

MINUTES
ORANGE COUNTY BOARD OF HEALTH
November 30, 2011

ORANGE COUNTY HEALTH DEPARTMENT MISSION STATEMENT: *To enhance the quality of life, promote the health, and preserve the environment for all people in the Orange County community.*

THE ORANGE COUNTY BOARD OF HEALTH MET ON November 30, 2011, at the Whitted Human Services Center, Hillsborough, NC.

BOARD OF HEALTH MEMBERS PRESENT: Anissa Vines, Chair; Tony Whitaker, Vice Chair; Liska Lackey; Steve Yuhasz, Commissioner Representative; Paul Chelminski; Mike Carstens; Michael Wood; Matthew Kelm; Carol Haggerty; Susan Elmore

BOARD OF HEALTH MEMBERS ABSENT:

STAFF PRESENT: Colleen Bridger, Health Director; Judy Butler, Interim Nursing Director Director; Erin Langston Finance and Administrative Operations Division Director, Tom Konsler, Environmental Health Division Director; Donna King, Health Promotions and Education Director; Lisa Smith, Administrative Assistant

GUESTS PRESENT:

Welcome and Introductions

Anissa Vines, Chair, called the meeting to order at 7:15 p.m. The board welcomed Dr. Colleen Bridger the New Health Director.

I. Approval of November 30, 2011 Agenda

Motion to approve the Agenda of November 30, 2011 was made by Steve Yuhasz, seconded by Mike Carstens, and carried without dissent.

II. Tour of the Whitted Building:

Board of Health Members received a tour of the newly renovated and expanded dental and medical clinics. .

III. Public Comment for Items NOT on Printed Agenda none

IV. Action Items (Consent)

A. Minutes approval of October 26, 2011 meeting

The Board is required to review and approve minutes of all official meetings of the Board. The latest minutes are from the meeting on October 26, 2011

B. Accept Additional Funds

The Department has been notified of the availability of funds in this program area: The NC Division of Public Health has allocated an additional \$6,249 in general aid-to-county for the health department to support the delivery of the 10 Essential Services.

C. 2012 Board Meeting Calendar/Meeting Locations

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The Board generally adopts a calendar for the next calendar year so that meetings can be appropriately noticed to the public as required by statute and so that Board members can plan their calendars to ensure attendance.

The proposed calendar leaves meetings on the fourth Wednesday evening of the month with the exception of the January meeting due to the State Health Director's conference date on January 25, 26. All meetings are held on the fourth Wednesday of the meeting months and at the Whitted Human Services Center, Hillsborough unless noted otherwise.

D. Cancel December Board Meeting

In the past, the Board has used the December meeting to catch up on any unfinished business that must be completed by the end of the year. If the Board determines that there is insufficient business anticipated for the meeting then the meeting is cancelled.

Motion to approve the consent agenda items was made by Michael Wood, seconded by Carol Haggerty, and carried without dissent.

V. **Reports and Discussion with Possible Action**

A. FY 12 Q1 Financial Report

The Department has been closely monitoring its revenues and expenditures over the first quarter of the fiscal year. Revenues are slightly under the target at 21.1% collected. Expenditures are also slightly under the target at 21.3%.

B. Board Officer/New Member Nominations

Chair and Vice-Chair

The Board members shall select a Chair and Vice-Chair by majority vote each year at the last meeting of the calendar year. Tony Whitaker has agreed to be nominated and serve as Chair for 2012 and Matthew Kelm has agreed to be nominated and serve as Vice-Chair for 2012 if the Board so chooses.

Motion to elect Tony Whitaker as Chair for 2012 and Matthew Kelm as Vice-Chair for 2012 was made by Anissa Vines, seconded by Steve Yuhasz, and carried without dissent.

There is currently an opening for an At-Large position on the Board of Health, created by the resignation of Christopher Cooke. There are currently six applications on file with the Board of Commissioners. The nominating committee has chosen to applicants Barbara Chavious and Corey Davis.

Motion to elect Corey Davis for the current At Large position was made by Paul Chelminski, and seconded by Liska Lackey, and carried without dissent.

C. BOCC Annual Report and Work Plan for Advisory Boards and Commissions

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The Board of Commissioners spent the last year studying the roles of various advisory boards and commissions and has made procedure recommendations that will ensure that the Commissioners have better communication with advisory boards and commissions. This will provide commissioners with a more comprehensive picture of community input regarding county operations.

Commissioners have asked for completion of the attached form from each Board or Commission to be available for their annual planning retreat generally scheduled at the beginning of the calendar year. As this form reflects, this is not reflective of the health department in all of its responsibilities, but does focus on Board of Health specific responsibilities. The Board should review this document and recommend any changes to be made before submission to the Clerk for the Commissioners.

Board members made several recommendations including to add the Identification of capital improvement, HIS technology, cost study, BOH annual educational session, revision of tobacco rule policy.

D. Informational Items

Informational items are provided to the Board to cover topics that Board members should be aware of or for general interest. Items are not discussed during the meeting unless Board members ask for discussion. No informational items presented were selected for discussion or questions at this meeting.

Dr. Bridger gave the health director's report

- Interesting Statistics
- 20 days worked
- 54 official meetings (including two day-long meetings)
- 321 miles

- Priority Projects
- Renovations
 - Minimal involvement in Whitted Renovations (except moving into new office!).
 - Now planning for "minor" renovations at Southern Human Services.
- Classification Study
 - 77 Employees involved in this round of the County's classification and pay study.
 - I have reviewed/approved/signed all 77 forms.
 - Once HR has reviewed we'll discuss their recommendations with DD/staff
 - Anticipated implementation of any changes 7-1-12
- SB 433
 - Did not pass the House this session. Will likely be back for consideration in February.
 - I am part of a group working on defining the 10 Essential Public Health Services in a concrete easy to understand manner.
 - Need BOH input and strategy discussion
- Dental Clinic

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- Too much for Dr. Day to handle administrative and clinical duties
- I have asked Tom Konsler to perform assessment of what is needed to help the Dental Clinic function at peak efficiency.
- Process Efficiency
 - Priority area for HD
 - Often so focused on process needs we lose sight of outcome.
 - Will focus on streamlining process to increase/improve outcomes.
- Community Health Assessment/BOH Priorities/HD Strategic Plan
 - CHA presentation in January to BOH (and in February to BOCC)
 - February BOH meeting determine top 3 BOH priorities (BOH component of strategic plan)
 - March begin work with HD staff on strategic plan
 - These documents will define priorities for Department and Director

VI. Board Comments/Announcements

Motion to adjourn the meeting at 9:00 p.m. was made by Mike Carstens, seconded by Michael Wood, and carried without dissent.

The next Board of Health Meeting will be held January 18, 2012 at the Whitted Human Services Center Hillsborough, NC at 7:00 p.m.

Respectfully submitted,

**Colleen Bridger, MPH, PhD.
Health Director
Secretary to the Board**

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