

Moore County Board of Health
January 11, 2016

Members Present: Betty J. Goodridge, MHA, CMA
Severt Jacobson, MD
Michele Keel, OD
Warren Lewis
Dennis Mabe, PE, Vice Chair
Kamron Monroe, DDS, Chair
Max Muse, RN, ME
Nick Picerno
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM
Elise McInnis, RPh

Chair Kamron Monroe called the meeting to order at 6:06 p.m.

Introductions/Recognitions:

Staff present were: Teresa Forrest, Planning Manager; and Jennifer Wallace, Administrative Officer. Guests present were: Denise Brook, Moore County Human Resources Director; and Brenda White, Moore County 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?* There were no conflicts stated.

Approval of Agenda:

There were no requested additions or adjustments to the agenda. Max Muse made a motion, seconded by Dennis Mabe, to approve the agenda as presented. All were in favor.

Presentation:

There were no presentations.

Public Comments:

Robert Wittmann noted that there was a sign-in sheet, similar to what is used for a Board of Commissioners meeting, available outside the room for any members of the public that wished to address the Board. There were no public comments.

Board of Health Education/Staff Reports:

- **Department’s Second Quarter Activity Report:** The Board discussed the Activity Report. Nick Picerno asked that a column be added, to the right of the item ‘Clinical Services’, which would show the average per month for the prior year. Robert Wittmann noted that the Department’s Nursing Director position is currently vacant and he is acting as the Nursing Director. There are also two nurses assigned as team leaders. He has initiated a “Clinical Operations Improvement Project” process to address low patient numbers, as well as other clinic challenges.
- **FY 2016 Budget Second Quarter Report:** There were no questions. Kamron Monroe asked about the status of the Medicaid Cost Settlement. Jennifer Wallace replied that the last information from the State said that the Department might receive 2014 and 2015 cost settlement funds in June, 2016.
- **Health Director’s Report:**
 - **Electronic Medical Records (EMR) Update:** We have implemented a process to scan all paper medical records. There are about 30,000 paper records remaining, after the purging process. Patient records are being scanned in as patients present for services.
 - **Clinical Operations Improvement Project:** A Health Department team will be reviewing and addressing ongoing operational concerns. Staff are expected to have a product ready by February 19, along with an implementation process. Warren Lewis asked if the Health Department would be able to function if the power went out. Robert Wittmann replied that there is a transfer switch. In the past, a generator for the building was requested but would only be needed during a major public health event. In that case, Property Management, or County Emergency Management, should be able to get a generator to serve our needs. Severt Jacobson asked how many generators the County has. Robert Wittmann stated that he did not know; however, if the County didn’t have enough, additional generators could be requested from the State. Warren Lewis noted that the system should be tested. During inclement weather, if the power goes out, the refrigerators have temperature alarms and Property Management can bring generators to handle that or there are plans in place to pack the vaccines and take them to the Moore Regional Hospital pharmacy for temporary storage. Warren Lewis asked about nightly backups for patient data. Robert Wittmann stated that scanned patient information goes into the County server temporarily and then is uploaded to the Patagonia system each day. New patient data goes directly into the Patagonia system. Kamron Monroe asked if the system was cloud-based and Robert Wittmann responded that it is. Nick Picerno stated that Chris Butts, Moore County Information Technology Director, is working on having a secondary secure data backup site.
 - **Board of Health Training at Cumberland County:** Wayne Raynor will be conducting Board of Health training at the Cumberland County Public Health Center

on February 16, 2016 at 6:00 p.m., located at 1235 Ramsey Street, Fayetteville, NC. The training is required for new Board members but can be used as an update for other members. Robert Wittmann stated that he plans to schedule this training locally in this calendar year. Nick Picerno stated that the Board of Commissioners is looking for applicants for the vacant Board of Health position.

- **Health Department Employees Years of Service:** Robert Wittmann stated that he has reviewed the cumulative years of service for the large groups of employees. Finally, there are several individual staff categories. Margaret Davis, Purchasing Officer, has six years of service. There are two Administrative Assistants; Carolyn Steed with twelve years of service and Teresa Forrest with seventeen years of service. Jennifer Wallace, Administrative Officer, has fifteen years of service. Lauren Rakes, Nutritionist, has two years of service. Robert Wittmann, Health Director, has thirty years of service with Moore County but forty-six years of service in public health. Tammie Fox, dental hygienist, has two years of service with Moore County but twelve years of service previously with the State. Kimmie Dowdy, Computer Systems Administrator, works jointly with the Health Department and the Department of Social Services. She has been with the Health Department for one year but has been with Social Services for twenty years.
- **Vacant Positions:** Interviews have been completed and a background check conducted on an applicant for the Nutritionist II position. The paperwork has been forwarded to County Human Resources and we plan to offer the position. It's possible that this position may assume WIC Director duties.

Approval of Consent Agenda:

Warren Lewis made a motion to approve the December 8, 2015 Board of Health minutes. This was seconded by Max Muse. All members were in favor and the motion was approved.

Old Business:

There was no old business.

New Business:

- **Election of Board of Health Chair and Vice Chair:** Robert Wittmann stated that, per the Board's Operating Procedures, the Vice Chair is automatically nominated for Chair. Nick Picerno suggested that, due to the upcoming Health Director evaluation and closed session, the current Chair might want to continue running the meeting. Kamron Monroe noted that, Dennis Mabe, Vice Chair was nominated for Chair and there were no other nominations. Nick Picerno moved to close nominations for Chair, seconded by Max Muse. All were in favor and Dennis Mabe was appointed Chair for 2016. Kamron Monroe opened the floor for nominations for Vice Chair. Kamron Monroe nominated Severt Jacobson for Vice Chair. Nick Picerno seconded the nomination. Max Muse made a motion to close nominations, seconded by Nick Picerno. All were in favor. Severt Jacobson was appointed Vice Chair for 2016.
- **FY 2017 Budget Resolution:** Robert Wittmann presented a resolution, see attached, for the Board to task the Health Director with preparing the budget, holding meetings as necessary to adhere to the Board of Commissioners budget schedule. He hopes to have a

draft ready for the March Board of Health meeting. The County takes care of the bulk of the funding and most of the budget is out of Health Department hands to revise. Warren Lewis made a motion to approve the resolution, seconded by Max Muse. All were in favor and the motion carried.

- **Review Board of Health Operating Procedures:** Members conducted their annual review of the Operating Procedures with no recommended changes.
- **Review Board of Health Orientation and Training Policy:** After review, there were no recommended changes.
- **Review Board of Health Approval of Minutes Policy:** After review, there were no recommended changes.
- **Review Policy on Policies:** After review, there were no recommended changes.
- **Health Director's 2015 Evaluation/Job Description:** Kamron Monroe made a motion to go into closed session, pursuant to NCGS 143-318.11 (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. Nick Picerno seconded the motion. All were in favor and the motion carried. After the closed session ended, Kamron Monroe noted that no action was taken and that she and Dennis Mabe would meet with the Health Director in the future to review the evaluation. Warren Lewis made a motion to adjourn the closed meeting, seconded by Max Muse. All were in favor. Nick Picerno made a motion to seal the minutes of the closed session, seconded by Warren Lewis. All were in favor.

Adjourn:

There being no further business, Max Muse made a motion, seconded by Dennis Mabe, to adjourn. All were in favor and Kamron Monroe adjourned the meeting at 7:20 pm.