

Moore County Board of Health
October 10, 2016

Members Present: Warren Lewis
William Mang, PharmD
Kamron Monroe, DDS
Max Muse, RN, ME
Sharon Odom, RT (R)
Nick Picerno
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM
Betty J. Goodridge, MHA, CMA
Severt Jacobson, MD, Vice Chair
Michele Keel, OD
Dennis Mabe, PE, Chair

Former Chair/Acting Chair Kamron Monroe called the meeting to order at 6:00 p.m.

Introductions/Recognitions:

Board members introduced themselves. Staff present were: Iris Davis, Environmental Health Program Specialist; Teresa Forrest, Administrative Officer; and Torrie Furr, Social Work Supervisor. Wayne Raynor, guest speaker with the Institute of Public Health was present. Also present was a guest Master of Public Health student, Anitra Simmons.

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:

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

Presentations:

- **Diamond A Restaurant Awards:** Iris Davis spoke to the Board about the Healthy Dining Awards Program. For fiscal year 2016, there were two recipients of the Diamond A Award, which is the highest achievement in the Health Department's annual Healthy

Dining Awards. The two recipients were Marian Caso, of Lady Bedford's Tea Parlour and Gift Shoppe, and Warren Lewis, Board of Health member, of Chef Warren's. Under the Healthy Dining Awards Program, restaurants who earn a Diamond A award must have an inspection score of 97 or higher for the fiscal year; provide an entirely smoke-free premises; and provide clearly marked menu items which are healthy food choices. Warren Lewis was presented his award by Iris Davis. Environmental Health staff will present the award to Marian Caso, as well as certificates to the recipients of the Platinum A and Golden A awards. Award recipients will be posted on the Health Department website.

Public Comments: There were no public comments.

Board of Health Education/Staff Reports:

- **Board of Health Duties and Responsibilities:** 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.
- **Child Fatality Prevention Team Annual Report:** Robert Wittmann reviewed the report with the Board. Dr. William Stewart is the Chair of the Team and Robert Wittmann is Vice Chair. Carolyn Steed, Administrative Assistant with the Health Department, provides administrative support for the Team.
- **Annual Financial Report for Care Management Programs:** Torrie Furr gave the annual report for the Care Management programs, which insure healthy outcomes for pregnancy and give children a healthy start in life. Although the programs lost some non-Medicaid revenue, there was still funding left to carry forward. These programs consistently perform well.
- **First Quarter FY 17 Activity Report:** Robert Wittmann reviewed this with the Board.
- **First Quarter FY 17 Performance Measures:** As discussed at the previous meeting, there was a performance measure that was not correctly gauging the response of Environmental Health to failing septic systems versus a required check for real estate. To clarify the importance of the inspection, there has been a change made on the application. A yes/no response is now required for the question "Is sewage visible on the ground or leaking up into the home?". Staff reviewed past records, in light of the new criteria, and revised the percentage of meeting the measure respectively. We feel that this more accurately reflects a public health need.
- **First Quarter FY 17 Budget Report:** Robert Wittmann stated that there have been no budget problems to date.
- **Health Director's Report:**
 - On 9/9/16, the Management Team, and some line staff, held an Accreditation Retreat to review items that must be accomplished or tracked for our re-accreditation. Rich Tompkins is lead on this and is doing an outstanding job.
 - In December, we will review the Customer Satisfaction and Community Opinion Survey results.
 - After conducting a client survey, the WIC office implemented a change in clinic hours, opening at 7:30 a.m. Monday through Friday. This has been both effective and popular, with total participation increasing from 1652 in April, 2016 to 1739

in June, 2016. The Environmental Health office has also implemented a 7:30 a.m. start time, with staff staggering their schedule for office coverage.

- The Nursing Director position is still vacant. We have a highly qualified applicant who is considering the position. The County Manager allowed a negotiated starting salary above Step 5 on the County Pay Plan. The Public Health Nurse III position is also still open and advertised. There may be an opportunity for a former employee to work as a resource in the maternity clinics. Recently, our Nurse Practitioner resigned. A former employee, Deborah Barrett, will be available to work as a resource for some of the affected clinics.
- The State-required fee that Environmental Health charges to restaurant owners for inspections has always gone to Raleigh. In the past, the State has returned some of that money to the counties but Moore County will no longer receive that \$4,000 that we used to receive. In regards to the required restaurant inspections, Warren Lewis asked if we need to hire more inspectors. Robert Wittmann stated that some of the sewage specialists have been helping to meet that need but it's a strain. The Health Department will be requesting an additional Environmental Health position in the next budget. Warren Lewis asked if it would be difficult to find qualified staff. Robert Wittmann stated that the staff would need certifications for the different sections and would be recruited from other health departments. It takes two years for a specialist to go through the trainee process and pass the State board to become a registered Environmental Health Specialist. In the past, we have paid trainees but they have left when they became certified.

Approval of Consent Agenda:

After the first draft of the July 12, 2016 Board of Health minutes was sent out, Tim Boyte contacted Robert Wittmann with a clarification of his statement. The current draft for the Board had been amended to reflect that clarification. Max Muse made a motion to approve the July 12, 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:

Health Director's Evaluation (Committee Update): Kamron Monroe gave the Committee's report. The Committee Chair was Phyllis Magnuson but she has rotated off the Board. The Committee (Kamron Monroe, B.J. Goodridge, Severt Jacobson, Warren Lewis, and Max Muse) met in August. They worked on the process to follow for the Health Director's annual evaluation. The timeline was adjusted slightly, due to Denise Brook's availability. The process is similar to last year's and will be using the evaluation tool from last year. Survey monkey will be utilized to survey all staff and the results will go through Denise Brook, Human Resources Director. She will develop a summary from the staff responses. She will also send the survey to partners and develop a summary from those responses. This information will be available to the

Board at the December meeting. The evaluation tool will be digitized and each Board member can submit their responses to the Board Chair. The Board Chair will compile the results and present this to the Board at their January meeting. Robert Wittmann stated that, if there was no objection, he would make a meeting schedule similar to the previous two years' Board schedules, using alternating Mondays and Tuesdays. There was a consensus to approve that. Robert Wittmann noted that Matt Garner would give technical assistance for the evaluation process and Teresa Forrest would give administrative assistance. Kamron Monroe stated that it is the responsibility of the Board Chair to complete the annual evaluation but it is helpful to have input from the Vice Chair and the past Chair, so there is continuity. She stated that the Committee should be kept intact but would probably not meet again until next year, at which time they can re-evaluate the process. Robert Wittmann noted that, when the process is finalized, it can be inserted into the Board's Operating Procedures.

Adjourn:

There being no further business, Warren Lewis made a motion to adjourn. All were in favor and the meeting was adjourned at 8:25 p.m.