

Wayne County Board of Health

Minutes

Regular Meeting Special Meeting

February 14, 2018 @ 12:15PM

Wayne County Health Department

3rd Floor Conference Room

301 N. Herman Street, Box CC Goldsboro, NC 27530

o **Call to Order**

The meeting was called to order by Dr. Rick Sessions at 12:15PM

Members Present	Pam Anderson, Registered Nurse Member; Mr. Robert Cagle, Chairperson, Engineer Member; Mr. Edward Cromartie, Commissioner; Mr. James Faulk, Jr., Public Member; Dr. Allan Harvin, Physician Member; Dr. Rick Sessions, Pharmacist Member; Mr. Steve Vann, Public Member; Dr. Osborne Wilder, Veterinarian Member and Anthony Woollet, Optometrist.
Members Absent	Mr. Davin Madden, Health Director;
Staff Members Present	Debra Barfield, Fran Belton, Bonnie Crouse, Celita Graham, Leah Grimmer, Stephanie Howard, Tiffany Miller, Sandi Morrisey, Josa Raynor-Vaughn, Ellen Ryals, Dr. James Stackhouse, Ken Stern, Susie Teachey, Linda Thompson, Rose Wagner, Wanda Westbrook, Kevin Whitley, Teresa Winders and Brenna Wolfe.
Others Present	Phyllis Moore - <i>Goldsboro News Argus</i>

A quorum was established with eleven members present.

- o **Invocation:** Mr. Robert Cagle
- o **Swearing in of New Board of Health Member:** Mr. Tommy Gibson, Public Member
- o **Introduction of Guests:** None
- o **Approval of Meeting Agenda**
 - Mr. Cagle made a motion to approve the agenda as emailed. Dr. Greenwood seconded the motion. The motion passed unanimously.
- o **Approval of January 10, 2018 Minutes**
 - Mr. Cagle made a motion to approve the January 10, 2018 Minutes as emailed to the Board. Mr. Faulk seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- **Board of Health Status:**
 - Recognition of Out-Going Board of Health Member: Teresa Winders.
- **New Employee Introduction:** None
- **Recognition of Employee’s Retirement:**
 - Linda Thompson, Social Worker, Pregnancy Care Management
 - Ellen Ryals, Lab Technician, Laboratory

HEALTH DEPARTMENT REPORTS	
Restaurant Inspection Report	Kevin Whitley shared the Restaurant Report from October 1, 2017- December 31, 2017. Three restaurants received a B Grade. Two were re-inspected.
Finance Report	<p><u>Revenue Report:</u></p> <p>Ken Stern reviewed the Revenue Report spreadsheet by program through January 2018. This report shows how much Revenue the Health Department has collected by various funding sources and by programs.</p> <p>Ken stated we are tracking at 57%. 70% Earned Revenue and we have used 48% of our annual budget so far. Programs are tracking where they should be.</p> <p>We are in the Budget cycle now and compiling the Health Department’s Budget. I am working on getting input from the Program Managers.</p> <p>I should have a proposed Budget to present to the Board in April’s Board meeting.</p>
Health Director’s Report:	<p>The following was shared by Program Managers:</p> <ul style="list-style-type: none"> • <u>Free Flu Vaccines:</u> Josa Raynor-Vaughn stated beginning Friday, February 16th, from 8:30am-4:30pm, we will offer free flu vaccines to the public. We have over 200 flu vaccines remaining. Due to a donation to offset the cost, we will be able to offer the vaccines free of cost on Friday. This also provides an opportunity for the Health Department to do a community outreach other than our normal clinical services. <p>From a surveillance standpoint, we have received over 600 reports of positive flu in Wayne County. As of yesterday we have two flu related deaths in Wayne County as compared to the State of North Carolina which has 140 flu related deaths.</p> <p>Mr. Cagle stated the Health Department is able to take donations to assist in this to provide free flu vaccines. If anyone would like to donate or anyone from the public would like to donate, make your check to the Health Department and put Free Flu Clinic in the memo line. A member of the community contacted me with some</p>

concerns over the flu that is running rapid in North Carolina. We have been fortunate even though we have two flu related deaths. 600 isn't as bad as it is in some other places. I got in touch with Mr. Madden, he checked and we got approval to do this and accept donations. Wanda Westbrook commented we are not able to get any more flu vaccinations this year; not until flu season next flu season in October.

Mr. Cromartie asked if those fatalities had their flu shot. Ms. Raynor-Vaughn stated they had other health issues.

- Accreditation: Ms. Brenna Wolfe stated we had our Local Health Department Accreditation Site visit on January 30th and 31st. Ms. Wolfe thanked James Faulk, Bob Cagle and Pam Anderson for interviewing with the team.

