

The Pamlico County Board of Health  
Regular Meeting  
Minutes of the Meeting  
January 9, 2017  
6:30 p.m.

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Board of Health Members:

Present: Cliff Braly, Lori Altman, Jason Rose, Tunmorya Bennett

Absent: Elizabeth Cordes, Teresa Scott, Kenny Heath

Other Attendees: Scott Lenhart, Susan McRoy

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The Meeting was called to order by the Chairman, Cliff Braly at 6:50 p.m.

Scott Lenhart asked to add Hope Board Member information to the agenda. A motion was made and seconded by Jason Rose and Lori Altman to approve the agenda with the modification. The motion passed.

A motion was made and seconded by Jason Rose and Tunmorya Bennett to approve the minutes of the November 14, 2016 meeting. The motion passed.

There were no public comments.

Cliff Braly turned the meeting over to Scott Lenhart to give Health Department Updates. Susan McRoy told the Board that December expenditures were lower because she was out on medical leave and fewer invoices were processed. January expenditures will mostly be higher. Revenues were slightly lower due to the holidays. Scott Lenhart reviewed the service numbers. He noted that WIC numbers were down in December which seems to be normal for most agencies. Vanessa Gaskins, the WIC clerk, and the contract Nutritionist will be working on doing more outreach beginning in January. This should increase our WIC numbers. He is hoping to work with other agencies, such as the Partnership for Children and DSS, to help get referrals to WIC. He is pleased with the current clinic numbers and is hoping for an increase soon. Environmental Health numbers are good. They have about a 2 week turnaround time for applications, depending on the weather.

Scott Lenhart updated the Board on the current staffing situation. Tamara Jones, our Health Educator/Planner/Evaluator, resigned after over 13 years with the health department. He told the Board that her responsibilities are usually 3 separate positions. He was able to get the approval of the County Manager and Commissioner to offer her more money, but she decided to go to another county.

He said that he would cover as many of her responsibilities as possible until he can fill the position since he has a background in health education and preparedness.

Scott Lenhart has received 2 applications for the Social Worker position. One was referred by the Network but isn't qualified based on the Networks requirements. He has a meeting with the Network on Friday. The position has been open since August.

Scott Lenhart has received no applications for the Practitioner. He believes the salary is too low and feels like we have 3 options: leave the salary and current advertising (ESC) as is and hope for the best; be proactive and seek other free advertising avenues; or pay a headhunter between \$5,000 and \$15,000 to recruit someone. Cliff Braly asked if there was enough in the budget to recruit. Scott Lenhart said that with salary lag there is enough salary to recruit for the current fiscal year, but he would have to justify the cost to the Commissioners. Lori Altman asked if we were advertising for a full-time provider and said that we haven't had a full-time person for a long time. Scott Lenhart said that we really only need the provider 3 days a week (M-W-F) to cover us for the STD program requirements. This would also allow for some primary care. He looking are \$60,000 part-time. If the person worked 30hrs per week, he/she would receive benefits, which could be a factor. A mid-level provider could increase our Medicaid Cost Settlement amount. Scott Lenhart knows of a health department that has a provider 4 days a week and recently received over \$200,000 in cost settlement funds. The recommendation of the Board is to change to position back to part-time and to look at other areas to advertise and recruit. Scott Lenhart will contact East Carolina University and see about residency opportunities and their rural health programs as possible areas from which to recruit. Lori Altman said that Pamlico Medical Center had been trying for 10yrs. to recruit providers.

Environmental Health has recently received a trash complaint from the Reelsboro area. Scott Lenhart recommended that the Board look into revising the current Trash Ordinance and present it to the Board of Commissioners for approval. He issued a public health nuisance letter to the home owner, and the owner hopes to have the property cleaned up in February. It seems the complaint is caused by a dispute with the neighbor as there is a "junk yard" on the opposite side that "she hadn't noticed." There was much discussion regarding the Board revising the Ordinance because the idea had been presented in the past and "shot down" by the Commissioners. Scott Lenhart pointed out that if the Board of Health goes through the process of revising and presenting the Ordinance, it would meet several Accreditation requirements. Cliff Braly and Jason Rose said that the new ordinance must have enforcement capability, ie "teeth." Tunmorya Bennett asked why it was shot down by the Commissioners. She stated that how a property looks impacts where people want to live.

