

The Pamlico County Board of Health  
Regular Meeting  
Minutes of the Meeting  
April 9, 2018  
6:34 p.m.

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Board of Health Members:

Present: Edward Riggs, Jr., Sheri Rettew (Chair), Jason Rose, Joshua Rose, Starr Murphy, Susan Wood, Cliff Braly

Absent: Tunmorya Bennett, Anita Mayo, Michele Parish

Other Attendees: Scott Lenhart, Dawn Jones, Tim Buck, Carl Ollison, Berkley Hill, Tammy Rodriguez, Melanie Campen, David Baxter (County Attorney)

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Meeting was called to order at 6:34.

A **motion** was made by Sheri Rettew to modify agenda by adding Berkley Hill to public comments before action items. Ed Riggs stated he would like recordkeeping added to the agenda under Environmental Health. Cliff Braly made a motion to approve modifications, Ed Riggs seconded the motion, all in favor.

Minutes from March 12, 2018 were gone over a motion was made by Ed Riggs to accept the minutes, Cliff Braly seconded the motion, all agreed.

**Public Comments:** Berkley Hill, Pamlico County Animal Control Officer, advised Board of a possible outbreak of rabies in the feral cat population within the Oriental area. City Manager of Oriental and local business owners are in agreement for Berkley to start a mass trap and removal. There will be communications sent out to business owners and homeowners regarding what action is to be taken. There have also been put into place precautions for those that are trapped so as not to mistakenly remove household pets. Animals will be checked for microchips: some animals already have top left of ear docked showing vaccinated, when revaccinated will dock top right ear.

**PROGRAMS:**

**Health Department Updates:** Open staff positions of Mid-Level Provider and Health Educator.

**Clinic:** Patient Counts were gone over, showing a spike in STD. Child Health was discussed and Scott Lenhart explained how Dr Parish worked her hours each week and through her billings has ultimately sustained her salary.

**WIC:** Patient counts were gone over, numbers are up and on target.

**Environmental Health:** Numbers were gone over. It was also brought up how Environmental Health has no type of system in place for electronic recordkeeping. It was discussed how it was time

consuming, expensive and how it would cause the need for a new server. Discussion on possibly hiring persons to scan documentation and place in electronic files. Also, verification needs to be received on how system would be backed up.

Present plan: Discuss in May meeting the possibility of purchasing a scanner & hire temp employee vs. hiring contractor & server.

Environmental health fee changes were gone over. Motion to approve changes was made by Starr Murphy, Josh Rose seconded the motion, all in favor.

**Board of Health Comments:** Ed Riggs stated how county commissioners have discussed possibly dissolving Board of Health and taking over both the Health Department and Environmental Health. This has happened in lieu of letters being sent to homeowners regarding intention to suspend or revoke. The sending of these letters were discussed by the Board of Health on how there could have been better notification and handle differently but yet still handled well. Carl Ollison stated he would like more input on information going out (i.e. “letters”). Scott Lenhart discussed that it was by direction of the State that these letters were to be sent out. Tim Buck also spoke on what options were discussed amongst the Board of Commissioner’s. There were multiple discussions regarding current issues with Environmental Health, how these issues are becoming too political and need to be more service then money oriented in nature and how other issues seem to be driving this way of thinking. Cliff Braly stated how the Health Department is here for underserved and was better to be led by an independent board.

Ed Riggs made a motion to go into closed session, Jason Rose seconded the motion.

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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