

**SCHD Advisory Committee Minutes  
November 19, 2018**

**Members Present:** Jeffrey Bell, Paul Bradshaw, Dr. Elizabeth Bryan, Robert Butler, Linda Heath, Jacqueline Howard, Chair; Allie Ray McCullen, Commissioner Harry Parker, Linda Peterson.

Health Department Staff present: Wanda Robinson, Sally DeMay, Tamra Jones, Perry Solice, Kelly Parrish.

Administration Present: Susan Holder and Joel Starling.

**I. Call to Order:**

Jacqueline Howard called meeting to order. Agenda additions: Additions under VIII-Child Health Funds; Mosquito Control Funds and United Way Application. Deletion of X Mosquito Abatement.

**II. Invocation:**

Commissioner Harry Parker gave the Invocation.

**III. Approval of Minutes:**

Motion made by Linda Health to approve the October 15, 2018 minutes as written and seconded by Robert Butler. All in favor. Motion carried.

**IV. Health Department Strategic Plan 2018-2022:**

Wanda Robinson did a brief overview of the Strategic Plan. Page 9-Action Plan reviewed the Community Health Assessment top health concerns; page 10 the 3 objectives selected from the Community Health Assessment: 1. Substance Abuse; 2. STDs/Sexual Activity/Pregnancy Prevention and Chronic Disease. The Health Department has an annual meeting of the management, supervisors and program managers that walks through each program looking at the goals; objectives, what has been done during the past year and sets goals for the next year. Goals that were set from that meeting listed on page 13 were reviewed. Strategies are listed on the following pages. The Health Department has some gains and some losses with the objectives and goals. This plan will be submitted to the County Commissioners for review and approval. This will be the working plan for the next four years. Motion made by Paul Bradshaw to approve the Strategic Plan 2018 -2022 and seconded by Dr. Jeffrey Bell. All in favor. Motion carried.

**V. Health Department Advisory Committee Operating Procedures:**

Joel Starling spoke that at last meeting committee had adopted Advisory Committee Operating Procedures and need to make one small change. This is used in the Accreditation process, not required for this board, but we think it is good practices to have operating procedures. Unusual to have a voting member of the Advisory Board that is also a voting member of the board that the Advisory Board is advising. This was discussed a little at the last meeting. After the meeting and consultation with the School of Government. It was decided with this case, due to some statutory language it was appropriated to go back and remove the Ex Officio label and keep the membership at its current number and to take the

Ex Officio out from in front of Commissioner Harry Parker's title. He will be a voting member of this board as stated in the revised Advisory Committee Operating Procedures that members had received.

Joel also commented on discussion from last meeting of the potential of opening to any kind of membership and not the defined type of professionals or constituent members of the community. We need to keep this committee as it is, the operating procedures do not mention this, but it needs to continue to have the different types of health care professionals and other community members that are required for health boards or boards of health will still apply to the Advisory Board.

Section II B and C: Orientation and On-Going Training was added to this Operating Procedures. Orientation requirements for new members and on-going training each year for members. There will be a training on January 7, 2019 for the Board of Health. Commissioner Parker has already completed this training when this was considered the Board of Health. He may choose wither to attend or not. Wanda Robinson did ask for Jacqueline Howard and Robert Butler to attend the training in January. The speaker is coming from Raleigh and has served as a Health Director for 40 years and as County Commissioner.

Motion made by Commissioner Harry Parker to approve revisions of removing the Ex Officio label before the Commissioners Name and making them a voting member. The addition of the Training requirements to Section II B and C to the SCHD Advisory Committee Operating Procedures and seconded by Paul Bradshaw. All in favor. Motion carried.

**VI. Meeting Schedule 2019:**

Wanda Robinson presented the meeting schedule for 2019 pointing out the January meeting will be on the 4<sup>th</sup> Monday due to holiday on 3<sup>rd</sup> Monday. March Education training meeting. November meeting due to not meeting in December and the Dangerous Dog Appeals as needed.

