Catawba County Board of Health
Minutes
August 5, 2013

The Catawba County Board of Health met on Monday, August 5, 2013. The meeting convened at 7:00 p.m. at Catawba County Public health, 3070 11th Av Dr SE, Hickory, NC 29602 in the Boardroom.

Members present: Ms. Brenda H. Watson, Chair
Mr. Dan Hunsucker, Commissioner
Mr. John Dollar
Dr. David C. Hamilton, Jr.
Dr. David Kulesia
Dr. Sharon Monday
Ms. Susan Witherspoon
Mr. William Mixon
Ms. Naomi East
Mr. Brian Potocki

Members Absent: Dr. William Geideman

Staff present: Mr. Doug Urland, Health Director
Ms. Kelly Isenhour, Assistant Health Director
Ms. Jennifer McCracken, Health Services Manager
Mr. Mike Cash, Environmental Health Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Amy McCauley, Community Outreach Manager
Ms. Julie Byrd, WIC Supervisor
Ms. Chantae Lail, Medical Lab Manager
Ms. Marilyn B. Klinger, Administrative Assistant II

Visitors: the Honorable Nathaniel Poovey, Superior Court Judge, and Ms. Paulette Smyre, Catawba County Human Resources and Leadership Academy participant.

CALL TO ORDER

Ms. Brenda Watson, Chair, called the meeting to order at 7:00 p.m. and asked the Honorable Nathaniel Poovey, Superior Court Judge, to step forward to administer the Oath of Office to Mr. Brian Potocki and Dr. David C. Hamilton, Jr. Mr. Potocki and Dr. Hamilton were appointed to the Board of Health at the Catawba County Board of Commissioners meeting held July 15, 2013.

OATH OF OFFICE

The Honorable Nathaniel Poovey, Superior Court Judge, greeted the Board and stated he enjoyed having the opportunity to come and administer the oath of office to new board members. Judge Poovey asked Mr. Brian Potocki to step forward and he administered the oath of office as follows:

I, **Brian Potocki**, do solemnly swear that I will support the Constitution of the United States, so help me God.

I, **Brian Potocki,** do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State,

not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me, God.

I, **Brian Potocki**, do further swear that I will well and truly execute the duties as a Catawba County Board of Health member according to the best of my skill and ability, according to law, so help me God.

Judge Poovey congratulated Mr. Potocki on his appointment and then called Dr. David C. Hamilton, Jr., forward and administered the oath of office as follows:

I, **David C. Hamilton, Jr.**, do solemnly swear that I will support the Constitution of the United States, so help me God.

I, **David C. Hamilton, Jr.**, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me, God.

I, **David C. Hamilton, Jr.**, do further swear that I will well and truly execute the duties as a Catawba County Board of Health member according to the best of my skill and ability, according to law, so help me God.

Judge Poovey congratulated Dr. Hamilton on his appointment and both gentlemen took their seat. Ms. Brenda Watson, Chair, thanked Judge Poovey for his service. Ms. Watson welcomed Mr. Potocki and Dr. Hamilton to the Board. It is noted that the two newly inducted Board members and Naomi East attended Board orientation Training prior to the August 5, 2013 Board meeting and were given a newly reviewed and updated handbook with information and instructions to assist them with their Board duties. All existing Board members were provided the updated materials to place in their handbook.

NOMINATION OF OFFICERS FOR 2013-14

Due to Dr. Geideman's absence this evening, Ms. Watson announced on his behalf that the Nominations Committee presents Ms. Brenda Watson to continue as Chair and Dr. William Geideman to continue as Vice-Chair of this Board. Commissioner Dan Hunsucker made the motion to accept these officers and Ms. Naomi East seconded the motion. The vote to accept these officers was unanimous.

APPROVAL OF AGENDA

Ms. Watson asked if there were any changes to the agenda as presented in the Board packet. There being no changes requested, Mr. Dan Hunsucker made a motion to accept the agenda as presented. Dr. Sharon Monday seconded the motion and it was unanimously approved.

APPROVAL OF MINUTES

Ms. Watson asked if there were any corrections to the June 3, 2013, Board of Health minutes included in the Board packets. Hearing none, Ms. Watson asked for a motion to approve the minutes as presented. Dr. Sharon Monday so moved and Mr. John Dollar seconded the motion and the June 3, 2013 minutes were approved as presented.

