

# Advisory Board of Health | MINUTES

Thursday, April 13, 2023 | 5:00 p.m. | Hampstead Annex

Meeting called by Kim Collins  
Facilitator Carolyn Moser  
Note Taker Teresa Ham

## Attendees:

Kim Collins, Chair  
Beth Caveness  
Denise Houghton  
Samenthia Jones  
Frank Perez  
Carolyn Moser, H&HS Director  
Shirley Steele, Director of Nursing  
Vencent Dodge, Environmental Health Supervisor  
Kenneth Best, Environmental Health Specialist

## Welcome & Introductions:

- Carolyn opened the meeting at 5:00 and introductions made.
- Introduction of Kenneth Best new to Environmental Health Department . He will be working at the Hampstead Annex

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## Action Items

- Approve minutes of Last Meeting- 1/12/2023- Minutes were approved

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## Program Updates

- WIC Poster Presentation presented by Carolyn Moser – WIC Department constructed a poster that they will be presenting at WIC Conference in California at the end of April.
- Environmental Health Report presented by Vence Dodge – Handout was presented
- What is a “TFE” presented by Vence Dodge- Temporary Food Establishment – A list was given of all the Food trucks that are permitted in Pender County. The application process was explained and handouts presented. Each Food truck has a grade card permit that must be displayed. Food Truck must have a commissary that they report to. They must sign in on a logbook at the commissary each day that they work. This verifies that they are returning to the commissary to clean each day.
- Mosquito handout presented showing the ditches that have been sprayed
- Budget presented by Carolyn Moser – Draft 23/24 Budget- Initial meeting with County Manager. Unclear what final recommendations will be. Requests have increased due to the end of COVID funding which was used the past two years .

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## Discussion/ Informational Items:

- 2022 Community Health Assessment presented by Carolyn Moser . 1,200 surveys were received. A copy of the Community Health Assessment was provided to all members of the Board . The top three priorities for the next four years are Substance Use Prevention, Heart Disease, and access to care .
- Outreach activities presented by Shirley Steele – Lots of community events – Penderlea Day, Take Back Day, and Spring Fest.
- Staffing Update presented by Carolyn Moser – 3 RN vacancies and 1 LPN vacancy. Environmental Department is fully staffed.

- Capital Project Update presented by Carolyn Moser - Some Environmental Assessments are being conducted. Jumping through some hoops for USDA funding. The design phase will take up to a year to finalize. The Medicaid expansion is going to require more DSS workers and this impacts other auxiliary programs and will require more money and more designing and space for the new building. That will be presented to the commission on Monday.

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#### Other / Board Information Sharing

Next Meeting Date – Thursday, July 13 Board Room of Health Department, Burgaw, 5:00 PM.

Meeting adjourned at 6:30 p.m.