Motion made by Dr. Jeffrey Bell to approve the 2019 Meeting Schedule as presented and seconded by Linda Heath. All in favor. Motion carried.

**VII. Financial Report:**

Tamra Jones reported on the Financial Handout for October (attached). Activity Summary reviewed with STD, Adult Health, Immunization, Food and Lodging Inspections, Sewage permits, and sewage site visits up. WIC participation number is down; however, we will get an update mid-November and will be updated for November. Question was asked by Linda Heath if the Health Department was giving the Shringix Vaccine? Kelly Parrish spoke that vaccine is on a national backorder and she is on an email list that will notify her as soon as the vaccine is available, we will order. We have an open PO in place and ready to order as soon as available. Wanda Robinson noted that health department has received a lot of interest in this vaccine.

Medicaid Revenue: Health Department did better in October than in September with programs either increased or stayed constant with revenue. September was the month with the Hurricane that got us off track. Hope to be back on track soon with Medicaid revenues. Reviewed the graph (attached) of Medicaid Revenues.

Local Revenue chart and graph (attached) which consist of Insurance revenues and fees collected for services provided. The Local Revenue has rebounded since September, except with Child Health due to many of our children slide to zero pay or parents do not bring in proof of income, which leaves the account at 100%. Parents get billed and do not pay, which leads to account going into collections and not receiving monies for the service. Some of the children seen are uninsured.

EH Revenue are back up from September. EH revenue is included on the first page of the financial report and graphed separately (attached). Questions was asked if was known the amount lost due to the Mortem on permit fees. Wanda Robinson spoke, does not think the health department has lost a lot due to Mortem. Well testing is a free service anyway.

**VIII. TB Control Funds:**

Wanda Robinson spoke regarding the funds received that were cut in year 2015. Funds are based on the number of cases per year, funding is increased and decreased based on this number. We had 2 TB cases in 2016 and 2 cases in 2017. Kelly Parrish reported that currently have 15 patients on the LBTI (Preventive Medicine). A lot of our time is spent in following on positive TB Skin Test. This requires getting patient in for chest x-ray and offer client medicine and follow-up visits to complete medicine regimes; following up with contacts to TB cases with one case having 20 contacts, which means 20 TB skin test. Linda Heath asked question, if it would be more economical to do the Gold Blood TB test. Wanda Robinson responded, that is something we are looking at doing-new recommendations are coming down but have not been implemented yet. Any services related to TB are required to offered at no cost to the client.

Motion made by Robert Butler to accept the TB Control Funds in the amount of \$3,321.00 and seconded by Paul Bradshaw. All in favor. Motion carried.

**Child Health Funds:**

Wanda Robinson reported another program that was cut in 2015. Plan to put the money received into travel for the new Child Health/Immunization nurse to receive training.

Motion made by Dr. Jeffrey Bell to accept the Child Health Funds in the amount of \$1963.00 and seconded by Robert Butler. All in favor. Motion carried.

**Mosquito Control Funds:**

Wanda Robinson reported opportunity to receive another \$48,521.00 in funds. Would like to take this money to set up a program in preventive and surveillance in Sampson County to assist in being prepared and responded the next time an event occurs. Plan to bring a proposed policy and plan back to January meeting. Questions was asked by Robert Butler

as why Sampson County did not have a program in place. Response was funding was the issue. Wanda Robinson spoke that the State has never funded a Vector Program in Sampson County. State chose to fund the larger counties such as Wake, Johnston, New Hanover and Cumberland to name a few. Funding that was given for Hurricane Florence was based on population per square mile, with Sampson County receiving about \$97,000. Susan Holder spoke that in past Hurricanes the State controlled and funded 100% of any Mosquito programs until this year; funds were released to counties and counties had to control the handling of the Mosquito Programs.

Motion made by Linda Heath to accept the Mosquito Control Funds in the amount of \$48,521.00 and seconded by Robert Butler. All in favor. Motion carried.

**United Way Application:**

Wanda Robinson reported plans to submit the application to United Way for mammograms for indigent clients, when the state funding has been depleted.

