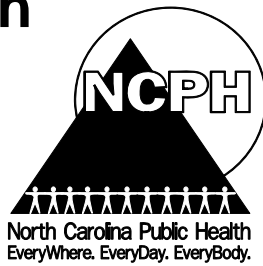


Forsyth County Board of Health



- 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 5, 2008

MEMBERS PRESENT

Ms. Vera Robinson, Chair
Dr. Ricky Sides, Vice-Chair
Ms. Linda Petrou
Dr. Willard McCloud
Mr. Randall Kale
Dr. Calvert B. Jeffers
Dr. James K. Doub
Dr. Paul Salisbury
Ms. Nancy Hardie

MEMBERS ABSENT

Mr. Beaufort Bailey
Ms. Jane Bradner Mosko

STAFF PRESENT

Dr. C. Timothy Monroe
Mr. Matt Dyson
Ms. Tommie Bowen
Ms. Quintana Stewart
Mr. Bob Whitwam
Ms. Peggy Lemon
Ms. Ayo Ademeyero
Ms. Lynne Mitchell
Robin Macklin
Charles Cahill
Willard Tanner
Jill Hinckley-Noble
Sylvia Zapata-Shoemaker

Call to Order:

On Wednesday, March 5, 2008, the Forsyth County Board of Health held its monthly meeting in the Board Room at the Forsyth County Department of Public Health. Ms. Vera Robinson, Chair, presided and called the meeting to order at 5:30 p.m.

Consideration of Minutes:

The minutes of the February 6, 2008 Board of Health Meeting were reviewed by the Board. Upon motion by Dr. Jeffers, and a second by Dr. Sides, the minutes were approved as presented by the Board of Health.

Old Business:

Anti-Racism Team Presentation - The Forsyth County Department of Public Health's Anti-Racism Team (ART), gave a very informative presentation. The team members consist of Charles Cahill, Jill Hinckley-Noble, Quintana Stewart, Willard Tanner, Robin Macklin, Sylvia Zapata-Shoemaker, and Mary Ann Blackwell. The vision of the ART is as followed:

The Forsyth County Department of Public Health is a transparent, inclusive anti-racism institution, reflective and accountable to our organization and the community we serve. We are committed to the wholistic change of structures, policies, and practices and we build collaborative relationships based in truth and hope within FCDPH and the community.

The Mission of the ART is as followed:

The mission of the ART is to identify systemic racism within FCDPH; and promote long-term change through transformation of structures, programs, education, and cultural awareness; in order to eliminate health disparities and improve health outcomes of the community we serve.

Accreditation Process Update – Dr. Monroe reported that a large array of dates have been set for the Accreditation Process. We will begin a more formal preparation on Wednesday, April 2, 2008. This day will be the next Expanded Staff Meeting in the Board Room. During this meeting, Lynne Connor, our Accreditation Consultant from Division of Public Health, will give an hour long presentation on the Accreditation Process. All board members are invited to attend. The meeting will begin at 8:30 a.m.

FY 2008-2009 Budget – Dr. Monroe and Matt Dyson presented the budget proposal for FY 08-09. Mr. Dyson made reference to the list of new positions that had been approved previously by the Board. He also discussed the content of a memorandum from Cathy Scheviak with appendices which outlines the specifics of the budget. The content of this memo is attaché at the end of these minutes a part of the minutes. Dr. Monroe pointed out to the Board the information in the attached table indicating that the County has supported the Department with consistently increasing appropriations in accordance with the mandate of maintenance of effort. Dr. Sides made a motion to approve the budget proposal, and Ms. Petrou and Dr. Jeffers simultaneously seconded the motion. The Board voted unanimously to approve the budget.

Mr. Dyson also reported briefly on the status of the Dental Clinic, informing the Board that he considering a promising applicant for the Director position.

New Business:

2007 Community Health Assessment Report – Ms. Ayo Ademoyero, the director of the Surveillance Division, gave a very thorough report dealing with the Community Health Assessment that was done in the fall of 2007. She described the process of the CHA and summarized the central findings, as well as the resulting action plans. Ms. Ademoyero handed out a copy of the CHA Report to each Board of Health Member. Copies of the Community Health Assessment Report are available to the public, and may be obtained by contacting Ms. Ademoyero at 703-3120.

Other Business:

ANCBH Questionnaire – Dr. Monroe collected all of the ANCBH Questionnaires' that had been completed by the board members.

