

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 20, 2021**

The Pamlico County Board of Commissioners met in regular session on Monday, September 20, 2021 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Kari Forrest. Also present was County Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet.

Chairman Doug Brinson called the meeting to order.

Chairman Doug Brinson led the assemblage in the Pledge of Allegiance.

Chairman Doug Brinson asked if there were any corrections, additions, and/or deletions to the Tuesday, September 07, 2021 regular and closed session minutes and the Tuesday, July 06, 2021 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular and closed session minutes of the Tuesday, September 07, 2021 meeting and the regular session minutes of the Tuesday, July 06, 2021 meeting are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Doug Brinson recognized Caroline Mackie from Poyner Spruill LLP to share with the Board the redistricting presentation.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Pat Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby finds that there is currently a substantial population imbalance with the electoral districts that were established in December 2011 and that the boundaries of the districts need to be altered to provide equal representation.

The Board of Commissioners proposed the following criteria to be used in setting new electoral district boundaries with a public hearing on the criteria to be held October 4, 2021 at 7:00 p.m.:

- Equal population, as required by state and federal law;
- Contiguity, as required by state law;
- Keeping municipalities whole, to the extent possible;
- Keeping precincts whole;
- Avoiding pairing incumbents;
- No political considerations;
- Preserving the core of existing districts

Chairman Doug Brinson recognized County Manager Tim Buck to present the following Health Department quarterly presentation to the Board that was prepared by Interim Health Director Melanie Campen:

1. Health Department Updates

- i. **Accreditation Update**-*Accreditation will be completed by September 30th and submitted.*
- ii. **Staffing/Positions/Interviews/Staff Meetings**-*Still working on the PH Nurse II position with STATE approval. One more interview for the PA-IV tomorrow. May need to repost that position along with the School COVID liaison position. Held Health Educator interview, and again we may re-post this position. We are looking at maybe supplementing the pay with the \$39,900 AA monies we would receive for up to two years for the 466 Advancing Equity position. Environmental Health Specialist applicant has been decided and awaiting STATE and COUNTY approval. I believe the person selected can come in ready to work immediately. Both candidates have the same number of authorizations, On-Site, but both agreed to cross train. Overall, we are pleased with the interest shown.*
- b. **WIC**-*Received only 2 demerits on their Monitoring Audit. Vanessa and Sue have completed the CAP and sent it today to the STATE. Vanessa has been Interim WIC Director and Sue is our Contract Nutritionist that works two days a week. Vanessa is also Back-up for front desk and is a Vital Records Registrar.*
- c. **Environmental Health**-*On-Site is very back logged estimate of 10-12 weeks. Contract worker did work this past weekend, both days, and plans on working this week a couple of days, so hopefully, we can get caught up somewhat. Many counties across the state are experiencing this type of issue, but we are seeing a SMALL decline in applications. Food and Lodging is as busy as I have ever seen. I have 2 open pool plan reviews, permitted a food stand, and two mobile food units. Contract worker has permitted a restaurant and one hot dog pushcart. I have one open food stand plan review and Debbie(contractor) has an open restaurant plan review.*
- d. **Clinic**
 - i. **MOUs**-*Working on MOU since NOVA closed. Thought we had secured a provider, but they backed out last week. NOVA handled all STDs, and the new provider did not think they could schedule patients within 24 hours or one business day. Met with*

STATE today to discuss our plans. Anne Thomas, our consultant, will be working with us to hopefully get Craven to see our patients on a temporary basis while we work on our long-term plan, to satisfy the STATE ASAP. We are working on job descriptions and eventually evaluations. Some evaluations have not been done in about two years, however, with COVID last year, I do not think we would have been able to do them.

