

CUMBERLAND COUNTY BOARD OF HEALTH  
FEBRUARY 18, 2020 – 6:00p.m.  
1235 RAMSEY STREET, THIRD FLOOR BOARD ROOM  
REGULAR MEETING  
MINUTES

MEMBERS PRESENT: Dr. Connette McMahon, Chair  
Dr. Olusola Ojo, Pharmacist, Vice Chair  
Dr. Sam Fleishman, (Arrived at 6:15pm)  
Dr. Jeanette Council, County Commissioner  
Dr. Cynthia McArthur-Kearney, Registered Nurse  
Dr. Kingsley Momodu, Dentist  
Mr. John Larch III, Professional Engineer  
Ms. Sonja Council, Public Representative  
Mrs. Stacy Cox, Public Representative

MEMBERS ABSENT: Kent Dean, Veterinarian

STAFF PRESENT: Dr. Jennifer Green, Health Director  
Dr. Lori Haigler, Medical Director  
Dr. Krystle Vinson, Director of Nursing  
Candice York, Accountant  
Ashley Curtice, Local Public Health Administrator  
Adrian Jones, Environmental Health Director  
Kelly Smith, Administrative Assistant to the Health Director  
Sang Nguyen, Software Support Analyst  
Torica Fuller, Physician Extender

GUESTS PRESENT: Rev. Dorothy McNeil

**WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE**

Dr. Connette McMahon welcomed all guests and called the meeting to order. Introductions were given. A moment of silence was taken.

**ACTION ITEMS**

A. Approval of Agenda

MOTION: Dr. Olusola Ojo moved to approve the Board of Health Regular Meeting Agenda  
SECOND: Ms. Sonja Council  
VOTE: Unanimous (9-0)

B. Approval of January 21, 2020 Regular Meeting Minutes

MOTION: Mr. John Larch III moved to approve the minutes.  
SECOND: Dr. Kingsley Momodu  
VOTE: Unanimous (9-0)

C. Appointment of Optometrist Representative

MOTION: Dr. Cynthia McArthur-Kearney recommended Dr. Hakkam Alsaidi to the Board

SECOND: Ms. Sonja Council

VOTE: Alsaïdi (5-0)

Ballard (1-0)

Elmore (2-0)

## **INFORMATIONAL/DISCUSSION ITEMS**

### A. Public Comment

Dr. McMahon opened the floor for public comments at 6:03 p.m. There being no public comments registered, Dr. McMahon closed the floor for public comment at 6:03 p.m.

### B. Financial Reports

Mrs. Candice York presented her financial reports. The statement of revenues and expenditures for the month closing January 31, 2020, exceeded our expenditures of \$55,163. Expenditures by programs are at 49.73% reporting as of January 31, 2020. State and Federal Allocations as well as Grants are always a month behind and Medicaid fees have earned 57.92% of the budget revenue on target of 58%.

### C. Budget Process Update

Mrs. Candice York presented a PowerPoint presentation summarizing budget requests for the 2021 fiscal year. New positions are being requested which were approved by the Board of Health on 11/19/2019. Fee schedule changes are being proposed which were approved by the Board of Health on 1/21/2020. Maintenance and Supplemental Requests were also reviewed for what the Health Department is anticipating with new positions. Mrs. York will present the full budget to the Board of Health at the March 17, 2020 meeting for approval and then Mrs. York and Dr. Green will present the budget to County Management on March 19, 2020 for approval. Dr. Ojo asked for a breakdown so that the budget is easier to follow along with. A Board member also requested more information about how the recurring costs for the Electronic Health Record (EHR) was determined.

### D. Summary of Priorities from Board of Health Retreat

Dr. McMahon shared that the 3<sup>rd</sup> Annual Board of Health Retreat held at the Bordeaux Branch Library on February 7,2020 and thanked everyone for being there to participate. Sally Shutt, Assistant County Manager facilitated the retreat for the second year in a row and did an excellent job by means of a SWOT analysis with internal and external priorities being identified. These priorities will be used in a two-fold purpose to serve as our Board of Health goals for the 2020-2021 fiscal year for the Health Department and then also to serve to help the Health Department with their upcoming accreditation. Dr. McMahon spoke about the external goals that the Board came up with 1) Increase our Community Partnerships with the Health Department 2) Improve our health literacy 3) Expansion of mental health and substance abuse services at the Health Department 4) Increase medical access to the Health Department. Internal Goals were also created and are 1) Quality Improvement and Efficiency at the Health Department for staff and patients 2) Improve staff recruitment and retention, assess employee satisfaction and improve morale and 3) Expand outreach through Health Department specific social media platforms. Dr.

