

Moore County Board of Health
January 13, 2014

Members Present: Tim Boyte, DVM
Dianah Bradshaw, RN, PhD
Severt Jacobson, MD
Michele Keel, OD
Dennis Mabe, PE
Phyllis Magnuson, RNC, MPH, Vice Chair
Elise McInnis, RPh, Chairperson
Kamron Monroe, DDS
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Scott L. Bullard
Nick Picerno

Chair Elise McInnis called the meeting to order at 6:02 p.m.

Introductions/Recognitions:

Robert Wittmann introduced Severt Jacobson, new physician member of the Board of Health. Moore County Health Department staff present were: Teresa Forrest, Planning Manager; Torrie Furr, Social Work Supervisor; Matt Garner, Health Education Supervisor; Bengie Hair, Health Educator; Patty Kempton, Nursing Director; Richard Tompkins, Health Educator and Jennifer Wallace, Administrative Officer. Also present was Judge Jayrene Maness.

Invocation:

Robert Wittmann offered the invocation.

Oath of Office:

Judge Jayrene Maness delivered the Oath of Office to new member, Severt Jacobson, physician representative and Tim Boyte, who was reappointed to the Board as the veterinarian member.

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?* There were no conflicts stated.

Presentations:

There were no presentations.

Approval of Adjustments to Agenda:

There were no adjustments to the agenda.

Public Comments:

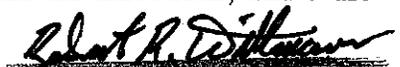
There were no public comments.



Robert R. Wittmann, MPH
Secretary
Moore County Board of Health

Board of Health Education/Staff Reports:

- Accreditation Update: Rich Tompkins stated that the Health Department received its official accreditation notification letter on January 1st. All information required before the site visit is due by April 1st. The Health Department can use items from the last 24 months prior to notification (January 1, 2012) as evidence of meeting accreditation standards. Rich reviewed two examples of accreditation standards that the Health Department is required to meet. The site visit will be on a Tuesday, Wednesday, and Thursday of either the 2nd, 3rd or 4th week in April. The site visit team will meet with two or three Board of Health members on Wednesday of the week picked. Robert Wittmann stated that this would include the past Chair, the new Chair and any volunteers. Rich Tompkins stated that the site visit team will interview staff, community partners and the County Manager as well. Accreditation results will be announced in Raleigh on June 20, 2014. At the Health Department, we have a monthly Accreditation Team meeting, as well as individual meetings more often, to review required benchmarks and activities. A nurse consultant from the State, Susan Little, has been assigned to work with us and has been very helpful. Elise McInnis asked if it would be helpful to have some meetings to discuss possible questions. Rich Tompkins said that, before the March Board meeting, he will work out something to address that concern with Robert Wittmann. Rich Tompkins noted that, with future reaccreditation processes, documentation will be very important. He asked Board members to call him with any accreditation questions.
- Performance Measures/Department Activity Reports: Robert Wittmann reviewed the two reports with the Board. Phyllis Magnuson asked for a comparison with last year's data for the same time frame. Elise McInnis suggested a graph to compare previous data with current data for future reports.
- Second Quarter Financial Report: Jennifer Wallace presented the second quarter financial report for the Health Department. Phyllis Magnuson asked if the County had a limit on the percentage of funding that would be given. Robert Wittmann stated that, basically, each year the County asks that the amount of funding requested from them for expenses remain the same. For the budget process, the County supplies the salary and fringe amounts. Phyllis Magnuson asked what percentage fringe is for the County. Jennifer Wallace replied that it was about 36% and she noted that the health insurance figures are expected to increase this year. The County is self-insured, with administration of the program by FirstCarolinaCare.
- Care Management Financial Report: Torrie Furr reviewed the July 1 – December 31, 2013 Financial Report for the Care Management program, see attached.
- Tuberculosis (TB) Risk Assessment: Patty Kempton noted that, annually, the Health Department's TB Nurse does a risk assessment for TB in the County. Presently, Moore County has no cases of TB. In 2013, there were 24 patients with positive tuberculin skin tests. Of these 24 patients: 9 of these people declined to start treatment - it is not a State mandate that they receive treatment; 1 moved to South Carolina; 2 started treatment but could not complete it – 1 of those was lost to follow-up and 1 could not tolerate the medications; 7 completed treatment for the latent TB infections; and 5 are



still receiving treatment. In late November, an active TB case transferred into Moore County, requiring daily dot (directly observed therapy). Patty Kempton thanked Kim Duffy, Communicable Disease Nurse, for assisting Patty in handling the TB program, since the TB Nurse position is currently vacant. Discussion followed.

