

Stanly County Health Department

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STANLY COUNTY BOARD OF HEALTH

October 2, 2008

Meeting Minutes

The Stanly County Board of Health met on October 2nd, 2008 at 7:00 PM in the Conference Room of the Stanly County Health Department. Board Members absent were Dr. Ann Yowell and Commissioner McIntyre. Staff present was Dennis Joyner, Health Director, Debbie Bennett, Judie DeMuth, David Ezzell, Patti Lewis and Becky McKeon. Leon Warren attended as media representative.

Board Chair Hathcock called the meeting to order and entertained a motion for approval of the September 4th board meeting minutes. A motion to approve the minutes as presented was made by Mr. Chambers, seconded by Dr. Riemann, and approved by the board.

HEALTH DIRECTOR'S REPORT

The Health Director updated the board on the agency's personnel status informing them that Jimmy Harris began work on October 1st in the new Animal Control Officer II position. He added that Mr. Harris has 8 years previous experience as an officer in the Animal Control Program. In the WIC Program, Jo Linker PHN I has announced her plans to retire as of 10-31-08, and in the Dental Clinic JoAnn Smith, Part-Time Processing Assistant has turned in her resignation as of 10-28-08. The vacancy in the Environmental Health Program has been advertised and several interviews are scheduled to take place within the next week. Applications are still being accepted for this position.

A report on Health Department expenditures and revenues as of August 31st was reviewed. Mr. Joyner explained that figures are on target for this time period of the fiscal year.

The board discussed the upcoming flu season with Mr. Joyner explaining that the first Health Department flu clinic will be held tomorrow, October 3rd at the Agri-Civic Center which will also be conducted as a drive thru, mass event/preparedness activity and will involve employees from EMS and Sheriff Department along with Health Department staff. Other flu clinics will be held on Friday's through the month of October, with outreach clinics conducted at group homes, nursing homes, etc. until the vaccine supply is exhausted. Dr. Jim Marshall made everyone aware that the First Presbyterian Church in Albemarle was conducting a health fair on Saturday, October 4th from 10am – 1pm, and various health screenings along with flu shots will be offered to those attending.

The Health Director explained that the Smoking Policy recommended by the Board of Health and established by County Administration needed clarification. Prior to the policy being established last fall, the wording in the Board of Health's minutes referred to a "smoking" policy instead of a "tobacco" policy. However, it was the health director's understanding from the Board of Health's discussion that the intent was for a "tobacco" policy. The wording that he provided to County Administration was for a recommended policy that prohibited use of tobacco products within 50 feet of any entrance of any county owned building and in county owned vehicles. Since the minutes from the Board of Health's meeting and agenda referred to a "smoking" policy the health director wanted to confirm that the Board's intent was for a recommended "tobacco" policy to assure that all tobacco products are included since that is what he actually recommended to administration. After discussion, Dr. Mauldin made a motion to go on record that the intent of the Board was to recommend a tobacco policy and not only a smoking policy. Mrs. Margaret Rudisill seconded the motion, which passed unanimously by the board. The health director stated that he would like to pursue further changes to this policy and may be brought back to the board's attention at a later date after further discussion with the new county manager.

North Carolina Healthy Carolinians Funding in the amount of \$5,727 was then discussed. Mr. Joyner stated that due to the efforts of the Partners in Health Task Force, recertification status has been obtained qualifying Stanly County to receive funding for development and implementation of health related prevention programs.

NEW BUSINESS

A revised Fee Setting Policy was reviewed by the board which based patient charges on a cost basis and included procedures for setting fees in the department. After discussion, Mrs. Rudisill made a motion to accept the Fee Policy as presented. The motion was seconded by Mrs. Johnston and passed by the board.

