

Moore County Board of Health
January 17, 2017

Members Present: Dennis Mabe, PE, Chair
Severt Jacobson, MD, Vice Chair
Betty J. Goodridge, MHA, CMA
Tim Boyte, DVM
Warren Lewis
Michele Keel, OD
Kamron Monroe, DDS
Max Muse, RN, ME
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Louis Gregory, Sharon Odom, RT (R), William Mang, PharmD

Chair Dennis Mabe called the meeting to order at 6:08 p.m.

Introductions/Recognitions:

Board members introduced themselves. Staff present was: Matt Garner, Health Educator and Deputy Health Director.

Oaths of Office:

Severt Jacobson and Tim Boyte were reappointed to the Board. Severt Jacobson was sworn as the physician member to the Board and Tim Boyte was sworn as the veterinarian member to the Board.

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 stated.

Approval of Agenda:

Max Muse made a motion to approve the agenda, as presented, seconded by Warren Lewis. All were in favor and the motion carried.

Presentations:

- **Recognition of Service:** Dennis Mabe, current Board Chair, was presented with a plaque in recognition of his five years and seven months of service to the Moore County Board of Health.

Public Comments: There were no public comments.

Board of Health Education/Staff Reports:

- **Second Quarter Activity Report:** Matt Garner reviewed this with the Board.
- **FY 2017 Budget Second Quarter Report:** Robert Wittmann stated that there have been no budget problems to date and that the current budget has been tracking as expected.
- **Department's Performance Measures:** Robert Wittmann reviewed this with the Board. The Health Department is currently tracking at 100% for all measures.
- **Health Director's Report:**
 - Public Health Nurse III Karen Monroe recently retired effective December 30, 2016. Public Health Nurse II Emily Lee resigned, citing a move to Brunswick County. Mr. Wittmann was able to secure increased compensation for the remaining Public Health Nurse II and Public Health Nurse III on staff to compensate for additional workload following the departures of Karen Monroe and Emily Lee, as well as additional responsibilities.
 - The Department has recently completed interviews and submitted documents to the County Human Resources office for hiring a Public Health Nurse III to oversee the Maternity Program and work all clinics as a general clinic nurse.
 - Environmental Health Specialist Iris Davis retired effective December 30, 2016. The Department has interviewed for her replacement from within and, upon the promotion, will be advertising to fill that employee's vacated position.
 - Digital scanning and purging of medical records continues in the Department. To date, 42,394 records have been purged and 90,801 pages have been scanned. The Health Department stands to receive \$8,500 of meaningful use funds which will go toward a scanning contract with an outside vendor.
 - The mosquito season will begin in the Spring. Robert Wittmann attended a State conference, where the State Entomologist Michael Doyle assured the attendees that "NC has no mosquitos that transmit the Zika virus". Robert Wittmann stated that Moore County does need to be aware of the potential for Equine Encephalitis and the West Nile Virus. Several preventative measures are recommended to the public, including the "tip and toss" method to eliminate any standing water and the use of mosquito "dunks" to prevent the breeding of mosquitos, as well as community education on travel hazards.
 - In anticipation of their use during severe weather emergencies, disasters, or any public health emergencies, transfer switches and generators will be installed at the Moore County Health Department and Moore County Agricultural Center. This will provide automatic backup power for the buildings in the event that public service power is lost.

Approval of Consent Agenda:

Severt Jacobson made a motion to approve the December 6, 2016 Board of Health minutes, as presented. This was seconded by Warren Lewis. All members were in favor and the motion was approved.

Old Business:

There was no old business.

New Business:

Election of Board of Health Chair and Vice Chair: The current Vice Chair is automatically nominated to be the new Chair. Therefore, Severt Jacobson was the nominee for Moore County Board of Health Chair. There were no other candidates. Max Muse made a motion to close the nominations and elect Severt Jacobson as Chair of the Moore County Board of Health. This was seconded by Warren Lewis. The motion was unanimously approved. Kamron Monroe made a motion to nominate Betty Goodridge as Vice Chair of the Moore County Board of Health. This was seconded by Michelle Keel. All members were in favor and the motion carried.

Postpone Public Hearing Request for Rabies Compendium to March 14, 2017 Meeting:

Max Muse made a motion to hold a public hearing for the Moore County Rabies Compendium at the March 14, 2017 Board of Health Meeting. This was seconded by Betty Goodridge. All members were in favor and the motion was approved.

FY 2018 Budget Resolution: Max Muse made a motion to adopt the FY 2018 Budget Resolution, see attached. This was seconded by Dennis Mabe. All were in favor and the motion was approved.

Review Board of Health Operating Procedures: The Board reviewed the Board of Health Operating Procedures and made no changes.

Review Board of Health Orientation and Training Policy: The Board reviewed the Board of Health Orientation and Training Policy and made no changes.

Review Board of Health Approval of Minutes Policy: The Board reviewed the Board of Health Approval of Minutes Policy and made no changes.

Review Policy on Policies: The Board reviewed the Policy on Policies and made no changes.

Review Environmental Health Fee Policy: The Board reviewed the Environmental Health Fee Policy and made no changes.

Review Clinical Fee Policy: The Board reviewed the Clinical Fee Policy and made no changes.

Health Director's 2016 Evaluation and Job Description (Closed Session): Warren Lewis made a motion for the Board to enter into a closed session to discuss the Health Director's 2016 Evaluation and Job Description. The motion was seconded by Dennis Mabe. All were in favor and the motion was approved. The Board entered into closed session at 7:20PM. The Board was called back into regular session at 7:34PM. No action was taken during the closed session. Current Board Chair Severt Jacobson and former Board Chairs Dennis Mabe and Kamron

Monroe will make plans to meet with Robert Wittmann sometime in the next two weeks to review his 2016 evaluation and job description.

Adjourn:

There being no further business, Max Muse made a motion to adjourn. This was seconded by Warren Lewis. All were in favor and the meeting was adjourned at 7:36PM.