➤ Health Director's Report:

- Robert Wittmann noted that the Health Department is reviewing and updating the HIPAA (Health Insurance Portability and Accountability Act) policy. Bengie Hair is now the HIPAA Compliance Officer for the Department and is overseeing the program.
- The Board of Commissioners approved a contract with Southern Pines Womens Health Center to supply two physicians, Dr. John Byron and Dr. Walter Fasolak, for the Health Department's Maternity Program and support for the Department's Nurse Practitioner. The doctor that we currently contract with, Dr. Michael Maness, will be retiring in February.
- The Board of Commissioners endorsed a plan for the Health Department to pay for a Dental Hygienist through the remainder of this fiscal year. The Health Department is exploring options to fund this position for next fiscal year, without using County funding.
- The Board of Commissioners has executed a contract with PatagoniaHealth to purchase an Electronic Medical Record (EMR) system for the Health Department. Patty Kempton is setting up a training schedule, which will start with Management Support and Billing. Robert Wittmann stated that he has been told the Health Department will need to find funding for this system out of their current budget. Funding for next budget year will be discussed during the upcoming fiscal year 2015 budget process.
- The Health Department will soon run out of lapsed salary in the WIC Office, which funds our contract nutritionist. We have filled one of our nutritionist vacancies and will continue our efforts to fill the other position. The WIC program is federally funded, with no County money involved.
- Bengie Hair has submitted four grant applications to support the Dental Health Hygienist position. At present, one has been denied and the others are pending. Robert Wittmann addressed a question from the December Board of Health meeting, regarding the Dental Health Hygienist. To screen children in the schools, the Hygienist would need to be in a Public Health program and would need to be overseen by a dentist, in the State Oral Health Branch.

Approval of Consent Agenda:

The minutes for the last Board of Health meeting on December 10, 2013 were discussed. Michele Keel made a motion that the minutes be approved. The motion was seconded by Dianah Bradshaw. All were in favor and the motion carried.

Old Business:

There was no Old Business.

New Business:

- Election of Board of Health Chair and Vice Chair: Per the Board of Health Operating



Robert R. Wittmann, MPH
Secretary
Moore County Board of Health

Procedures, the Vice Chair is automatically nominated for Chair of the upcoming year. Therefore, Phyllis Magnuson was automatically nominated for Chair. There were no other nominations for Chair. No second was required and all members were in favor. Elise McInnis turned the meeting over to Phyllis Magnuson, new Chair, who thanked Elise for her job as Chair in 2013. Elise McInnis nominated Tim Boyte for Vice Chair, but he declined the nomination. Tim Boyte nominated Kamron Monroe for Vice Chair. The nomination was seconded by Michele Keel and all were in favor.

- Budget/Finance Committee Resolution: Information on Budget Committee meetings will be sent to the entire Board and anyone is welcome to attend these meetings. Dianah Bradshaw made a motion to adopt the Budget Resolution, see attached, seconded by Tim Boyte. All were in favor.
- Review of Board of Health Operating Procedures: The Health Department is required to review the Board of Health Operating Procedures annually. Robert Wittmann asked if there were any changes or recommendations and there were none. Phyllis Magnuson noted that, with no objections, the Board will continue to operate with the current Operating Procedures.
- Budget/Finance Committee Appointments: Robert Wittmann noted that the budget schedule has not been set by the Board of Commissioners so the meeting dates for the Board of Health Budget Committee were not able to be set at that time. Phyllis Magnuson called for volunteers for the Committee. The following Board members volunteered: Michele Keel; Dennis Mabe; and Severt Jacobson.
- Repeal Department Volunteer Policy: Robert Wittmann asked that the Board repeal the Health Department's Volunteer Policy. This policy is no longer needed. He noted that we can rely on the Medical Reserve Corps (MRC) procedures to retain and recruit volunteers for their program and the County has provisions for volunteers as well. Michele Keel made a motion to repeal the Volunteer Policy, seconded by Dennis Mabe. All were in favor and the motion was unanimously repealed.
- Updated Environmental Health Fee Policy: The Environmental Health Fee Policy was updated, removing wording about handling money. Due to the County's new central permitting process, the Environmental Health Office no longer needs to handle money from applicants. Kamron Monroe made a motion to approve the revised policy, seconded by Severt Jacobson. All were in favor.

