

**Iredell County Health Department  
Board of Health  
Minutes**

**Regular Meeting**       **Special Meeting**

**October 14, 2021**

**318 Turnersburg Hwy, Statesville, NC 28625**

<b>Board Members Physically Present</b>	Dr. Rob Bundy, Sylvia Chapman, Ben Loftis, Commissioner James Mallory III, Dr. Candace Reeves, Andrea Sherrill, Lisa Warren, Dr. Raphael Weeks and Dr. Amanda Whitener
<b>Members Absent</b>	Dr. Tim Burgiss, Sue Corwin
<b>Staff Members Present</b>	Jane Hinson, Health Director; Renee Holland, Executive Officer; Norma Rife, Director of Public Health Development & Promotion; Jessica Ridgway, Director of Finance & Operations; Brady Freeman, Director of Environmental Health; Susan Robertson, Deputy County Manager
<b>Others Present</b>	Kelli Harris, Paula Mimnaugh, Kelly Supek, Lydia Wroth, Melissa Bidding, Sheri Jo Culbreth, Shirley Clendenin, Lynne Shea

**I. Call to Order, Invocation, and Introductions**

Lisa Warren welcomed everyone and called the meeting to order at 7:00 pm. She informed that a quorum was present and Commissioner James Mallory, III provided the invocation.

**II. Public Comment**

Lisa Warren asked if there were any community members or citizens scheduled to speak during the public comments time period. It was noted that a total of six (6) individuals had requested to speak. Lisa then instructed the guests that each person would be allowed three (3) minutes to speak. She also asked those speaking to please state their name and address for the record. Public comments are listed below:

**Kelli Harris**, 127 Corona Circle Mooresville, NC 28117

Ms. Harris addressed the Board about masking requirements for students and questioned the facts parents are receiving from schools. She informed that students are having anxiety, depression and not wanting to go to school because of the masks. She emphasized that we move through these challenges to get the masks off our kids and get things back to normal. She closed by thanking the board for allowing her to speak and stated she would like to work together with the School District as well as Public Health to navigate through these challenges together.

**Paula Mimnaugh**, 260 Rivercliff Dr. Stony Point, NC 28678

Ms. Mimnaugh addressed the Board and expressed great concern with regards to masks, and the rights of citizens referring to Amendment 4 of the Constitution. She also shared statistics regarding health concerns related to COVID vaccines.

**Kelly Supek**, 155 Pintail Run Ln. Mooresville, NC 28117

Ms. Supek addressed the Board about masking requirements and the long-term effects they will have on children. She also addressed the issue regarding parental rights. She informed that she is the Founder of Moms for Liberty that represents more than 1,500 concerned citizens in Iredell County who stand for the safety of children.

**Lydia Wroth**, 132 Flora Vista Dr. Mooresville, NC 28117

Ms. Wroth addressed the Board with a report of the data and statistics related to the number of COVID-19 cases, hospitalizations and deaths of children in the U.S. over the last 600 days. She stated that to date, there have been no reports of COVID related deaths in children in Iredell County. She also expressed concerns about masking and the long-term effects they will have on children.

**Melissa Bitting**, 107 Huntington Ridge Dr., Mooresville, NC 28115

Ms. Bitting, a local attorney, addressed the Board about concerns related to some of the legal terms outlined in the StrongSchoolsNC Public Health Toolkit and the masking of our school children. She recommended that the Board schedule a Special Meeting as outlined in the Open Meetings Law to hear the citizens' concerns. She also asked that perhaps the Board could utilize their rule-making authority and work together with the public as well as legal counsel to come up with some resolutions that would work for all parties with regard to the masking mandate in our public schools.

**Sheri Jo Culbreth**, 202 Timber Lake Dr., Troutman, NC 28166

Ms. Culbreth addressed the board and asked everyone in the room to reflect on the issues that have occurred in Union County recently in regards to the School Boards' decision to listen to the people and rule over the politics that is coming down on them. Ms. Culbreth then challenged the board to rise above and make informed decisions and not let politics get in the way of doing the right thing.

