

CUMBERLAND COUNTY BOARD OF HEALTH  
November 15, 2022 - 6:00p.m.  
1235 RAMSEY STREET, THIRD FLOOR BOARDROOM  
REGULAR MEETING MINUTES

MEMBERS PRESENT: Dr. Olusola Ojo, Pharmacist, Chair  
Dr. Jennifer Brayboy-Locklear, Public Representative  
Ms. Kiera Wade, General Public Representative  
Dr. Hakkam Alsaidi, Optometrist  
Mr. Joseph Fiser, General Public Representative  
Dr. Jeanette Council, County Commissioner  
Mr. John Larch III, Professional Engineer  
Dr. Kent Dean, Veterinarian  
Dr. Cynthia Mc-Arthur-Kearney, Registered Nurse, Vice Chair

MEMBERS ABSENT:  
Dr. Kingsley Momodu, Dentist  
Dr. Sam Fleishman, Physician

STAFF PRESENT: Dr. Jennifer Green, Health Director  
Mrs. Heather Skeens, Assistant County Manager  
Ms. Ashley Curtice, Deputy Health Director  
Dr. Krystle Vinson, Director of Nursing  
Ms. Tamra Morris, Health Educator Supervisor  
Mrs. Kelly Smith, Administrative Assistant to the Health Director

**WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE**

Dr. Olusola Ojo 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: Dr. Cynthia McArthur-Kearney moved to approve the Board of Health (BOH) Meeting Agenda  
SECOND: Mr. John Larch  
VOTE: Unanimous: (9-0)

B. Approval of October 18, 2022, Regular Meeting Minutes

MOTION: Dr. Cynthia McArthur-Kearney moved to approve the Board of Health Meeting Minutes  
SECOND: Dr. Jeanette Council  
VOTE: Unanimous (9-0)

C. Final Approval of the Strategic Plan Goals and Objectives

MOTION: Mr. Joseph Fiser moved to approve the final Strategic Plan Goals and Objectives  
SECOND: Dr. Hakkam Alsaidi  
VOTE: Unanimous (9-0)

D. Approval of moving December Board Meeting to December 13, 2022

MOTION: Dr. Hakkam Alsaidi moved to approve moving the December meeting to December 13, 2022  
SECOND: Dr. Jennifer Brayboy-Locklear  
VOTE: Unanimous: (9-0)

E. Approval of Fees

MOTION: Dr. Kent Dean moved to approve the revisions to the fee schedule  
SECOND: Dr. Cynthia McArthur-Kearney  
VOTE: Unanimous: (9-0)

F. Approval of Policy 02-01

MOTION: Dr. Cynthia McArthur-Kearney moved to approve Policy 02-01  
SECOND: Dr. Jennifer Brayboy-Locklear  
VOTE: Unanimous: (9-0)

G. Approval of Health Director's Job Description

MOTION: Dr. Jeanette Council moved to approve the Health Director's Job Description  
SECOND: Mr. John Larch  
VOTE: Unanimous: (9-0)

INFORMATIONAL/DISCUSSION ITEMS

A. Public Comment:

Dr. Olusola Ojo opened the floor for public comments at 6:12p.m. There being no public comments registered, Dr. Ojo closed the floor for public comment at 6:13pm.

B. Financial Reports

Mrs. Candi York presented the financial reports for the month ending October 2022. The statement of revenues and expenditures for the month closing October 31, 2022, exceeded our expenditures of \$410,288.40.

Expenditures by programs expended 26.63% and 7.41% COVID reporting as of October 31, 2022. We have earned 22.10% of revenue by source which is in line with our budget.

Accounts Receivable was broken down by payor source with an accounts receivable aging report available for private pay as of October 31, 2022.

C. CHA/CHIP Update:

Ms. Tamra Morris presented the letter from NCDHHS advising that the Health Departments comprehensive community health assessment was approved and meets all requirements. An actual copy of the Community Health Assessment was shown on screen so that Board Members could see what it looked like, and if they would like a printed copy to see Kelly Smith. Ms. Morris reviewed and discussed the CHA with the Board of Health Members.

D. External Reports:

CMARC/CMHRP Audit Results

Dr. Green showed the findings (attached in the handouts) from the most recent audit of the CMARC/CMHRP departments which showed 100% compliance.

## **E. Director's Report**

**Final Approval of the Strategic Plan Goals and Objectives** - Ms. Ashley Curtice presented to the Board the main goals and objectives that the Strategic Planning Team were working on after receiving feedback from staff and the public. Ashley emphasized one of the goals in priority 1 is that by December 2027, Environmental Health salaries will be posted within 3% of the state average and be comparable to surrounding counties. Ashley also highlighted that another important goal was added to hire a Local Public Health Administrator by March 2023, to lead our new Pilot Program. These were among our top goals, as the goals presented were just a snapshot, but needed to be approved to move forward. The Board members took a vote and approved to move forward with the goals and objectives we have so far.