Robert Wittmann noted that he would be on vacation through the end of January. All administrative matters will be handled by Matt Garner, Deputy Health Director, in his absence. All clinical matters will be handled by Patty Kempton, Deputy Health Director.

There being no further business, the meeting adjourned at 7:29 p.m.

The next scheduled Board of Health meeting is on Tuesday, March 11th at 6:00 pm in the Boardroom at the Health Department.



Robert R. Wittmann, MPH
Secretary
Moore County Board of Health

Care Management Financial Report
July 1, 2013 thru December 31, 2013

Revenues:

CC4C Medicaid Reimbursement: \$70,243.20

OBCM Medicaid Reimbursement: \$68,058.36

CC4C Non-Medicaid Addendum Reimbursement: \$10,393.18

OBCM Non-Medicaid Addendum Reimbursement: \$6,278.75

Total Revenue: \$154,973.49

Expenses:

Salary: \$97,764.64

Fringe: \$37,895.59

Mileage: \$3,319.26

Cell Phone/Wireless/Wireless Reimbursement: \$668.10

Postage: \$334.55

Community Care Network of the Sandhills Data Entry: \$1962

Operating: \$442.74

Supplies: \$1,034.69

Training: \$745.82

Total Expenses: \$144,167.39

Due to North Carolina Medicaid billing complications, all counties are being reimbursed at an average rate per month beginning July 2013. Once the data is available to the Community Care of North Carolina they will determine if additional funds are owed or if funds will need to be returned to the network.

RESOLUTION OF
THE MOORE COUNTY BOARD OF HEALTH

On motion duly made and seconded, the members of the Moore County Board of Health resolve as follows:

WHEREAS, the responsibility of the Moore County Board of Health is "to protect and promote the public health"; and

WHEREAS, the development and support of policy is essential in the protection and promotion of health and;

WHEREAS, N.C.G.S. §130A-35 (a) requires the Board of Health to "...be the policy-making ...body for a county health department." and

WHEREAS, the allocation of funds for the Health Department is a significant statement of policy; and

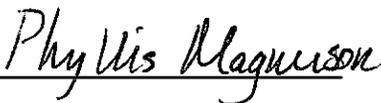
NOW THEREFORE BE IT RESOLVED that the Moore County Board of Health empowers the Board of Health Chair to appoint the Board of Health Budget/Finance Committee for Fiscal Year 2015; and

IT IS FURTHER RESOLVED that any member of the Moore County Board of Health may attend and fully participate in any or all Budget/Finance Committee meetings; and

IT IS FURTHER RESOLVED that the Budget/Finance Committee is empowered to act with the full authority of the Board of Health in working with Health Department staff and recommending through the County Manager to the Moore County Board of Commissioners a Health Department budget for Fiscal Year 2015 for their approval; and

BE IT FURTHER RESOLVED that the Budget/Finance Committee will communicate, to the Board of Health, a copy of the final Fiscal Year 2015 Health Department budget as submitted through the County Manager to the Moore County Board of Commissioners.

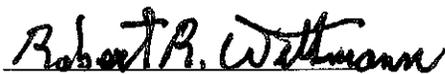
Adopted this 13th day of January, 2014.



Chair

SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY THAT the foregoing resolution was duly approved and adopted by a quorum of members of the Moore County Board of Health at its meeting held on January 13, 2014.



Robert R. Wittmann, M.P.H.
Secretary to the Board

34.1
#1

OPERATING PROCEDURES

OF THE

MOORE COUNTY BOARD OF HEALTH

RATIONALE FOR OPERATING PROCEDURES

Laws that establish or authorize small governing boards usually provide little or no guidance as to the procedures to be followed by such boards. Any procedural rules adopted must follow any requirements specifically prescribed by that board, but so long as that is done... (the board) has a free hand in designing its own procedure.

Guiding principles:

1. Board must act as a body.
2. Board must act by at least a majority.
3. Each member must have an equal opportunity to participate in decision-making.
4. Board's actions should be the result of a decision based on merit.

Reference: Suggested Rules of Procedure for Small Governing Boards,
Bonnie E. Davis, Institute of Government, UNC-CH

ARTICLE I

1. NAME AND OFFICES:

The name of this organization is the Moore County Board of Health. The principal office of the Moore County Board of Health is located at the Moore County Health Department, 705 Pinehurst Avenue, Carthage, North Carolina 28327.

