

The Pamlico County Board of Health  
Regular Meeting  
Minutes of the Meeting  
November 13, 2017  
6:31 p.m.

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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, Tunmorya Bennett, Lori Altman

Other Attendees: Scott Lenhart, Dawn Jones, Jeff Aydelette, Tammy Rodriguez

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Meeting was called to order at 6:31.

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

Ed Riggs made a motion to approve the September 11 2017 regular/closed meeting minutes, Anita Mayo & Cliff Braly second, all were in favor.

**PUBLIC COMMENTS:** Jeff Aydelette stated that once the state guidelines came through regarding problems with permits and septic tanks came through he would be happy to run a 2-week consecutive ad in the County Compass.

**Health Department updates:** Budget for September & October were viewed. Dr. Parish had a question regarding the Child Health profit/loss column. Dawn Jones and Scott Lenhart explained that the amount has been incorrectly taken out of Salary line item when in fact should have been taken out of Salary part time line item. Finance has been contacted and needed corrections have been made.

**PROGRAMS:**

**WIC:** Scott Lenhart discussed these numbers. They were not put on a graph but were pulled for him by contract Nutritionist on staff.

**Environmental Health:** Tunmorya Bennett asked about line on Environmental Health that stated monies received from grants. Tammy Rodriguez explained how the grants work and the payback amounts to the county for each. The monthly numbers were also gone over by Tammy Rodriguez. Scott Lenhart discussed a developer who spoke with the Board of Commissioners and results of such. There was discussion by Board and Scott Lenhart on current issues that have arisen. The State has sent ideas and guidelines to how to respond to them and what needs to be done. Scott Lenhart stated that many of the ideas and guidelines were already in place.

**Clinic:** Immunizations & STD #'s had gone up.

**Staffing and coverage update:** positions still vacant are Mid-level provider and Social Worker. Scott Lenhart explained why the CC4C social worker position will be hard to fill due to higher education (BSW with 3 years or Masters) vs. low salary.

Stormy Meadows has been hired as PAIV for Environmental Health.

New Environmental Health Specialist has been hired, Melanie Campen. Scott Lenhart advised the Board of the 3 candidates all were qualified by the state, but Ms. Campen was the best candidate, in regards to educational requirements and experience needed to fill the position.

**Maintenance and Repair:** Nothing to report at this time.

**Health Director's yearly evaluation:** Sheri Rettew brought up the fact that it was Scott Lenhart's 1-year anniversary next week and suggested a choice of 2 different models for his annual evaluation. Starr Murphy would like for the 360 evaluations be used and sent out again. Models were discussed and Cliff Braly asked/verified that we would be using prior 360 evaluation model. Tunmorya Bennett inquired on how Scott gets feedback from his employees. It was discussed. Sheri Rettew stated that this would be good feedback to help with Health Director evaluation. Staff will be sent the 360 evaluations with a return deadline.

**HOPE Clinic Lease Agreement-** Last evaluation of lease agreement was in 2009 and in fact was a Memorandum of Understanding. County lawyer believes that a new lease with indemnification covering the health department and the county should be drawn up due to the New Beginnings clinic. Scott Lenhart stated that he had copies of the lease or it can be emailed out if needed. Cliff Braly asked if there was anything that HOPE Clinic didn't like regarding the new lease and this was discussed. Jeff Aydelette stated he would like a copy of the lease.

**Strategic Plan-** Scott Lenhart stated that the strategic plan for Health Department needed to be updated and adjusted for current year, last time it was updated was in 2015.

**Debt set off/write off:** Debt set off and bad debt write off amounts were gone over with the Board. Process explained. Fee and Policy Procedure was to be seen but will be on agenda for next meeting.

Sheri Rettew brought to the Board should they go back to meeting once a month because of ongoing issues within the county concerning the health department. Cliff Braly made a motion that this would be a good idea, Michele Parish seconded the motion. The next Board of Health meeting will be the 2<sup>nd</sup> Monday of December 2017.

Sheri Rettew spoke with the Board of Health regarding her meeting with Tim Buck and Paul Delemar and what they envisioned for the Health Department. Paul Delemar suggested a AdHoc committee and appointed members. Ed Riggs stated he is not against plan as a whole and sees it as a healthy process. Scott Lenhart stated he would like for more of the Board of Health members or have a committee versed in Public Health to be on this appointed committee. There was discussion regarding the Committee looking to cut services, what are needed services and how does one determine services that are not needed? Board members discussed submitting a strategic plan to the Board of Commissioner's instead. It was discussed and the Board of Health is going to decline the offer of the Committee and Cliff Braly motioned to pursue the process of a strategic plan to bring before the Board of commissioners. Starr Murphy and Michele Parish seconded the motion.

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

Sheri Rettew, Chairman Board of Health

Date

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Scott Lenhart, Health Director

Date

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Dawn Jones, Secretary

Date

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