Shirley Clendenin, 442 Sunflower Rd. Statesville, NC 28625 and Lynne Shea, 281 Lake Mist Dr., Mooresville, NC 28117 were also in attendance but did not speak publicly.

Lisa Warren, BOH Chair expressed her appreciation on behalf of the board to the citizens for taking the time to share their comments and concerns before the Board this evening. Lisa emphasized to the community members that one of the services of the Board of Health is to allow a time of public comment to listen to issues and concerns of the citizens. With that said, Lisa quickly reminded citizens of the legal responsibilities and roles of the BOH. She noted that Iredell County Board of Health is not the governing body with regards to the rules set forth by the State. Lisa stated the Iredell County Health Department has to function under the guidelines and rules set forth by the CDC and NC DHHS. Jane Hinson, Health Director added that while the BOH does have rulemaking authority, those rules developed and adopted by the board must be more stringent than the rules of the State government. They cannot be less stringent. She added, this Board along with the Health Department is statutorily required to follow all guidance from NC DHHS when responding to all communicable diseases.

Lisa Warren then asked if there were any other questions or comments. She stated that if there were no other comments from the floor the Public Comment period would now be closed and the Board would continue with their scheduled business meeting. There were no additional comments noted.

**III. Consent Agenda Items for Action** *(Attachment 1, 2, 3, 4, 5, and 7)*

Lisa Warren asked the board members if they had reviewed the consent agenda items for approval. She referred to the items labeled as Attachment 1 (*Minutes of the August 12, 2021 BOH Meeting*); Attachment 2 (*Budget Amendment for School Health Liaison Grant -AA361*); Attachment 3 (*Budget Amendment for Advancing Equity Grant -AA466*); Attachment 4 (*Changes to Fees for Clinical Services*); Attachment 5 (*FY2022-23 Budget Calendar*). Lisa asked if there were any questions or comments regarding the consent agenda items. Ben Loftis requested a correction to the minutes. He referred to page 5, second paragraph and asked that the word “his” be removed. The correction was noted. Lisa Warren then commented on the budget amendments, noting there seems to be more occurrences that these are taken to the Board of Commissioners for approval before coming to the Board of Health. Lisa asked if this was due to approval being needed related to time sensitive issues. Jane Hinson responded that since the Board of Health only meets every other month, there has been a need for approval of budget amendments in a timelier manner. She added that these are State grants and if we do not act within the set timeframe, funds would be allocated to other entities. Jessica Ridgway added that in most cases, the agreement addenda requires a quick turn-around time and as a result, we must act on those requests quickly or we could potentially lose the opportunity to receive the funding. Lisa then asked if it would be possible for a Health Department staff member to email any time-sensitive agreements electronically to board members for review and approval, if there is no BOH meeting scheduled to meet the time restraints of those agreements. Lisa added that she just wanted to ensure that the Board of Health was following and adhering to all policies and procedures as required by law with regards to the BOH legal roles and responsibilities. Jane informed this may be something that needs to be included in the BOH By-Laws and Operating Procedures, but stated that at the BOH’s recommendation, she would seek advisement from the County Attorney on behalf of the board. Jane will provide an update on the outcome from legal counsel about this request. There were no additional questions or comments noted.

Lisa Warren then asked for a motion to approve the consent agenda items with the correction being made to the August 12, 2021 BOH Minutes as noted on page 5.

*A motion to approve the Consent Agenda items with the requested revision to the August 12, 2021 BOH Minutes was made by Commissioner James Mallory, III and seconded by Dr. Raphael Weeks.*

*Voting: Ayes- 9 ; Nays- 0.*

Lisa Warren then asked for a motion to allow Jane Hinson, Health Director to seek advisement from the County Attorney regarding the process and procedure for the BOH to make decisions electronically on items that are time sensitive.