Records Retention Plan – The Records retention Plan was presented to the Board by Dr. Monroe and explained by Mr. Dyson. Linda Petrou made a motion to approve the plan. It was seconded by Dr. Jeffers. The board voted to accept it.

Board Retreat - The Board of Health Retreat was planned for Saturday, April 26, 2008. It will begin around 9:00 a.m. and end around 3:00 p.m. There will be a Continental Breakfast at 9:00 a.m. and lunch will be served at 12:00 p.m.

An announcement was made that Mr. Larry Bunn, Environmental Health Supervisor, over the Water and Wastewater Section, will be retiring on April 1, 2008. Mr. Bunn has been employed with the Health Department for 35 years. It was also announced that Ms. Monica Brown, the department's HIV/STD Supervisor, has accepted a new job at the Downtown Health Plaza. Ms. Brown will be taking Mr. Robert Jones's position. These two employees will be greatly missed, but the staff is very happy for their accomplishments!

Adjourn:

After all business had been discussed, Ms. Linda Petrou made a motion to adjourn, and Dr. Kent Doub seconded the motion. The meeting was adjourned at 7:45 p.m.

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 2008

Date: March 4, 2008

The Forsyth County Department of Public Health's budget for FY08 was submitted to the Forsyth County Budget Department for approval

Expenditures:

For FY 08, Public Health is asking for a total budget of \$ 21,924,782, compared to the FY07 budget of \$20,692,898. This represents an overall increase of 5.96%.

Included in the total budget are operating expenditures (for goods and services) requested for FY08 of \$6,856,334, compared with the original FY07 budget of \$6,670,770. This represents a modest \$185,564 increase (2.79%)

Attachment A with division expenditures requests is attached with explanations of major increase requests. These figures do not include salaries and fringe of \$14,320.724 for FY08 and \$13,335,300 for FY07. Also not included are cost sharing expenditures of \$747,724 for FY08 and \$ 581,750*for FY07

Revenues:

The total revenues projected for FY08 is \$12,256,573, compared with \$11,808,109 for FY07. This represents an increase of \$448,473 (3.8%) The majority is calculating the Dental Clinic revenue for one full year. The clinic has been open since January 1 and will have only six months of revenue for FY 07.

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 are expecting to receive budget cuts from the County very soon, as well as requests for mandatory cuts closer to the new fiscal year.

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

ATTACHMENT A

DIVISION EXPENDITURE CHANGES

Administration	+ 25,000 for an accreditation advisor contract
Computer Ops	+ 15,000 for contract for EMR expansion

Anti-Racism Team	+ 21,550	New program
Lab	+ 13,000	for costs of supplies and a new refrigerator
Environmental Health	+ 19,000	for costs of equipment and supplies
Off-Site HIV previously	+ 39,000	to support contract with Partnership for a Drug-Free NC, was Funded by Syphilis Elimin. Project for the past 5 years.
Jail Screening	+ 160,000	New program
Family Planning	+ 14,000	Rising costs of medical supplies
Pharmacy	+ 200,000	Pharmacy Inventory
Dental Clinic	+ 93,000	Operation for 1 full year

There are several decreases in expenditures which offset these increases.

*Please note that several Cost Sharing budget figures were not received in 2007 until after the budget had been submitted. Therefore, the Cost Sharing figures for last year appear to be low.

ATTACHMENT B

CHANGES IN REVENUE

Septic Tank	- 126,500	decrease in fees due to depressed housing market
CDC Lead	- 10,000	decrease in State grant funds
Healthy Carolinians	- 12,000	decrease in State grant funds
Syphilis Elimin.	- 49,850	decrease in State grant funds
Jail Screening	+ 160,000	New State grant
Dental Clinic	+ 500,000	Operations for one full year

There are smaller revenue differences within the department, as well.

Public Health Budget Review

Overall Budget

FY	Revenue	% Change	County Appropriation	% Change	Total budget	% Change
01/02	6,773,778		6,324,541		13,098,319	
02/03	7,472,009	10.31%	6,369,897	0.72%	13,841,906	5.68%
03/04	8,032,804	7.51%	6,928,692	8.77%	14,961,496	8.09%
04/05	9,380,521	16.78%	7,175,175	3.56%	16,555,696	10.66%
05/06	10,560,920	12.58%	7,454,539	3.89%	18,015,459	8.82%
06/07	10,908,855	3.29%	8,614,339	15.56%	19,523,194	8.37%
07/08	11,808,000	8.24%	9,191,517	6.70%	20,999,517	7.56%
08/09	12,256,573	3.80%	9,668,209	5.19%	21,924,782	4.41%