

**Pitt County Board of Health**  
**Minutes**  
**March 8, 2016**

Present: Dr. Keith Ramsey, Rex Fleming, Dr. Mark Hayes, Patricia Dix, Dr. Lady Aycock, Tom Coulson, Jeff Wilson, Tina Dixon, Porter Stokes, Dr. D.H. Taylor,

Absent: Nitesh Patidar

Staff Present: John H. Morrow, MD, John Reed, Amy Hattem, Deborah Herring, Kristen Nichols

**Meeting Called to Order**

The meeting was called to order by Dr. Keith Ramsey, Chairman.

**Public Comment**

***A Public comment period was recognized but no request was made by the public to address the Board.***

**Minutes**

Dr. Ramsey asked the Board if there were any comments or corrections needed regarding the minutes from the February 9<sup>th</sup>, 2016 meeting. Dr. Hayes made a motion to accept the minutes as presented. The motion was seconded by Dr. Aycock. The motion carried.

**Financial Report**

John Reed reported on YTD Revenues compared to YTD Expenditures as of February 29, 2016. With no further questions regarding the financial report presented, a motion to accept the financial report was made by Rex Fleming. The motion was seconded by Dr. Taylor. The motion carried.

**NEW BUSINESS**

**Presentation of FY 16-17 Proposed Budget**

The Board was presented with the FY 2016-2017 proposed budget in the amount of \$10,154,903. This is an increase of \$390,991 from last year's budget. Highlights from John Reed's budget presentation are listed below.

- FTEs – 125.40 (increase 3.75 from last year)
- Net Increase in County Appropriations - \$ 4,943,266

Dr. Aycock asked what positions are currently vacant. John Reed replied that there are 3 vacancies in WIC and 4 vacancies in Personal Health. Commissioner Coulson asked what the average number of vacancies we have per year. John Reed replied that we average 4 to 5.

<u>Summary by Program/Department's</u>		<u>FTE's</u>
Administration	\$ 2,625,509	28.00
Emergency Planning	\$ 95,000	1.00
Environmental Health	\$ 1,394,064	18.00
Tuberculosis	\$ 90,075	1.00
Communicable Disease	\$ 868,675	10.00
Immunization Action Plan	\$22,866	0.50
Adolescent Pregnancy	\$ 2,500	
Healthy Start	\$ 228,957	4.00
Child Care Health Consultants	\$ 117,820	2.00
Healthy Beginnings	\$ 83,818	1.60
Child Health	\$ 291,560	4.50
Maternal Health	\$ 708,958	8.00
Family Planning	\$ 717,225	5.80
Pregnancy Care Management	\$ 392,000	5.00
Care Coordination for Children	\$ 391,988	5.50
WIC Core Activities	\$ 874,920	15.00
Mobile Dental Unit	\$ 82,392	0.80
In Home Breastfeeding	\$ 61,910	1.50
Nurse Family Partnership	\$ 533,044	6.50
WIC Breastfeeding Peer Counselor	\$ 38,651	1.00
Tobacco Prevention	\$66,906	1.00
Adult Health	\$ 32,177	0.20
Health Promotions	\$ 226,869	3.00
BCCCP	\$ 55,281	0.50
Farmer's Market Nutrition Program	\$ 4,800	
Active Routes to School	\$ 80,000	
<u>Diabetes Management Program</u>	<u>\$ 66,998</u>	<u>1.00</u>
<b>TOTAL</b>	<b>\$ 10,154,903</b>	<b>125.40</b>

### **Health Department's FY 2017 Requested Budget – Summary**

	<u>FY 2016 Budget</u>	<u>Increase (Decrease)</u>
Fed/State	\$2,457,209	\$ 31,000
Medicaid	\$1,404,900	\$ (136,060)

Fees	\$182,800	\$ 51,650
Other	\$831,273	\$ 17,399
Fund Balance	\$371,466	-
County	<u>\$4,516,264</u>	<u>\$390,991</u>
	<b>\$ 9,763,912</b>	<b>\$ 390,991</b>

FTEs	121.65	3.75
Personnel	\$7,871,935	\$ 347,018
Operating	\$1,891,977	\$ 43,973
Capital	-	-
	<u><b>\$ 9,763,912</b></u>	<u><b>\$ 390,991</b></u>

John Reed then presented the Board with a breakdown of the operating expenditures.