Motion made by Paul Bradshaw to approve the submittal the for United Way application and seconded by Linda Heath. All in favor. Motion carried.

**IX. Board of Health Reappointments:**

Wanda Robinson: all the members with term expiring have been contacted and have graciously agreed to be reappointed. The members are: Dr. Jeffrey Bell 1<sup>st</sup> term, Dr. Elizabeth Bryan 2<sup>nd</sup> term, Charlotte Harrell 1<sup>st</sup> term, Linda Heath 1<sup>st</sup> term and Commissioner Harry Parker. These will be submitted to County Commissioners to be voted on during the December meeting.

**X. Health Directors Report:**

**a. Personnel Changes/vacancies:**

Wanda Robinson reported Nurse Practitioner has been hired. She is a 2-year graduate that has been working at a pediatric practice. Excited to have her come on board with us and bringing experience in advanced pediatric care. Have also hired for the Child Health/Immunization Coordinator Nurse. She is coming from the hospital. Both the Nurse Practitioner and the Child Health Nurse will start on December 3<sup>rd</sup>. Also have hired a Nutritionist and she started on November 5<sup>th</sup> and a new graduate. This position has taken over a year to fill and a very hard position to fill due to very strict guidelines from the State.

2 position remain open: The Clinic Nurse Supervisor, hope to fill this position next month and another Nurse Practitioner position. Communicable Disease Coordinator Nurse position will be opened at the end of this month. Wanda spoke of though of having certain positions sign a contract for a specified amount of time. Joel Starling spoke would need to review with the State Human Resources guidelines to make sure this would be possible. Discussion on non-compete contracts to be reviewed as well.

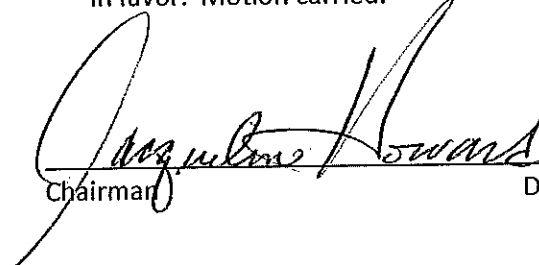
Susan Holder asked Wanda Robinson to speak to the committee regarding the task the County Manager has assigned Department Heads. Wanda stated, after the recent

disaster. Most county employees worked a variety of jobs and duties all over the county, which has typically not been done in the past. County Manager requested feedback from all the county employees, department heads, municipalities, and schools. This information was compiled and reviewed with Department Heads. County Manager has tasked the Department Heads to plan and update County Disaster Plan for all functions.

Perry Solice spoke of advancement in training of 2 EH staff: Monde Parker, Food and Lodging and Preparedness Co-Coordinator; has passed the RS exam and completed his intern and is now at full RS status. Mark Osborne On-Site staff, Regional Specialist came and passed him on the Well Certifications. 2 staff members now Well Certified.

XI. **Public Comment:**  
No public comment.

XII. **Adjournment:**  
Motion made by Allie Ray McCullen to adjourn meeting and seconded by Robert Butler. All in favor. Motion carried.

	1/28/19	Wanda Fabian	1/28/19
Chairman	Date	Secretary	Date

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road  
Suite 200  
Clinton NC 28328

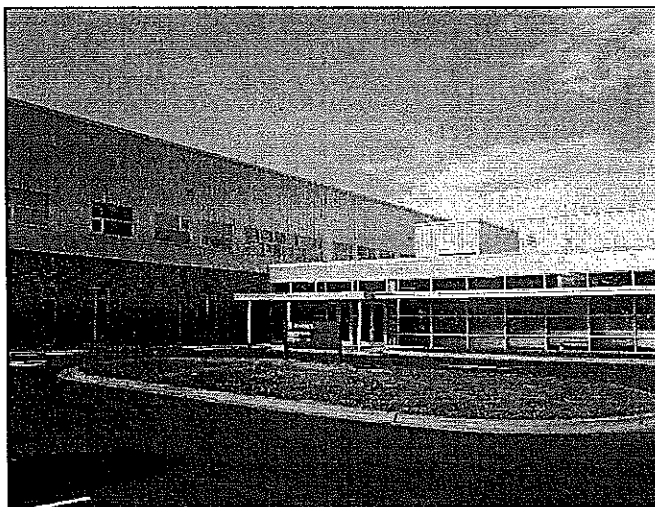
## Sampson County Health Department Advisory Committee Meeting Agenda

