

**Catawba County Board of Health  
Minutes  
June 11, 2018**

The Catawba County Board of Health met on Monday, June 11, 2018 at 7:00 pm at Catawba County Public Health, 3070 11<sup>th</sup> Ave Dr SE, Hickory, NC 28602 in the Boardroom.

**Members Present:** Dr. David C. Hamilton, Jr, Chair  
Ms. Gloria Costin  
Ms. Dana H. Greene  
Ms. Susan Knowles  
Mr. Brian Potocki  
Mr. William Pitts  
Dr. Sharon Monday

**Members Absent:** Dr. Matthew Davis, Vice-Chair  
Mr. Dan Hunsucker, County Commissioner  
Mr. John H. Dollar

**Staff present:** Mr. Doug Urland, Health Director  
Mr. Jason Williams, Staff Development Specialist  
Mr. Scott Carpenter, Environmental Health Supervisor  
Mr. Zack King, Community Health Analyst/Interim Public Health Strategist  
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator  
Ms. Megen McBride, Environmental Health Supervisor  
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor  
Mr. Stephen Chambers, Environmental Health Specialist  
Ms. Debra Young, Administrative Assistant II

**CALL TO ORDER**

Dr. David Hamilton, Jr, Chair, called the meeting of the Catawba County Public Health Board to order at 7:00 pm. He recognized Ms. Debra Bechtel, County Attorney, and welcomed Board members, Public Health managers, and Public Health staff.

**APPROVAL OF THE AGENDA**

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr Hamilton asked if there were any changes. No agenda content changes were noted, only the order of two presentations was changed. Mr. William Pitts made a motion to accept the agenda as presented and Dr. Sharon Monday seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes for May 14, 2018, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. No corrections were noted and Mr. William Pitts made a motion to accept the minutes as presented and Ms. Gloria Costin seconded the motion. The May minutes were approved unanimously.

**PUBLIC COMMENTS**

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra Young, Administrative Assistant II, stated that no one had presented to speak.

### **RECOGNITION**

Mr. Doug Urland, Health Director, recognized Dr. Sharon Monday for her three – 3-year terms on the Board of Health. Mr. Urland noted that Dr. Monday had filled the unexpired term for Dr. Tye Ardrey in 2009. Dr. Monday was presented with a gift of local pottery, made by Connections Pottery in Newton, in appreciation for her dedication to Public Health and her community. Dr. Monday thanked everyone and stated she had enjoyed her work and the Public Health staff and Board members.

### **COUNTY COMMISSIONER'S COMMENTS**

None.

### **NEW EMPLOYEES**

Mr. Jason Williams, Staff Development Specialist, stated one new employee is present to be introduced to the Board. Stephen Chambers is a new Environmental Health Specialist within the Onsite Water Protection program. Mr. Chambers earned his Bachelor's Degree in Plant and Soil Science from the University of Tennessee, and is a Licensed Soil Scientist. Mr. Chambers comes to Catawba County with 24 years of environmental health experience, most recently with the Rutherford-Polk-McDowell Health District.

### **ANNUAL LEGAL UPDATE**

Ms. Debra Bechtel, County Attorney, provided the 2018 Legal Update to the Board of Health members and Catawba County Public Health managers. The update covered controlled substances with a focus on opioids and related legislative updates and county litigation involvement, animal quarantine and rabies, drinking water updates, updated HIV control measure rules, and service animals under the Americans with Disabilities Act and North Carolina State law. The presentation is attached to these minutes. Ms. Bechtel reaffirmed the Catawba County Legal Department staff are available to the Board of Health and Public Health staff for questions related to any legal matter that may arise in the scope of their Public Health duties.

### **ELIGIBILITY, FEE AND BILLING POLICIES**

Mr. Doug Urland provided the revised Eligibility, Billing, and Fee Policy. The policy must be reviewed and approved by the Board of Health on an annual basis. The policy only had one minor change this year. The change is located on the bottom of page 1 under 'Client Identification'. The update reflects a change to the page number reference within the Consolidation Agreement. After the presentation, Mr. Urland fielded questions and then Dr. Sharon Monday made a motion to approve the revised policy as presented. Mr. Pitts seconded the motion and the Board unanimously approved the revised policy.

### **APPROVAL OF FISCAL YEAR 2018-19 MEETING DATES**

A slate of dates for the fiscal year 2018-2019 was presented as meeting dates for the Board. The proposed dates are as follows: no meeting July 2018; August 13, 2018; September 10, 2018; October 8, 2018; November 12, 2018; December 10, 2018; January 14, 2019; February 11, 2019; March 11, 2019; April 8, 2019; May 13, 2019; and June 10, 2019 with all meetings to begin at 7:00 p.m. in the Public Health Boardroom. Ms. Gloria Costin made a motion to set these dates for fiscal year 2018-2019, Dr. Sharon Monday seconded the motion, and the Board unanimously voted approval.

### **HEALTH DIRECTOR'S REPORT**

Mr. Doug Urland, Health Director, reminded Board members of the NALBOH annual conference that will be held August 8-10<sup>th</sup> in Raleigh. He stated that if any Board member is interested, please fill out the application this evening. There are scholarships still available and there is funding in the budget for this conference as well.

The Board of Commissioners adopted the Catawba County Annual Budget for fiscal year 2018-19 on Monday, June 4, 2018. The budget totals \$249,768,237.00 and maintains the current tax rate of \$0.575 per \$100 of assessed valuation.

The Catawba County WIC program applied for and received a grant totaling \$32,835.00 to enhance local operations. These special project funds will cover the cost of laptop and desktop computers for all WIC staff and will eliminate the need for the County IT Department to expend funds for the WIC program to purchase those items. The funding will also be used to provide an education workstation in the WIC lobby, add professional pictures throughout the WIC program office area, provide upgrades to the current breastfeeding room, purchase advertisement space and replace countertops to enhance the appearance of the WIC office.

**OTHER BUSINESS**

None

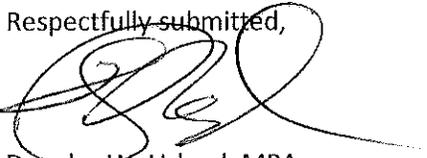
**ADJOURNMENT**

There being no further business, Dr. Hamilton asked for a motion to adjourn. Dr. Sharon Monday motioned to adjourn the meeting, Ms. Gloria Costin seconded the motion and Dr. Hamilton adjourned the meeting at 7:52 pm.

**No July meeting.**

The next Board of Health meeting will be **August 13, 2018 at 7:00 p.m.**

Respectfully submitted,



Douglas W. Urland, MPA  
Health Director

DWU: day

Board of Health Meeting August 13, 2018

Minutes Approved with corrections noted: staff members, Ms. Sindie Sigmon, Business Manager and Ms. Jennifer Lindsay, School Health Nurse Supervisor, were not in attendance and Mr. Scott Carpenter, Environmental Health Supervisor attended.