*A motion to allow Jane Hinson, Health Director to seek advisement from the County Attorney regarding procedure for BOH to make decisions electronically on items that are time sensitive was made by Ben Loftis and seconded by Sylvia Chapman.*

*Voting: Ayes- 9 ; Nays- 0.*

**IV. Items for Discussion and Action**

**a. Request Approval of Workforce Development Plan Updates** *(Attachment 6)*

Norma Rife presented the Workforce Development Plan (WFDP) which includes the work of the Iredell County Health Department (ICHHD) divisions, including Executive, Clinical Services, Environmental Health,

Finance and Operations, and Public Health Development & Promotion. She informed there are 109 full-time employees (FTEs) who work towards the goals of the ICHD to deliver multiple public health programs and services to the residents of Iredell County. Norma emphasized the core purpose of the WFDP is to recruit qualified team members and grow team members in various ways to meet the needs of the agency. She reported this WFDP went through a long improvement process last year and this document is very similar to the version from last year; however, updates have been included within this version. Norma reviewed the content page and pointed out that this WFDP includes a Workforce & Community Demographics comparison, breakdown of the different disciplines, qualification and competencies needed for each position (including required trainings, licensures, certifications and authorizations needed). The orientation checklists were highlighted as well. Norma then discussed the age diversity. She noted that in 2021, ICHD has 42% of its workforce at or approaching retirement age, compared to 38% in 2020. She stated there are more females working in the agency due to more women gravitate towards clinical degrees and administrative support positions. There are more males who occupy environmental health positions; however, there is a healthy mix of females in that department as well. Norma then discussed the ICHD workforce and informed that the Iredell County Race and Ethnicity demographics are directly proportional. In addition, the ICHD leadership race and ethnicity makeup is very similar to that of Iredell County. She then reported on the workforce turnover rates, noting the percentage went from 16% in FY 19-20 to 7% in FY 20-21. This is a 9% drop in the turnover percentage rate.

Next, Norma informed that the Executive Leaders of ICHD determined what the top workforce strategies would be for the five excellence pillars. She highlighted those categories as follows:

- People (team member) pillar: Primary goals include; 1) developing and implementing a plan for cross-training employees in key positions, 2) reducing the near future retirement impact on Clinical Services, and 3) improving morale in environmental health. Across the board in the ICHD morale could be improved. Like other businesses and agencies, COVID-19 creates stressors in many different aspects of our personal and work-life.
- Service (those we serve) pillar: The primary goals are to: 1) advance equity in public health programming by implementing an external equity advisory council and 2) implement an internal multi-disciplinary equity workgroup to improve policies and services.
- Quality (degree of excellence) pillar: The goals are to: 1) continue and enhance quality assurance in environmental health programming for all staff and 2) develop & implement a 100% Tobacco-Free Campus, which is a requirement by NC Medicaid for all medical providers contracted with NC Standard and Tailored Prepaid Health Plans by July 1, 2022.
- Growth (non-financial) pillar: The goal is to improve consistency and leadership communication in the environmental health division, especially since there are teams in two different locations within the County.
- Finance (financial health) pillar: The goals are to: 1) maximize billing capacity for Medicaid Managed Care Plans by attending on-going trainings for the 5 prepaid health plans in order to effectively manage NC Medicaid claims with the goal to continue to have no Medicaid write-offs.

Lastly, Norma referred to the two new employee orientation checklists. She informed that one provided general administrative insight and the other provides more programmatic support. Together, both documents provide an employee with onboarding that helps them comprehensively understand work related administrative and program policies, practices and standards. A front-end knowledge of these aspects prevents mishaps or errors on the back end.

Norma asked if there were any questions regarding the Workforce Development Policy and Plan updates. There were no questions or comments noted.

Lisa Warren then asked for a motion to approve the Workforce Development Plan updates.

*A motion to approve the Workforce Development Plan updates was made by Dr. Candace Reeves and seconded by Dr. Rob Bundy.*

*Voting: Ayes- 9 ; Nays- 0.*

**b. Request Approval of Budget Write-Offs for FY2018 (Attachment 7)**

Jessica Ridgway presented the Budget Write-Offs and informed that annually the Iredell County Health Department brings their uncollected debt to the Board of Health for permission to write off the uncollected debt in conjunction with 10A NCAC 43 A .0206. She also informed that these accounts have had no activity since June 30, 2018 noting that we have sent the private pay clients 30, 60, and 90 day past due letters and once, annually, an attorney letter for those 120 days delinquent. She stated that our fee policy does maximize our collections and minimize our debt to the fullest extent. Jessica provided a breakdown noting that \$57.00 was Medicaid dollars while \$35,855.75 was private pay. Jessica noted the write-off amount reflects 1.38% of our total charges which in turn reflects our collection rate being 98.62% of our gross charges. She commended staff for their outstanding job in collecting payments.