November 19, 2018 7:00 pm

- I. Call to Order – Jacqueline Howard, Chair  
(Agenda changes)
- II. Invocation
- III. \*Approval of minutes
  - a. October 15, 2018 minutes
- IV. \*Health Department Strategic Plan 2018-2022
- V. \*Health Department Advisory Committee Operating Procedures
- VI. \*Meeting Schedule 2019
- VII. Financial Report
- VIII. \*TB Control Funds-\$3,321.00  
\*Child Health Funds-\$1963.00  
\*Mosquito Control Funds-\$48,521.00  
\*United Way Application-Need approval to submit application-\$5,000.00
- IX. Board of Health Reappointments
- ~~X. Mosquito Abatement~~
- XI. Health Directors Report
  - a. Personnel Changes/vacancies
- XII. Public Comment
- XIII. Adjournment

\*Requires Board Approval

# **Sampson County Health Department Strategic Plan 2018-2022**



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**Sampson County Health Department  
Strategic Plan  
2018-2022**

**I. Purpose:**

It is the objective of this document to set forth priorities for the focus of the Sampson County Health Department for the next four years July 1, 2018 to June 30, 2022.

The areas selected are based upon:

- 2017 Community Health Assessment
- 2018 SOTCH Report
- Data relative to health status indicators of the population of Sampson County
- Public input and community surveys
- Judgment of key personnel as to resources required to achieve tasks included.
- Experience and expertise of the Sampson County Board of Health and the Health Advisory Board in identifying resources and needs.

**Policy:**

The priority areas of influence identified in this document are intended to outline areas of emphasis based upon community needs, but are not designed to exclude or discourage other programmatic goals and interests. Management team members and other staff are urged to continue to seek creative opportunities to address public health problems/issues related to their routine duties and responsibilities within the restraints of available resources and contractual program requirements. This plan is intended to serve as a general guide for the relatively short term of four years. The changeable nature of Public Health does not lend itself to planning for the longer term in any realistic manner. This document may be amended at any time that new or emerging issues demand the attention of this health department.

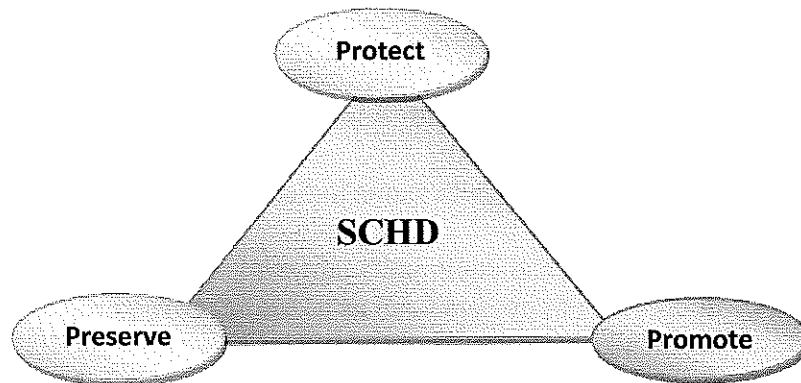
**Method:**

Based upon a review of the findings of the Community Health Assessment, discussions with the Board of Health, and meetings with the staff, a list of potential priority items were assembled. These were separated by a work group into different areas. The areas of priority identified in this document are not in priority order. Since each item applies to different program areas, it was felt that these could be accomplished concurrently. The planning group will meet at least annually to report on progress and /or revise the document as required.

