

CUMBERLAND COUNTY BOARD OF HEALTH  
June 16, 2020 – 6:00p.m.  
1235 RAMSEY STREET, GO TO MEETING  
REGULAR MEETING  
MINUTES

MEMBERS PRESENT: Dr. Connette McMahon, Chair  
Dr. Olusola Ojo, Pharmacist, Vice Chair  
Dr. Sam Fleishman, Physician  
Dr. Hakkam Alsaidi, Optometrist  
Dr. Kent Dean, Veterinarian  
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  
Dr. Jeanette Council, County Commissioner

STAFF PRESENT: Dr. Jennifer Green, Health Director  
Duane Holder, Deputy County Manager (via telephone)  
Dr. Lori Haigler, Medical Director  
Dr. Krystle Vinson, Director of Nursing  
Candice York, Accountant  
Ashley Curtice, Deputy Health Director (via telephone)  
Kelly Smith, Administrative Assistant to the Health Director  
Sally Shutt, Assistant County Manager  
Justin Simonson, IT

GUESTS PRESENT: NONE

**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: Ms. Sonja Council moved to approve the Board of Health Regular Meeting Agenda  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (11-0)

B. Approval of May 19, 2020 Regular Meeting Minutes

MOTION: Ms. Stacy Cox moved to approve the minutes.  
SECOND: Ms. Sonja Council  
VOTE: Unanimous (11-0)

**INFORMATIONAL/DISCUSSION ITEMS**

A. Public Comment

Dr. McMahon opened the floor for public comments at 6:10 p.m. There being no public comments registered, Dr. McMahon closed the floor for public comment at 6:11 p.m.

B. Financial Reports

Mrs. Candice York presented her financial reports. The statement of revenues and expenditures for the month closing May 31, 2020, exceeded our expenditures of \$ 1,565,159.51. Expenditures by programs are at 77.54% reporting as of May 31, 2020. Dr. McMahon asked about line items for COVID19 expenses. Mrs. York stated that we received an allocation through the state for \$205,618 and the other \$60,000 was through county funding to help support temporary staffing and nursing staffing for contact tracing and testing. Dr. McMahon asked if the state gave all counties money, and Mrs. York replied that they did allocate money depending on population.

**Budget Process Update**

Mrs. York announced that the new budget for 2021 was adopted by the County Commissioners last night. In that budget, a one-time fee of \$1700 was approved to be paid to all permanent employees in the month of July. For the health department, we were given a Social Worker II position and an Epidemiology Nurse. Stedman-Wade will continue to provide Adult Health services at the Health Department as well. The Health Department was also awarded the following from the Capital Building Request fund: Modify the front entrance, new security cameras throughout the building and a new EHR system. Mrs. York also said that the fee changes she proposed were approved as well.

C. Perform- Evaluation of the Health Director

Dr. McMahon spoke about the evaluation form in the packet stating it is used for all County Employees and that she wants the Board Members to use this form to help evaluating the Health Director. Dr. Green stated this form was used for the previous Health Director and a few revisions were made. Dr. Council was concerned that it was not fair to evaluate Dr. Green when she has only been here for 7 months. Dr. McMahon expressed that this evaluation is not slated to be done until later in the year. Dr. McMahon discussed the questions on the form so that all Board Members would be able to critique in a fair manner. Dr. Fleishman wanted "Exceeds Expectations" added to the form. Dr. Green will provide to the Board a copy of all Audits that have been performed since she has been here as well as a revised version of the evaluation form with instructions, the latest county managers report and a list of training that has been completed since she has started. Mr. Duane Holder mentioned that the new Perform Evaluation tool has been delayed due to COVID and will be rolled out as soon as possible. Mr. Holder also wanted to say for clarity that the Board of Health is responsible for evaluating the Health Director, not County Management. Mr. Holder said that County Management can contribute to the evaluation if needed. Dr. Green added that for Accreditation, she must be evaluated by November. Dr. McMahon said she would discuss in August and September in Board meetings and have it ready for October Board of Health.