2. OFFICERS AND COMMITTEES:

a. Chair and Vice-Chair

At the first meeting of each calendar year, the Moore County Board of Health shall nominate and elect, by majority hand vote, its own Chair and Vice-Chair. The current Vice-Chair will be automatically nominated for Chair at this meeting. These officers shall perform the duties as prescribed by the Operating Procedures, the Public Health & Related Laws of North Carolina, and the parliamentary authority adopted by the Board of Health. The Chair and Vice-Chair shall be elected to serve for one year, and their term of office shall begin at the time of election.

G.S. 130A-35 (e)

b. Secretary

The local health director shall serve as Secretary to the Board, but the director is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee.

The Secretary shall notify Board members of upcoming Board of Health meetings.

COMMITTEES

c. Temporary Committees

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws. Committees will meet as determined by the Board Chair, who shall be an ex officio member of all committees. The Chair has no obligation to participate at committee meetings and shall not be counted in determining if a quorum is present. These Operating Procedures shall apply fully to any committee or sub-committee of the Board.

3. MEETINGS:

a. Regular Meetings

The dates and times of the Board of Health meetings will be set by the Board at the first meeting of the calendar year for that calendar year. The first meeting of the calendar year will be set at the last meeting of the previous calendar year. The meeting shall be held at the Moore County Health Department, unless otherwise

ordered by the Board of Health. The Board shall meet at least quarterly. All meetings of the Board of Health are subject to the provisions of North Carolina's Open Meeting Law.

G.S. 130A-35 (i)

Regular meetings may be cancelled by majority vote at any prior regular monthly meeting or by the Chair under special circumstances. The public is notified by posting a notice of the cancelled meeting in the local newspaper and on the entrance doors of the Health Department.

The Moore County Board of Health is committed to and welcomes public comment and considers their input in developing goals, objectives and strategies for community health improvement and for the effective and efficient protection of public health. In addition to public hearings as prescribed by North Carolina General Statutes, a special time is set aside for the purpose of receiving such comments, suggestions and requests at all regularly scheduled Board of Health meetings. All comments, suggestions and requests addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.
2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on a table outside the entrance door to the Board of Health's Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to Health Department Staff.
3. Each person signed up to speak will have a maximum of three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.
4. Speakers will be acknowledged by the Board Chair in the order in which their names appear on the sign up sheet. Speakers will address the Board at the front of the room and begin their remarks by stating their name and address.
5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual Board member. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, officials or employees of Moore County shall not be allowed. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.
7. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.
8. Any applause will be held until the end of the Public Comment Period.

9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Secretary to the Board.

10. Speakers shall not discuss any of the following: matters which are closed session topics, including but not limited to matters within the attorney-client privilege or matters which are made confidential by law; matters which are the subject of public hearings.

11. Information sheets outlining the process for the public's participation in Board meetings will also be available on the Health Department's web site and the table with the sign up sheet.

12. Action on items brought up during the Public Comment Period will be at the discretion of the Board.

13. Additional time may be granted at the discretion of the Board of Health.

b. Special Meetings

Special meetings to deal with particular public health problems may be called by the Chair or any three Board members. The Chair or calling members shall inform the Secretary of the Board (Health Director) of the special meeting, and the Secretary shall give notice of the meeting. Written or oral notice shall be given to each Board member and to each local newspaper or local radio station that has filed a written special meeting notice request. A minimum of forty-eight hours prior notice shall be required to hold a special meeting.

c. Emergency Meetings

The Chair or any three Board members may at any time call an emergency meeting of the Board by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice shall be given to each Board member and to each local newspaper or local radio station that has filed a written emergency meeting notice request with the Board's Secretary. Emergency meetings may be called only because of unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting.

G.S. 130A-35 (i); 143-318.12 (b) (3)

d. Agenda

The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. At regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

G.S. 143-318

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

e. **Presiding Officer**

The Chair of the Board shall preside at Board meetings if he or she is present. The Vice-Chair shall preside in the absence of the Chair and shall perform such duties as are assigned by the Chair. Should the office of Chair be vacated for any reason, the Vice-Chair shall fill the unexpired term of office and a new Vice-Chair shall be elected by the Board. If both the Chair and Vice-Chair are absent from a meeting, another member may be designated to preside at the meeting by a majority vote of the Board members present. The Secretary shall open the meeting and as the first order of business, open the floor for nominations of a temporary Chair for that meeting.

f. **Quorum**

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

g. **Attendance**

Any member of the Board of Health may be recommended to the County Commissioners for removal from office if, in a calendar year, he/she:

- (a) is absent (unexcused) from three consecutive board/committee meetings, or
- (b) has less than a 60% attendance record (including excused absences) at board/committee meetings and
- (c) has been recommended to the Board of Health for removal and a majority of the Board of Health present, at a regularly scheduled meeting, voted for his/her removal.

h. **Voting**

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases in which he or she has a conflict of interest. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention. Voting by proxy shall not be permitted.

i. **Minutes**

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The approved minutes shall be posted to the Health Department's web site and copies sent to the Clerk of the Board of County Commissioners to be recorded in the State archives. The public may obtain copies of Board meeting minutes at the Moore County Health Department, 705 Pinehurst Avenue, Carthage, North Carolina, during normal business hours.

j. **Rules**

Rules may be recommended by the Health Director, a member of the Board of Health, an elected official, or a citizen of Moore County. After consultation with the Health Director the Board of Health may, by motion and majority vote, decide whether or not to consider the rule. If a rule is to be considered, a rule committee will be appointed by the Chair to evaluate the need and make a recommendation or propose a draft rule to the Board for its consideration. The Health Director and the County Attorney will be available as resource to the committee.

The Board of Health may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of North Carolina, another state, any agency of the United States or by a generally recognized association per. G.S. 130A-39 (f).

k. **Ordinances or Rules Outside the Authority of the Board of Health**

After evaluation and consultation with the Health Director, the Board of Health may recommend, by resolution, the adoption of or amendment to, local rules or ordinances. The resolution shall be sent to the Clerk to the Board of the appropriate governing body for its consideration.

4. **AMENDMENTS TO OPERATING PROCEDURES:**

The Board of Health shall review these Operating Procedures annually.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

5. **OTHER PROCEDURAL MATTERS:**

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

The Moore County Board of Health shall have full access to the advice and services of the Moore County Attorney. The County Attorney will review all Board of Health developed rules prior to adoption and will advise the Board on all legal matters.

ARTICLE II

OBJECTIVES:

1. The Board of Health shall be the policy-making, rule-making, and adjudicatory body for the Moore County Health Department.
G.S. 30A-35 (a)
2. The Board of Health shall have the responsibility to protect and promote the public health. The Board of Health shall have the authority to adopt rules necessary for that purpose.
G.S. 130A-39 (a)
3. The Board of Health may adopt a more stringent rule in an area regulated by the Commission for Health Services or the Environmental Management Commission where, in the opinion of the Board of Health, a more stringent rule is required to protect the public's health; otherwise, the rules of the Commission for Health Services or the rules of the Environmental Management Commission shall prevail over the Board of Health rules.
G.S. 130A-39 (b)
4. The rules of the Board of Health apply to all incorporated and unincorporated areas of Moore County.
G.S. 130A-39 (c)
5. Not less than ten days before the adoption, amendment or repeal of any Board of Health rule, the proposed rule shall be made available at the office of the Clerk to the Board of County Commissioners and a notice shall be published in a local newspaper of general circulation. The notice shall contain a statement of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule, and a statement that copies of the proposed rule are available at the Health Department. The rule shall become effective upon adoption unless a later effective date is specified in the rule.
G.S. 130A-39 (d)
6. Copies of all rules shall be filed with the Secretary of the Board of Health.
G.S. 130A-39 (e)
7. The Board of Health may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of North Carolina, another state, any agency of the United States or by a generally recognized association.
G.S. 130A-39 (f)
8. The Board of Health may impose a fee for services to be rendered by the Moore County Health Department, except where the imposition of a fee is prohibited by statute or where an employee of the Health Department is performing the services as an agent of the State. Fees imposed by the Board of Health must be approved by the Board of Commissioners.
G.S. 130A-39 (g)

ARTICLE III

BOARD MEMBERS & COMPENSATION:

1. The Moore County Board of Commissioners shall appoint the members of the Board of Health. The Board of Health shall be composed of eleven members. The composition of the Board of Health shall reasonably reflect the population makeup of Moore County and shall include:

- One physician licensed to practice medicine in North Carolina.
- One licensed dentist
- One licensed optometrist
- One licensed veterinarian
- One registered nurse
- One licensed pharmacist
- One county commissioner
- One professional engineer
- Three representatives of the general public.

All members shall be residents of **Moore County**.