Jessica asked if there were any questions regarding the request for approval of the Budget Write-Offs in the amount of \$35,912.75 for account balances with uncollected debt since June 30, 2018. There were no questions or comments noted.

Lisa Warren then asked for a motion to approve the Budget Write-Offs in the amount of \$35, 912.75 for account balances with uncollected debt since June 30, 2018.

*A motion to approve the Budget Write-Offs in the amount of \$35,912.75 for account balances with uncollected debt since June 30, 2018 was made by Dr. Raphael Weeks and seconded by Sylvia Chapman.*

*Voting: Ayes- 9 ; Nays- 0.*

**V. Items for Discussion and Action as Needed**

**a. Financial Report (Attachment 8 & Handout A)**

Jessica Ridgway provided the financial report. She referred to both, Attachment 8 and Handout A, highlighting the financials for both August and September 2021. She stated the revenue and expenditure report reflects the essential services that are being provided at this agency. She noted the essential services include, but are not limited to, the provision of communicable disease services, health education/promotion, environmental health services, workforce development, program evaluation and policy development. For the month ending August 2021 the Revenue was 16.2% and the Expenditures were 11.1%. Next, she reported on the financials for the month ending September 2021, referring to Handout A, highlighting the Revenues were 22.6% and the Expenditures were 17.23%. Jessica also provided a brief update on the five Prepaid Health Plans.

Jessica then asked if there were any questions related to the financial reports given. There were no questions or comments noted.

**b. BOH Training Manual Updates (from October 10, 2021)**

• **Legal Authorities & Responsibilities of BOH Members**

Norma Rife presented information related to the BOH Orientation & Training e-handbook located on the ICHD website. She stated this is a secure site where board members can locate updates on various items such as, the BOH Member Contact List, BOH By-Laws and Operating Procedures and the Workforce Development Plan. She also reminded board members how to access this site and where the links were located to access the training material. Norma reported there are a variety of power point slides available from the Institute for Public Health located on this site related to rule-making authority, legal responsibilities and authorities as well as general expectations of the board of health. She instructed board members if they have trouble accessing the site to please contact her and she will be happy to assist. Norma then proceeded to provide information related to the Board of Health's legal roles and responsibilities as required for accreditation. She informed that the onboarding training regarding these topics are required by the accreditation benchmark/activity **36.2**, within the first year of appointment to the board. She added that ongoing training is required by the accreditation benchmark/activity **36.3**, once every four-years. She noted that ongoing trainings don't have to be the formal authorities and responsibilities training specifically. She added that the trainings could be related to things like Health Director isolation or quarantine authorities, state environmental health rules, or other educational opportunities. Norma then referred to a flyer that highlights various training opportunities through UNC-CH Gillings School of Public Health as a good alternative to an in-person formal training. She noted these are not required but certainly recommended. She stated the flyer explains how to access the three-part training, what sections and sub-topics are included in the training and how to receive printed certificates of completion as well. Altogether, all three (3) sections will take less than an hour to complete. Norma added that she recommended completion of Section 2 (Legal Responsibilities and Authorities), as this is the most comprehensive section and includes content in both Section 1 and 3. She asked for those who complete the online training to please forward her a copy of the certificates for the components completed as this will serve as evidence for accreditation reporting purposes. She also noted that many board members have specialty backgrounds and disciplines. The thought behind the legal authorities, roles and responsibilities training upon initial orientation and ongoing training of these topics are in place to share the technical side of public health. Board members with enhanced knowledge can better serve the health department and the community. She then informed that the educational training flyer would be available by the exit for board members to pick-up a copy. Next, Norma referred to the Advocacy/Outreach Activity Log labeled as Attachment 9. She briefly reminded that as a member of the BOH you are encouraged to support and promote the work of the health department. She stated this can be accomplished in various ways as outlined below:

