

March 3, 2021

BURKE COUNTY BOARD OF HEALTH REGULAR MEETING

The Burke County Board of Health met in regular session on Wednesday, March 3, 2021, at 5:00 p.m. The meeting was held in Room 147 at the Foothills Education Center, located at 2128 S. Sterling Street in Morganton, North Carolina. Members present were:

PRESENT:

Susan Bingham- Chair
Carol Ervin Largent
Johnnie Carswell
Melinda Zimmerman
Dr. Nicholas Thomas
Isaac Crouch – Vice Chair
Dr. Nicholas Thomas
Dr. Thomas Wallrichs

ABSENT:

Adriana Morris
Dr. Anthony Frank
Carol Erving Largent

ALSO, PRESENT:

Rebecca McLeod, Health Director
Missy Estep, Administrative Assistant III
Valerie Kelly, Director of Nursing
Rhonda Lee, Human Resource Director

CALL TO ORDER

Susan Bingham called the meeting to order at 5:00 pm.

APPROVAL OF AGENDA

Connie Stines made the motion to approve the agenda, Melinda Zimmerman seconded the motion with no additions or corrections it stands approved.

APPROVAL OF THE MINUTES FROM February 3, 2021

Isaac Crouch made the motion to approve the minutes from the February 2, 2021 meeting. Melinda Zimmerman seconded the motion with no additions or corrections.

PUBLIC COMMENTS

There was no one present to address the Board.

NEW BUSINESS

There was no new business currently.

BOARD DECISION ITEMS

Approval of BCHD Strategic Plan for FY 21-22

The Strategic Plan for FY 21-22 was presented at the Board meeting in February, at that time Rebecca asked the Board members to read over the proposed plan and come back prepared to vote on the Strategic Plan this month.

Motion: To approve the BCHD Strategic Plan for FY 21-22

RESULT: APPROVED (UNANIMOUS)

MOVER: Dr. Thomas Wallrichs

SECONDER: Connie Stines

AYES: Dr. Nicholas Thomas, Susan Bingham, Johnnie Carswell, Melinda Zimmerman, Isaac Crouch, Dr. Thomas Wallrichs, and Connie Stines

ABSENT: Carol Erving Largent, Dr. Anthony Frank, Adriana Morris

Approval of FY22 Health Department Budget

Rebecca presented the proposed budget for FY 21-22. Each Board member received a copy of the budget prior to the meeting by email for review. Rebecca informed the Board that our budget for FY 21-22 is \$3,669,989. The Budget is broken down by programs. Rebecca also shared that we are getting a lot of Federal dollars for COVID. The funds are being used for staff time and staffing purposes. Our FY 20-21 approved budget was \$3,399,646 this shows an increase of \$270,343 in the overall budget. We are not asking for any new positions, vehicles, or fee changes in the upcoming year; however, we are asking for a re-classification for an employee. Our individual program budgets have both increases and decreases for the next year. Rebecca explained several of the programs in detail and answered any questions for the Board members. Rebecca also explained to the Board that we have Agreement Addendums with the state, and we must meet the deliverables which means keeping the money separated by programs. We have 18 programs that we meet deliverables for. Our proposed budget is due to the Finance Director by March 24th, 2021.

Motion: To approve the proposed FY22 budget to be submitted to the County for approval by the Board of Commissioners.

RESULT: APPROVED (UNANIMOUS)

MOVER: Melinda Zimmerman

SECONDER: Isaac Crouch

AYES: Dr. Nicholas Thomas, Susan Bingham, Johnnie Carswell, Melinda Zimmerman, Isaac Crouch, Dr. Thomas Wallrichs, and Connie Stines

ABSENT: Carol Erving Largent, Dr. Anthony Frank, Adriana Morris

Approval/Appointment of a Personnel Search Committee

Susan Bingham, Chairman, spoke to the Board about having a search committee to help find a new Health Director. Rebecca will be retiring on July 1, 2021. There are several Board members who have shown interest in serving on the committee. Dr. Anthony Frank, Isaac Crouch, Carol Erving Largent, and Susan Bingham. Susan asked if anyone else would be interested. Rebecca explained to the Board the responsibility of the search committee. The committee must be committed and be available. Rhonda Lee, Human Resource Director, explained to the Board the process of selecting a new Health Director. Rhonda discussed the following timeline with the Board.