- ii. *Services-Due to staffing shortages, many services are not being performed. A pregnancy test was turned down due to staff shortages, so when someone is turned away the patient is referred to First Choice, and we can potentially lose the WIC funds associated with that person. I am hopeful that getting the extra positions filled, we can provide most services and slowly bring in some income. We encourage patients to make appointments to ensure the provider is present. COVID has placed extra work on Nurse Supervisor and she could use some extra help.*

2. **Covid Annual Report-** *This is one of two annual reports that the Health Director must present to the Board of County Commissioners. What is being presented tonight is Pamlico's COVID numbers from March 1, 2020, to September 11, 2021, from the NCDHHS Dashboard, which is open to the public. As you can see from the graphs that our numbers spiked sharply in August 2020, then came down and seemed to go up and down. We can see our numbers were growing in November 2020. We had roughly 6-7 months of elevated numbers and the Virus seemed to disappear in June. BUT here came July 2021. We are still seeing high numbers, but I feel we have leveled. I could be wrong, as COVID has proven very difficult to predict. The first graph is broken down by Race, 68% of cases (750 individuals) are white. Seventy-three individuals were listed as other and 278 were listed as suppressed. Attached to this report, you will find the definition of Suppressed. As you can see, most of our increased numbers occurred after holidays and this last one as schools were opening back up. Our public schools have now started requiring masks. As of today, we had 26 positives reported over the weekend, and we are now at 19 deaths. There are approximately 3-4 individuals currently hospitalized. The second page represents the total number of deaths. As you can see, all this information is suppressed so I included the information reported in the NCEDDS, NC Electronics Disease Surveillance System. That report was generated on August 23, 2021. It appears that the highest number of deaths occur with the 75+, White and*

African American, Non-Hispanic individuals. Also reported are the numbers of individuals that had underlying conditions.

3. Covid Information

1. Vaccinations-Vaccines still available
2. Boosters-We start with the Booster shots for immunosuppressed individuals tomorrow. Individuals must self-attest to this fact. Shots only by appointment currently.
3. Testing issues-Our Contract Nurse Practitioner does the symptomatic individuals. Nursing Supervisor handles the Asymptomatic individuals. If an Asymptomatic person is tested, the test must be sent to a private lab and the cost is \$100. Not sure if we can charge for the tests, but it is something we will explore.
4. Building Issues-Still having issues with water leaks in the roof into our server room and clinic restroom.
5. Additional Resources for BOH-I have attached additional reading resources for whomever may be interested.

Additional Resources for NC Public Health Governing Boards

The NC Institute for Public Health at the UNC Gillings School of Global Public Health maintains resources for local public health governing boards in North Carolina including:

Introduction to Public Health in North Carolina

A free online series of training modules which serves as a basic introduction to the practice of public health in North Carolina, This training is strongly recommended as part of a complete orientation for all new public health governing board members. Each module is 20-30 minutes and completion of the entire series takes 2 1/2-3 hours.

Online trainings may be accessed at http://nciph.sph.unc.edu/tws/intro_ph_nc/

NC Board of Health Rulemaking Authority

This online training is designed to explain rulemaking authority as it applies to a local board of health including the board's general authority to make rules, limitations on this authority, and procedural requirements that NC law imposes on the rulemaking process. The training may be accessed as needed for "just-in-time" training when boards are actively engaged in rulemaking or used towards meeting requirements for ongoing training for board of health members.

Online trainings may be accessed at <http://sph.unc.edu/nciph/boh-train/>

Annual Board of Health Training

NC accreditation requirements stipulate that local boards of health receive annual training. Annual training can be on multiple topics including a refresher on roles/responsibilities, accreditation, community health assessment or other specific topics of interest to a local board. To discuss annual training please contact Rachel Wilfert, Training & Technical Assistance Manager, NC Institute for Public Health, rachel.wilfert@unc.edu or 919.966.4085.

Boards of Health Resources

The NC Institute of Public Health has compiled a webpage of resources for local public health governing boards. Topics include information on open meetings and governance, information from the UNC School of Government on public health law, basic principles of public health agencies, data resources, accreditation, community health assessment and community health improvement planning and much more.

NC Board of Health resources: <http://sph.unc.edu/nciph/nciph-boh-resources/>

Books:

Bell, Fleming A. Suggested Rules of Procedure for Small Local Government Boards, 2nd Edition. School of Government: University of North Carolina at Chapel Hill 2012.

Brown, Jim. The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence. San Francisco: Jossey Bass, 2006.