- Share information about our services and programs to others (share brochures with colleagues, workforce or those that you serve)
- Serve on a sub-committee of the BOH
- Share our health risk reduction materials with others
- Inform elected officials and/or the community of public health concerns
- Be on a community coalition to advocate for and promote public health
- Show support for funding to meet needs

Norma added that BOH work is encouraged to take place not only in the BOH meeting but also outside of the BOH meeting where possible to advocate for public health and to engage in public health activities. She emphasized that BOH input is vital to assuring that the work of our local public health agency best meets the needs of the community. She reminded board members that the logs are used for accreditation evidence related to benchmark activities 39.4, 40.1, 41.1 and 41.3 to show how engaged the BOH is for advocacy and outreach purposes. She informed board member to return the logs to her upon completion.

Norma then asked if there were any questions related to the BOH Training Manual updates, legal authorities and responsibilities of BOH Members or the BOH Advocacy/Outreach Activity Log. There were no questions or comments noted.

**c. Health Director's Report (Attachment 10)**

**COVID-19**

**General Data (As of 10/1/21)**

	<b>Dec. 2020 BOH</b>	<b>Feb. 2020 BOH</b>	<b>April 2021 BOH</b>	<b>June 2021 BOH</b>	<b>Aug. 2021 BOH</b>	<b>Oct. 2021 BOH</b>
<b>Total Cases</b>	6,898	16,191	17,609	19,148	20,006	27,713
<b>Hospitalized</b>	59	19	11	4	22	57
<b>Deaths</b>	80	196	212	225	238	307
<b>% Positive</b>	16.9%	11%	8.9%	2.4%	13.7%	11.9
<b># infected by 100,000</b>	Unknown	Unknown	Unknown	68	558	623

Jane added that since this report was mailed, additional data has been received. She stated that as of October 14, 2021, the total number of cases is 28,210, total Hospitalizations is 30, total Deaths are now at 313 and the percent positive is now at 9%. The number infected per 100,000 is now at 417.

**Vaccinations (As of 10/1/21)**

	<b>North Carolina</b>	<b>Iredell County</b>
<b>Ages 12-17 Initial</b>	42%	38%
<b>Ages 12-17 Fully Vaccinated</b>	38%	34%
<b>Ages 18 + Initial</b>	69%	60%
<b>Ages 18 + Fully Vaccinated</b>	65%	56%

**Race/Ethnicity Vaccinated by Percentage (As of 10/1/21)**

	<b>% Population</b>	<b>% of People Vaccinated by Race with 1 Dose Ages 12 &amp; Up</b>
<b>White</b>	83%	51% (65,804 out of 128,789)
<b>Black</b>	13%	38% (8,859 out of 20,171)
<b>Asian or Pacific Islander</b>	3%	67% (3,134 out of 4,655)
<b>American Indian or Alaskan Native</b>	1%	21% (329 out of 1,553)
<b>Other</b>	N/A	6% (5,486)
<b>Missing</b>	N/A	6% (5,145)
<b>Hispanic Ethnicity</b>	8%	50% (6,158 out of 12,413)

**Public Information**

	January	February	March	April	May	June	July	Aug.	Sept.
<b>Presentations &amp; Events</b>	1	2	2	2	2	7	4	6	5
<b>Call Center Calls</b>	3945	2700	3577	1471	594	359	408	635	540
<b>Community Calls to Health Dept.</b>	2153	386	459	172	77	98	84	162	114
<b>Community emails</b>	3930	506	328	69	28	33	19	45	43
<b>Media Inquiries</b>	36	30	11	2	4	2	10	10	2
<b>Guidance Forwarded</b>	14	15	9	12	12	6	14	21	16
<b>Press Releases</b>	2	1	3	3	0	1	0	2	2

