



## WARREN COUNTY HEALTH DEPARTMENT

544 WEST RIDGEWAY STREET  
WARRENTON, NC 27589  
(252) 257-1185  
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George A. Smith, MPA  
Health Director

### Agenda

March 17, 2015 – 7:00 P.M.

#### WARREN COUNTY BOARD OF HEALTH MEETING

- Moment of Silence
- Conflict of Interest Statement
- Public Comment
- Review and Approve January BOH Meeting Minutes
- Review and Approve Finance Report (Activity 33.6)
- Review and Approve Health Department FY15-16 Budget (Activity 39.3)
- Review and Approve FY15 Sliding Fee Scale (Activity 33.6)
- Discussion of How Grant Monies are used within Departmental Budget (Activity 14.2)
- Review and Approve Health Department 2015-2018 Strategic Plan (Activity 15.1)
- Review, Approve and Endorse Healthy Communities Funding (Activity 39.1)
- Discussion regarding Health Director representation on County Noise Ordinance Committee (Activity 41.3)
- Review and Approve Health Department Service Counts for Essential Services (Activity 39.2)
- Discussion for Support of New Committee to address Health Issues in Community (Activity 41.2)



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- Review and Approve Home Health Annual Report
- Update on Current Measles Outbreak (Activity 9.1)
- Update on Public Health Issues (Activity 14.1)
  - Flu
  - Rabies
  - Ebola
- Approve 2014 Communicable Disease Report (Activity 2.4 & Activity 38.1)
- Review and Approve 2014 Immunization Assessment (Activity 38.1)
- Discuss of BOH representative continuing to serve on CHA Committee (Activity 41.3)
- Review and Approved Revised BOH Handbook (Activity 36.1)
- Distribute 2014 Community Health Assessment to BOH Members (Activity 1.3)
- Health Director's Report
- Next Meeting May 19, 2015 at 7pm

Warren County Health Department

Board of Health Meeting

January 20, 2015

The Warren County Board of Health held its meeting on Tuesday, January 20, 2015 at 7:00 pm in the Conference Room.

Members present: Chairman Jerry Bolton, Commissioner Bertaden Baker, Mrs. Margaret Brake, Dr. Elton Brown, Dr. James Crenshaw, Dr. Merwin Dieckmann, Ms. Vivian Loyd, Dr. Amy O'Malley, and Ms. Melissa Richardson.

Others present: Andy Smith, Tanisha Yancey and Luci Weldon-Warren Record

The meeting was called to order by the Secretary Andy Smith in the absence of an elected BOH Chairman. A moment of silence was observed. The Board voted for new officers as presented. Dr. Crenshaw moved to keep Mr. Jerry Bolton as the chairman and seconded by Ms. Loyd. The motion was closed with said name and passed unanimously.

Dr. Crenshaw moved to keep Mr. Michael Killian as the board Vice-Chairman, with a second by Dr. Brown. The motion was closed with said name and passed unanimously.

The Conflict of Interest statement was read.

Public Comment: The Board acknowledged and thanked Ms. Weldon for coming and being in attendance at the meeting.

The November 18, 2014 minutes were reviewed. Dr. Brown moved to accept the minutes as read, with a second by Commissioner Baker. The motion unanimously passed.

Mr. Smith reviewed the financial summary and stated that the revenue was slow for the month of December due to the holidays. It will be a close budget year, but we are expected to break even. Dr. Brown moved to accept the finance report as presented and seconded by Commissioner Baker. The motion unanimously passed.

Mr. Smith presented the Annual BOH Operating Procedures, noting there have been no changes to the procedures. Dr. Crenshaw moved to approve the procedures as presented and seconded by Ms. Loyd. The motion unanimously passed.

Mr. Smith presented the Health Director's Job Description, which listed duties; responsibilities, knowledge and educational requirements, and supervision. There are no changes. An addendum was made on behalf of the Community Transformation Grant. Ms. Loyd moved that the job

Mr. Smith presented the Strategic Goal for 2015-2018 and will bring back to the Board in March for approval. The main goal is related to the Community Health Assessment to increase physical activity of residents with the goal of decreasing obesity and poor eating habits. The two remaining goals are for the department to do better internally.