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

**II. Mission, Vision and Values**

**MISSION, VISION AND VALUES**



**Mission:**

The mission of Sampson County Health Department is to preserve, protect and promote the health, environment and well-being of the citizens of Sampson County.

**Vision:**

The vision of Sampson County Health Department is to provide services, prevent adverse outcomes and promote efforts to improve the quality of life for the residents of Sampson County.

**Values and Objectives:**

**Caring** - We will be compassionate when dealing with others and to show concern for the interest and needs of others.

**Commitment** - We will be dedicated, loyal and empathetic in what we do for the customer and the public.

**Communication** - We will provide direct, sincere communications to customers, the public and co-workers.

**Community Service** - We will provide services to the community through education, outreach and other venues to help ensure the health, safety and welfare of the community.

**Excellence in Customer Service** - We will meet or exceed customer expectations.

**Privacy** - We will respect the confidentiality and privacy of others and be committed to confidential care for customers and the public.

**Professionalism** - We will treat customers and co-workers with DIGNITY, RESPECT, INTEGRITY and COMPASSION at all times.

**Productiveness** - We will work to the best of our ability to provide efficient, effective, quality care for our customers and the public.

**Responsibility** - We are accountable to customers and the public for what we do.

**Teamwork** - We will work together to provide the best possible care for customers and the public. There is no "I" in team.

**Sampson County Health Department  
Strategic Plan  
2018-2022**

**III. General Information:**

This plan reflects the areas of focus of the Sampson County Health Department during the next four year period of 2018-2022.

The Sampson County Health Department is committed to carrying out the following action plan to improve the health of Sampson County residents.

The Management Team of the Sampson County Health Department envisions an agency that strives to meet the following guiding principles:

- Health Department maintains Local Health Department Accreditation Standards, as defined in policies; protocols are maintained by all programs.
- Service deliverables and expansions are driven by community need.
- Improved efficiency is attained in all divisions.
- Health Department recruits, develops and retains a well-qualified, diverse workforce.
- Public image of the Health Department is positive.
- Quality of services is assured through implementation of the Quality Improvement/Quality Assurance plan.
- Residents experience improved health outcomes and quality of life.
- Health Department is accountable to the public in fiscal responsibility and service delivery.
- Efforts are conducted through improved internal collaboration and communication.
- Health Department is considered to be an employer of choice.
- Expanded service availability for county residents.
- Physical facilities are available or in the planning stage to address growing community needs and support newest technologies.
- Funding is available to support and improve our programs.
- Best practices, as recognized by the public health community, are utilized in service provision.
- Department is capable of providing a comprehensive response to Public Health Emergencies.

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

**IV. Review and analysis of factors that impact the delivery of service:**

**Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis**

SWOT Analysis is a tool that identifies strengths, weaknesses, opportunities, and threats of an organization. Specifically, SWOT is a basic model that assesses what an organization can and cannot do, as well as potential opportunities and threats that impact what an organization can accomplish. The Strategic Planning Team identified the following SWOT that can impact delivery of health services to Sampson County communities.

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>◆ Local Government Support and funding</li> <li>◆ Strong community partnerships</li> <li>◆ Competent, well-trained, dedicated staff</li> <li>◆ On-going professional development for employees</li> <li>◆ Access to quality technological resources</li> <li>◆ Bilingual staff</li> <li>◆ Grant funding-allows innovation</li> <li>◆ Highly qualified, knowledgeable billing support staff</li> <li>◆ Inviting public health facilities</li> <li>◆ Enhanced health education and outreach programs</li> <li>◆ Comprehensive clinical services</li> <li>◆ Electronic health record system</li> <li>◆ New partnerships and regional collaborations</li> <li>◆ Strong collaboration with emergency management to respond to public health preparedness concerns</li> <li>◆ Quality improvement initiatives</li> <li>◆ Responsible and proactive to emerging issues and trends</li> </ul>	<ul style="list-style-type: none"> <li>◆ Future Medicaid Reform uncertainties</li> <li>◆ Potential for cuts in Federal/State Public Health Programs</li> <li>◆ Ability to compensate professional staff at levels that attract highly qualified workers</li> <li>◆ Ability to recruit in some professional fields such as nursing and nutrition</li> <li>◆ Availability of mental health resources and providers in the county</li> <li>◆ Limited primary care and chronic disease management services</li> <li>◆ Economically diverse population</li> <li>◆ Challenges related to a rapidly changing population</li> <li>◆ Internal and external communication</li> <li>◆ Limited transportation</li> <li>◆ Reliable county vehicles</li> <li>◆ High no show rates</li> <li>◆ High RN/Nutritionist/NP turnover</li> </ul>

