

# **WILSON COUNTY BOARD OF HEALTH MINUTES**

**Tuesday, October 11, 2011**

The Wilson County Board of Health held a regular meeting on Tuesday, October 11, 2011 in the Board Room at the Wilson County Health Department. Members present were:

Thomas Lucas  
Melinda Laird  
Samuel Teruel-Velez  
Jessica McKee, D.O.

Ronnie Sutton  
Russell Stone, O.D.  
William B. Boles, III, D.D.S.  
Dr. R. David Scott, D.V.M.

Others present:

Felix Meyer, Debra Harris, Rebecca Hunt-Hawley, Lida Blalock, Karen Boyette, Phyllis Rathbun, Tammra Morrison, Cinnamon Narron, Janet Conner-Knox and Lynn Barnes.

Prior to the Board of Health meeting, Ms. Melinda Laird was sworn in as a new member to the Board of Health. Also, all of the members present participated in a BOH training presented by Rachel Stephens.

## **Welcome**

Ronnie Sutton, Chairman, called the meeting to order at 6:00 pm and extended a welcome to attendees.

## **Closed Session**

Thomas Lucas made a motion to go in to closed session and Dr. Russell Stone seconded. At this time, several personnel matters were discussed. At the conclusion of the discussion, Thomas Lucas made a motion to return to open session and Dr. Russell Stone seconded.

## **Approval of Minutes of August 9, 2011 meeting**

The minutes from the August 9, 2011 meeting were accepted without corrections, additions, or deletions.

## **Health Director's Report**

Mr. Meyer welcomed everyone to the meeting and congratulated the new Board of Health member, Melinda Laird. BOH members were asked to introduce themselves to Ms. Laird. Tammra Morrison gave a joint presentation with NC DPH on Strep A outbreak. Mr. Meyer reported he gave a presentation on the WCHD implementation of the mandatory flu program. Child Health was recognized by GlaxoSmithKline for "Operation Vaccination". Rodney Dancy of Emergency Management, who works closely with Tammra Morrison, received Distinguished Service award for NCPHA. Personal Health received a Wolf Mini-Grant (\$5,000). Rebecca Hunt-Hawley, RN, DON reported the focus of the grant will be postpartum depression or any mood disorders during pregnancy including, administration of Edinburgh Postnatal Depression Scale during the postpartum visit and the 6 week postpartum visit and 2 and 4 month well child visits. There will also be an initiation of a local support group, Support for mothers and counseling for

women identified at risk for depression. Ms. Hawley also reported a project to report on the grant money is expected during 2012 NCPHAA Annual Educational Conference.

Barbara Williams gave a summary of the Wilson County Community Health Assessment. Ms. Williams reported 800 surveys were sent out 514 surveys were returned. Agencies from all over the county were represented on the surveys. From the surveys, three health concerns were chosen and the team will be working on them for the next four years. The Board was asked to vote for approval for the 3 selected top health concerns. Ms. Williams reported there was a lot of great input from the citizens of Wilson County and explained to the Board how the top 3 health concerns from the community were chosen. The three top health concerns are: Drug Abuse, Diabetes and Cancer. Mr. Sutton asked for a motion from the Board to approve the top 3 concerns. Dr. William Boles, III made the motion to approve and Mr. Thomas Lucas seconded. Ms. Williams reported to the Board that they will each receive a copy of the Community Health Assessment. Community Health Actions Plans will be due June, 2012. Rebecca Hunt-Hawley reported on the Diabetes Self-Management Education Program that is designed for patients interested in learning more about managing diabetes. The program will require a provider referral. Amber Burgess, Nutritionist will take care of getting the referral for the patient. First class is set to begin in October.