We received our report within one week stating we are recommended for re-accreditation. We met 143 activities out of 147 activities. Some of the things that are included now, we are given a Quality Improvement Plan with recommendations. However, when the next site visit comes in four years, they will take that Quality Improvement Plan and see if we have implemented any improvements.

One of the things they suggested, because we did not meet one activity due to sheet rock damage and paint peeling, was to encourage the department to repair damaged areas and to also encourage pursuing the possibility of a new facility for the department. Ms. Wolfe stated overall, we did really well.

Mr. Cromartie asked if there is someone who is in the organization that has the responsibility of turning work orders on time, and getting them through the maze of working its way to Facility Services. Mr. Stern stated both DSS and the Health Department have a designated staff member that does all our work orders and submits the requests to Facility Services.

Ms. Westbrook stated it was in the 3rd floor lab where they saw that. I think there are other things that he could have recommended the Health Department do besides that.

Mr. Cromartie also asked if we have received the report on the building. Mr. Stern stated that the architects are beginning the feasibility study. They are in the preliminary stage of making sure the plans they were given are accurate. I spent four hours with the architect team walking around the building and we only did the 3rd floor.

Mr. Cagle commented last year there was a subcommittee set up to be involved with the process. Maybe next time the team can give us

	heads up so we can be a part of it.
	Dr. Sessions thanked Ms. Wolfe.

- **Public Comments:** None
- **Old Business:** None
- **New Business**

Dr. Sessions stated at this time each year, we conduct the Performance Evaluation for the Health Director. In the February meeting a 3-person sub-committee is appointed to review all data that is submitted regarding his performance over the last year. The sub-committee will consist of Mr. Vann, Mr. Faulk and me. At the March’s meeting, we will present the compilation report of Mr. Madden’s performance to the Board in a “Closed Session”.

- **Action Item:**

- WCHD Policy & Procedures:

- BOH Tobacco & Tobacco Products Use Policy and Appeals Procedure for Wayne County Board of Health Rules, Administrative Decisions and Policies:

Dr. Sessions stated the only changes to the policies are the renewal dates for the policies.

Mr. Faulk made a motion to approve the policies as emailed to the Board. Mr. Cagle seconded the motion. The motion passed unanimously.

- Discussion of June’s Board of Health Night Time Meeting:

Dr. Sessions stated in the month of June, we have our Board of Health meeting in the evening. At this time, the Charles T. Gibson Teen Public Health Leadership Essay Contest is presented. Dr. Sessions turned the discussion over to Ms. Celita Graham. Ms. Graham asked the Board for selective dates for the meeting.

Dr. Allan Harvin commented he was unable to attend the Board meeting last year and I am not sure of the attendance. My perception, with feedback of all those involved, when this was initially started several years ago, the thought was it would be a good time to have an evening meeting to honor the recipients and also to have input from the County or public on other issues. My perception is, we have had the attendees, but as far as outsiders attending meetings, we have not had much participation. I really wonder with all the work the staff has to present to set this up for a night-time meeting, if we should reconsider and think about going back and having it at a day meeting.

Mr. Cagle stated the folks that attended were those mostly associated with the recipients and several folks that were part of the scoring team. One of the other reasons for having it as an evening meeting was to try to get more public members to come to the meetings. There may not be much we can do. It might be easier on families of recipients to still do it in evening meetings. I think in my opinion, we should keep it as an evening meeting. Maybe we could advertise it a little harder and a little better.

Dr. Sessions stated he would be inclined to say, unless we have an over-riding reason to change it back to a day-time meeting, to keep it as it is. After discussion, it was agreed by the Board members to have the meeting on June 20th at 7:00PM. Meeting location is to be determined at a later date.

o **Board Member Comments:** Mr. Gibson stated he thoroughly enjoyed his previous years as a Board member and is looking forward to serving again. This is not only a good Board, but good employees as well.

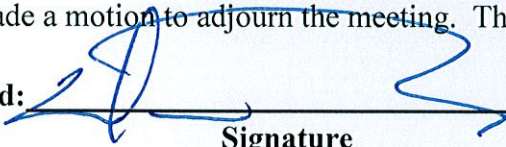
o **Next Meeting Date**

March 14, 2018, 12:15PM, Wayne County Health Department, 3rd Floor Conference Room, 301 N. Herman St., Goldsboro, NC 27530.

o **Adjournment**

Dr. Sessions made a motion to adjourn the meeting. The meeting was adjourned at 12:50PM.

Respectfully submitted:



Signature

Secretary To Board

3/14/18
Date