

# Forsyth County Board of Health



- Dr. Linda L. Petrou, PhD, Chair
- Dr. James K. Doub, OD, Vice Chair
- Ms. Judy Briggs
- Mr. John Davenport, Jr., PE
- Ms. Carrie D. Fernald, RN, MSN, AGPCNP-BC, FCN
- Dr. Charles F. Massler, DDS, M.Ed.
- Dr. Willard L. McCloud, Jr., MD
- Dr. Scott E. Schroeder, DVM
- Mr. J. Phil Seats, R.Ph., MBA
- Dr. Ricky Sides, DC
- Ms. Gloria D. Whisenhunt, County Commissioner

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## BOARD OF HEALTH MINUTES November 5, 2014

### MEMBERS PRESENT

Dr. Linda Petrou, Chair  
Dr. James Doub  
Ms. Judy Briggs  
Dr. Charles Massler  
Dr. Willard McCloud  
Dr. Scott Schroeder  
Mr. J. Phil Seats  
Dr. Ricky Sides  
Ms. Gloria Whisenhunt

### MEMBERS ABSENT

Mr. John Davenport  
Ms. Carrie Fernald

### OTHERS PRESENT

None

### **Call to Order:**

On Wednesday, November 5, 2014, the Forsyth County Board of Health held its regularly scheduled monthly meeting in the Board Room at the Forsyth County Department of Public Health (FCDPH). Dr. Linda Petrou called the meeting to order at 5:30 p.m.

### **Consideration of Minutes:**

The minutes of the October 1, 2014 Board of Health Meeting were reviewed by the Board. Dr. Petrou asked for a motion to approve the minutes. Ms. Gloria Whisenhunt made a motion to approve and Dr. James Doub, Dr. Charles Massler, and Mr. J. Phil Seats seconded. The rest of the members agreed and the minutes were approved by the Board.

### **Public Comment Section:**

Board Members and staff introduced themselves.

### STAFF PRESENT

Mr. Marlon Hunter  
Ms. Lorrie Christie  
Ms. Sandra Clodfelter  
Ms. Glenda Dancy  
Mr. Bob Whitwam  
Ms. Ethel Evans  
Ms. Allison Gollon  
Dr. Emily Smith

**Health Director's Comments** - Mr. Marlon Hunter introduced Ms. Allison Gollon, the new Center for Disease Control and Prevention (CDC) Public Health Associate and Dr. Emily Smith, the new Dentist Director. Ms. Gollon thanked everyone for the opportunity to be located here at the department. Dr. Smith thanked everyone and said she has been in public health before and added she is looking forward to the challenge. Ms. Judy Briggs asked about the free dental clinic that was coming up and Mr. Bob Whitwam responded it will be a 2-day adult free clinic sponsored by the Missions of Mercy, and will be held at the Fairgrounds.

Mr. Hunter gave an update on Ebola (copy of handouts on file in the Administrative Binder). He added we need to be ready locally. Mr. Hunter told Board members that the department completed its Plan two weeks ago with the Epidemiology Team. He shared the Ebola Hotline number (1-800-222-1222) and added it is connected to the CDC. Mr. Hunter said the department has been working closely with communicable disease nurses and Environmental Health, along with Emergency Management and hospitals to make sure we have everything in place if we should have a situation arise. The department has sent information to the Chamber in order to get it out to businesses. Dr. Petrou asked is there some protocol for people who have been in the affected areas and Mr. Hunter responded yes, there are five airports where people traveling in those areas are being monitored and placed on a list. Mr. Hunter thanked Dr. Petrou for her note to the Editor about the great job the department is doing. Mr. Whitwam added it has been a large transition from the unknown to structured.

#### **New Business:**

**BOH Operating Procedures** – Mr. Hunter went over the Board of Health (BOH) Operating Procedures with Board members, explaining that as part of accreditation, the procedures were required to be reviewed and approved by the Board annually (copy of handout on file in the Administrative Binder). He reminded the Board that their purpose is to be the policy-making, rule-making and adjudicatory body for the Forsyth County Health Department. He added, the BOH has the responsibility to protect and promote public health and has the authority to adopt rules necessary for that purpose.

Mr. Hunter asked for the Board's approval for the following suggested language changes to the BOH Operating Procedures:

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##### **h. Closed Session**

The Board may hold a closed session only upon a motion adopted in open session when a quorum is present. The motion must state the general purpose of the **closed** session and the matter to be considered must be one or more of the subjects listed in G.S. 143-318-11 (see **Appendix A**). **Furthermore, is the motion to go into closed session is to prevent the disclosure of information privileged or confidential pursuant to the law of this State or of the United States, or not considered public record within the meaning of Chapter 132 of the General Statutes, the Board shall also state the name or citation of the law that renders the information to be discussed privileged or confidential.**

**The record of the motion having been made and passed must appear in the minutes of the open session. A sample motion for going into closed session is attached in Appendix B.**

## **APPENDICES**

### **Appendix A – Statutory References**

G.S. 130A-34, Provision of local public health services  
G.S. 130A-35, County board of health; appointment; terms  
G.S. 130A-39, Powers and duties of local board of health  
G.S. 130A-40, Appointment of local health director  
G.S. 130A-41, Powers and duties of local health director  
G.S. 132 Public Records  
G.S. 143-318.11, Permitted Purposes of Closed Sessions

### **Appendix B – Sample Motion for Going into Closed Session**

Dr. Massler made a motion to approve the changes, Ms. Whisenhunt seconded and the rest of the Board members agreed. The changes to the BOH Operating Procedures were approved. Dr. Petrou commented the changes clarified things and Ms. Whisenhunt added people do not realize how confidential closed sessions are.

#### **Old Business:**

None

#### **Committee Reports:**

#### **Adjourn:**

Ms. Whisenhunt informed the Board that she will not be at the December Board meeting.

A request for a motion to adjourn was made by Dr. Petrou. A motion was made by Dr. Massler and seconded by Ms. Whisenhunt and others. The meeting adjourned at 6:24 pm.



Marlon B. Hunter  
Secretary to the Board  
MBH/lgc