The Board was asked to approve several polices. All of these polices had been posted to the web prior to the meeting for review. No approval needed for the WCHD Leave Policy, which was reviewed, because it only reiterates the county leave policy for HD employees. Cell Phone Use Policy: Dr. R. David Scott made the motion to approve and Mr. Thomas Lucas seconded, pending approval from the county attorney. Respectful Workplace Policy: Dr. R David Scott made the motion to approve and Dr. Jessica McKee seconded, pending approval from the county attorney. Social Media Policy: Dr. Jessica McKee made the motion to approve and Dr. R. David Scott seconded, pending approval from the county attorney. NC BCCCP Fee and Eligibility Schedule for 2011-2012: Dr. R. David Scott made the motion to accept and Dr. William Boles, III seconded. Health Department Fee Schedule for 2011-2012: Dr. William Boles, III made the motion to accept and Dr. Russell Stone seconded. BOH Operating Procedures (distributed via website) were discussed and the one change which reflects the rule –making authority of BOH. After some discussion on the BOH Operating Procedure Policy, Dr. Jessica McKee made the motion to accept and Dr. Russell Stone seconded pending the approval from the county attorney. WilMed, Animal Control and Health Department Rabies Protocol, which was reviewed by Dr. R. David Scott, D.V.M. and State Veterinarian, Dr. Carl Williams was explained. This is not a new policy, only refined and updated. WCHD, along with WilMed and the Sheriff’s Department are in agreement with this protocol. Dr. R. David Scott made a motion to approve and Dr. William Boles, III seconded.

Flu season for 2011-2012 was reported on by Ms. Hawley. The WCHD “Mandatory Flu-shot program” was gone over by Mr. Meyer. Participation rate for 2010 was 100% for the health department. At this time, the current participation rate is 85%. WilMed has implemented a similar program for this year. Hurricane Irene support and response participation was given by Tammra Morrison, RN, Communicable Disease/Preparedness Coordinator. Mr. Meyer reported a lot was learned from the hurricane and everyone did a super job and there were only some logistical problems and a need for a “Special Needs” shelter. There will be a meeting forthcoming on October 18<sup>th</sup> to address the matter of a shelter for special needs, which will include Gordon Deno, Emergency Management, Debra Harris, RN, Home Health Director, DSS and WilMed to come up with a formal memorandum of agreement. The Annual Community Satisfaction Survey has been posted to the website. The results of the survey will be broken down in the next month and will be provided for the board members.

Finally Mr. Meyer congratulated Ms. Janet Conner-Knox on her journalistic award. Members were reminded at the conclusion of the meeting, that the December BOH meeting will be held December 6, 2011. All board members were invited to get their flu shots.

**Board Chairperson's Report**

Mr. Sutton reported with the role the health department plays in the community, he would like to see Mr. Meyer pursue grants or whatever means necessary for an adequate standby generator to operate in an emergency situation, if this means asking the County Commissioners for funding to cover the cost. Also, another suggestion was to contact the City of Wilson (Wilson Energy) to see if there is a possibility to work something out to provide the health department with adequate standby generation to operate in an emergency situation. Mr. Sutton reported this is a vital need and being prepared for the future.

Mr. Sutton also stated he personally felt the Health Department has received some undue criticism in the local media about the rabies situation. The Health Department along with WilMed and the Sheriff's Department have reviewed the reviewed protocol and have made the necessary adjustments. Mr. Sutton reported he felt some of the good things that come from the health department have been looked over and also stated that Mr. Meyer had his full support and feels like from the comments he has heard before, that comes from the other board members as well. Dr. Williams Boles, III and Mr. Samuel Teruel-Velez were appointed to do an annual evaluation of the health director in the next 30 days.

**Questions from the Board**

Mr. Sutton asked if there were any questions from the Board. No one, at this time, had any questions.

**Concerns of the Public**

No one present from the public.

**Adjournment**- There being no further business Mr. Sutton adjourned the meeting at approximately at 7:50pm.

Respectfully submitted,

A. Felix Meyer, Secretary  
Wilson County Board of Health

AFM/lmb