

Halifax County Board of Health (BOH)

Minutes

Regular Meeting **Special Meeting**

February 23, 2026 at 6:00 pm

**Halifax County Health Department
19 North Dobbs Street, Halifax, NC 27839 & Zoom**

I. Call to Order and Introductions

Mr. Mann called the meeting to order at 6:00 pm.

Members Present	Mr. Louis V. "Pete" Mann III, At-Large Dr. Brian Crichlow, Ophthalmologist Ms. Verna High, At-Large Ms. Brenda Hudson, Nurse Dr. Barbara Lawrence, Veterinarian Dr. Carol Anne Rupe, Physician
Members Absent	Dr. Eric Cunningham, At-Large Ms. Ruby Gerald, At-Large Ms. Carolyn Johnson, At-Large Dr. Eric Nicholson, Dentist Mr. Sammy Webb, County Commissioner
Staff Members Present	Ms. Cheyenna James, Health Director Ms. Tina Davis, Administrative Assistant II Ms. Betty Reese, Assistant Health Director/Finance Officer

II. Invocation

Ms. Hudson gave the invocation.

III. Approval of Meeting Agenda

Dr. Rupe made a motion to approve the agenda. Ms. Hudson seconded the motion. The motion carried.

IV. Approval of Minutes

Dr. Rupe made a motion to approve the January 29, 2026, minutes. Ms. Hudson seconded the motion. The motion carried.

V. Reports

A. Financial Report	Ms. Reese presented the January 2026 Financial Report. ❖ Expenditures—Compared to last year, salary fringes are up by \$104,000, operating is down by \$37,000, and capital outlay is down by \$7,000. ❖ Revenue—All revenue is down slightly, except for
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Environmental Health, Animal Control, and Other Revenue.

There is a new Board of County Commissioners' policy regarding fund balance and carry-forward restrictions. It requires spending earned revenues immediately rather than carrying them forward, which will affect the health department's ability to save money or expand services. Program Coordinators will have to develop and maintain internal "cheat sheets" to closely monitor program spending and ensure compliance with the new county policy. Mr. Mann mentioned the new policy also ensures the County Management will be involved in setting up fees and spending the health department's money before spending county funds. The commissioners assured the department that they may ask for any needs.

Ms. Reese explained that the department is working on an unfunded requirements list to address needs that may not be met with the current budget. If the \$6 million is not reconciled, the list will be presented to the county commissioners continuously. She discussed the challenges of managing revenues and expenses under the new policy, particularly Medicaid funding and fee collection.

The Health Department and County Finance Officers will meet once a month. Mrs. James reminded the board that some counties have a collaborative relationship with an agreement that earned revenue will be maintained in a specific account and used when needed for a specific item. The Health Department has learned that all Medicaid dollars aren't protected, since there is no one to enforce that protection at the state level.

The financial team is preparing to submit the budget by Monday, with plans to send a detailed version to the Board of Health Budget Committee for review and questions. Ms. Hudson questioned if the five-year capital plan was still required and expressed that current employees should receive salary increases as they are performing several jobs of other positions. Ms. Reese answered yes, that the plan is done yearly, and that the department is assisting current employees by reviewing their reclassification status.

Several ideas of investing in the health department were discussed, with a few being the importance of investing in the physicians and possibly opening a dental clinic.

B. Director's Report

a. Personnel Update

Vacancies

- a) Human Services Evaluator/Planner II, closes 2/23rd
- b) Processing Assistant IV, closed 2/18th
- c) Social Worker II, closes 2/20th

New Hire—Cassidy Medlin, PH Educator (Triple P), effective 3/1st

Leaving—Sheena Lynch, PHN III, resignation effective 3/27th

Ms. Hudson questioned the number of qualified applicants for the Opioid Settlement/Human Services Evaluator position and the classification. Ms. James noted the selection is a joint effort with the county management and the applicants have not yet been provided.

b. Measles Update

There are currently 23 confirmed measles cases in North Carolina and 76 people quarantined, with 700 citizens having been exposed. The most recent positive case is in Burke County. The state is keeping the department informed, performing contact tracing, and monitoring the statuses. Funding for the contact tracing staff is set to expire in June. The state dashboard is being updated twice a week, and weekly meetings with local health departments are provided for support.

