

CUMBERLAND COUNTY BOARD OF HEALTH
NOVEMBER 19, 2024 – 6:00 PM
1235 RAMSEY STREET
REGULAR MEETING
MINUTES

MEMBERS PRESENT: Dr. Sam Fleishman, Physician, Vice Chair
Dr. Jennifer Brayboy-Locklear, General Public Rep
Dr. Cynthia McArthur-Kearney, Registered Nurse
Mr. John Larch, Professional Engineer
Mr. Joseph Fiser, General Public Representative
Dr. Olusola Ojo, Pharmacist
Dr. Hakkam Alsaidi, Optometrist

MEMBERS ABSENT: Dr. Jeanette Council, County Commissioner
Dr. Kent Dean, Veterinarian, Chair
Mr. Dakota Wright, General Public Representative
Dr. Kingsley Momodu, Dentist

STAFF PRESENT: Dr. Jennifer Green, Health Director
Mrs. Candice York, Business Officer
Mrs. Kelly Smith, Administrative Assistant III
Dr. Krystle Vinson, Nursing Director
Mrs. Heather Skeens, Assistant County Manager
Dr. Lori Haigler, Medical Director
Mrs. Sanquis Graham, Local Public Health Administrator
Ms. Tamra Morris, Deputy Health Director
Ms. Samantha Tillman, Health Educator

WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE

Mr. John Larch 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. Jennifer Brayboy-Locklear moved to approve the BOH agenda
SECOND: Mr. John Larch
VOTE: Unanimous (7-0)

B. Approval of October 15, 2024 Regular Meeting Minutes

MOTION: Dr. Cynthia McArthur-Kearney moved to approve the Board of Health Meeting Minutes
SECOND: Dr. Hakkam Alsaidi
VOTE: Unanimous (7-0)

C. Approval of Bad Debt Write Off

MOTION: Dr. Jennifer Brayboy-Locklear moved to approve the Bad Debt Write Off
SECOND: Mr. John Larch
VOTE: Unanimous (7-0)

D. Approval of Health Director's Job Description

MOTION: Mr. Joseph Fiser moved to approve the Health Director's Job Description
SECOND: Dr. Cynthia McArthur-Kearney
VOTE: Unanimous (7-0)

E. Approval of Election of 2025 Officers

MOTION: Dr. Fleishman moved to name Dr. Momodu as Chair and Dr. Ojo as Vice Chair
SECOND: Dr. Cynthia Kearney-McArthur
VOTE: Unanimous (7-0)

F. Approval of the Recommendation for the Reappointment of Board Members

MOTION: Mr. John Larch moved to approved the recommendation for reappointment of Board Members
SECOND: Dr. Cynthia Kearney-McArthur
VOTE: Unanimous (7-0)

INFORMATIONAL/DISCUSSION ITEMS

Action Item C:

Mrs. York presented the Bad Debt from accounts that were 90 days or older as of 9/30/2024. Mrs. York explained that all bad debt accounts with balances of \$50.00 or higher, will be sent to the North Carolina Debt Set-Off Program, which can attach a debtor's State Income Tax Refund for payment of bad debts. The Board unanimously voted 7-0 to approve this item to be sent to the Commissioners meeting for final approval.

Action Item D:

A copy of Dr. Green's job description was presented to each Board Member ahead of this meeting and displayed on their tablet during the meeting. Dr. Green was asked to highlight any changes in the job description. Dr. Green added that the State had added a few more required minimum training that the Health Director must have moving forward, and Dr. Green has already met this qualification through education.

Action Item E:

A subcommittee met on November 5, 2025, at 5:30pm to discuss nominations for Chair and Vice Chair for 2025. At this meeting, Dr. Momodu volunteered to be Chair and Dr. Ojo asked to be considered for Vice Chair. The committee agreed to bring these names forward to the November 19th meeting and open the floor for other nominations. Dr. Fleishman asked for a motion on the floor to open nominations. Mr. Larch approved the motion and Dr. Cynthia McArthur-Kerney second the motion. Dr. Ojo nominated Mr. Fiser for Vice Chair and he declined. Dr. Fleishman asked for a motion to close nominations on the floor. Mr. Fiser approved the motion and Dr. Brayboy-Locklear second the motion.