**COVID-19 Educational Outreach**

- **Iredell County School Trainings:** 40 school nurses and administrators were trained on the DHHS StrongSchoolsNC (K-12) Toolkit during one of 4 training opportunities.
- **Iredell County Child Care Trainings:** We partnered with the Iredell County Partnership for Children & Families to offer a virtual training on the Child Care Toolkit to 58 child care workers. 54 facilities were given clear panel face coverings for staff and pediatric masks for children.
- **Community Health Worker:** Since the program was implemented in July of 2021, 12 educational sessions have been held in local businesses, 115 individual contacts have been made, 792 community persons have been reached with 1,032 outreach materials distributed resulting in 208 individuals being vaccinated. A second community health worker will be starting soon. We are also advertising for an additional position.
- **Health Advocates for Information & Resources (HAIR) Program:** 100 letters were mailed to cosmetologists and barbers in Iredell County in hopes to create more opportunities for COVID-19 discussions in these shops and salons.

**Executive/Finance & Operations**

- **June Employee of the Month:** Gregg Henderson, Administrative Office Assistant was our June Employee of the Month.
- **July Employee of the Month:** Laura Johnson, Social Work Supervisor, was our July Employee of the Month.
- **August Employee of the Month:** Mara Estero, Medical Records Clerk was our August Employee of the Month
- **Leadership Retreat:** The agency Leadership Team participated in an all- day retreat on September 24, 2021 at the Ag. Center. Training focused on team building and communication.
- **Halloween:** We have planned a pumpkin decorating contest. Each program team will be competing against other teams. The Executive Leadership team will also host a grilled hotdog take out lunch on October 29, 2021.

### Clinical Services

- **Flu Vaccine:** Walk-in vaccinations are given daily at our Statesville location from 8:15am until 4:30pm and until 5:30pm on Thursdays. Vaccines are offered by appointment in the Mooresville office.
- **Mobile Health Unit:** The purchase of the Mobile Health Unit has been put on hold until after the pandemic is over. We could not provide the Board of Commissioners with realistic budget projections, clinic schedules and through put data as requested during their September 21<sup>st</sup> meeting because we don't know what our responsibilities and work load will be related to COVID-19 in 11 to 12 months when the unit would have been completed.
- **COVID-19 Boosters:** They are now available at the health department by appointment if it has been at least 6 months since the second Pfizer vaccine was received and one of the following is true:
  - You are 65 or older.
  - You are 18 and older and:
    - You live or work in a nursing home or other long-term care residential facility.
    - You have a [medical condition](#) that puts you at high risk for severe illness; for example obesity, asthma, heart disease, high blood pressure, and diabetes.
    - You work in a [high-risk profession](#), meaning you come into contact with a lot of people, and you don't know their vaccination status; for example, health care workers, first responders, teachers, food processing workers, retail and restaurant workers, and public transportation workers.
    - You [live or work](#) in a place where many people live together; for example, homeless shelters, correctional facilities, migrant farm housing, dormitories or other group living settings in colleges or universities.

### Environmental Health

- **Personnel:** We are recruiting for two vacant Environmental Health Specialist positions. One is in the Food Protection & Facilities program with the other one being in the On-Site Water Protection Program. It is becoming more and more difficult to recruit because there are so many Environmental Health Specialist vacancies all over the state. Surrounding counties also have sign on bonuses for authorized specialists that range from \$15,000 to \$25,000 with ours being \$5,000.
- **EnerGov:** EH Leadership and administrative support staff continue to work on the development of the new permitting software system two days a week with go live tentatively set for May of 2022.

### PHDP

- **Equity Grant:** The PHDP Director will be participating in equity training from the NC Institute for Public Health. She will also participate in a 5-day advanced equity in health care virtual training through the Harvard School of Public Health. An internal and external equity workgroup will be developed to meet the deliverables outlined in the Equity grant that was received from DHHS.
- **Safe Kids:** 46 car seat inspections were completed during 4 events held in September. Recent social medial campaigns included Child Passenger safety, Fire Prevention and Halloween safety. The Safe Kids Coordinator is working on a grant that promotes open water and boating safety through the purchase of life jackets for the loaner programs at Pinnacle Access Point and Stumpy Creek Access Point.
- **Health Risk Reduction:** Staff distributed health risk reduction information at the Iredell County Agricultural Fair, the Iredell County Government Job Fair and the Race City Festival.
- **Child Fatality Task Force:** The Pediatric Agricultural Safety Education distribution program will be resumed. Representatives from North Iredell High School 4-H Club and the NC Cooperative Extension's Future Farmers of America will deliver educational materials to community

organizations. The Task Force is also discussing how to utilize FY 21-22 funding. Funding will most likely be used to purchase car seats and educational information related to SIDS prevention.

