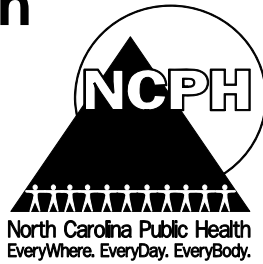


# Forsyth County Board of Health



- Vera S. Robinson, OTR, Chair
- Dr. Ricky Sides, DC, Vice-Chair
- Beaufort O. Bailey
- Dr. B. Keith Cash, OD
- Linda Petrou, PhD
- Nancy R. Hardie, RPH
- Randall G. Kale, PE
- Dr. P. Lee Salisbury, III., DDS
- Dr. Calvert B. Jeffers, Jr., DVM
- Jane Bradner Mosko, RN, CRNA
- Dr. Willard L. McCloud, Jr., MD

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## BOARD OF HEALTH MINUTES February 6, 2008

### MEMBERS PRESENT

Ms. Vera Robinson, Chair  
Dr. Ricky Sides, Vice-Chair  
Ms. Linda Petrou  
Dr. Willard McCloud  
Mr. Randall Kale  
Dr. Calvert B. Jeffers  
Mr. Beaufort Bailey  
Dr. James K. Doub  
Ms. Jane Bradner Mosko

### STAFF PRESENT

Dr. C. Timothy Monroe  
Mr. Matt Dyson  
Ms. Tommie Bowen  
Ms. Quintana Stewart  
Mr. Bob Whitwam  
Ms. Peggy Lemon  
Cathy Scheviak  
Jonathan Vaughters  
Frances Rainford

### MEMBERS ABSENT

Ms. Nancy R. Hardie  
Dr. Paul Salisbury

### **Call to Order:**

On Wednesday, February 6, 2008, the Forsyth County Board of Health held its monthly meeting in the Board Room at the Forsyth County Department of Public Health. Ms. Vera Robinson, Chair, presided and called the meeting to order at 5:30 p.m.

### **Consideration of Minutes:**

The minutes of the January 2, 2008 Board of Health Meeting were reviewed by the Board. Upon motion by Dr. Sides, and a second by Dr. McCloud, the minutes were approved as presented by the Board of Health.

### **Swearing-In of New Board Appointees:**

Dr. James Doub, Mrs. Jane Bradner Mosko, Mr. Randall Kale, Dr. Calvert Jeffers, Dr. Willard McCloud, and Mr. Beaufort Bailey were sworn in by the Chair, Mrs. Vera Robinson. Dr. Doub will be serving as the Optometrist, replacing Dr. Cash, on the board. This will be Mrs. Mosko's second term of serving as the Registered Nurse on the board. This will be Mr. Kale's third term on the board, serving as the Engineer. Dr. McCloud is serving as the Physician on the board, and this will be his second term. Mr. Bailey, County Commissioner, will be entering his third term of service on the board.

### **Election of Officers**

Mrs. Linda Petrou reported that the Nominating Committee had nominated Mrs. Robinson and Dr. Sides to serve as Chair and Vice-Chair for another year. Mr. Bailey made a motion to approve this, and it was seconded by Mr. Kale. The board voted to accept and approve Mrs. Robinson as Chair and Dr. Sides as Vice-Chair.

## Old Business:

**New Position Recommendations** - Dr. Monroe presented a revised list to the board of the department's eleven requested new positions. They are as follows, and are listed in Priority Order:

- 1 Health Educator – Adult Health
- 2 Public Health Nurse I: CSC/CAP-C Nurse
- 3 Environmental Health Specialist in the Community Hygiene Section
- 4 Pharmacist
- 5 Social Worker II: Maternity Care Coordinator
- 6 Health Educator – Behealthy School Kids
- 7 Pharmacy Technician
- 8 Foreign Language Interpreter
- 9 Public Health Nurse I: Generalized Program
- 10 Dental Hygienist II - Preschool Public Health Dental Hygienist

Dr. Monroe discussed the justification documents for each position and the prioritization criteria. Upon motion by Mr. Bailey and second by Dr. Jeffers, the new position request list was approved by majority vote.

