



Stanly County Health Department

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November 3, 2016

STANLY COUNTY BOARD OF HEALTH

Meeting Minutes

The Stanly County Board of Health met on Thursday, November 3rd, 2016 at the Stanly County Health Department.

Board members present were: Larry Faulkner, Jann Lowder, Dr. Amy Jordan, Ric Cain, Shirley Lowder, Dr. Keenya Little, Conrad Carter, Dr. Tom Norwood, Dr. Janice Dunlap, and Dr. Joan Eudy.

Health Department Staff Present: Debbie Bennett, Patricia Hancock, Teri Bowers and Health Director Dennis Joyner.

Welcome and Call to Order:

Chair Larry Faulkner welcomed everyone and called the meeting to order.

Approval of October 6th, 2016 Board of Health Meeting Minutes:

Chair Larry Faulkner presented the October 6th, 2016 Board of Health meeting minutes for consideration of approval.

Motion: After review of the October 6th meeting minutes, Ric Cain moved that they be approved as written with a second by Dr. Tom Norwood. Motion carried unanimously.

Public Comment:

There were no general public members in attendance requesting to speak to the board.

Health Director's Report:

- A. Personnel Update** – Mr. Joyner reported that Ginny Smith, Nutritionist I in the WIC program, will be transferring to the Environmental Health Department as of Monday, November 7th, 2016. Upon completion of State training and certification, she will primarily be working in Food/Lodging Inspections and Tattoo Inspections. WIC is now in the process of recruiting for the Nutritionist I position left vacant. Conseula Little started as a Processing Assistant IV with Home Health on October 13, 2016.
- B. FY2016-17 Expenditures and Revenue** – Reports on program revenue and expenditures were presented for review. At 25% into the fiscal year, revenues are at 24% with expenditures at 24% as of 9/30/16. Mr. Joyner stated that these numbers were generally consistent with expected levels.

C. Program Performance Reports – Program Performance Reports were presented for review and discussion. Reports for Fiscal Year 2015-16 were included for comparison. Numbers appeared to be consistent with prior month's performance. Conrad Carter mentioned there appeared to be a drop in patient numbers seen in the prenatal clinic in July, August and September, noting this was true for last Fiscal Year also. Mr. Joyner agreed and stated that other than the department's challenge getting adequate provider coverage during the summer for vacations, there is no obvious reason for the decline. Also, regarding Environmental Health program numbers, Jann Lowder asked about the drop from 100% to 83% in the category of Existing Inspections within ten days of request. Mr. Joyner stated the drop was either weather related or the owner/contractor was not ready for inspection and not due an oversight of Environmental Health.

New Business:

A. Health Department Records Retention Schedule Acknowledgement & Approval – Mr. Joyner presented to the board the Records Retention and Disposition Schedule for Local Health Departments that is required by North Carolina law. There is also an acknowledgment page requiring signatures from our Health Director and Board of Health Chairman, to acknowledge compliance.

Motion: After review and discussion of the Records Retention and Disposition Schedule for Local Health Departments, Jann Lowder moved that the Records Retention and Disposition Schedule Acknowledgement document be accepted and signed as presented with a second from Dr. Tom Norwood.

B. Health Director Job Description and Evaluation Form Review – Mr. Joyner presented to the board copies of the Job Description and Evaluation Form which is used for review of the Health Director in January. He shared a copy of the evaluation form used in the past and a new form that more clearly reflects actual Job Description categories for the board members to review. Several board members stated they liked the new evaluation form better and would prefer to use it after a few small adjustments. Mr. Joyner stated he would make adjustments and send out to the board members prior to the January board meeting.

Unfinished Business:

A. Board of Health Member Appointments 2017 – Dr. Diane Daniels has been appointed to begin her 1st term with the board of health in January, 2017. She will succeed Debora Norris as the Registered Nurse member. Dr. Daniels is Chair of the Nursing Program at Pfeiffer University. Also with terms expiring in December, 2016, board members Dr. Amy Jordan, Dr. Keenya Little, Dr. Janice Dunlap and Conrad Carter were re-appointed by County Commissioners and will begin their next term in January, 2017.

Other Business:

Mr. Joyner stated that Mr. James Sizemore with the N.C. Harm Reduction Coalition, who was scheduled to do a presentation on the N.C. Syringe Exchange Program, was very apologetic

about missing last month's board meeting and would like an opportunity to re-schedule that presentation. Mr. Joyner noted that he believed it would be more beneficial for such a presentation to be made to a broader community stakeholder group, since the Board seemed to understand the value of syringe exchange programs from the previous meeting's discussion. Mr. Joyner emphasized that the State Health Director and NC Division of Public Health are highly encouraging health departments to recognize substance abuse as a public health crisis and identify opportunities to intervene in their communities.

Mr. Joyner shared that all staff at the Health Department are currently going through "Mental Health First Aid" training. This is an effort to promote broader understanding of mental health conditions and suicide prevention interventions.

The Dental Sealant Project is still going smoothly but two mobile dental units need to be exchanged that are not meeting current needs. Mr. Joyner pointed out that this would be covered through the Duke Endowment Dental Grant. At this time, two elementary schools have been completed.

Mr. Joyner advised the Board of a situation occurring in September with a refrigeration storage unit containing state vaccine being out of temperature range. The state Immunization Branch was contacted and staff was advised to return to the remaining unused state vaccine. Currently, staff is awaiting guidance from the state as to whether any patient who received this vaccine should be re-vaccinated. The refrigerator unit has been repaired and a corrective action plan has been implemented to prevent a similar mishap in the future.

After discussion, it was agreed upon by all board members not to meet in December. The next Board of Health Meeting will be January 5, 2017.

Adjournment:

There being no further business, Chair Larry Faulkner called for a motion to adjourn.

Motion: A motion was made by Jann Lowder with a second by Dr. Tom Norwood that the Stanly County Board of Health meeting be adjourned. Motion carried unanimously.

Respectfully Submitted,

Dennis R. Joyner, Secretary
Stanly County Board of Health