

Moore County Board of Health  
July 10, 2018

Members Present:

Warren Lewis, Vice Chair  
Tim Boyte, DVM  
Louis Gregory  
William Mang, PharmD  
Kamron Monroe, DDS  
Leo Santowasso, P.E., P.L.S.  
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Betty J. Goodridge, MHA, CMA, Chair; Severt Jacobson, MD;  
Michele Keel, OD; Max Muse, RN, ME; Sharon Odom, RT (R)

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

**Introductions/Recognitions:**

Health Department staff present were: Teresa Forrest, Administrative Officer I; Matt Garner, Health Educator II/Deputy Health Director; and Temeka Wallace, Physician Assistant. Also present were: Denise Brook, working with Moore County Human Resources on special projects; Dawn Spivey, new Human Resources Director (effective 7-21-2018); and Brenda White, resource Deputy County Attorney.

**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?* Louis Gregory noted that, since the proposed Bad Debt Write Off request would be submitted to the Board of Commissioners, he would abstain from that Board of Health vote.

**Approval of Agenda:**

Kamron Monroe made a motion to approve the agenda that was distributed, seconded by Tim Boyte. All were in favor and the motion carried.

**Public Comments:** There were no public comments.

**Presentations:** There were no presentations.

### **Board of Health Education/Staff Reports:**

- **Communicable Disease Report:** Robert Wittmann reviewed information on communicable diseases from April, May and June.
- **Department's Fourth Quarter Activity Report:** Robert Wittmann reviewed the numbers with the Board. Leo Santowasso asked about the different kinds of permits that the Environmental Health section issues and asked for a point of contact. Robert Wittmann discussed the different types of permits. He gave contact information for Bill Dunlop, Environmental Health Program Specialist.
- **FY 18 Budget Fourth Quarter Fiscal Report:** Robert Wittmann noted that the County has had a 'soft closing' for the 2018 fiscal year. The final closeout will be in August. The Health Department finished the fiscal year under budget for expenses. Also, fees earned were more than budgeted. He thanked the staff for the Department being, once again, well within the budget.
- **Department's Performance Measures:** Robert Wittmann reviewed the report with the Board. He noted that the overall numbers for Environmental Health problems are low so there is a high impact on the percentages with even a slight change. He reviewed a revised version of the report for fiscal year 2019. Warren Lewis asked if there is a legal requirement for prenatal care. Robert Wittmann stated that it is not required but is recommended.
- **Environmental Health Fee Schedule Update:** The Board of Health had recommended a revised fee schedule with the requested budget. The County Manager met with the Home Builders Association regarding the proposed revision. Densel Williams, former Board of Health member, had written a letter to Robert Wittmann requesting that the fee schedule be adopted later when the Environmental Health section was fully staffed. However, with the approved budget, the fee schedule became effective on July 1, 2018.
- **Nursing Director's Report:** Robert Wittmann gave the report, since the Interim Nursing Director, Allison Brown, was on vacation. Crystal Spivey was acting Nursing Director during Allison's leave. Robert Wittmann reviewed the Department's clinic schedule and noted the addition of a Family Planning clinic on Thursday morning and afternoon. All nurses are continuing to cross train.
- **Health Director's Report:**
  - Per request, Robert Wittmann sent a letter from the Board of Health Chair, BJ Goodridge, to the Moore County Schools Board of Education Chair, Helena Wallin-Miller. The letter requested assistance providing a dental health liaison in each school to facilitate the work of Public Health Dental Hygienist Tammie Fox. He noted that the Chair was supportive and will meet with him and Ms. Fox when the School Health Coordinator returns to work.
  - The Board of Commissioners passed a resolution stating that the opioid crisis is a public health nuisance.
  - Christine Ganis spoke to the South Central Health Directors group regarding support to aid the uninsured in North Carolina. She has also presented

information to the Cumberland County Board of Commissioners and would like to speak to the Board of Health.

- As of June 12<sup>th</sup>, Betty Cox, State Women's Health Consultant, has reported that all Moore County Women's Health Program requirements have been met. The next scheduled review will be April, 2021.
- Per its statutory authority, the Board of Health had previously adopted a cleaning policy for the Health Department. There have been problems meeting that policy. Robert Wittmann has met with the Property Management Department and they are short-staffed but working with the Health Department to address this problem.
- This year marks the 90<sup>th</sup> anniversary of the Moore County Health Department. In February, 1928, the first employees were a Health Director, Nurse and Secretary. In June, 1928 a Sanitary Inspector was added to the staff. Robert Wittmann has been working in public health for fifty years, with thirty-three of those at the Moore County Health Department.
- Allison Brown, Interim Nursing Director, has been doing a fantastic job.
- Lailani Rockholt, Food and Lodging Environmental Health Specialist, is now fully qualified to inspect and issue permits. She completes testing for her certification in October. Aaron Cinque, Soil Scientist Trainee for On-site Sewage System and Water Supplies, is anticipated to be certified to issue permits and complete inspections by the end of the month.
- The workstation project is expected to be completed by the end of August.
- The Health Department will have a retreat on September 21, 2018, from 9 am – 4 pm to develop a new Strategic Plan. Lunch will be on your own. The retreat will be held at either the Agriculture Center or the new Board of Elections Conference Center. All Board of Health members are invited to attend.
- The Health Director's 2017 performance review has been completed and filed.
- The Health Department issued four press releases in May and one in June, regarding: WIC program release; tick-borne illness/prevention release; reaccreditation announcement; a farmers' market announcement; and an announcement about cases of measles in NC.