McMahon expressed how these goals are important in helping the Health Department to continue to grow and develop and the Board looks forward to what the year has in-store for us all. Dr. Green spoke to how the Health Department will now take these goals set by the Board and form a Strategic Planning Team that is made up of staff across the board, along with Senior Leadership Team members, and will take the priorities and develop specific objectives and actions that are measurable. The team will come up with a plan to bring back to the Board of Health for approval by May or June. According to Dr. Green, the Health Department will need to submit paperwork by November to have a site visit for Accreditation in March of next year.

E. Board Communication

More board communication was mentioned in the retreat and Dr. McMahon asked to have a discussion on what the Board would like to suggest as far as having more communication. Dr. Momodu asked that communication regarding issues be shared with all Board Members as often as possible so that they are not just hearing about things for the first time at the Board Meetings. Dr. Cynthia McArthur-Kearny expressed how pleased she was to get daily updates emailed to her and other members on events happening. The Board in all were overall pleased to be kept in the loop on issues going on in the county and surrounding areas.

F. Gen-X Proclamation

Gen-X continues to be a glooming problem for Cumberland County residents. The Board of Health wants to present an ongoing position statement, however, will consult with the County attorney before this process begins. Dr. Green will follow up with County Attorney Moorefield.

G. Clinic Reports

Dr. Green went over clinic reports and discussed how they have added target numbers to each clinic to give a better understanding of how many patients can be seen a day. Dr. Vinson explained that the target numbers depends on how many providers are available that day. Dr. Vinson also noted that in Child Health, a physical can take 1 ½ hours for visits because they are doing milestone physicals. Dr. Council asked if staff were making reminder calls patients and Dr. Green said they were, all except for STD because of patient confidentiality. Dr. Green said that with our new system we are getting, we will be able to text, which seems to be a better system for most patients.

H. External Reports and Audits

Dr. Green shared a report she received regarding North Carolina schools and school nurses. The report highlighted school nurses to student ratio, percent of students receiving services and mental health issues. Clearly, there are not enough nurses in the school system and Dr. Green is scheduled to meet with Dr. Connelly and Shirley Bolden again to discuss this ongoing issue.

I. Performance Evaluation of Public Health Director:

Dr. Green explained to the Board that HR is rolling out a new program where you establish specific countywide measures as well as office specific measures in helping to evaluate the Public Health Directors job performance. The Board agreed that they would like to have this information to help them with regards to evaluating Dr. Green.

J. Friends of the Health Department:

Reverend Dorothy McNeil spoke about the committee finalizing their backpack buddies at their upcoming meeting on February 24, 2020 as well as closing the membership gap and move along with the members that we have and start establishing future goals to help make better lives for the citizen of Cumberland County.

K. Director's Report:

- A. COVID-19 (2019 Novel Coronavirus) Update – Dr. Green reported that there are 15 cases in the US, none in NC. 72,000 globally affected, 1,775 deaths and no deaths in the US.
- B. Deputy Director Search Update – Dr. Green said the posting was closed with 28 applicants. 5 applicants were not qualified, and Candace Tyler is reviewing the remaining applications for qualifications, and will then set up an assessment center for prospective interviews to take a test, perform in a scenario and Dr. McMahan was asked to help with this process.
- C. Upcoming Events:
  - i. Get a Gold Smile – Event was held today, and 30 visitors came in to look at the displays, learn about dental health and 24 were screened. Another Gold Smile event is planned for February 25<sup>th</sup> from 8am-5pm and February 27<sup>th</sup> from 8am-5pm.
  - ii. NC Pre-K Event by Partnership for Children on February 29<sup>th</sup> – 9am-3pm the Cumberland County Health Department.
  - iii. Build a Better Murchison – March 7<sup>th</sup> from 12pm-5pm – Dr. Green will be speaking at 1pm.
  - iv. Eastern NCPHA Nags Head, NC, April 29-May 1
    - 1. Eastern NCPHA – Registration deadline is April 17, 2020
  - v. NCPHA Spring Conference Raleigh, NC, May 19
    - 1. NCPHA Spring Conference – Registration is not yet available
  - vi. NACCHO Denver, CO, July 7-9
    - 1. Registration deadline is May 15, 2020, for the early bird rate
  - vii. NALBOH Grand Rapids, MI, Aug 18-20
    - 1. NALBOH – Registration is not yet available. Hotel registration is July 28, 2020.

L. Membership Roster/Attendance Roster:

M. Board Comments:

None

As a reminder, the next regular meeting is Tuesday, March 17, 2020 at 6pm.


ADJOURNMENT

MOTION: Dr. Cynthia McArthur-Kearney moved to adjourn.  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (9-0)

The meeting was adjourned at 7:26 p.m.

  
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Dr. Jennifer Green, Health Director

May 21, 2020  
Date

  
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Dr. Connette McMahon, Chair

May 21, 2020  
Date