Scott Lenhart told the Board that he plans to have the Health Department Management Team attend Board of Health meetings and report out for their respective areas beginning with the July meeting. This would allow the 2 groups to get to know each other and allow the Board to ask the "experts" questions directly.

Scott Lenhart recommended that the meeting schedule be changed to every other month. There was some discussion about what the meeting schedule was prior to Mr. Harrington's resignation. Susan McRoy said that the Board was meeting quarterly. Special meeting can be called as necessary. Cliff Braly made a motion to change the meeting schedule to every other month. Jason Rose and Tunmorya Bennett seconded the motion. The motion passed unanimously.

The Board of Health Handbook has been updated. The changes were to the Health Department Organization Chart and the Board Member list. A motion was made and seconded by Jason Rose and Tunmorya Bennett to approve the revised Handbook. The motion passed unanimously.

Scott Lenhart plans to give his 60 report at the February Board meeting. He will present his observations and recommendations at that time. He said that the morale issue that was mentioned during his interview does not seem to be an issue anymore.

Steve Pertz resigned from the Board of Health. There are currently 4 vacant positions on the Board: physician, nurse, and 2 public. Elizabeth Cordes wanted to go off the Board but had said that she would stay on until a permanent health director was hired. Cliff Braly will call her to follow up on her status as a Board member. Teresa Scott's appointment expired in December. She has only been to one meeting since July and that meeting did not have a quorum. Scott Lenhart is talking to Dr. Carperos about joining, but she had concerns about a conflict of interest since she is the medical director. Jason Rose will talk to his brother Josh Rose, a dentist, especially if Dr. Cordes resigns. He was interested a couple months ago. Tunmorya Bennett will talk to the school health nurses and some teachers that live in the County regarding the nurse and public positions. Jason Rose asked if Tim Buck and the Commissioners were aware of the vacancies. It was mentioned that the Commissioners usually have "a list in their head" of people to put on Boards. Lori Altman asked what area of expertise we should look for. Scott Lenhart said it needs to be someone with a passion for public health and understands what we do. He suggested someone from DSS, a clergy member, or a teacher. He will contact Debbie Green at DSS and see if she has any staff that might be interested. Cliff Braly will collect all the recommendation for new members and present them at the next meeting. Courtney Norfleet at the County Manager's office has the application. There was much discussion regarding Board of Health training. Once new members join, we will plan to have official training for all Board of Health members.

The Consolidation Meeting that was scheduled for October has been rescheduled for either February 20<sup>th</sup> or 24<sup>th</sup>. The 20<sup>th</sup> is a regular Commissioners' Meeting, and the 24<sup>th</sup> is a Friday. There was much discussion regarding the 2 dates. It was decided that the 20<sup>th</sup> was the better day; however, the Board had concerns about the meeting being held in conjunction with the regular Commissioners' Meeting. Scott Lenhart will let Tim Buck know the preferred date and the concerns.

The Health Department staff have seen presentations by 2 vendor for an EMR. The recommendation was to go with Patagonia. They are cheaper and seem to be more user friendly and easier to navigate. The State is giving health departments that are still on HIS \$20,000 to convert to an EMR. This money will cover the first year's cost for Patagonia and will cover part, if not all, of the necessary equipment upgrades that need to be made for the Health Department to convert to the new EMR. Lori Altman asked when this transition would occur. Scott Lenhart said by the 1<sup>st</sup> of July.

The Hope Board plans to make Scott Lenhart a voting member of their board at their meeting on Wednesday. In the past, the health director has been an adhoc member.

Scott Lenhart told the Board that Pamlico Community Health Center has opened a dental clinic. He feels that the dental clinic will overrun the medical clinic. This could increase our patient numbers when we hire a provider.

It is time to vote on officers. A motion was made and seconded by Jason Rose and Tunmorya Bennett to table voting on officers until the beginning of the fiscal year.

On a motion to adjourn was made by Lori Altman, seconded by Tunmorya Bennett, and unanimously passed, and the meeting was adjourned by the Chairman at 8:27 p.m.

Cliff Braly, Chairman Board of Health

Date

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Scott Lenhart, Health Director

Date

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Susan McRoy, Secretary

Date

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