Dr. Fleishman asked for a motion to accept the slate of names presented for Chair and Vice Chair. Dr. Ojo approved the motion with a second from Mr. Larch. All 7 Board Members present voted unanimously to appoint Dr. Momodu as Chair for 2025 and Dr. Ojo for Vice Chair for 2025.

Action Item F:

Dr. Green went over the list of 8 Board Members names that will need to be submitted to the Commissioners for recommendation for reappointment for 2025. Dr. Fleishman asked for a motion to accept the names to be presented. Mr. Larch made the motion and Dr. Cynthia McArthur-Kearny second it. This memo will go to the Clerk of Commissioners to be presented to the Commissioners at their January meeting.

Public Comment:

Mr. Larch asked if there were any persons registered to give public comments. He opened the floor up at 6:15pm. There were no registered persons, and the floor was closed at 6:16pm.

Financial Reports:

Mrs. York presented the monthly financial reports for the month ending October 31, 2024. The statement of Revenues and Expenditures exceeded in the amount of \$737,578.67. Expenditures by program was reviewed and overall are at 28.66% for the month ending October 31,2024. Revenue by source was reviewed as well showing we have earned 29.55% as of October 31, 2024. **Accounts receivables** were reviewed by clinics as well as the private pay aging report ending October 31, 2024.

External Reports:

The Department of Health Service Regulation conducted a recertification survey of our laboratory on October 24, 2024. The results of the survey showed that all CLIA Condition-level requirements were met during the time of the onsite survey. We were recommended to be recertified in the CLIA program. When the report is ready, Kelly will send to each Board Member for review.

Director's Report:

Dr. Green reviewed Respiratory Virus Season. From October 2nd-November 6th - we administered 286 COVID-19 Vaccines as well as 32 RSV Vaccines. Flu shots administered to date for 2024 were 487 which was down from 612 last year this time. We have participated in several outreach events such as Cumberland County Employees, City of Fayetteville Employees, Vax Yourself/Vax Yourself, Bill Crisp Senior Center, Spring Lake Recreation Center, C-FORT Resource Center, Homeless Standdown and Methodist University. Dr. Green added that we have received the BJA COSSUP Grant which is \$1.3 million over 3 years. This was a collaborative application with the City of Fayetteville and Harm Reduction. Plans include the expansion of Law Enforcement Assisted Diversion Program (LEAD). This will account for staff time for Fayetteville Police Department Officers + LEAD Liason and NCHRC Diversion Staff. Sequential Intercept Map Coordination, Recovery Support Services Fund and Data Collection and Evaluation. Dr. Green added that next month her annual performance evaluation is due. Kelly will send out the evaluation forms by December 2nd with a December 13th deadline for return. Please take the time to complete an evaluation as this will be discussed in our December Board Member in closed session. This is a benchmark for Accreditation as well. Dr. Green shared that on November 8, 2024, we as a Health Department along with the Cumberland County Sherriff's Office and an outside consulting firm held an Active Assailant Training Exercise. The Health Department was closed at 1pm for the activity where we heard live rounds and had "mock" bad people acting out scenarios to see what we would do in that situation. We as a group learned a lot of valuable lessons and things that we need to improve on. We have had several meetings in the months following up to this event to plan and even had an All Staff Training on it in August.

Upcoming Events include a Toy Drive , Hello Health and an Art Show and fliers are included in your packet.

Membership Roster/Attendance Roster:

Dr. Fleishman asked the Board Members to review the attendance roster and let it be known if there were any errors.

As a reminder, the next regular meeting is Tuesday, December 17, 2024 at 6pm.

ADJOURNMENT

MOTION: Dr. Cynthia McArthur-Kearney moved to adjourn.

SECOND: Dr. Jennifer Brayboy-Locklear

VOTE: UNANIMOUS (7-0)

The meeting was adjourned at 6:40pm

Jennifer Green

Dr. Jennifer Green, Director

12/17/2024
Date

Dr. Samuel Fleishman

Dr. Sam Fleishman, Vice Chair

12/17/2024
Date