Ms. Watson asked if there were any corrections to the revised May 6, 2013, Board of Health minutes included in the Board packets. Hearing none, Ms. Watson asked for a motion to approve the minutes as presented. Dr. Sharon Monday so moved and Mr. William Mixon seconded the motion and the May 6, 2013 minutes were approved as revised unanimously.

PUBLIC COMMENTS

Ms. Watson asked if anyone presented to speak before the Board. Ms. Marilyn Klinger, Administrative Assistant II, stated that no one had presented to speak.

NEW EMPLOYEES

Ms. Watson asked if there were any new employees or visitors to be introduced. Ms. Klinger stated there were no new employees this month but there was a visitor. Mr. Doug Urland, Health Director, introduced Ms. Paulette Smyre from Catawba County Human Resources. Ms. Smyre is visiting the Board meeting tonight as a participant in the Leadership Academy to see how public meetings are held. The Leadership Academy program focuses on identifying emerging Catawba County leaders in the community.

COMMISSIONERS COMMENTS

Mr. Dan Hunsucker, County Commissioner, gave his report to the Board. He stated he was pleased to announce that the Board of Commissioners recognized Web Team members involved in the County's winning the Top Digital Counties Survey Award from the Center for Digital Government, which ranked Catawba County number one in the United States among counties with a population between 150,000 and 249,999 people in an evaluation of the County's ability to demonstrate successful outcomes through the strategic use of technology. Jeff Honeyman from Dell Software presented the award and congratulated Chief Information Officer Terry Bledsoe and his team for their accomplishments.

The Board of Commissioners also issued a proclamation recognizing the 100th anniversary of the Catawba County Extension and Community Association, which contributes thousands of volunteer hours to Catawba County and its citizens to promote educational advancement, social connectivity and community awareness.

Lastly, Commissioner Hunsucker announced the Board of Commissioners had participated in a groundbreaking ceremony for the new Sherrills Ford-Terrell Branch Library at 9154 Sherrills Ford Road at 11:30 a.m. following their Board meeting today.

APPROVAL OF CALENDAR FOR 2013-14

Ms. Watson called for discussion and approval of the 2013-14 Board calendar. Mr. Urland addressed the Board and explained that while this Board usually meets the first Monday evening of each month, members would see several exceptions to that schedule on the calendar presented. September and December meetings are on the first Tuesdays: September 3 due to Labor Day and December 3 due to an offsite meeting. There is usually no meeting in July. While meetings are currently scheduled for January and February of 2014, he asked the Board's patience should those meetings be delayed or combined to allow staff to provide more budget information as it comes from County Management early in 2014.

Ms. Watson called for a motion. Commissioner Dan Hunsucker made the motion to accept the calendar for 2013-14 as presented, Mr. Dollar seconded the motion and it was unanimously approved.

ASSIGNMENT TO BOARD OF HEALTH SUBCOMMITTEE

Ms. Watson asked Mr. Urland to give explanation of the committee changes being suggested. Mr. Urland explained that there would now be three standing committees: Finance; Nominations and Operating Procedures; and Policy and Strategic Planning. Each committee will have a chair and two other members. As needed for special events, projects, or tasks, ad hoc committees will be established for a limited time.

Included in the Board packet is a list of the three standing committees and current members as well as vacancies. Ms. Watson asked for volunteers to fill the vacancies. Based on volunteers, the three committees were filled as follows:

Finance	Nominations and Operating Procedures	Policy and Strategic Planning
Ms. Brenda Watson, Chair	Dr. William Geideman, Chair	Mr. John Dollar, Chair
Ms. Susan Witherspoon	Dr. Sharon Monday	Mr. William Mixon
Dr. David Kulesia	Ms. Naomi East	Dr. David Hamilton

Mr. William Mixon called for a vote on the new committee structure and this slate of committee chairs and members. The Board unanimously voted to approve the Board of Health Subcommittees as presented.

End of Year Outcome Summary Report

Ms. Kelly Isenhour presented a report of the Public Health outcome results for the end of the fiscal year 2012-2013. There were 39 outcomes for Public Health during the last fiscal year. Of those 39 outcomes, 31 were achieved but eight were not achieved. Ms. Isenhour explained that while the outcomes had been aggressive with goals set, many were close but not quite to the required mark. Six of the eight outcomes that were not achieved were within three percent of the goal. The other two were further off the mark but all eight outcomes had made improvement over the previous year. The report is attached to these minutes.