Opportunities	Threats
<ul style="list-style-type: none"> <li>◆ Emerging technologies to promote more efficient service delivery</li> <li>◆ Established relationship with media outlets</li> <li>◆ Leadership roles of staff in various professional organizations, regional, state and nationally</li> <li>◆ Safety Net provider for uninsured and underinsured</li> <li>◆ Up-to-date electronic equipment and other tools for staff to perform more efficiently</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lack of public transportation</li> <li>◆ Limited funding in chronic disease, health promotion and disease prevention services</li> <li>◆ Potential cuts to federal, state and local programs</li> <li>◆ Limited primary care providers in the county for the under and uninsured population</li> <li>◆ Limited services for men.</li> </ul>

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

**V. Summary of the Sampson County Community Health Assessment:**

Sampson County performed the 2017 Community Health Assessment with the assistance of the Partners for Healthy Carolinians Task Force and other community partners. The following is a summary of the assessment findings.

**Overview of the Process of Data Collection:**

The collection of data for the Community Health Assessment involved multiple collection processes that included:

- A. Surveys: The Community Health Assessment (CHA) Team distributed paper surveys to various sites throughout the county and electronic surveys via Survey Monkey links on Healthy Carolinians and Sampson Regional Medical Center websites. A total of 960 surveys were collected.
- B. Secondary data: was also collected from a variety of sources, including the North Carolina Center of Health Statistics, LINC and other sources.

**Data Results:**

After compiling the data from the assessment process, the findings were categorized into the following areas: community health concerns, barriers to health care and community needs.

- A. Top Ten Community Health Concerns:
  - 1. Substance Abuse
  - 2. Low Income/Poverty
  - 3. Physical Activity/Nutrition
  - 4. STDs/Pregnancy Prevention
  - 5. Tobacco/Second Hand Smoke
  - 6. Chronic Disease
  - 7. Mental Health/Support/Counseling
  - 8. Teen Health/Activities
  - 9. Alcohol Abuse
  - 10. Weight Management

B. Barriers to Care:

1. No Health Insurance
2. Other
3. Insurance didn't cover what I/we needed
4. Couldn't get an appointment
5. Deductible/co-pay was too high
6. Doctor wouldn't take insurance or Medicaid
7. Wait was too long
8. Pharmacy wouldn't take insurance or Medicaid
9. Dentist wouldn't take insurance or Medicaid
10. No way to get there

C. Community Health Care Needs:

1. Higher Paying Employment
2. Positive Teen Activities
3. Availability of Employment
4. Better/More Recreational Facilities
5. More Affordable Health Services
6. Road Maintenance
7. Better/More Healthy Food Choices
8. Counseling/Mental Health/Support Groups
9. Child Care Options
10. Other

**Healthy Carolinians Objectives:**

After careful review and discussion of all the information obtained from the community assessment, the CHA Team chose to address three health related issues that were cited in the data: Substance Abuse; STDs/Sexual Activity/Pregnancy Prevention; and Chronic Disease.

