

**WILSON COUNTY BOARD OF HEALTH
MINUTES**

Tuesday June 11, 2013

The Wilson County Board of Health held a regular meeting on Tuesday, June 11, 2013 in the Lida Blalock Building at the Wilson County Health Department. Members present were:

Ronnie Sutton
Thomas Lucas
Jessica McKee, D.O.
Russell Stone, O.D.

George Leach
Maria Glennon, D.V.M.
Samuel Teruel-Velez

Others present:

Ellis Williford, Valerie Bulluck, Lida Blalock, Jim Martin, Kate Webb, Wayne Stem, Karyn Harwood, Tammra Morrison, Barbara Williams, Lisa Weppler, Cinnamon Narron, Judy House, Sylvia Johnson, Olivia Neely and Lynn Barnes.

Welcome

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

Approval of Minutes of April 2013 meeting

The minutes from the April 9, 2013 meeting were accepted without corrections, additions, or deletions.

Review and approval of the minutes shall be construed as review/discussion/approval/of all items distributed prior to the meeting for consideration, and shall be so reflected in the minutes.

Sylvia Johnson-Personnel Consultant

Ms. Sylvia Johnson discussed the proper way to conduct a search for a health director. A packet was handed out to all Board members that have been put together by Ms. Johnson for the health director recruitment process. The NC General Statutes were reviewed including outlining the responsibilities of the board which are developing and approving policy and procedures and the hiring, firing of the health director. In turn, the health director is delegated the responsibility for all of the recruitment, selection, the disciplinary and the dismissal of employees at the health department. The health director will report directly to the Board. Ms. Johnson went over the State Personnel Act. The employee who is interviewed and hired must have three distinct differences that apply and are required by the State of NC: 1. Must occupy a position which is properly classified by the Office of State Personnel (the one primary State agency that has the responsibility for approving position actions for local government agencies subject to the State Personnel Act). 2. Employees that are hired in the respected positions within the health department must meet the State requirements to include minimum knowledge, skills and abilities and the minimum education and experience requirements. Specific rules and regulations apply and they must be complied with. 3. Employees are required to serve a 24 consecutive month probationary period and during this period, management has the opportunity to review, evaluate

and assess the issues if any and if there are any kind of performance or conduct issues. Once the employee has served the 24 consecutive month period, he has obtained career status and is protected by the State Personnel Act. If there is any type of a formal adverse action that occurs against an employee, that employee has the right to be heard before the Office of Administrative Hearings and then can be heard at the State Personnel Commission. As of January 1st of this year, this has changed and the Office of the Administrative Hearings is the final step.

Mr. Sutton will be the Chair for coordinating the interview process, and the responsibilities determining where, how and what kinds of questions will be asked. Human Resource Officer, Judy House will be working with the Office of State Personnel during the process. Ms. Johnson presented a memorandum from Mr. Sutton to the Board outlining the plan. Also stressed to the Board was the education and experience of a Health Director which is governed by General Statutes and is different from other department heads subject to the State Personnel Act. Those requirements are very specific and have to be approved by the Office of State Personnel. The application of the Health Director that is chosen will be forwarded on the State Health Director for approval. The State Health Director has the accountability for insuring the applicant chosen will be qualified.

Ms. Johnson reported that all interviews will be a structured interview. The job description for the health director has been updated and is current to reflect all duties and responsibilities of the Local Health Director. Job announcement will be posted to the Wilson County website, the Wilson Times, Employment Security Commission, County Lines, NC Department of Public Health, NC Public Health Alliance, The News and Observer and other appropriate national recruiting resources. All applications will be mailed to the attention of Mr. Ron Sutton, Board Chair in care of County Attorney, Steve Beaman's office. All Board members were reminded that the application process is a very confidential matter. An ad hoc Search Committee will be formed to come up with the interview questions and provide the initial screening and select the 3-4 best qualified candidates to be presented to the full board. The full Board along with two Health Department staff members and Mr. Williford will conduct the interviews of the qualified candidates.

The Local Health Director's job announcement was gone over by the Board and changes were made. Dr. Maria Glennon asked if a much more expansive job description is available. There is a full job description of the Local Health Director position that has been updated and will be emailed out to all Board members tomorrow for review. Dr. Jessica McKee said she thought it was important to hear from the staff of the Health Department regarding important characteristics to look for in the new Health Director. Mr. Sutton said that was a reason the committee will have 2 members from the Health Department Staff to participate on the interview team. Specifics of the background check will be discussed and finalized by the ad hoc committee. Ms. Johnson distributed the State specifications for the Local Health Director that includes the knowledge, skills and abilities that must be required of any Local Health Director.