### **FY 2016 Budget- Operating Expenditures**

	<u>\$</u>	<u>%</u>
Contracted Services	\$423,614	22% Note-\$376,054 Grant Funded
MIS Services	\$377,300	19% Pitt County MIS Department
Drugs	\$192,660	10% Clinic
Medical Tech	\$174,618	9% Clinic
Professional Services-Medical	\$151,965	8% Clinic
Travel General	\$69,504	4%
Labs	\$69,840	3% Clinic
Office Supplies	\$66,219	3%
Auto Expenses	\$59,180	3% 35 Vehicles
Utilities	\$54,093	2%
Building Maintenance	\$10,000	2%
Computer Equipment	\$32,400	2% Annual Replacements
Trainings/Conferences	\$26,350	2%
Printing	\$23,483	1% (County Print Shop)
Educational Materials	\$16,100	1%
Pharmacy	\$18,000	1%
Education, Medical, Tech Equip	\$18,000	1% Clinic
Postage	\$17,758	1% GPS Equipment
Communications	\$13,800	1% (Cell phone usage fees)
Insurance	\$15,000	1% (Professional Liability)
Telephone	\$14,182	1%
Incentives	\$13,548	1%
Copier Rent	\$13,125	1%
Dues & Subscriptions	\$7,830	1%
Other - < \$10,000	<u>\$ 28,733</u>	<u>1%</u>

**\$1,935,950**

**100%**

A motion to accept the proposed FY 2015-2016 budget was made by Dr. Taylor. The motion was seconded by Dr. Aycock. With a unanimous vote from the Board the motion carried.

### **Health Directors Report**

- Dr. Morrow announced that we have had a confirmed case of Zika in North Carolina. It was travel related. The mosquito control program is working very hard to kill mosquitos before they hatch. Dr. Taylor asked if any announcements have been made to educate the public on how to prevent mosquitos. Dr. Morrow responded that Jim Gardner worked with PIO last week to shoot an informational video. Patricia Dix stated that drainage is the biggest problem. Dr. Morrow replied that Eastern North Carolina has major drainage issues.
- There has been a Mumps outbreak in the Charlotte area. Dr. Morrow stated that Spring Break has been a concern with students traveling. Most of the reported Mumps cases have been among vaccinated patients. Commissioner Coulson asked if there was a booster that people need to get. Dr. Morrow replied that there is a booster and everyone is working to make sure the patients who are at the most risk are vaccinated. Dr. Aycock asked if the booster is being advertised to the public. Dr. Morrow responded that it is only recommended for an individual to have a total of two vaccinations.
- Dr. Morrow gave the Board some information on Syringe Exchange Programs (SEP) in North Carolina. SEP's collect used and potentially contaminated syringes from people who inject drugs and then exchange them for sterile syringes as well as access to social services, including substance addiction treatment. Dr. Morrow presented the Board with the Resolution in Support of Legalizing Syringe Exchange Programs in North Carolina. Dr. Taylor asked who would be the administrator for the program. Dr. Morrow replied it could be the local pharmacies or even the Health Department. Dr. Hayes asked who would fund the program. Dr. Morrow responded that it would be a state and grant funded program. Dr. Taylor stated that the Sheriff's Department should be in control of this program. Commissioner Coulson replied that he felt that the program would not be as effective if the Sherriff's Department was in control of it because people would be to skeptical to use it. He also voiced a concern that the program may encourage illegal drug use. Dr. Morrow stated that the program would be partnered with Mental Health Substance Abuse programs in hopes to find help for people who need it. Jeff Wilson seconded the motion made by Dr. Hayes supporting the resolution of Legalizing Syringe Exchange Programs in North Carolina. The motion was unanimously approved.

With no further items to discuss a motion to adjourn was made by Jeff Wilson and seconded by Dr. Aycock. With a unanimous vote from the Board, the meeting was adjourned.

**The next Board of Health meeting is scheduled for April 12, 2016. The meeting will begin at 6:00 PM in the conference rooms of the Pitt County Health Department.**

**Respectfully submitted by John H. Morrow, MD, MPH.**

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John H. Morrow, MD, MPH Secretary

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Date

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Keith Ramsey, MD, Chairman

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Date

OR

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Mark Hayes, DVM, Vice-Chairman

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Date