

RANDOLPH COUNTY BOARD OF HEALTH  
RANDOLPH COUNTY HEALTH DEPARTMENT  
Asheboro NC  
Monday, January 11, 2016

Members Present

Robert Dough, MD, Chair  
Charles Lee, DVM, Vice Chair  
William Walker, OD  
Julie Mabe, RN  
Daryl Hill, DDS  
Mack Summey, PE  
Marianne Evans, Pharm. D.  
Lyn Richardson, RD, LDN Community Member  
Stan Haywood, County Commissioner

Staff Present

Susan Hayes, Health Director  
Tara Aker, Assistant Health Director  
Arey Rash, Nursing Supervisor  
Beth Thomas, Dental Hygienist II  
Brooke Hogan, Accounting Technician  
Daniel Shue, Randolph County IT Department  
Jeremy Hout, Randolph County IT Department

Visitors

MiMi Cooper

**I. Call to Order**

The Randolph County Board of Health met Monday, January 11, 2016 in the health department conference room. Dr. Dough, Board Chair, called the meeting to order at 7:00 p.m. Dr. Dough welcomed a new era for the health department with Mrs. Susan Hayes as Health Director effective January 1<sup>st</sup>, 2016.

**II. Recognition of MiMi Cooper**

Dr. Dough opened the floor to comments and/or memories of Mrs. MiMi Cooper's long term commitment to Randolph County citizens serving as Local Health Director and many years ago, Health Educator. Dr. Lee mentioned that Mrs. Cooper recently received the highly prestigious "Long Leaf Pine Award." Dr. Walker made special remarks about Mrs. Cooper's thoroughness over the years. The Board of Health presented Mrs. Cooper with a collective donation to the New Leash on Life program in honor of her retirement as well as a card signed by board members. Mrs. Cooper thanked the Board with kind remarks and said "It was so hard to leave and has loved serving the county."

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**III. Welcome Tara Aker, Assistant Health Director**

Dr. Dough recognized and welcomed Ms. Tara Aker in her new role as Assistant Local Health Director as of January 1, 2016. (*See Tara Aker's resume following the minutes.*) Susan Hayes acknowledged Ms. Aker's long time dedication to the County and recognized that she was the Environmental Health Food & Lodging Supervisor prior to her promotion. Ms. Aker stated that she is eager to learn and is looking forward to working with the Board. Mrs. Hayes reported that Mr. Jaron Herring, Environmental Health Specialist, was promoted to Environmental Health Food & Lodging Supervisor effective January 1<sup>st</sup>, 2016 which currently leaves an open position for an Environmental Health Specialist.

**IV. Public Comment Period**

Dr. Dough opened the public comment period. Hearing no requests for public comment, the period was closed.

**VII. County E-mail Address Updates**

Several board members brought their personal electronic devices to the board meeting. Mr. Daniel Shue and Mr. Jeremy Hout from Randolph County's IT department assisted board members with installation and access to their newly created county e-mail addresses.

**V. Approval of Minutes**

Dr. Dough presented minutes for approval from the November 9<sup>th</sup>, 2015 board meeting. No discrepancies were noted. Dr. Marianne Evans made a motion to "*approve the minutes as presented.*" Dr. Charles Lee seconded the motion and the motion carried.

**VI. Election of Chair and Vice-Chair**

The floor was opened for nominations for Board Chair and Vice Chair positions. Dr. Lee made a motion to nominate "*Dr. Dough to continue serving as Board Chair.*" Dr. Dough

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stated that he is willing to accept that nomination. The motion was seconded by Dr. Walker and the motion carried. Dr. Walker made a motion to nominate Dr. Lee to “continue serving as Vice Chair to the Board.” Dr. Lee stated that he is willing to accept the nomination. The motion carried by acclamation.

### **VIII. Oral Health Grant/Clinic Updates**

The Board of Health in recent years approved to expand dental services to include adults with dental emergencies (*approved December 2012*) and preschoolers (*approved September 2014*). Mrs. Beth Thomas, Dental Hygienist II, stated that including services to these populations has helped access to care and has not placed a strain on the dental clinic. She reported that the dental clinic has seen 13 adults with dental emergencies to date in the fiscal year 2015-16. These adults received treatment needed for the dental emergency thus keeping individuals away from seeking treatment at hospital emergency rooms. The dental clinic has seen 25 new preschool patients and 10 preschoolers for recall appointments. Most of these patients were referred through the WIC and CC4C programs of the health department.

Mrs. Thomas informed the board that the Dental Program received an Oral Health Partnership Grant in the amount of \$12,000.00 through the NC Oral Health Section. The purpose is to strengthen partnerships between local health departments and the state dental office. These partnerships will work to expand preventive services like the Fluoride Mouth Rinse Program, Dental Sealant Projects and assist with the development of programs for vulnerable adult populations. The short term goal is to begin the Fluoride Mouth rinse program in four schools (two schools per school system) that have the highest percentage of students participating in the Free/Reduced Lunch program. A Dental Sealant Project will be offered in April 2016 to the school with the highest Free/Reduced Lunch participation. By May 31, 2016, plans are in place to expand these programs. Staff from the NC Oral Health Section are providing assistance in this process. (*See handout following the minutes.*)

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There were positive remarks across the Board concerning the inclusion of adult dental emergencies, preschool aged kids, and institution of programs funded by the NC Oral Health Grant.

