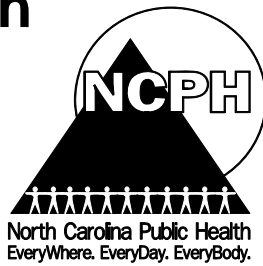


Forsyth County Board of Health



- Vera S. Robinson, OTR, Chair
- Dr. Ricky Sides, DC, Vice-Chair
- Beaufort O. Bailey
- Dr. James K. Doub, OD
- Linda Petrou, PhD
- Nancy R. Hardie, RPH
- Randall G. Kale, PE
- Dr. P. Lee Salisbury, III., DDS
- Dr. Calvert B. Jeffers, Jr., DVM
- Jane Bradner Mosko, RN, CRNA
- Dr. Willard L. McCloud, Jr., MD

BOARD OF HEALTH

MINUTES

March 4, 2009

MEMBERS PRESENT

Ms. Vera Robinson, Chair
Dr. Ricky Sides, Vice-Chair
Dr. Willard McCloud
Dr. Calvert Jeffers
Dr. Paul (Lee) Salisbury
Ms. Linda Petrou
Ms. Jane Bradner Mosko
Mr. Randall Kale
Ms. Nancy Hardie

MEMBERS ABSENT

Mr. Beaufort Bailey
Dr. James K. Doub

STAFF PRESENT

Dr. C. Timothy Monroe
Ms. Cynthia Jeffries
Ms. Tommie Bowen
Mr. Bob Whitwam
Ms. Jackie Boggs
Ms. Ayo Ademoyero
Ms. Lynne Mitchell
Ms. Quintana Stewart
Dr. Javier Lazaro
Ms. Cathy Scheviak
Mr. Jonathan Vaughters
Mr. David Foster
Mr. Abdul Natour
Ms. LaShonda Ouk
Mr. Ken Bowyer, Jr.
Ms. Jasmine Getrouw-Moore
Mr. Charles Cahill
Ms. Robin Macklin
Mr. Willard Tanner
Ms. Mary Ann Blackwell
Ms. Jill Hinckley-Noble

Call to Order:

On Wednesday, March 4, 2009, the Forsyth County Board of Health held its regularly scheduled monthly meeting in the Board Room at the Forsyth County Department of Public Health. Ms. Vera Robinson, Chair, called the meeting to order at 5:30 p.m.

Consideration of Minutes:

The minutes of the February 4, 2009, Board of Health Meeting were reviewed by the Board. Upon motion by Dr. Calvert Jeffers, and a second by Dr. Willard McCloud, the minutes were approved by the Board of Health.

Public Comment on Agenda Items: No one asked to be recognized.

Old Business:

Anti-Racism Team Annual Report:

Mr. Willard Tanner presented the Anti-Racism Team Annual Report. He introduced the two newest members to the team, which are Ms. Jasmine Getrouw-Moore and Mr. Ken Bowyer. Ms. Getrouw-Moore is the Public Health Educator/Teen Initiative Project Coordinator in the Family and Community Health Education and Outreach Section of Preventive Health Services. Mr. Bowyer is an Environmental Health Specialist in the Division of Environmental Health. Mr. Tanner reported that as of this date, there have been 87 Public Health Employees that have gone through the 2 ½ day Anti-Racism Training. There has also been a total of 4 Board of Health Members that have participated in this training. Regular caucusing training continues at Green Street Church in Winston-Salem. The ART Team will be participating in various training sessions throughout the next few months. The team currently consists of eight members. They are as followed:

Ms. Robin Macklin, Co-chair, Mr. Charles Cahill, Co-chair, Mr. Willard Tanner, Ms. Jill Hinckley-Noble, Ms. Sylvia Zapata Shoemaker, Ms. Mary Ann Blackwell, Ms. Quintana Stewart, Ms. Jasmine Getrouw-Moore, and Mr. Ken Bowyer, Jr.

The ART distributed handouts to all the members of the Board. One of the handouts was a list of library materials, (Books and DVD's) that will be available soon. The Anti-Racism Team Pamphlets were also distributed to the Board.

Budget Presentation:

Cathy Scheviak, the Department Business Manager, and Assistant Director, Cynthia Jeffries presented the Budget Presentation on the FY2009-10 Budget Proposal. Copies concerning this were distributed to each Board member. Public Health is asking for a total budget of \$19,028,004. When compared to the FY09 Budget of \$17,997,996, this represented an overall increase of 5.72%. Ms. Scheviak stated that the department is continuing to monitor the financial situation that the State of North Carolina finds itself in again this year. This situation has had a negative impact on the fiscal health of local government. The department has already made budget cuts this year and are expecting for mandatory cuts closer to the new fiscal year and in the new year. *Please see a copy of the Budget Proposal, attached at the end of these minutes.*

Dr. Willard McCloud made a motion to accept the proposed budget that had been presented, and Dr. Calvert Jeffers seconded the motion. The Board voted to approve the proposed budget for FY2009-10.