Jane then asked if there were any questions or comments regarding the health director's report. There were no questions noted.

**d. Activities Summary (Handout B)**

Jane Hinson referred to the Activities Summary labeled as Handout B. She briefly highlighted there has been no significant changes in number of contacts for Clinical Services or Environmental Health. She asked if there were any questions regarding the summary report.

Dr. Bundy questioned the schedule of operations for walk-in lab services in Mooresville. Jessica Ridgway responded that she thought lab services were being offered on a limited basis. She informed that she would contact Susan Johnson, Director of Nursing and Clinical Services to verify the actual days of operation for the lab in Mooresville and follow-up with the board once confirmed. Of note, Susan responded and informed that Lab services are by appointment Monday-Thursday at the Mooresville location.

There were no additional questions or comments noted.

**VI. Closed Session: N.C. G.S. 143.318 11(6)**

*A motion to move into closed session to discuss the Health Director's Performance evaluation was made by Dr. Candace Reeves and seconded by Ben Loftis at 9:20pm.*

*Voting: Ayes - 9 ; Nays -0*

**Board of Health: Closed Session Meeting Discussion: N.C.G.S. 143.318 11 (6)**

*A motion to adjourn the closed session meeting and return to open session was made by Ben Loftis and seconded by Dr. Candace Reeves at 9:55pm.*

*Voting: Ayes – 9 ; Nays – 0*

**VII. Other Discussion**

Lisa Warren asked if there were any other items for discussion. There were no additional items noted for discussion.

**VIII. Adjournment**

Lisa Warren asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting was made by Ben Loftis and seconded by Dr. Rob Bundy at 9:55p.m.*

*Voting: Ayes – 9 ; Nays – 0.*

**XI. Reports:**

<b>A. Health Director</b>	<i>Attachment 10</i> – Health Director's Report –presented by Jane Hinson in Section V-C <i>Handout B</i> – Activities Summary presented by Jane Hinson in Section V-D
<b>B. Personnel</b>	
<b>C. Finance &amp; Operations</b>	<i>Attachment 5</i> – FY 2022-23 Budget Calendar – <i>Consent Agenda</i> presented by Lisa Warren in Section III-F <i>Attachment 7</i> – Budget Write-Offs for FY2018 presented by Jessica Ridgway in Section IV-B <i>Attachment 8</i> – August 2021 Financial Report presented by Jessica Ridgway in Section V-A <i>Handout A</i> – September 2021 Financial Report presented by Jessica Ridgway in Section V-A
<b>D. IT</b>	
<b>E. Clinical</b>	<i>Attachment 4</i> – New Fees for Clinical Services – <i>Consent Agenda</i> presented by Lisa Warren in Section III-E
<b>F. Environmental Health</b>	
<b>G. Health Education</b>	
<b>H. Public Health Development &amp; Promotion</b>	<i>Attachment 6</i> – Work Force Development Plan presented by Norma Rife in Section IV-A <i>Attachment 9</i> – BOH Advocacy/Outreach Activity Log presented by Norma Rife in Section V-B
<b>I. Management/Clinical Support</b>	
<b>J. Vital Records</b>	
<b>K. Board Education</b>	
<b>L. Other</b>	<i>Attachment 1</i> – August 12, 2021 BOH Meeting Minutes – <i>Consent Agenda</i> – presented by Lisa Warren in Section III-B <i>Attachment 2</i> – Budget Amendment (AA361) – <i>Consent Agenda</i> presented by Lisa Warren in Section III-C <i>Attachment 3</i> – Budget Amendment (AA466)– <i>Consent Agenda</i> presented by Lisa Warren in Section III-D

**XII. Next Meeting Date**

The next meeting will be December 9, 2021 at 7:00 p.m.

Respectfully submitted: \_\_\_\_\_, Secretary  
Signature Date