

The Pamlico County Board of Health
Regular Meeting
Minutes of the Meeting
September 11, 2017
6:30 p.m.

Board of Health Members:

Present: Cliff Braly, Edward Riggs, Jr., Jason Rose, Joshua Rose, Starr Murphy, Sheri Rettew (Chair), Michele Parish, Anita Mayo, Susan Woods

Absent: Tunmorya Bennett, Lori Altman

Other Attendees: Scott Lenhart, Dawn Jones, Jeff Aydelette

Meeting was called to order at 6:30.

A **motion** was made and seconded by Cliff Braly and Ed Riggs to approve the agenda. All were in favor and the motion passed.

Ed Riggs made a motion to approve the July 10, 2017 regular/closed meeting minutes and approval of special meeting of the Board of Health on August 14, 2017. Cliff Braly second, all were in favor.

There were no public comments.

The board would like to see what percent of monies has been spent in each program. Dawn is to work on this with Anne Moore State Consultant that visits for guidance on this.

PROGRAMS:

WIC: Sheri stated to the Board she would like to know at what percent WIC department should be seeing. There was conversation regarding how to get more WIC patients enrolled.

Environmental Health: There is now a contract worker, Melanie Campen working alongside Tammy Rodriguez on weekends to get the wait list caught up. Also, Tim Krissman, State Consultant, has been very obliging about coming down and helping when needed. Ed Riggs inquired about list and it was discussed that the list of people waiting for services was 15-20 long and months out. Now, it is only 7 and few weeks out.

Clinic: Pediatric patient numbers are rising.

Staffing and coverage update: Environmental Health Specialist position has been posted in-house. There may be 2 applicants for this position, unsure until closes. There is also a position for PAIV, WIC Nutritionist and Social Worker. The openings are not showing in State website or are being dropped off. Stephanie Hucks is to follow up with the Employment Security Commission.

Scott advised board Tammy Rodriguez had been nominated for the NCPHA emerging leaders program. There was conversation regarding Tammy other leadership programs she's in. There was also discussion regarding how long it will be before she is certified, Scott stated should be certified within next 2 months.

Maintenance and Repair: Tile floor is almost complete. Scott stated there is now a problem with the outside of the supply door, "soft spot" and precautionary ideas until fixed. It was discussed on whether the Health Department is a county building.

Sheri Rettew asked how it works to request time before the Board of Commissioner's. She also wanted to speak with Tim Buck about a joint meeting with the Board of Health and County Commissioner's about the vision of the Health Department. Ed Riggs stated that Tim Buck wants something in writing first to take before the Board of commissioners. Ed Riggs spoke on getting together a 5-year plan that the Board of Health agrees on then go before the Commissioners. Scott Lenhart stated he will have a 5-year plan ready by November 2017 meeting.

Scott Lenhart advised the Board of staffing reassignment. Right now, contracting with Nutrition Plus the fees are at \$71,000. Brenda Hart is in process of moving to cover WIC and cover CAP program. Waiting on state for final job description.

Sheri asked for a **motion** to go into closed session. Cliff Braly made a **motion** to go into closed session, Board agreed unanimously. Jeff Aydelette was excused.

No action taken during closed session. Cliff Braly motioned to come out of closed session, seconded by Jason Rose.

Starr Murphy inquired about flu vaccines. Scott advised that State had not sent flu vaccines yet.

With no further business to discuss, Cliff Braly made a **motion** to adjourn, Starr Murphy **seconded**, all in favor.

Sheri Rettew, Chairman Board of Health

Date

Scott Lenhart, Health Director

Date

Dawn Jones, Secretary

Date