G.S. 130A-35 (b)

2. Members of the Board of Health shall serve three-year terms. No member shall be eligible to serve for more than three consecutive terms. The Commissioner Representative shall be eligible only as long as the member is a county commissioner. Vacancies shall be filled for any unexpired portion of a term, in accordance with the above-referenced number 1.

G.S. 130A-35 (b) (c) (d)

3. Members of the Board of Health may receive a per diem in an amount established by the Moore County Board of Commissioners. Reimbursement for subsistence and travel shall be in accordance with a policy set by the Board of Commissioners.

G.S. 130A-35 (h)

4. No member shall vote on a question in which he/she has a direct or indirect personal or financial interest. Members shall have the duty to advise the Chairperson of any potential conflict of interest in advance of such vote.

5. Any member of the Board of Health may be removed from office by the Moore County Board of Commissioners for:

- (a) Commission of a felony or other crime involving moral turpitude.
- (b) Violation of a State law governing conflict of interest.
- (c) Violation of a written policy adopted by the Board of Commissioners.
- (d) Conduct that tends to bring the office into disrepute.
- (e) Failure to maintain qualifications for appointment.

G.S. 130A-35 (g)

6. A Board of Health member may be removed only after the member has been given written notice of the basis for removal and has had the opportunity to respond. The member has

ten days after receipt of the notice to submit a rebuttal/response to the Chairman of the Moore County Board of Commissioners.

G.S. 130A-35 (g)

7. The Moore County Board of Commissioners will appoint an appropriately qualified member to fill any unexpired portion of a removed member's term.

COMPLIANCE WITH NORTH CAROLINA LAW:

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make it available to Board members on request.

Should any provision contained in these Operating Procedures in any way conflict with the North Carolina General Statutes, or for any reason be held to be invalid, illegal, or unenforceable in any respect, such conflict, invalidity, illegality, or unenforceability shall not affect any other provision herein and these Operating Procedures shall be construed as if such conflicting, invalid, illegal, or unenforceable provisions had never been contained herein.

Annual Review by the Moore County Board of Health

Phyllis Magnuson
Chair, Board of Health Date 1/13/14

Robert R. W. Morrison
Secretary, Board of Health Date 13 Jan 14

Annual Review by the Moore County Board of Health

Chair, Board of Health Date _____

Secretary, Board of Health Date _____

Annual Review by the Moore County Board of Health

Chair, Board of Health Date _____

Secretary, Board of Health Date _____

Manual: Moore County Environmental Health Policies and Procedures	
Section and/or Title: Moore County Environmental Health Fee Policy	
Approval Date:	Signatures/Titles
1/13/14	Phyllis Magnuson / Board of Health Chair

Policy: Fees for services for the Moore County Environmental Health Section (MCEHS) are determined based on the cost of providing those services. Fees are due before services are rendered.

Purpose: Fees are a means to help offset cost of services to the Moore County taxpayers and help finance and extend public health resources.

Fees for Health Department services are authorized under North Carolina 130A-39(g), providing that 1) they are in accordance with a plan recommended by the Health Director and approved by the Board of Health and the County Commissioners and 2) they are not otherwise prohibited by law.

• **Definition:**

Fees: payment for services rendered

▪ **Applicable Law, Rules and References:**

NCGS 130A-39 (g) Powers and duties of a local board of health

▪ **Responsible Person(s):**

All Moore County Environmental Health Department Staff or Moore County Support Staff

Procedures:

- a) The Moore County Environmental Health Supervisor and the program coordinators will meet to recommend fees for the services provided based on the estimated cost.
- b) The cost of the services is determined by staff time to accomplish services as well as equipment and materials used. When available, fee schedules from surrounding counties will be used as a comparison for determining such fees.
- c) The Supervisor recommends to the Health Director the proposed fees for service to offset estimated total cost for services provided.
- d) The Health Director reviews the recommendation, adjusts the fees as necessary, and presents the recommended fees to the Board of Health.
- e) The Board of Health then recommends a fee schedule to the Board of County Commissioners for their consideration.
- f) After approval by the Board of County Commissioners, fees will be set for Environmental Health services.
- g) All fees and applications will be collected and processed by Central Permitting.

Reference Plans and Policies:

Moore County Finance Internal Control Procedures Policy

C:\Documents and Settings\forrest\Local Settings\Temporary Internet Files\OLK6F\MCHD Environmental Health Fee Policy (2).docx

Change History:

Version:	Date:	Comments
A	10/21/2013	Original Document approved by the Board of Health
B	1/13/2014	Revised - Removed section relating to collection of fees
Annual Review		(Include date of each annual review)