Kamron Monroe thanked the staff for their hard work with reaccreditation.

Matt Garner noted that there are around 100 visitors to each of the farmers' markets held by the Health Department.

Board members discussed the letter to the Board of Education Chair. Robert Wittmann stated that more details would be forthcoming after the meeting with him, Tammie Fox, Phyllis Magnuson and Seth Powers. Louis Gregory asked about the Health Department's representative and their role. Robert Wittmann stated that Tammie Fox would be the Health Department representative. He

offered to write a letter to the Board of Education Chair, Helena Wallin-Miller, copying Seth Powers and Phyllis Magnuson, with names and contact information for Health Department staff regarding questions on dental health, immunization, communicable disease and public information. Louis Gregory stated that we should ask for direction from the Board of Education about what they want the Health Department's role to be. Kamron Monroe stated that she has talked to Tammie Fox regarding dental health issues and that Tammie has a lot of good ideas.

#### **Approval of Consent Agenda:**

Kamron Monroe made a motion, seconded by Bill Mang, to approve the May 14, 2018 Board of Health minutes. All members were in favor and the motion passed.

#### **Old Business:**

There was no old business.

#### **New Business:**

- **Review Updated Board of Health Electronic Handbook:** Matt Garner presented the revised handbook to the Board, reviewing highlights and updates. Each member received a CD of the handbook. Robert Wittmann noted that a request has been made to the UNC Gillings School of Global Public Health to schedule Wayne Raynor for Board of Health training. Robert Wittmann asked if there was a consensus of the Board to have this training at either the January or March Board of Health meeting in 2019, if a trainer is available. The Board was in agreement, with the first choice being the January meeting and the March meeting as second choice. Board of Health members signed an attestation that they had received the update on the handbook. Warren Lewis asked for a motion to approve the updated handbook. Leo Santowasso made the motion, seconded by Tim Boyte. All were in favor and the motion carried.
- **Infant Safe Sleep Initiative Resolution:** Robert Wittmann showed the Board a sample onesie with a graphic on the front stating "ABC Alone, On Back, In Crib" and on the back "Turn Me Over". With the support of the Child Fatality Task Force, the Health Department would like to give each newborn born at FirstHealth Moore Regional Hospital a onesie to promote safe sleeping for infants. A proposal has been submitted for a grant for \$8,000 that could be used to fully fund this project for a year. If this is not received, then the Health Department can start a pilot project for Health Department prenatal clients. Board members discussed the resolution, see attached, to support this project. Robert Wittmann stated that he will work with community partners in regards to sustainability of the project. Bill Mang asked if the information would be available in a different language. Robert Wittmann stated that the onesies would be available in English and Spanish. Tim Boyte made a motion to adopt the

resolution, seconded by Leo Santowasso. All were in favor and the motion carried.

- **Bad Debt Write-off FY 18:** Robert Wittmann reviewed the Department's annual proposed bad debt write-off. Kamron Monroe made a motion to approve the resolution, see attached, recommending that the Board of Commissioners approve the proposed write-off. Tim Boyte seconded the motion. Louis Gregory abstained. All other members were in approval and the motion carried.

Kamron Monroe gave an update from the Health Director Performance Review Committee. The Committee met in June to review the annual process. The Committee opted to continue to use the same tool, at an accelerated pace. Due to accreditation requirements and County policy, the annual evaluation must be completed and signed in the employee's anniversary month. Robert Wittmann's anniversary month is October. There will be a comprehensive review by the full Board, led by the Chair, and aided with data from the Health Department satisfaction survey, with results compiled by the County; Robert Wittmann's self-assessment; and information from community partners and County contacts. Dawn Spivey asked that the period covered by the evaluation be put on the evaluation document. Kamron Monroe agreed. She stated that, at the October Board of Health meeting, BJ Goodridge will have compiled all the data and the Board can go into closed session and complete the evaluation. After that, the Chair, Vice Chair and former Chair will finalize a formal evaluation with the Director in the month of October.

Robert Wittmann read the following notice for the Board of Health to go into closed session: Pursuant to N.C.G.S. 143-318.11 (a) (3) to preserve the attorney-client privilege and (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Leo Santowasso made the motion to go into closed session, seconded by Tim Boyte. All were in favor. At 8:43 pm, Kamron Monroe made the motion to return to open session, seconded by Warren Lewis. It was noted that the purpose of the closed session was accomplished. No new business was conducted.

Tim Boyte made the motion to adjourn, seconded by Bill Mang. All were in favor and the meeting ended at 8:45 pm.