**IX. 2016 Board of Health Handbook Updates**

Mrs. Susan Hayes, Health Director, presented each board member with updates to their existing manuals. *(See updates following minutes.)*

**X. Health Director Job Description/Qualifications Review**

Susan Hayes presented a job description for Board review and approval depicting percentages related to responsibilities and duties of health director. Dr. Lee made a motion to *“approve the health director job description as presented.”* Dr. Hill seconded the motion and the motion carried. *(See health director job description following the minutes.)*

Mrs. Hayes added that she has registered for a graduate level Health Policy course at UNCG to fulfill her education qualifications contract as Local Health Director. She will begin the class on January 14, 2016. Mrs. Hayes will update the Board upon completion of this course.

**XI. Board of Health Operating Procedures Review**

Board members reviewed the existing Operating Procedures for Randolph County Board of Health. Dr. Lee mentioned that the adoption date needs to reflect the current year of approval. He also highlighted that Item #4 states amendments to the Operating Procedures can be made at any Board of Health meeting. Dr. Lee made a motion to *“approved the Operating Procedures with a change to reflect the current date of adoption.”* Dr. Walker seconded the motion and the motion carried.

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**XII. Health Director's Report**

- Susan Hayes reported that the budget is remaining stable along with grant funding. Mid-year financial statements will be presented at the March board meeting. Mrs. Hayes stated that the NC Association of Local Health Directors is in negotiations with DPH/DMA. County Commissioners Associations are partnering with Local Health Directors to assist with this lengthy process. Mrs. Hayes hopes to find out more information on this matter at the Health Directors conference on January 20, 2016.
- Mrs. Hayes feels sure that we will hear more about the Affordable Care Act and possibility of changes.
- Mrs. Hayes reported that Animal Shelter building renovations are still on the horizon for 2016. Construction will most likely begin in January 2017. Dr. Hill asked if plans include a new building or renovations to the existing structure. Mrs. Hayes mentioned that she will e-mail floor plans to board members. She stated that renovations to the current building is the most cost effective measure for construction.
- Communicable Disease concerns remain to be a constant. The number of cases have risen slightly for the first two quarters of this year compared to last year's numbers. Flu is widespread geographically but flu-like illness incidence is low. The predominant strain is influenza B. The World Health Organization (WHO) has declared the end of Ebola virus transmission in the republic of Guinea. State and local public health officials discontinued active monitoring of travelers from Guinea effective December 29, 2015, from Sierra Leone on November 10, 2015 and from Liberia on June 17, 2015. Randolph County Health Department received \$20,000.00 in Ebola funds. These funds are being utilized to upgrade the isolation room. There is a movement to

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gain permission from the federal government to use future Ebola prevention and response funds for all communicable diseases of consequence.

- Mrs. Hayes reported that 2016 will be a year of education to support the anti-tethering law. Several area societies are helping to provide brochures, resources, etc.
- Susan Hayes addressed current staffing situations. As mentioned earlier, an EHS position is vacant. In addition, there are two vacant RN positions in which the health department has tried to fill since August 2015.
- An update to the Environmental Health sections include concerns over the inability to complete 100% of inspections in Food & Lodging; therefore lengthening time between inspections resulting in lower scores and increasing risks for foodborne illness. Work is holding steady at about the same level as last year for the Onsite Wastewater and Wells section despite a very wet two quarters of this fiscal year.
- There are ongoing problems with leaking roof issues resulting in ruined ceiling tiles and other areas that need updating such as carpet, tile replacement, and showers that are not OSHA compliant (mostly at Animal Shelter). Planned renovations to the animal shelter should resolve the issue of non-compliant showers. However, we will follow up with Ms. Cathryn Davis, Randolph County Risk Manager, to ensure OSHA compliance.
- Randolph County Health Department continues to partner with community agencies. Strategic planning for Randolph County Government is going well. Dr. Dough has been involved in the county strategic planning meetings.

Dr. Lee inquired about TB monitoring. Mrs. Hayes replied that the monitoring has been going really well; there has only been one case in the fall of 2015. Mrs. Hayes said that Marlene Dawalt, RN, did a really good job of following those cases.

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Dr. Dough asked the status of vapor cigarettes. Mrs. Hayes mentioned that CDC has a webinar available on vapor cigarettes. Mrs. Hayes stated this is an area of concern that public health will have to get involved in.

There being no further business, the meeting was adjourned at 8:19 p.m.

The next Board of Health meeting is scheduled for March 14, 2016 at 7:00 pm.

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Dr. Robert Dough, Chair

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Susan D. Hayes, Health Director