D. Public Health Accreditation Update Benchmark 34

Ms. Ashley Curtice spoke about Benchmark 34. 34.1 - Operating Procedures refer to Roberts Rule of Order as well as the NC Directors Website – this is different from the Bylaws in the

Board of Health Handbook. 34.2 – states that you have access to legal counsel. For accreditation, we can use meeting minutes where a county attorney attended, as well as any conversation via email with the county attorney. 34.3 – Policy/Procedures for rule-making – and can be found in the handbook or in the operating procedures. 34.4 – The need for the adoption or amendment of local rules or ordinances. – Dr. McMahon asked if we could use our minutes from our meetings when we discussed vaping and it was agreed that this will be sufficient.

E. Director's Report:

A. COVID - 19 Update

Dr. Green presented a power-point with statistical data for North Carolina and specifically for Cumberland County. Dr. Green pointed out that as far as national data – there have been 2,085,769 cases with 115,644 deaths. Florida, NC, SC, Texas, and Southern California have seen a significant increase in cases. NC alone has 45,102 cases (45% aged 25-49) (26% African American, 44% Hispanic). 661 deaths (92% over 65) (34% African American, 7% Hispanic). 797 current hospitalizations. We need to see a downward trajectory over 14 days or sustained leveling in new cases which we are not seeing. This may be a result of people being out more, not social distancing. The state is still working on new strategies to get us going in the right direction. Dr. Green stated that daily we have available data to include cases/deaths, age, gender, zip code, race/ethnicity, and cases by notification date. Cases and deaths are updated by 6pm daily. Press releases on Mondays and Fridays. Dr. Green said that the shift in where cases are occurring are now increased in 28301 which is where the Health Department and Detention center are located. Dr. Green said there are as many as 20+ staff doing contact tracing daily. The Health Department requested assistance from Carolina Community Tracing Collaborative and were working towards implementation of the new tracing software we were just introduced to. In addition, we have hired temporary nursing staff to assist. PPE and supplies are slim, and we continue to request PPE and test kits from NC DHHS. Dr. Green spoke about our new mobile test sites on Tuesdays at Manna Church from 9am-4pm and the Health Department on Thursdays from 9am-4pm. Testing is done by appointment only and has been reverted back to the Health Department due to the increase of numbers of cases in the 28301 zip code. Dr. Green mentioned that the County has put up some physical barriers in our high traffic areas as well as more cleaning from a professional cleaning service that the County hired. Dr. Fleishman spoke about the cases at the hospital have maintained and not increased. Dr. Fleishman asked that we reiterate to the community that people wear their masks and social distance. Dr. Council asked that Dr. Green present a statement to the public on behalf of the Board regarding the importance of wearing your masks, social distance and follow guidelines in our community. Ms. Sonja Council asked if the Health Department was giving out masks to patients that come in to the Health Department and the answer is no. Dr. Green said she would put on social media again how to make your own mask and the 3 w's.

B. Organizational Restructure

Dr. Green spoke about restructuring going on in the Health Department. Our new Deputy Health Director will have Environmental Health, Emergency Preparedness Coordinator, Triple P, WIC, and Local Public Health Administrator. Dr. Green said that they are working on getting the LPHA position downgraded so that they are not in direct supervision with as many staff and primarily focus on accreditation. This position will also no longer be part of Senior Leadership. In addition, Medical Records have now moved to the Medical Director and Human Resources have moved to the Health Director. Job descriptions are being revised and being posted.

C. Back to School Physicals and Immunizations

Dr. Green spoke about how the team would like to bring the Immunizations Clinic into the community for back to school and do it at an offsite but in the community.

D. Upcoming Events

NACCHO is now virtual for July 7-9 and registration is open. Please contact Kelly Smith if you are interested in attending.

F. Membership Roster/ Attendance Roster

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

G. Board Member Comments

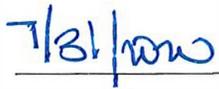
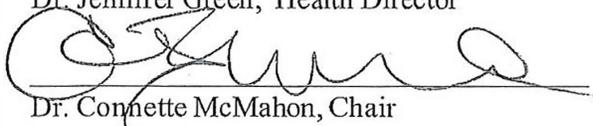
None. Reminder given that no meeting is scheduled for July.

As a reminder, the next regular meeting is Tuesday, August 18, 2020 at 6pm.

ADJOURNMENT

MOTION: Dr. Olusola Ojo moved to adjourn.  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (11-0)

The meeting was adjourned at 7:00p.m.

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Dr. Jennifer Green, Health Director	Date
 _____	7-30-2020
Dr. Connette McMahon, Chair	Date