- The first step is what we refer to as the (position) unfreeze process and I will work with the Board Chair to get this started.
- Second is reviewing the job description and creating a comprehensive job posting.
- Next is deciding where you would like the position posted. (The County has several posting sites that we frequently utilize.)
- There is an application review process, and it is very important that all applicant information remain confidential per NC General Statute. It is actually a misdemeanor to disclose this information to others not directly involved in the hiring/selection process.
- The applications of those the board would like to interview will need to be reviewed by the Office of State Human Resources to make sure the candidate(s) are qualified to be considered for the position. HR can handle this for the board.
- The County has an established pay plan in place, which each position on the pay plan has a specific minimum and maximum salary. The County Manager has the authority to approve a starting salary above the minimum up to the midpoint of the pay grade, any starting salary above the midpoint of the pay grade has to be approved by the County Commissioners.

Local Health Director: Pay Grade 37

Minimum: \$82,234.93 Max: \$127,463

- We can support the Board by setting up interviews and assisting with establishing uniform questions to ask each candidate.
- Once the board has determined a candidate, we can assist with the conditional offer process, which includes a drug screening, reference check and background check, once all these have cleared the board will be ready to make the candidate an official offer of employment.
- In the event, the board has not selected a candidate on or before July 1st, the board will need to appoint an Interim Director to carry out the duties of the position. The interim Director will be compensated for the additional duties while serving in this role.

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Rhonda answered any questions that the Board had on the process.

The Board also discussed changing the meeting dates on the approved Resolution to accommodate the hiring process for a new Health Director. The Board changed the meeting from April 7th to April 14th. They also discussed meeting again in May if needed.

Motion: To approve the proposed Search Committee with a non-voting member.

RESULT: APPROVED (UNANIMOUS)

MOVER: Dr. Thomas Wallrichs

SECONDER: Melinda Zimmerman

AYES: Dr. Nicholas Thomas, Susan Bingham, Johnnie Carswell, Melinda Zimmerman, Isaac Crouch, Dr. Thomas Wallrichs, and Connie Stines

ABSENT: Carol Erving Largent, Dr. Anthony Frank, Adriana Morris

Motion: To approve the revised the regular scheduled meeting

RESULT: APPROVED (UNANIMOUS)

MOVER: Johnnie Carswell

SECONDER: Connie Stines

AYES: Dr. Nicholas Thomas, Susan Bingham, Johnnie Carswell, Melinda Zimmerman, Isaac Crouch, Dr. Thomas Wallrichs, and Connie Stines

ABSENT: Carol Erving Largent, Dr. Anthony Frank, Adriana Morris

HEALTH DIRECTOR'S COMMENTS

Rebecca informed the board that the Health Department staff is still working hard. The Johnson and Johnson vaccine are out but Burke County will not be getting any for another month. Our vaccine clinics have been running well with the hospital at Freedom High School. We are planning on going to the eastern part of the county in the near future to do a vaccine clinic. We are also keeping an on-call list at the Health Department for individuals wanting the vaccine. At the end of the day if we have any vaccine left that needs to be used, we call those people to come in.

ADJOURN

With no further business to come before the Board, Chairman Susan Bingham, adjourned the meeting at 6:00 pm.

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Approved this the 3rd day of March 2021.

A handwritten signature in blue ink, reading "Susan Bingham", written over a horizontal line.

Susan Bingham, Chairman
Burke County Board of Health

Attest:

A handwritten signature in blue ink, reading "Rebecca McLeod", written over a horizontal line.

Rebecca McLeod, Health Director
Burke County Health Department