

Halifax County Board of Health (BOH)

Minutes

Regular Meeting Special Meeting

January 24, 2022 at 6:00 pm

Conference Call

I. Call to Order and Introductions

Mr. Blackmon called the meeting to order at 6:00 pm. A quorum was present.

Members Present	Mr. Justin Blackmon/Chairperson/Engineer Ms. Eloise P. Hardee, Nurse Dr. Carol Rupe, Physician Ms. Kimberly Mack, At-Large Dr. Eric Nicholson, Dentist Dr. Melissa Woodruff, Pharmacist Dr. Luis Rodriguez, Physician
Members Absent	Ms. Carolyn Johnson, Commissioner Mr. Louis V. "Pete" Mann III, At-Large
Staff Members Present	Mr. Bruce L. Robistow, Health Director Ms. Tina Davis, Administrative Assistant Ms. Betty Reese, LPHA/Finance Officer Ms. Frances Vick, Interim Nursing Director
Others Present	Ms. Dia Denton, Interim County Manager Ms. Felecia Snider

II. Invocation

Ms. Hardee gave the invocation.

III. Approval of Meeting Agenda

Ms. Mack moved to approve the agenda with correction. Ms. Hardee seconded the motion. The motion carried.

IV. Approval of Minutes

Ms. Mack moved to approve the December 6, 2021 minutes. Ms. Hardee seconded the motion. The motion carried.

V. Reports

A. Financial Report	Ms. Betty Reese, Finance Officer, presented the December 2022 (FY 21-22) Year to Date Financial Report.
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<p>g. N95 Mask</p> <p>h. Health Director Medical Leave</p>	<p>nutrition, and lack of access to virtual learning are mission-critical to keep the schools open”, stated Mr. Robistow.</p> <p>The Health Department has received approximately 4,500 N95 masks which were provided to county employees, Rural Health Group, and to the Union Mission of Roanoke Rapids. Additional masks and home testing kits have been requested by the Department.</p> <p>Mr. Robistow reported he is recovering well from surgery and will return to the office on February 1st.</p>
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VI. New Business

A. BOH Operating Procedures

Mr. Robistow explained that the BOH Operating Procedures are due for annual review. There have been no changes made since the last review and approval.

Mr. Blackmon made a motion to approve the BOH Operating Procedures. Dr. Rupe seconded the motion. The motion carried.

B. BOH Policy Review

Mr. Robistow explained the BOH is required to review policies addressing adjudications, appeals, delegation to the health director, and governance. There have been no changes made since the last review.

- a. Adjudications/Appeals (*benchmark 35.1*)
- b. Delegation to the Director (*benchmark 37.2*)
- c. Governance (*benchmarks 34.1, 34.4, 34.5, 38.3, 41.1*)

Mr. Blackmon made a motion to approve the Adjudications/Appeals policy. Ms. Hardee seconded the motion. The motion carried

Mr. Blackmon made a motion to approve the Delegation to the Director policy as presented. Ms. Mack seconded the motion. The motion carried.

Mr. Blackmon made a motion to approve the Governance policy. Ms. Hardee seconded the motion. The motion carried

C. 2022 Staff Development Policy and Plan (*benchmark 37.6*)

Mr. Robistow explained that accreditation requires the BOH to review plans for but not limited to workforce recruitment, development, and retention for agency staff. The 2022 Staff Development Plan including our policy surrounding staff development, 2022 trainings, and an example of our Individual Training Plan was reviewed by the BOH.

Mr. Blackmon made a motion to approve the 2022 Staff Development Plan as presented. Dr. Rupe seconded the motion. The motion carried.

D. Budget Review Committee

Mr. Blackmon noted two members of the Budget Review Committee are no longer with the board and volunteers are needed to serve. Budget review dates were requested. Ms. Reese

explained the budget guidance from the county has not been issued at this time. Ms. Denton noted the allotments for guidance may be given out by the end of next week. Ms. Reese will follow up with the board. Ms. Mack questioned if the meeting will be held by Zoom or in-person. Mr. Blackmon answered the committee worked with Ms. Reese through email. Ms. Mack and Mr. Blackmon volunteered to serve on the budget review committee.

VII. Comments

A. Board of Health

- Annual Health Director Evaluation

Mr. Blackmon explained that the annual evaluation for the Health Director will be sent to the board with the proper documents for review within the next two weeks.

- Election of New Board Members

Mr. Robistow explained the board's decision not to recommend the most recent applicant. He expressed his concern to have a board member that is familiar with this county. The applicant is new to the county. Once the applicant has remained in the county for a longer period and the board has familiarized themselves with the person, the application should be revisited. The Board of County Commissioner appoints board members and asks for recommendations from the Health Director and/or board representative. Mr. Blackmon noted the board is designed to be professionally diverse. The county should consider this in the future. Mr. Robistow agreed the leadership should represent the population served.

B. County Management

Mr. Blackmon expressed the board is willing to help Ms. Denton in her new position as Interim County Manager. Ms. Denton thanked the board for their support in her new role.

C. Public (*benchmark 41.1*)

Ms. Snider thanked the board for being able to attend the meeting.

VIII. Next Meeting Date

The next meeting is scheduled for Monday, February 28, 2022, at 6:00 pm via Conference Call.

IX. Adjournment

Mr. Blackmon made a motion to adjourn. Ms. Woodruff seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Tina L. Davis
Recording Secretary

Approved:

Mr. Bruce L. Robistow, MPA
Health Director

Date