

Warren County Health Department

Board of Health Meeting

January 15, 2019

The Warren County Board of Health held its meeting on Tuesday, January 15, 2019 @ 7:00 pm in the Conference Room.

Members present: Chairman Dr. Elton Brown, Commissioner Baker, Dr. James Crenshaw, Mrs. Eva Brown, Ms. Cheryl Coffman, and Mrs. Vivian Loyd.

Others present: Margaret Brake, Sharon Bartholomew, Rhonda Mushaw, Hilda Baskerville and Tanisha Lyons.

The meeting was called to order by Health Director Margaret Brake and a moment of silence was observed.

Ms. Loyd moved to omit the reading of the Conflict of Interest Statement and was seconded by Dr. Crenshaw. There being no further discussion the motion passed unanimously.

There was no public comment.

Ms. Coffman moved to keep Dr. Brown as Chairman and seconded by Ms. Loyd. There were no other nominations. The motion was closed with the said name and passed unanimously.

Ms Coffman moved to keep Dr. Crenshaw as Vice Chairman and seconded by Ms. Loyd. There were no other nominations. The motion was closed with the said name and passed unanimously.

The meeting was turned back over to Chairman Dr. Brown.

The October 16, 2018 minutes were reviewed. Ms. Loyd moved to accept the minutes as read and seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the budget revenues and expenses by program. As of January 2019 the Health Department has 46% in revenue and 44% in expenses. There were no questions about the programs. Mrs. Brown moved to accept the financial review and seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

The Health Department has an update to the family planning policy as it relates to fee waivers. Mrs. Brake stated a patient came in and did not have enough money to pay the visit. The health department does not get a lot of request to waive fees. Ms. Coffman moved to approve the WCHD fee and Eligibility Policy and seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

Mrs. Brake submitted the NC BCCP/WISEWOMAN Program Fee Schedule for review and approval. The prices are mandated by the state. Mrs. Eva Brown moved to accept the BCCP/WISEWOMAN Fee Schedule and seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Mrs. Brake stated that she checked with the North Carolina School of Government about Remote Participation in the Board Meetings. There are no statues that addressed the issue; we were told it was ok to allow members to participate via conference call. The Boards can create their own policy if they choose. If the Board of Health decided not to create a policy we could add criteria within the Operating Procedures for the Board. Mr. Kingsberry, County Attorney sent Mrs. Brake a document to review for guidance. The document stated that risks can be avoided if the members that are present do not constitute a quorum. The remote participant can't be a deciding factor in voting. Mrs. Brake also checked with Board of Elections. Their rules are general; however, they stated that we have to allow the public to be able to listen in as well.

The Health Director's Job Description was reviewed. There were no changes to the description and after some discussion Mrs. Brown moved to approve the job description and seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

Chairman Dr. Brown discussed the process for this year's Performance Evaluation of the Health Director. He would like for Dr. Crenshaw and Ms. Coffman to serve on a committee along with himself to talk with the staff. As a committee Dr. Brown felt that when or if it will be time to ask for a raise on behalf of the Director it will have more credibility. Dr. Brown asked Commissioner Baker when the deadline to put salary increase in the budget is and she responded March but the earlier the better in making the submission.

Mrs. Brake stated that the Board of Health has a Statement of Interest to Serve from Jerry Bolton. It has been submitted to Angelena Kearney-Dunlap, Clerk to the Board of Commissioners tonight at their meeting. If the Board recommends him he will serving in the capacity of Member-At-Large. We also have a Veterinarian position that is vacant. Dr. Crenshaw moved to accept the Statement of Interest to Serve from Mr. Bolton and seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

There was some discussion of the Need to Adopt Additional Rules. Mrs. Brake stated that the County Attorney is reviewing all of the County Ordinances. The smoking control rule which was passed in 1992 is in need of further review. Mrs. Brake will contact Mr. Jim Martin from Tobacco Prevention and Control to get some model policies for him to review to see how our current policy is in line with the state. Ms. Loyd moved that there is no need to adopt additional rules and seconded by Ms. Coffman.

Rhonda Mushaw and Hilda Baskerville presented the 2018 Community Health Assessment (CHA). The CHA is done every four years and the data is used to address the needs of the community. The State of the County Health Report (SOTCH) is done in between the CHA every

two years. The committee compiles the data. Primary data is looked at which consisted of 215 surveys from all demographics. The secondary data is also reviewed such as the 10 leading causes of death which are compiled and compared to research areas of concern that will be on the CHA report. This data will be used to improve the health of the citizens of Warren County. Mrs. Eva Brown moved to approve the Community Health Assessment and seconded by Ms. Coffman. There being no further discussion the motion unanimously passed.

Health Director's Report:

Mrs. Brake mentioned the Department has 3 vacant positions. The Environmental Health Office Assistant position has been filled. A reclassification is being requested for the LPN (the Exerstyle Clinical Nurse) to be a RN position so we are able to have that person do Chronic Disease Management as well. The other vacancy is a QA Nurse for Home Health and Processing Assistant III for Medical Records.

Program Updates:

The Health Department applied for grant with Granville Vance Public Health called Innovative Approaches. This grant will expand services for children with special health care needs in Warren County. GVPH is in the third year of the program. They reapplied and wanted to expand the program to Warren County. La'Shanda Person, Program Coordinator and Shante Steed, Parent Outreach Coordinator came to talk with the staff today about their services in the staff meeting. GVPH was awarded the grant and it will begin June 2019. We will spend the next few months recruiting participants (especially parents) for the various committees.

The Health Department and the Senior Center through the diabetes grant is hosting Peer Educator Trainings to recruit instructors for a 6 week, 2 hour class that will meet once a week. Our goal is to train at least 10 educators. We have successfully had training and another will start February 1, 2019. There is a billboard located at Hwy 158 in Macon asking for recruits for educators.

In 2017, the Health Department had an over the counter free medicines give away at the Armory. We are partnering again this year with Med Assist and Triangle North Healthcare Foundation to hold another event on February 21, 2019 at the Armory from 10:00 am -2:00 pm. This year we will incorporate some health screenings. In 2017, there were 906 participants in the event and we are hoping to do more this year. This year we have extended the give away to include more homebound citizens from local churches, etc. A form will need to be filled out and returned on the morning of the event.

If people want to discard old medications there is a Drop Box at the Sheriff's Department.

The Health Department in collaboration with Special Olympics North Carolina, Cardinal Innovation and Warren County Economic Development will sponsor Warren County Med Fest

on March 20, 2019. We will help to provide physicals for athletes that will be participating in Special Olympic sports.

The next meeting is Tuesday, March 19, 2019 @ 7:00 pm. The meeting was adjourned by the Board Chair.

Submitted by:



Margaret Brake, Secretary



Dr. Elton Brown III, Board Chair