REVISED 2013-14 PUBLIC HEALTH BUDGET

Ms. Watson asked Health Director Doug Urland to explain the attachment for the 2013-14 Public Health budget. Mr. Urland stated that the total Public Health budget of $11,144,766 was 74.3% salary and 25.7% operating expenses. The Catawba County budget, including these Public Health figures, was adopted by the Catawba County Board of Commissioners in June, 2013. He reminded the Board that 25 full-time staff positions were eliminated to achieve the budget reduction. While some of these positions were vacant at the time of elimination, there were 21 staff members affected. Four of the 21 staff found employment in other public health positions or with other county departments, while three full-time and one part-time staff members were transferred into open Public Health positions. Another consequence of the reduced workforce will be longer wait times for appointments and inspections. Reductions were also made to budget line items for small tools and minor equipment; certification funds; Environmental Health uniforms; and incentive funds.

On a more positive note, Mr. Urland stated that Public Health will continue to nurture strong partnerships with local agencies such as Catawba Valley Medical Center (CVMC), Catawba Pediatric Associates, Greater Hickory Cooperative Christian Ministries (GHCCM), and private practices that help assure services in the child health, school health, maternal health, adult health, and dental programs. The Health Promotions program has obtained more grant funds for their activities.

REVISED 2013-14 OUTCOMES REPORT

Ms. Isenhour shared an outcomes report with the Board that showed the final outcomes for 2013-14 as compared to the drafts the Board approved in February 2013. While 34 of the 39 outcomes had some change, 14 outcomes had revisions to the wording of the outcome. Twenty had measurement changes that were mostly a reflection of the budget changes with several changes based on newer data. Mr. Urland stated that Public Health will continue to monitor these outcomes on a quarterly basis for results and opportunities for improvement and greater efficiencies. The report is attached to these minutes.

HEALTH DIRECTOR'S REPORT

Doug Urland, Health Director, shared that Administrative Assistant Martha Knox's mother had passed away earlier in the day. Ms. Knox is absent from the Board meeting tonight to be with her family in Indiana. Ms. Watson extended the Board's condolences and asked Ms. Klinger to provide contact information for anyone wanting to extend their condolences.

Mr. Urland next announced that the Board of Commissioners had appointed Dr. David C. Hamilton, Jr. and Mr. Brian Potocki to this Board to fill the slots for dentist and engineer, respectively, as well as re-appointing Mr. John Dollar and Mr. William Mixon to the Board at their July 15, 2013 meeting. At this time, all positions on the Board are filled. Based on earlier committee actions tonight, all slots on the three standing committees are filled as well.

Mr. Urland advised the Board that the State budget had been approved. There are funding changes to Child Health programs that may move funds from the local health departments to private agencies. There are, however, increases in permit fees in the food and lodging area. These fees will be kept locally on a performance basis.

Mr. Urland shared that Public Health had been involved in the human aspects of the recent flooding in Catawba County through the Environmental Health program and its consultations, education, and inspection of wells with regard to mold, mosquito, and debris issues.

Mr. Urland state the 2011-12 Annual report for Catawba County Public Health is available on the Public Health website and asked everyone to use the link that had been emailed last week and review the work of our department. The links for the 2010-11 and 2009-10 reports are still on the website as well. He also reminded the Board that Public Health's renewal for State Accreditation is continuing with an on-site inspection in mid-September. Several Board members will be asked to attend an interview with the site visit team. And lastly, Mr. Urland shared that he, Ms. Chantae Lail, Ms. Amy McCauley, and Ms. Kelly Isenhour would be participating in a mass drill for McGuire Nuclear Station on Tuesday, August 6. This is an annual requirement of McGuire by the Nuclear Regulatory Commission and Public Health participates based on our geographic location to the McGuire plant.

OTHER BUSINESS

Mr. Watson asked if there was any further business for the Board. There was no other business brought forward for discussion this evening. Ms. Watson reminded members that the next meeting would take place at Public Health on Tuesday, September 3, 2013, at 7:00 p.m.

ADJOURNMENT

Commissioner Dan Hunsucker made a motion to adjourn the meeting of the Catawba County Board of Health and Ms. Naomi East seconded the motion and it passed unanimously.

Respectfully submitted,

Douglas W. Urland, MPA
Health Director

DWU: mbk