

The Pamlico County Board of Health
Regular Meeting
Minutes of the Meeting
April 10, 2017
6:30 p.m.

Board of Health Members:

Present: Cliff Braly, Edward Riggs, Jr., Jason Rose, Joshua Rose, Starr Murphy, Sheri Rettew, Michele Parish, Anita Mayo, Tunmorya Bennett, Lori Altman, Susan Woods

Other Attendees: Scott Lenhart, Susan McRoy

Chairman Cliff Braly called the meeting to order at 6:32.

A motion was made and seconded by Jason Rose and Starr Murphy to approve the agenda. The motion passed.

Susan McRoy administered the Oath of Office to Susan Woods. Cliff Braly welcomed her to the Board.

A motion was made and seconded by Edward Riggs, Jr. and Anita Mayo to approve the minutes from the regular March 13, 2017 meeting. The minutes were approved.

There were no public comments.

Cliff Braly turned the floor over to Scott Lenhart to give health department updates. Susan McRoy said that expenditures and revenue for March were about the same. Scott Lenhart let the Board know that the \$30,000 for the Child Health Program had been received for the renovations and additional equipment for the clinic. Sheri Rettew asked if the Board could get a Year to Date expenditure report. Susan McRoy said that the report can be added back to the packets.

Scott Lenhart reviewed the clinic numbers which were down considerably from the previous month. He is hoping that they will start increasing in July when Dr. Parish starts seeing patients. WIC numbers were slightly lower in March but very close to the State average. Many counties are well below the State average. Environmental Health fees were at \$4025 for the month of March. Pool inspections should increase soon, and there should be an increase in the pool fees collected since the Commissioners approved the changes in the pool fee schedule last month. Sheri Rettew asked why there was a significant increase in Continue Education hours for the month. Scott Lenhart said that Tammy Rodriguez went to training for another authorization during the month. This training was approximately 3 weeks long.

Scott Lenhart updated the Board on staff vacancies. He explained to the group that the Commissioners had approved splitting the Planner/Evaluator position into 2 positions: a Health Educator I and a Health Educator II. The salary for those positions could be covered by State Program funds, however the benefits of approximately \$18,000 would have to be covered by the County. The Commissioners agreed to hire the Health Educator I now and the Health Educator II after July 1st. There were concerns that they would decide to not fill the Health Educator II position later, so Scott Lenhart has decided to recombine the position. He has 2 applicants that are qualified for the Planner/Evaluator position and hopes to interview them next week. Nutrition Plus has moved Mary Trybuskiewicz to another agency. The nutritionist they sent is not an RD, so the Health Department is unable to do Medical Nutritional Therapy right now. He pointed out that we are currently paying Nutrition Plus approximately \$75,000 per year for a contract nutritionist, but the salary for the position is budgeted at approximately \$45,000. If the salary is increased by \$5,000, we may be able to hire a nutritionist and still save the County about \$20,000. No applications have been received for the social worker position. The position will probably be going back to the Network simply because we cannot recruit for this position. The Consolidated Agreement, our contract with the State, explains what must be done to turn the programs that this position covers back over to the Network.

Scott Lenhart gave an update on the building renovations. Some of the repairs have been done. The plumbing in the clinic rooms has been covered. The new refrigerators are now being used. The old refrigerator is still sitting in the hallway. The chipping paint has been fixed. The network wires have been put in a cabinet on the wall. The trap doors on the outside of the building have been replaced. Since we now have the State Funds available, we can now order the paint and move forward with replacing the exterior doors. We may have to contract for the painting instead of using the inmates as was originally planned. Starr Murphy said that there are only 2 inmates left to do the work in the Courthouse and the Jail. Scott Lenhart has contacted Harbor Point for a timeline on replacing the doors but has not heard back yet. He asked Starr Murphy if the cleaning out of the yellow building was on the list for the inmates to do. She said it was.

The pediatrician contract should be signed this week. The 1st copy of the contract got lost. The 2nd copy had to be revised to reflect a change in the wording regarding the number of hours Dr. Parish would be working. These changes have been made, and the County Manager told Scott Lenhart that he was giving it to the Finance Officer to sign today (Monday).

Scott Lenhart and Sheri Rettew have discussed the merger of the Health Department and Hope Clinic. They have decided to wait to move forward until after the budget meetings and the joint meeting of the Board of Commissioners and Board of Health.

Scott Lenhart updated the Board on the proposed budget for next year. He has asked for a car to replace the unreliable one that we currently have. This one is 20yrs old and has 85K miles on it. There is an increase in the Immunization Medical Supply line to cover the cost of private vaccine. He explained that the \$20 administration fee for immunizations is pure profit. There is also an increase in contracted services for Dr. Parish and Nutrition Plus. There was much discussion regarding the need to estimate the revenue that would be associated with the increase/addition of services. Edward Riggs, Jr. recommended that the health department submit a document like the Sheriff submits that details the needs, costs, revenues, and savings associated with each of the programs. Sheri Rettew asked if a profit and loss statement would be helpful for the Commissioners when trying to decide what to fund and what to cut.