**Accreditation – Role of the Board** – Dr. Monroe informed the board that the department was beginning the Accreditation process. The site visit will be sometime in October or November 2008. The Management Team, Lucinda Brogden, and Dr. Monroe have met one time to discuss this preparation process. The Accreditation Team will be meeting again on Friday, February 8, 2008. The department has been assigned a nurse to this region that will be assisting us with the completion of the Health Department Self Assessment Instrument, which will be a 90 day process. Dr. Monroe asked if the board would be interested in assigning and/or volunteering two or three members to attend some of the work meetings. Jane Mosko stated that she would definitely be able to attend some of these meetings. Linda Petrou and Dr. Sides stated that they both were interested in attending and that it depended on when the meetings might be held. The dates will be announced at a later time, but Dr. Monroe seemed to think that the meetings would be starting sometime in May or June.

**Annual Retreat** - Dr. Monroe reported to the board that some of the issues that were discussed at the Health Summit dealt with Public Health Public Policy. Since the Summit, the Management Team has been discussing possibilities of putting a workshop together related to the role of local Public Health Departments in regulation of health related commercial activities. He stated that the Board of Health is a potential law making body. Some curtailment of local board rule making authority had occurred in the past by court cases concerning hog farms, tobacco issues, and restaurant rules. There are examples outside and inside NC of local boards adopting more aggressive regulations than the state. In New York City, the local board has restricted use of trans fats in restaurants. In Guilford County, the local board adopted lead regulations more restrictive than the state regulations. Dr. Monroe suggested that broad issue of local rule adoption and some hypothetical and/or possible examples of rules the Board might wish to consider in the future might be a theme for the Annual Retreat. He asked if the board would be interested in setting a date for a Saturday Session, and have the county attorneys attend the meeting. Dr. Monroe has already spoken to Ms. Lori Sykes and she is going to speak to Mr. Gordon Watkins about this. The board discussed this matter and decided to set a tentative date for Saturday, April 26, 2008. Dr. Monroe said that he would like to check this date with the two Management Team Members that were unable to attend this evening's meeting. He will let the board know as soon as he receives a confirmation from his staff.

**WSIDR/Crossroads Training** – Dr. Monroe informed the board that funding was available for any of them that were interested in attending the 2 ½ training on April 21-23, 2008. Matt Dyson asked the board to let him know within the next two weeks if they wanted to attend. The Health Department Racism Team will be speaking at the next board meeting, which will be March 5, 2008.

## New Business:

**Clinic Service Changes** – Dr. Monroe reported that there has been one new nursing position created to take the place of the Medical Director's position. In the Clinic, there have been one resignation and one retirement. Due to the shortage of staff, the following changes are being considered:

1. We are going to stop providing travel clinic in which we provide vaccines and prophylaxis for international travel. Public Health is not required to provide this service, but we have always provided it to the public.

This is only *temporary*, until we get the new nursing position in the clinic that we have requested. There are other places in this and nearby communities that provide this vaccine.

2. We will only be administering TB Skin Tests for TB control purposes. We will only test for suspect cases and contacts. Some employers want new employees to get tested for TB before they begin employment. There are other places that administer the skin tests and Public Health does this as a courtesy. We will probably not go back to doing these tests.

**Division Report:** Mr. Matt Dyson presented a very thorough Division Report for Administration. Administration has a budget of \$2.6 million dollars. The division consists of the following sections: Finance, Systems Management, Laboratory, Pharmacy, Medical Records, Dental Clinic, Administration Services, and Facilities. Some of the successes for Administration in the past year have been:

1. Construction Projects Completed - Environmental Health, WIC, Family Planning, Lobby, and the Main Meeting Rooms
2. Dental Clinic Transition
3. Reclassification of a position to meet increasing IT needs
4. Working Smarter
5. Medical Records Digitalized prior to 2002 (approximately 21,300)
6. Staff

Some of the challenges that Administration have are:

1. Staffing challenges in registration create delays for patients
2. Coordination with other County Departments
3. Maintaining Communications

The board commended Mr. Dyson on the excellent job he has done to reform Administration. Mr. Dyson also congratulated his staff on their hard work. He reported that there had been a significant profit totaling \$21,561.00 in the Dental Clinic during the month of January. Mr. Dyson and Dr. Monroe are currently continuing their search for the Dental Director position. It has been extremely difficult finding someone, largely due to limitations on the salary.

**Other Business:**

**Completion Certificate** – Dr. Monroe presented each board member with a copy of the Certificate of Completion for successfully completing the Orientation for Local Boards of Health. This is for the period of July 1, 2007 to June 30, 2008.

**ANCBH Questionnaire** – Dr. Monroe distributed a questionnaire supplied by the ANCBH for completion by each member.

**Adjournment** - There being no further business, the meeting was adjourned.

Dr. C. Timothy Monroe  
Secretary to the Board

CTM/tjb