Mr. Lucas asked Ms. Johnson if there was a Health Board Member notebook and was it common practice to prepare these notebooks for the Board Members. His reason for asking was the Health Director's responsibility to orientating new Board Members. Ms. Johnson said yes, that is a common expectation and there is Board training for all members as well as on-line training and structured training. Training is also provided at ECU for Board Members. Dr. Glennon added

that members have received slightly different levels of orientation to the department and the structure. Dr. Glennon also said that flow charts/grids would be helpful to have those on paper. Mr. Sutton asked Mr. Williford about assembling a new notebook for each BOH member and have it be a requirement for each new member to tour the health department. Mr. Williford thought this would be a good idea for BOH members and also thought adding organizational charts and policy and procedures to the notebook as well would be good.

Mr. Sutton asked Judy House, Human Resource Officer and Ms. Johnson to go ahead and make the minor grammatical changes to the Local Health director's job announcement as discussed earlier while the Board took a 5 minute recess. Before recessing, Mr. Sutton asked Ms. Johnson to clarify the Career Status and the possibility of having an applicant that has already obtained Career Status in another county. Ms. Johnson advised if this is the case, the Board still has the option whether to use the 9 month probationary period (which she highly recommends) or not. Mr. Sutton asked the Board if they were any questions concerning the recruitment process. There were no questions. Mr. Sutton then announced he would like to appoint the ad hoc committee. The committee members appointed are Thomas Lucas, Samuel Teruel-Velez, Dr. Jessica McKee and Michael Lamonds. This committee will make a decision as to which 2 Health Department staff members they would like to invite to participate in the interview process.

After taking a brief recess Mr. Sutton asked for a report from Mr. Ellis Williford, Interim Health Director.

Interim Health Director's Report

Mr. Williford reported that Home Health Accreditation Team was here last week and were very complimentary of the health care being provided by the Home Health Agency. Various documents and reports are being compiled at this time to be sent to the Accreditation Team. Once received, the team will issue a report. Ms. Debra Harris, RN, Home Health Director is at home recovering from surgery and will be back soon. With Ms. Johnson's help, policy and procedures are being revised. A revised Organizational Chart was handed out to all Board Members and Mr. Williford thanked all of the staff for all they have done to make the transition go so well. Mr. Williford asked the Board Members to review page 3 of the Organizational Chart where the most change has occurred and pointed out that Ms. Valerie Bulluck, Interim Director of Nursing has been restructuring her teams to provide better patient care. Management Team is meeting weekly and making patient care the number one priority. There is a slogan contest being held. Dr. Glennon asked if the Health Department was short a Nurse Practitioner, and Mr. Williford reported that we will have a new Nurse Practitioner beginning the middle of July. Mr. Williford reported this has been the most heart warming experience of his professional career.

Mr. Sutton reports that Mr. Williford has been very accessible during this transition and has had several meetings together working on the recruitment process. Mr. Sutton wanted to be sure that the Board Members knew that Health Department employees, as well as people out in the community have been very thankful during this transition.

Board Chairperson's Report

The revised job announcement has just been handed out to the Board and asked that all take a moment to review. After review of the announcement, a motion was asked for. Thomas Lucas made the motion to accept and Mr. George Leach seconded. None were opposed. Job Announcement was approved.

Mr. Sutton asked for a motion to go in to executive session to discuss a personnel matter. Mr. George Leach made the motion and Mr. Thomas Lucas seconded. None were opposed.

At this time, the meeting returned to open session. A motion was asked for the Board to conduct an Appeal Hearing on the Health Director's dismissal on June 18th at 6:30 PM. Dr. Jessica McKee made the motion to conduct the Appeal Hearing and Mr. George Leach seconded. None opposed. Motion was asked to recess this meeting until 6:00 PM, June 18th. Dr. Maria Glennon made the motion and Mr. Samuel Teruel-Velez seconded. None opposed.

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

None present.

Adjournment- The meeting was adjourned at 8:45.

Respectfully submitted,

Ronnie L. Sutton, Chairman
Wilson County Board of Health

RLS/lmb