaches and school nurses have the guidelines. Severt Jacobson stated that he would like to see the numbers.

- **Nursing Director's Report:** Melissa Fraley stated that the new Immunization Nurse is scheduled to start work on July 22nd. This is our last nursing vacancy. In September, the Department will offer a Family Planning clinic on Monday evenings. We will be reviewing different avenues for advertising our services to young people, for example with billboards or in the preview ads at the movie theater. It is a County IT rule not to advertise family planning services on our Facebook account. Members discussed different options for advertising. There was approval for utilizing the movie theater. Warren Lewis suggested having posters in the lobby and bathrooms of the theater, as well. Louis Gregory noted that you have to be very careful what you post and the County Attorney should review anything questionable. Robert Wittmann noted that, as Health Director, he is responsible for what is posted on the Health Department Facebook page. Melissa Fraley stated that the Health Department is continuing to offer hepatitis A vaccine at the County jail, every other Friday. Louis Gregory asked if a second shot is required. Melissa Fraley stated that a second shot is due in six months. However, the vaccine is very effective with just one dose, about 94% effective. The project uses State-supplied vaccine because there is a hepatitis outbreak in the State.
- **Health Director's Report:** Robert Wittmann stated that the Department filled the last nursing vacancy. He noted that Kay Hussey, Processing Assistant V, retired with more than 22 years of service. That position will be filled, along with our vacant Medical Office Assistant position. We hope to be fully staffed soon. The South Central Health Directors Group will be meeting at Fort Bragg to develop the Womack Community Action Plan. Tammie Fox, Dental Hygienist, supplied toothbrushes, floss and educational material to Friend to Friend, for their clients' welcome packets. Torrie Furr, Social Work Supervisor, was in charge of a Quality Improvement project to purge non-medical records currently in storage. The next project for the Department will involve scanning old policies, which we are required to keep, to the I-drive network. August is National Breastfeeding Month. This Department has adopted a policy to make us a breastfeeding friendly employer. Press releases since the May meeting are available on our website. In October of 2017, a new nursing service was added to support Adult Day Health Care organizations, in conjunction with the Department of Social Services. Allison Todd is the only nurse certified to provide this service. She is currently serving two full-time clients and 26 part-time clients. It was the consensus of the Board to hear an update regarding this service at the October meeting.

Approval of Consent Agenda:

Max Muse made a motion, seconded by Sharon Odom, to approve the May 13, 2019 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Environmental Health Customer Responsibilities for On-Site Sewage System

Applications: Robert Wittmann noted that Environmental Health Staff, in conjunction with the County Manager, County staff, and representatives of the Home Builders Association, reviewed the issue of developers applying for a large number of permits at one time. The proposed solution was that a developer can apply for two permits at one time and then after two weeks could apply for two more permits. Robert Wittmann reviewed the policy, outlining customer responsibilities, with the suggested change limiting permit requests to two at one time. This would alleviate having one applicant flood the queue with multiple permits. Members discussed the change to the policy. Michele Keel made a motion to approve the policy as written, with a second by Leo Santowasso. Louis Gregory abstained. All other members were in favor and the motion passed.

Amend Health Director's Performance Review Form/Closed Session: Warren Lewis noted that the Board would go into closed session, with the following statement: Pursuant to NCGS 143-318.11(a)(3) to preserve the attorney-client privilege and (a)(6) to consider the qualifications, competence, performance, character, fitness, and conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. BJ Goodridge made a motion to go into closed session, seconded by Michele Keel. All were in favor and the closed session began at 7:21 pm. At 7:57 pm, Max Muse made a motion to end the closed session, seconded by BJ Goodridge. All members were in favor and the session ended. Chair Warren Lewis noted that no action was taken, only discussion.

Chair Warren Lewis made a motion to adjourn. This was seconded by Sharon Odom. All were in favor and the meeting ended at 8:02 pm.

Robert Wittmann stated that he would be on Family Medical Leave starting July 10. He stated that his doctor might authorize work from home in a limited capacity. However, any urgent issues could be handled by a Deputy Health Director. He noted that Jennifer Wallace, Administrative Officer II, has been deputized and would address any administrative issues. Nursing Director Melissa Fraley has been deputized and would address any clinical issues. Matt Garner, Health Educator/Supervisor has also been deputized and can address community issues.