

Moore County Board of Health
January 7, 2019

Members Present: Betty J. Goodridge, MHA, CMA, Chair
Tim Boyte, DVM
Michele Keel, OD
Warren Lewis, Vice Chair
William Mang, PharmD
Max Muse, RN, ME
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Louis Gregory; Severt Jacobson, MD; Kamron Monroe, DDS;
Sharon Odom, RT (R); Leo Santowasso, PE, PLS

Chair B.J. Goodridge called the meeting to order at 6:40 p.m.

Introductions/Recognitions:

Health Department staff present were: Teresa Forrest, Administrative Officer I; Melissa Fraley, Nursing Director; and Matt Garner, Health Educator II/Deputy Health Director. Wayne Raynor, guest speaker with the Institute of Public Health, was 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:

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

Presentations:

- **Board of Health Education:**

Wayne Raynor, with the Institute for Public Health at the University of North Carolina-Chapel Hill, conducted training on the duties and responsibilities of Local Public Health Governing Boards.

- **Strategic Plan Update:**

Matt Garner summarized the 2019-2021 Health Department Strategic Plan. A Strategic Management Team (SMT), comprised of MCHD senior and mid-level management representing the personal and clinical health, community health, environmental health, social work, Women Infants and Children, and administrative areas, developed the Plan. The SMT reviewed the existing Mission statement and crafted Vision and Values statements, conducted a stakeholder analysis, conducted a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis, and identified health priorities, along with strategic objectives and activities to address them, see attached. Board members reviewed the Plan. Matt Garner stated that, at each Management Team meeting, the Team reviews the Plan. It is continually updated throughout the three-year cycle. BJ Goodridge asked if the new State managed care programs for Medicaid would affect the Health Department. Robert Wittmann replied that the impact remains to be seen and we are remaining vigilant.

Public Comments: There were no public comments.

Board of Health Education/Staff Reports:

- **Department's Second Quarter Activity Report:** Robert Wittmann reviewed the report with the Board.
- **FY 19 Second Quarter Fiscal Report:** Robert Wittmann reviewed the report with the Board.
- **Department's Performance Measures:** Robert Wittmann reviewed the report with the Board.
- **Nursing Director's Report:** December was a busy month. The Health Department briefly staffed a shelter, open less than twenty-four hours, with zero attendees. Our lab manager, Shaw Oldham, retired. Our lab technician resigned effective close of business 1/2/2019. One of our Medical Office Assistants, Betsey Bailey, is trained in phlebotomy and stepped up to aid the lab during the staff shortage. We hired a lab manager who started work on 1/2/2019, which was the last day for the lab technician. The new manager, Kimberly Williams, has nine years of laboratory experience with the hospital and recently received her bachelor's degree in Laboratory Science. Shaw will return as a resource employee early in February to assist Kimberly in the lab. The Health Department temporarily suspended microscopy services because no one was qualified to provide this service. Warren Lewis asked if there were any threats to patients without the microscopy services. Melissa Fraley stated this will not be a problem. She noted that NAAT (nucleic acid amplification test) is the preferred method of testing. Therefore, rather than doing the cultures in-house, the testing has been out-sourced to Lab Corp. The turnaround time is faster and it eliminates the need for staff to come in on weekends and holidays to read the results.

The State Lab and the State STD (sexually transmitted disease) consultants were notified of this. Both Kimberly Williams and our PA, Temeka Wallace, will become qualified for microscopy reading if needed in the future.

- **Health Director's Report:** Robert Wittmann noted that there were still two vacancies in the On-Site Sewage and Wastewater Program. An applicant for the Soil Scientist position is being processed and the Registered Environmental Health Specialist position has been sent to the State for approval.

Approval of Consent Agenda:

Max Muse made a motion, seconded by Warren Lewis, to approve the December 4, 2018 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Election of Board of Health Chair and Vice Chair:

As Vice Chair, Warren Lewis was automatically nominated for Chair. With no other nominations, Max Muse moved that the nominations be closed, seconded by Michele Keel. All were in favor and Warren Lewis was elected Board of Health Chair for 2019. Warren Lewis chaired the remainder of the meeting. Michele Keel nominated Bill Mang for Vice Chair, seconded by Tim Boyte. Tim Boyte made a motion to close nominations, seconded by Michele Keel. All were in favor, with Bill Mang elected Vice Chair for the year.

FY 2020 Budget Resolution:

BJ Goodridge made a motion to adopt the resolution, see attached, seconded by Michele Keel. All were in favor.

Review Board of Health Operating Procedures:

Robert Wittmann noted that no changes were recommended. After review, Max Muse made a motion, seconded by Michele Keel, to approve the Operating Procedures, as presented. All were in favor.

Review Board of Health Orientation and Training Policy:

No changes were recommended. After review, BJ Goodridge made a motion, seconded by Max Muse, to approve the policy. All were in favor.

Review Board of Health Approval of Minutes Policy:

No changes were recommended. After review, BJ Goodridge made a motion, seconded by Michele Keel, to approve the policy. All were in favor.

Review Policy on Policies:

No changes were recommended. After review, Max Muse made a motion, seconded by Bill Mang, to approve the policy. All were in favor.

Review Environmental Health Fee Policy:

No changes were recommended. After review, BJ Goodridge made a motion, seconded by Michele Keel, to approve the policy. All were in favor.

Review Clinical Fee Policy:

No changes were recommended. After review, Max Muse made a motion, seconded by Bill Mang, to approve the policy. All were in favor.

Appoint Committee for Health Director's 2019 Evaluation and Job Description:

Robert Wittmann noted that, as Chair, Warren Lewis is an ex officio member of the Committee. BJ Goodridge and Michele Keel volunteered to serve on the committee with Warren Lewis.

Max Muse made a motion to adjourn. This was seconded by Michele Keel. All were in favor and the meeting ended at 8:51 pm.

DRAFT