Ms. James met with the Halifax County Schools Board of Education to give measles education and a brief update. The board members were very receptive, and great feedback is pouring in. The department is meeting with all local school districts to help identify immunization status, educate the nurses, and plan for future response.

Collaboration and outreach with other providers, hospitals, mental health groups, and PEEPS providers is ongoing regarding the measles response. Development of sample communication templates and processes for specimen transport to the state lab is also being reviewed.

c. Dental Health Discussion

The Health Department team met with Trey Wright, Rockingham County Health Director, to discuss dental health investment strategies, including start-up costs, staffing requirements, and structural models.

<p>d. County Commissioner's Meeting</p>	<p>Ms. James attempted to present the proposed \$6 million spending plan and advocate for the funds at the Board of County Commissioners' Meeting on February 16th. An inquiry was made to the county management for clarification of the specific \$6 million with no comments made on the matter. The motion to retain the \$6 million failed. Commissioners Webb, Silver, and Redding voted in favor, and Barrett, Bryant, and Davis voted against.</p>
<p>e. Future Meeting</p>	<p>The Health Department staff will meet regularly with county finance to clarify new policies, discuss exceptions for revenue timing, e.g., Medicaid, insurance claims, and establish clear communication for year-end fund management.</p> <p>Ms. James will follow up with the state public health attorney to obtain written guidance on the legality and application of the new county policy regarding fund balance and protected revenues.</p>
<p>f. Meeting with State Deputy Director</p>	<p>A meeting was held with the County Management staff, Stacey Saunders, State Deputy Director, and Ms. James to obtain insight into the Consolidated Agreement. Key points included a description of local funds, generated revenue, and protected interests.</p> <p>The health department's goal is to track \$12 million in funding and analyze expenditures related to general statute-protected programs.</p>
<p>g. Rural Health Transformation</p>	<p>The Rural Health Transformation is a large amount of money allocated to North Carolina over the next 5 years to enhance rural health. Ms. James will be participating with neighboring counties and partners in the plans to invest in mental health, maternal health, and address the identified priorities. This is an opportunity to strengthen the partnership and assist in the county's needs.</p>
<p>h. Activities Summary</p>	<p>Ms. Hudson expressed her concern for Triple P and postpartum data on the Activities Summary. Ms. Davis noted there were 20 participants for January. Ms. James also reported that the department was experiencing turnovers, there were several snow days in January, and the new staff member is taking on the data portion, including state reports. The Postpartum staff member has been shadowing the Wilson County postpartum home-visiting nurse, meeting with the WIC and Social Work departments in the last several months.</p> <p>The Health Director will meet with the ECU North Hospital leadership, Andrea Chivers, to discuss embedding postpartum home</p>

<p>i. Health Department Spending Plan</p>	<p>visiting and coordinate with ECU Health Women’s Physicians’ Office for program collaboration and continue to offer resources. They have a doctor who is excited about the position there and open to collaborating with the health department.</p> <p>An overview of the Health Department Spending Plan was presented to the board. The plan included incorporating funding needs for one MD, HIPAA security upgrades, employee urgent care, child health expansion, and immediate needs to address upcoming staff/retirement risks.</p>
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VI. Comments

- A. Board of Health
- B. County Management
- C. Public (*benchmark 41.1*)

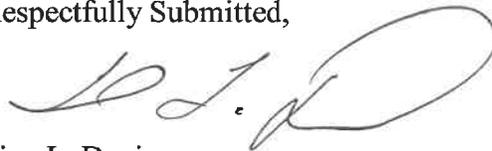
VII. Next Meeting

March 23, 2026, at 6:00 pm, Halifax County Health Department, Halifax, NC 27839, and via Zoom.

VIII. Adjournment

Dr. Lawrence made a motion to adjourn. Ms. High seconded the motion. The meeting was adjourned.

Respectfully Submitted,



Tina L. Davis
Recording Secretary

Approved:

Cheyenna A. James
Cheyenna James, MPH
Health Director

3/24/26
Date