Director Joyner brought to the boards' attention the need for a full time Information Technology (IT) Support position at the Health Department and presented a proposed financial budget outlay for utilizing new State Aid-to-County funding to support establishing the position. He explained that with the Dental Clinic, Home Health, Environmental Health and Animal Control Programs all utilizing different software systems to operate their areas of service along with the state systems used in other clinical programs, the demands of the Health Department for IT support could no longer be met by the County IT Department. Mr. Joyner stated that he had talked with the County Manager and IT Director concerning this possibility, and they both agreed with the justification. Board Members were informed that \$48,000 in additional Aid-to-County Funding is being provided to the Health Department by the N.C. Division of Public Health and these funds could be used to support the salary and fringe benefits associated with an IT position along with start-up expenses for computer equipment, software and office furnishing/supplies. Since all of the funds would not be utilized for the position during this fiscal year, some additional expenses could be covered with remaining funds. Board Members reviewed a list of proposed items that the funds could be used to purchase which included an electric lift exam table, Environmental Health Food & Lodging Inspection software, and other materials. The Director explained that additional items may be added to the list as more input from staff is obtained, but asked for the board's approval to proceed with the new position and other items listed. Dr. Laura Mauldin made a motion to accept the funds and proceed as requested. The motion was seconded by Dr. Marshall and passed by the board.

The possibility of Health Department employees working a four day work week was discussed. Mr. Joyner informed the board that he had discussed this issue with the County Manager who was open to the possibility if services can continue to be provided during the current operating hours. The board was made aware that employees working in the Environmental Health, Dental and Animal Control Programs are already working an altered schedule and there have been no problems associated with their work hours. The Health Director further stated that staff could be rotated for full coverage of all clinics and a survey could be distributed to patients/clients asking for their input on when services should be provided. After discussion, the board concluded that all employees should be given the option of flexible working hours, and instructed Mr. Joyner to investigate this issue further.

All Board of Health members were given handbooks which included Operating Procedures and General Information, Department Organizational Charts, Budget Information, a Strategic Plan, Department Policies and Procedures, Community Health Assessment, Local Rules and Ordinances, and Department Programs and Data Information. Judie DeMuth, Clerk to the Board reviewed each section and explained the function of the handbooks. She stressed the importance of not only utilizing the information but making sure when updates and revisions are distributed that the information is placed in the handbooks for easy reference. Mrs. DeMuth will assure that the two board members absent receive a handbook.

Board of Health members' terms of office was discussed with Director Joyner stating that Frank Simpson, General Public Members first term and Teri Hathcock, Pharmacist Members second term would end on 12-31-08. Mr. Simpson stated that he did not wish to serve another term, and Mrs. Hathcock agreed to make a decision within the next few days.

Plans for the December Board of Health meeting were discussed. Everyone agreed that due to busy schedules during the month of December, unless a called meeting is deemed necessary by the Health Director, there will not be a December Board Meeting.

UNFINISHED BUSINESS

Director Joyner gave an update on the Badin Lake Fish Study stating that all fish samples have been collected by the State and are now frozen, but to date have not been sent to the lab for analysis because they were awaiting any final comments on the revised study plan. Mr. Joyner indicated that the study plan had not changed from the original design except for the analysis to include a full congener review for PCBs. He stated that he had encouraged the State to proceed with sending the samples to the lab. Hopefully, a decision will be reached next week to proceed with the testing.

OTHER BUSINESS

Board Members were updated on accreditation activities and the Health Director encouraged everyone to review the Strategic Plan included in their handbooks and provide any feedback. He informed them that this plan would be an ongoing process and is a guide to help meet departmental and community health priority needs. The plan is based on information from the recent Community Health Assessment, community health priorities identified through the Partners in Health Coalition and work from a Strategic Planning Meeting with the Department Management Team.

He reminded the board that the accreditation review is scheduled for November 12th, 13th, and 14th, and staff is working diligently on preparations including Mrs. Gay Welsh, State Nursing Consultant who has been a tremendous help in guiding our efforts required to obtain accreditation.

An information sheet advertising an open house at the Health Department on November 3rd, sponsored by Stanly County Partners in Health was distributed to Board Members. Mr. Joyner stated that the purpose of this event is to share resources in an effort to raise awareness among providers of available health & human service resources in the community and to help parents in their preparation and care for their children from birth until 2 years old.

A motion to go into closed session to discuss a petition for a contested case hearing was made by Mrs. Rudisill. Dr. Laura Mauldin seconded the motion, which passed by the board. The board returned to regular session at 8:40 PM and with no further actions or business to discuss, a motion for adjournment was made by Dr. Mauldin, seconded by Mr. Chambers, and passed by the board.