**Approval of Fees** - Mrs. Candi York introduced the request of approval to add 4 new vaccines to the approved Fee Schedule. These vaccines are required for school entry and/or recommended by the COC. In addition, the Health Department is requesting to adjust the fee for the Yellow Fever vaccine. The proposed rate is determined by reviewing Medicaid, Medicare, and 3rd Party Payer rates, cost of the vaccine, indirect costs not covered by the Administration fee and a comparison of rates among surrounding Health Departments and private providers when available. The Board looked over the request to revise the fee schedule and proceeded to approve them with a unanimous vote.

**Approval of Policy 02-01** - Mrs. Candi York presented a request to the Board for approval of Policy 02-01. This Fee policy now includes the added verbiage stating Rate floors are the established NC Medicaid Direct (fee-for-service) rate that PHPs are required to reimburse Medicaid providers (no less than 100% of the applicable NC Medicaid Direct rate), unless the PHP and provider mutually agree to an alternative reimbursement arrangement. Staff will consider the impact of clinical fees on the uninsured and underinsured. Direct costs (e.g. salary and fringe, supplies, etc) and indirect costs (e.g. facility costs) will be considered. Fees for Environmental Health fees are set based on the North Carolina General Statutes, North Carolina Administrative Code (NCAC), and surrounding comparable counties, and other direct and indirect costs. The Board of Health approved this policy, which now goes to the Board of County Commissioners for their discussion and final approval. Once approved, the appropriate fees are set and will be maintained in the Health Department, notes as the approved "schedule of charges." Board approvals (Health and County Commissioners) will be reflected in the respective minutes.

**Approval of Health Director's Job Description** - Dr. Green presented each Board Member with a copy of her job description ahead of the meeting for review. Dr. Green did not have any recommendations to change anything, nor did the Board of Health. Dr. Green asked that they review it and approve the job description as such and a unanimous vote approved the review of the Health Director's job description.

**Community Management Staff** - Dr. Green gave some County Leadership Updates. Amy Cannon is retiring December 1st, and Renee Paschal is the Interim County Manager until a new Manager is selected. The hiring process for the County Manager is underway, and the aim is to make an offer by the end of November. Heather Skeens is Assistant County Manager for Public Health and Brenda Jackson is now interim DSS Director. We now have a Chief Diversity Officer, Nikeisha Waring and her start date was October 10th. Our new Human Resources Director, Dominique Hall, started on October 24th.

**Board of Health Vacancies** - Dr. Green discussed that we have 2 Board Members whose terms will end December 31, 2022, Dr. Alsaidi and Dr. Fleishman. Both members have shown desire to continue with a new term. Dr. Green advises that we will vote on their formal reappointment at the December Board of Health Meeting and then it will go to the Board of Commissioners in January for a final approval.

**Accreditation Updates**- Dr. Green discussed our upcoming Accreditation Visit on January 26th. Our dashboard closes on December 23, 2022, then opens back up 3 days prior to the site visit to upload documents for personnel records, equipment audits, etc. In addition to Dr. Ojo and Dr. Fleishman agreeing to participate in the Board of Health interviews, we need alternative back ups. Dr. Council agreed to come in and participate in an interview, and Mr. John Larch and Mr. Joseph Fiser also agreed to be back-up if we need additional board members.

**Health Director's Performance Evaluation Process due in December** - It is that time again for the Board to complete a performance evaluation on Dr. Green. Next week, each board member will get a spreadsheet listing competencies and ask you to provide a rating of below expectations, meets expectations or exceeds expectations. Members are asked to provide comments to justify your rating for each competency. Please complete this evaluation and return to Kelly by December 13, 2022. Kelly will then compile and provide an average rating for each competency, and upload into NeoGov. Dr. Green explained that she would send out an email of things she has participated in this past year to give the Board an overview of her participation.

F. Upcoming Events: Dr. Green showed a few flyers about the HIV Taskforce World AIDS Day Event and discussed that we would be giving out Walmart gift cards to those that came in for an HIV test the week of December 5-9. The Great American Smokeout is also planned for November 17th and we have social media ads to support this important cause. Dr. Green will be presenting opening remarks at the event. This event has been publicized on Cumberland Matters, WIDU, 4 or 5 social media posts as well as 2 radio campaigns.

G. Membership Roster/ Attendance Roster: Dr. Ojo encouraged everyone to check their attendance and let Kelly know of any discrepancies.

H. Board Member Comments: Mr. Fiser said the hospital and has had an upswing on RSV cases. They have actually had to open an incident command for people waiting for beds in the ED.

As a reminder, the next regular meeting is Tuesday, December 13, 2022, at 6pm and will be held in person at the Health Department.


#### ADJOURNMENT


MOTION: Mr. John Larch moved to adjourn.

SECOND : Dr. Jeannette Council

VOTE: Unanimous ( 9-0)

The meeting was adjourned at 7:00pm

 Date: 12/13/22  
Dr. Jennifer Green Date

 Date: 12/13/2022  
Dr. Olusola Ojo, Chair Date