Accreditation Process Update:

Dr. Monroe reminded the Board that the dates for Accreditation are June 16, 17, and 18. Dr. Monroe reported the Ms. Lucinda Brogden has stepped down from being our consultant. Ms. Quintana Stewart has assumed responsibilities to assist Ms. Lynn Connor and to prepare the final Health Department Self assessment Instrument (HDSAI) which is due April 1, 2009. Dr. Monroe stated the he would need at least 2 to 3 representatives from the Board of Health to be interviewed. It was recommended that Ms. Robinson, the Chair, and Dr. Sides, the Vice-Chair be two of the representatives. The rest will be determined by the next Board meeting, which is April 1, 2009. These representatives from the Board would have to be available and present at the Health Department, all day, Thursday, June 18, 2009. Dr. Monroe distributed to all the Board members a two-page sample sheet guide of questions for a Site Visitor Interview.

Report of activities related to Lead Rule:

Mr. Bob Whitwam, the Director of Environmental Health, reported on the Childhood Lead Poisoning Activities, for the month of February 2009. Copies of this report were distributed to all of the Board members. He reported that the Environmental Health staff have met with representatives of CHANGE and provided them with data, maps and educational information to assist CHANGE with community awareness meetings and lead poisoning prevention education. The first public meeting is scheduled for March 9, 2009.

New Business:

Public Health Month:

Dr. Monroe and Lynne Mitchell reported on Public Health Month, which will be beginning on Wednesday, April 1, 2009. Each and every Wednesday, there will be a Community Walk, which is open to anyone that is interested in participating. Each Wednesday throughout the month of April, there will be a walk beginning at 12:00 p.m., and a second walk beginning at 1:00 p.m. Each walk will be led by a representative from various divisions at the Health Department and will last approximately 30 minutes. Each walk will begin at the front entrance of the building, and will end at the same location. There will be various activities for staff, throughout the month, which will be announced at the appropriate times. A copy of the 2009 Proposed Public Health Month Calendar, for April, was distributed to each Board member.

Dr. Monroe reminded the Board that Health Equity Day will be held on Thursday, March 30, 2009. This event will take place in the Shirley Hall Arts Center at Salem College. This event will feature Dr. Adewale Troutman, speaking at 1:00 p.m. There will be a panel discussion after Dr. Troutman's talk, and a 5:00 p.m. Reception. A dinner will be held later on in the evening to which board members will be invited.

Division Report – Administration/Finance:

Ms. Cynthia Jeffries, the Assistant Director, presented the Division Report for Administration/Finance. She gave a very informative, oral and visual presentation. The presentation included references to the public health core functions of dental health and public health laboratory services which come under management of Administration. The Administrative Division consists of Budget & Finance, Human Resources, Facility Management, Information Technology, Medical Records & Registration, Cleveland Avenue Dental Center, Pharmacy, and the Laboratory. Copies of the Administration Report were given to each Board member.

Equal Opportunity Plan for Recruitment and Retention:

Dr. Monroe reported on the *Equal Opportunity Plan for the Recruitment and Retention of Forsyth County Department of Public Health Staff*. He stated that a lot of this comes from the county, and some, the department has implemented. The Board discussed the document which had been sent prior to the meeting and which was distributed during the meeting. Dr. Ricky Sides made a motion to accept the Equal Opportunity Plan, and Ms. Jane Bradner Mosko seconded the motion. By a majority vote, the Board ruled to accept the plan. Information packets concerning this plan were distributed to the Board members.

Other Business:

Dr. Monroe congratulated the Board concerning their approval of the Tobacco Resolutions. He stated that he has received phone calls and emails concerning the resolutions which were complimentary. Dr. Monroe stated that there have been positive and negative discussions and debates concerning this, and that debates are good.

Committee Reports:

None at this time

Adjourn:

Dr. Calvert Jeffers made a motion to adjourn, and Ms. Linda Petrou seconded the motion. By majority vote, the meeting was adjourned at 7:15 p.m.

Sincerely,

Dr. C. Timothy Monroe
Secretary to the Board

CTM/tjb

To: **Board of Health**

From: Cathryn M. Scheviak, Department Business Manager

Re: Budget Proposal – Fiscal Year 2009-10

Date: March 4, 2009

The Forsyth County Department of Public Health's budget for FY09 was submitted to the Forsyth County Budget Department for approval.

Expenditures:

For FY 09, Public Health is asking for a total budget of \$ 19,028,004 compared to the FY08 budget of \$17,997,996. This represents an overall increase of 5.72%.

Included in the total budget are operating expenditures (for goods and services) requested for FY09 of \$6,990,963, compared with the original FY08 budget of \$6,906,279 This represents a modest \$85,684 increase (1.23%)

The above figures do not include salaries and fringe of \$12,084,341 for FY09, compared with \$11,089,717 for FY 08. The FY 09 figures include new positions requests of \$326,754.

Revenues:

The total revenues projected for FY09 is \$13,340,430, compared with \$12,608,486 for FY08. This represents an increase of \$731,944 (5.81%) The majority of the increase is having the Dental Center up and running and becoming well established, as well as new fees in Food & Lodging.

We are continuing to monitor the dismal financial situation that the State of North Carolina finds itself in again this year. This has certainly had a negative impact on the fiscal health of local government. We have already had to make budget cuts this year and are expecting for mandatory cuts closer to the new fiscal year and in the new year.

I would like to thank Dr. Monroe, Cynthia Jefferies and Division Directors for their assistance in preparing our numbers for the proposed budget.