

Moore County Board of Health
March 9, 2020

Members Present: William Mang, PharmD, Chair
Mark Brenner, MD
Louis Gregory
Kamron Monroe, DDS
Max Muse, RN, ME
Leo Santowasso, PE, PLS, Vice Chair
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Betty J. Goodridge, MHA, CMA; Michele Keel, OD; Warren Lewis;
Sharon Odom, RT

Chair Bill Mang called the meeting to order at 6:13 p.m.

Introductions/Recognitions:

Health Department staff present were: Bill Dunlop, Environmental Health Director; Teresa Forrest, Administrative Officer; Melissa Fraley, Nursing Director; Jeanie Garcia, Administrative Assistant; Matt Garner, Health Educator; Crystal Hodges, Environmental Health Program Specialist; and Jennifer Wallace, Administrative Officer. Guests present were: Sarah McClamroch, Practice Manager; Paul Kuzma, MD; and Anna Kuzma, Student.

Oath of Office:

Jeanie Garcia administered the oath of office to new Board member, Mark Brenner.

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:

Robert Wittmann asked that the educational item "Communicable Disease Report – 2019" be tabled until the next meeting. Max Muse made a motion to approve the revised agenda. This was seconded by Leo Santowasso. All members were in favor and the motion carried.

Presentations:

Epidemiological Report on Emerging Novel Coronavirus: Melissa Fraley briefed the Board on the novel coronavirus. She noted that the situation was changing rapidly and the guidance from the State and CDC was sometimes unclear. Commercial labs were expected to begin testing soon, which should ease the burden on the State Lab. Mark Brenner asked about provider notification. Melissa Fraley stated that providers are supposed to notify the Health Department when testing is done. Patients are given information on isolation and quarantine at

the time of testing. Leo Santowasso asked if there was a shortage of test kits in North Carolina. Melissa Fraley answered that the State Lab was only issuing the Health Department 3 kits at a time. When those are used, the Health Department can request more. Louis Gregory asked who has the authority to request test. Physicians order the tests. Robert Wittmann referred the Board to the Health Department website. He noted that there is a lot of misinformation and fear circulating about the virus. The Health Department website has links to the CDC and the NC Department of Health and Human Services, as well as a GIS map by Johns Hopkins showing the number of cases and deaths worldwide.

Your Health Department Staff: Environmental Health: Crystal Hodges reviewed the Food and Lodging staff of the Environmental Health Section with the Board. Environmental Health Specialists Holly Wright, Lailani Rockholt, Nicole Thomas, and Iris Davis (resource) work with Food and Lodging. Inspections include restaurants, meat markets, food stands, hotels, etc. Some inspections are done once a year and some are required to have two to four inspections in a year. In addition to inspections, staff investigate foodborne outbreaks, investigate incidences of elevated blood lead levels in children, permit food vendors for special events, train staff and review plans. Lailani Rockholt was chosen to receive a scholarship to attend the national Environmental Health Conference. Office staff include Cathy Marion and Amaryllis Williams work with both Sections of the Environmental Health Office.

Bill Dunlop, Environmental Health Supervisor, reviewed the On-Site Sewage and Water Section of the Environmental Health Office. Environmental Health Specialists include Jeanne West, Jason Lycans and Johnathan Watts, who is a trainee. Aaron Cinque and Sloan Griffin are soil scientists, as is Bill Dunlop. Staff issue septic tank and well permits. They evaluate on-site sewage systems plans, wells, water samples, abandoned wells, migrant camps and citizen complaints. Sloan Griffin has worked with the County GIS Office to develop GPS mapping and develop electronic forms. Leo Santowasso asked about the engineer option to review new installations. Bill Dunlop stated that, with the engineer option, the Office does not design nor inspect the system but does maintain the records.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- **Nursing Director's Report:** Melissa Fraley did not have additional information to report.
- **Health Director's Report:** Robert Wittmann listed vacant positions; 1 in Environmental Health; 3 Public Health Nurses; 1 in Administration; and 1 ½ WIC Nutritionists. Due to budget reductions, the second Nutritionist would only be funded as part-time. Regarding using the Westmoore site for services to the public, there was not enough demand to justify the renovation costs so there will not be clinical services provided by the Health Department at this site. Press releases are listed on our website. The Department's generator has been installed and tested and is operational. The County smoking policy includes all tobacco products as well as vaping and e-cigarettes. Due to anticipated changes with Medicaid transformation, patients and revenues have declined. The Health Department has discussed this with the County Manager. The contract with our Medical Director will be renegotiated to reduce time, with our Physician Assistant seeing more patients. Ward Patrick will continue to sign off on standing orders and consult as needed. The contract with Southern Pines Womens Health Center, for obstetrician

services, was also amended to reflect reduced patient demand and hours needed. The Department is considering the elimination of our contract for an ultrasound machine. Nursing staff funding was cut for a Public Health Nurse (PHN) II position. The remaining PHN II position will take over some of those duties but has been upgraded to a PHN III position. This leaves the nursing staff with 4 PHN III positions, 1 LPN, and 1 resource nurse. Kamron Monroe asked if anyone had lost their job with the cuts. Robert Wittmann stated that the positions that were cut were vacant. March is National Nutrition Month, as well as Dental Health Month. In March, Miriam King, Health Educator, distributed the Department's first employee newsletter. The Moore County Amateur Radio Society participated in a national exercise in the Training Room.

Approval of Consent Agenda:

Max Muse made a motion, seconded by Mark Brenner, to approve the January 9, 2020 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Clinical Fees for Services FY 2021: Robert Wittmann reviewed the proposed fee schedule with the Board. Louis Gregory asked what the fees were based on. Jennifer Wallace stated that the Department uses a national fee analyzer for our area. Max Muse made a motion to adopt the fee schedule, seconded by Leo Santowasso. All were in favor and the motion carried.

Environmental Health Fees for Services FY 2021: Robert Wittmann stated that the fee schedule was amended to remove options that are not applicable. There will be no other changes to the fee schedule. Kamron Monroe made a motion to adopt the fee schedule, seconded by Leo Santowasso. All were in favor and the motion carried.

Draft FY 21 Health Department Budget: Robert Wittmann noted that the County Manager and Human Resources Office fill out the salary and fringe portion of the draft budget, as well as the Property Management and IT allocations. Louis Gregory asked if there were reductions from last year's budget. Jennifer Wallace stated that expenses were relatively unchanged, except for personnel costs. Robert Wittmann stated that there are some small adjustments to align revenues and expenses. He stated that personnel costs are projected to decrease. Louis Gregory stated that, if something comes up, the Health Department could come back to the County to request more if necessary. Robert Wittmann stated that the County Manager was very helpful with the budget negotiations. Max Muse made a motion, seconded by Leo Santowasso, to approve the draft budget. All were in favor and the motion carried.

Appoint Committee for Health Director's 2020 Evaluation and Job Description for October 2020: Bill Mang tabled this topic until more members are present.

Max Muse made a motion to adjourn, seconded by Leo Santowasso, and the meeting ended at 8:16 pm.