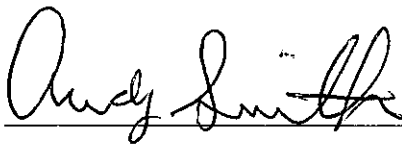
Discussion: Commissioner Baker stated that for the main goal that she would like to see education for better eating habits along with exercise for which Mr. Smith noted that he would incorporate that into one of the goals of the Strategic Plan.

Mr. Smith informed the Board of Re-accreditation efforts, and asked the Board to discuss if there is any need to adopt local rules or amendment any current rules. Mr. Smith asked the County Commissioners in August about extending the departments current 50 foot rule for tobacco use, and the commissioners took it under advisement to see if they wanted to expand to other county buildings. Dr. Dieckmann moved that as of this moment there is no need to adopt any more rules and seconded by Dr. Crenshaw. The motion unanimously passed.

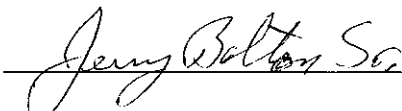
Health Director's Report: Mr. Smith expects the Re-Accreditation site visit to be in mid July 2015 an exact day to be set in March. All documentation concerning the 140 benchmarks have to be submitted by June 1.

The next meeting will be Tuesday, March 17, 2015 @ 7 pm.

Submitted by:



Andy Smith, Secretary



Jerry Bolton Sr, Board Chairman

description be accepted as presented and seconded by Ms. Richardson. The motion unanimously passed.

Mr. Smith presented the results of the Workforce Survey of the staff to rate their knowledge on public health issues. There was a participation of 88% of employees. The survey results showed staff had adequate knowledge of issues related to public health. Dr. Brown asked if Mr. Smith if he felt the staff was knowledgeable about all matters related to public health in accordance with their respective job responsibilities, Mr. Smith responded by saying that he did but that annual health department trainings would continue so as to increase knowledge. Dr. Dieckmann moved to accept the results of the workforce survey and seconded by Commissioner Baker. The motion unanimously passed.

Mr. Smith presented Workforce Policy, which describes trainings that staff do on an annual basis, as well as new hire trainings with the purpose of describing how important this policy is to the Health Department's re-accreditation efforts. Mr. Bolton expressed support for the policy as it provides guidance to all Health Department staff in terms of required trainings. Ms. Richardson moved to accept the Workforce Policy and seconded by Ms Loyd. The motion unanimously passed.

Mr. Smith presented the WIC (Women Infant and Children) for Warren County food vouchers for the year. Warren County has distributed \$360,971.51 for Economic Impact. Mr. Bolton commented that this figure was much higher than he expected and proved how important the WIC program is to Warren County as a whole.

Mr. Smith presented the 2014 Community Health Assessment that was completed days ago and is required to be done every four years. A few highlights noted on the survey are chronic disease, physical activity, STD, social deterrents to health and substance abuse. The data was collected throughout the county and 210 surveys were completed for analysis for ages 15-75. Physical activity, chronic disease (obesity) and substance abuse will be the main focus for the next four years. This report will be submitted to the Division of Public Health for approval once BOH approves. Dr. Diekmann asked if committees would be formed to study these focus areas for which Mr. Smith responded that Warren County Healthy Carolinians in conjunction with Health Department Health Education staff would be forming subcommittees to review these focus areas and Dr. Diekmann expressed interest in serving on the committee looking at chronic disease. Dr. Brown moved to accept the report as presented and seconded by Ms. Loyd. The motion unanimously passed.

Mr. Smith presented the 2015 Flu updates noting the current vaccine is only 23-30% effective.

Discussion: Dr. Dieckmann stated that in a meeting he attended in October, it was stated to always get the flu vaccination, because if you have had a H3N2 variety, it will boost if you are ever exposed, and you do not lose the possibility of making the antibody. The scientist takes a guess every year about the different strands of the virus, but they do not always get it correct.