Scott Lenhart asked the questions “What do you want this health department to do?” Funds to purchase private immunizations have been cut from the budget for the last 2 to 3 years. The County has paid Nova approximately \$2000 so far this year to see STD clients for diagnosis since we do not have a provider. There is \$81,000 budgeted in salary for a mid-level provider, and funds budgeted in contracted services for Dr. Parish. The funds for Dr. Parish will come from the State Child Health funds and Medicaid Cost Settlement, as well as any fees that are collected and Medicaid payments for her services. Scott Lenhart has been told by the County Manager that he can have either a mid-level provider or Dr. Parish, not both. The health department needs an FNP and Dr. Parish in order to meet the program requirements given by the State. He is recommending that the Board of Commissioners and the Board of Health meet, preferably before the budget is finalized, to make sure that both Boards are on the same page as to the direction they both want the health department to go. It was stated several times by several people that they do not believe the Commissioners or the public know what the health department does or is supposed to be doing. Of the 10 Essential Services that Health Departments are required to do, 8 of these are protection and prevention. Private practices do not provide these types of services, only public health. The Commissioners and the public need to be educated on what we in public health do. It was recommended that Scott Lenhart be at every budget meeting so that if/when questions arise about the health department’s budget, he will be there to answer the questions. It was also suggested that any Board of Health members who can attend the budget meetings. The next meeting is scheduled for 4/24 at 7pm. Scott Lenhart reviewed the percentage of total County budget that goes to county administration (6%), sheriff’s department (20%), DSS (18%), school system (20%), and health department (5%). Starr Murphy recommended that these numbers be compared to counties similar to us. Jones and Anson are the most like us. Edward Riggs, Jr. recommended that the health department estimate the revenue associated with the additional expenditures. There was much discussion regarding how to get these numbers as we have no historical data for Child Health or private immunizations as these have not been done in a very long time. Sheri Rettew asked if it was a line item issue or a vision issue. Edward Riggs, Jr. said that it depends on the Commissioner. There are a couple who want a small health department, and others do not understand what the health department does. He said the Commissioners need to see the revenue estimates, the cost of farming out the services, and the savings if the services are provided in-house. Scott Lenhart pointed out that right now the Nutritionist position is budgeted twice: once in salary and benefits and once in contracted services. The cost of contracting is more than the budgeted salary and benefits. Once a nutritionist is hired, the contracted services funds will not be needed/used. Edward Riggs, Jr. recommended that the Commissioners be given a budget book instead of a spreadsheet. Dumb it down so that it is very simple and easier to understand. Scott Lenhart said that during the budget meeting with Tim Buck and Bill Fentress he was asked why the health department salary and benefits lines were 13% more than the current year. This increase is due to 2 new positions and the health director’s salary and benefits. All of Dennis Harrington’s salary was not budgeted in the salary line as he received a housing allowance and travel. Starr Murphy recommended that an article be put in the local paper(s) to explain what the health department is currently doing, what it should be doing, and any educational articles that are relevant at the time. This would help educate not only the Commissioners but also the general public. Scott Lenhart has given 2 presentations in the past few weeks. The one in Hobucken did not go well, but the one to the Civitans went very well. There was much more discussion regarding the vision of the Board of Health vs. the Commissioners for the health department and how to present the budget justifications. However, there was no answer given by the Board of Health as to what their vision for the health department is. Scott Lenhart will redo the budget and justification this week so that it will be ready for the 4/24 budget meeting. Edward Riggs, Jr. said that there isn’t enough time to have the joint meeting prior to the budget meetings but all are welcome to attend the budget meetings as they are public meetings. Scott Lenhart said that he doesn’t expect to

get a new car or building in this budget but does need the Maintenance and Repair line so that the needed repairs can be done to the building. The health department shouldn't be punished for not spending all the prior year's budget. He hopes to reduce the County allocation from 72% to around 40% within the next 2 to 3 years. Edward Riggs, Jr said that there is finally a full Board and the Commissioners should hear the concerns of the Board of Health in regards to the Health Department. Cliff Braly recommended that Scott Lenhart do a 5 year plan with reasonable numbers and his vision. Sheri Rettew offered to assist in any way and said that the Board would be a good group to review the new budget book. She also recommended advertising for positions on Towndoc and to contact Keith Smith to get this done. Scott Lenhart said that he felt like the health department is moving in the right direction and is getting good feedback in the community. He just wants a fair budget.

New officers will be chosen at the June meeting, so start thinking about who should be chair and vice-chair. Starr Murphy thanked Edward Riggs, Jr. for his help. He clarified that the Board of Health wants a joint meeting with the Board of Commissioners as soon as possible. Board of Health members are welcome to attend as many budget meetings as their schedule allows. Scott Lenhart will work on the budget book. Scott Lenhart asked if the lawsuit in Arlington Place would affect the health department budget. Edward Riggs, Jr. said it would not. The Water Department is an enterprise fund and does not rely on tax money to fund its budget.

There was final discussion regarding services currently provided at the health department, services that were provided but not anymore, and why the services aren't provided. Edward Riggs, Jr. asked how citizens are negatively affected by the lack of services, how much it would cost to provide the services vs. the revenue they would generate, and why has there been no public outcry when the services stopped. Starr Murphy said that it would be very helpful to have providers at the health department to see the citizens as well as the inmates. She refers some of the inmates to Hope Clinic when they are released.

A motion to adjourn was made by Jason Rose, seconded by Joshua Rose, and unanimously passed. The meeting was adjourned by the Chairman at 8:20 p.m.

Cliff Braly, Chairman Board of Health Date

Scott Lenhart, Health Director Date

Susan McRoy, Secretary Date