Cain Consulting Group, Inc. The Board Team Handbook: The Board Member's Guide to Visionary Leadership, 2nd Edition. Hawarden, Iowa. 2014.

Coerver, Harrison; Byers, Mary. Race for Relevance: 5 Radical Changes for Associations. Washington: ASAE 2011

Gladwell, Malcom. David and Goliath: Underdogs, Misfits, and the Art of Battling Giants. New York: Little Brown & Co, 2013.

Heath, Chip and Heath, Dan. Switch: How to Change Things When Change is Hard. New York: Broadway Books 2010.

Kotter, John P; Whitehead, Lorne A. Buy-In: Saving Your Good Idea from Getting Shot Down. Boston: Harvard Business Review, 2010.

Kouzes, James; Posner, Barry. The Leadership Challenge, 4th Edition. San Francisco: Jossey-Bass 2007.

Lawrence, David M. Open Meetings and Local Governments in North Carolina: Some Questions and Answers, 7th ed. Chapel Hill: School of Government, 2008.

Lencioni, Patrick. Death by Meeting: A Leadership Fable...About Solving the Most Painful Problem in Business. San Francisco: ossey-Bass 2004.

Lencioni, Patrick. The Five Dysfunctions of a Team: A Leadership Fable. San Francisco: Jossey-Bass 2002

Lencioni, Patrick. Overcoming the Five Dysfunctions of a Team: A Field Guide for Leaders, Managers, and Facilitators. San Francisco: Jossey-Bass 2005.

Lencioni, Patrick. Silos, Politics and Turf Wars: A Leadership Fable About Destroying the Barriers That Turn Colleagues Into Competitors. San Francisco: Jossey-Bass 2006.

Boardsource. The Source: Twelve Principles of Governance That Power Exceptional Boards. Washington DC: Boardsource 2005.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Tax Reliefs and Releases are hereby approved.

| Name: | Year | Tax/Ticket | Reason | Amount |
|----------------------|------|------------|--|-----------|
| Habitat for Humanity | 2021 | 6744756 | Late Application per Leslie Young | \$ 36.82 |
| Bate Land & Timber | 2021 | 6747528 | PUV Value did not rollover to 2021 tax year | \$ 596.46 |
| Dennis Gaskill, Jr. | 2021 | 6740645 | DMWH taken off and billed in Personal Property | \$ 556.30 |

BE IT RESOLVED, the following Budget Amendments are hereby approved.

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------------------|-------------------------|------------------------|
| 105310-549895 | In Home Aid COVID Expenses | \$ 17,497.00 | |
| 100222-435442 | In Home Aid COVID Funding Grant | \$ 17,497.00 | |

Reason for Budget Revision: To change in budget to reflect actual additional money received from the State.

Department: Sheriff Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------------|-------------------------|------------------------|
| 104210-535200 | Maint & Repair- Equipment | | \$ 12,000.00 |
| 104310-519900 | Contracted Services | \$ 12,000.00 | |

Reason for Budget Revision: To cover shortfalls in Sheriff Contracted Services line.

BE IT RESOLVED, the request to apply for Rural Operating Assistance Program (ROAP) grant is hereby approved and the County Manager and Finance Officer are authorized to sign documents.

BE IT RESOLVED, the request for approval of Budget Amendment for Sheriff Department contracted IT Contractor in the amount of \$38,000 is hereby approved.

Department: Sheriff Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|----------------------|-------------------------|------------------------|
| 100000-439900 | Fund Balance Approp. | \$ 38,000.00 | |
| 104310-519900 | Contracted Services | \$ 38,000.00 | |

Reason for Budget Revision: To cover shortfalls in Sheriff Contracted Services line.

BE IT RESOLVED, the request for approval of change order for Bennett Road Project in the amount of \$15,200 is hereby approved.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the request to appoint someone to fill the vacant seat on Bay River Metropolitan Sewer District Board of Directors is hereby tabled until October 04, 2021.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board went into closed session pursuant to NCGS §143-318.11(a)(6) to discuss a personnel matter.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board went back into open session.

No action was taken in closed session.

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert the Board recessed until October 04, 2021 at 5:00 pm.

Chairman

Clerk to the Board