1. Substance Abuse: Substance abuse has a major impact on individuals, families, and communities. The effects of substance abuse are cumulative, significantly contributing to costly social, physical, mental, and public health problems. In 2016, there were 136 medication or drug overdoses in Sampson County.
2. STDs/Sexual Activity/Pregnancy Prevention: STDs can be present in, and spread by, people who do not have any symptoms of the condition and have not yet been diagnosed with an STD. Therefore, public awareness and education about these infections and the methods of preventing them is important. Sampson County's STD rates fluctuated from 2013-2015. There are several safe and highly effective methods of contraception to prevent



unintended pregnancy. It is important to prevent teen pregnancy because it brings extensive social and economic costs through immediate and long-term impacts on teen parents and their children. Sampson County's 2011-2015 teen pregnancy rate for females ages 15-19 was 56.7 while North Carolina's rate was 36.2.

3. **Chronic Disease:** According to the Centers for Disease Control and Prevention (CDC), chronic diseases such as heart disease, stroke, cancer, diabetes, obesity, and arthritis are among the most common, costly, and preventable of all health problems in the U.S. These diseases also cause major limitations in daily living for people. The leading causes of death in Sampson County from 2011-2015 were: cancer, heart disease, cerebrovascular disease, diabetes, and chronic lower respiratory diseases.

#### **Action Plans:**

Community Action Plans have been developed to address each of the issues chosen by the Community Health Assessment (CHA) Team. Interventions will include, but not be limited to: educational sessions; assistance with achieving active lifestyles; community events; media campaigns; and website information.

#### **Dissemination of the Community Health Assessment Document:**

The Sampson County Partners for Healthy Carolinians Task Force will disseminate the document to task force members, community partners, government agencies, stakeholders and the general public with the hope that the information contained in the document will enable various agencies and stakeholders to use the information to assist with meeting the needs of the public and improving and promoting the health and well-being of the citizens of Sampson County.

Dissemination of the Community Health Assessment document will include, but not be limited to:

1. Sampson County Partners for Healthy Carolinians Task Force members.
2. Sampson County Health Department
3. Sampson County Board of Health
4. Sampson County Board of Commissioners.
5. Sampson County government offices
6. Sampson County Public Libraries
7. Sampson Regional Medical Center
8. News articles in the Sampson Independent highlighting the major findings of the assessment.
9. Sampson County website
10. Healthy Carolinians website

**Summary:**

Health issues continue to be a concern for the residents of Sampson County. Access to care is often difficult for residents due to: lack of health insurance or inadequate insurance; lack of available physicians and specialists who are accepting new patients and are available to schedule more immediate appointments; and lack of transportation. According to the US Census Bureau, 23.6% of Sampson County residents are uninsured. For those with health insurance, their insurance may not cover all of their medical needs. Residents may have difficulty receiving needed health care due to the lack of available physicians/specialists and the lack of immediate appointments. Lack of transportation is also a barrier to access to care due to Sampson County's sparsely populated rural communities and no public transportation system.

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

**VI. Strategic Goals:**

<b>Goal 1:*</b>	To improve the health status and prevent premature death for all residents of Sampson County.
<b>Goal 2:</b>	Provide a coordinated Public Health response to manmade or natural disaster or communicable disease outbreak.
<b>Goal 3:</b>	Maintain a competent public health workforce.
<b>Goal 4:</b>	To improve public services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.
<b>Goal 5:</b>	Increase public awareness of public health programs and services in Sampson County.
<b>Goal 6:</b>	To safeguard life, promote human health and protect the environment with the use of technology, rules and public education.

\*Address Community Health Assessment Priorities

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b>	To improve the health status and prevent premature death of all residents of Sampson County.		
<b>Objective # 1</b>	Reduce the premature death rate by 10% for Sampson County		
<b>Baseline Data</b>	Sampson County Diabetes death rate: 51.5 per 100,000 from 2012-2016 Source: North Carolina States Center for Health Statistics		
<b>CHA Priority Addressed</b>	Chronic Disease/Diabetes		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Collaborate with all known agencies and organizations in the county working towards diabetes prevention and treatment.	Diabetes Program Coordinator  Health Promotion Coordinator	E-Sampson County Partners for Healthy Carolinians  E-Local providers  E-Sampson Regional Medical Center	Ongoing
Sponsor health fair during Diabetes Awareness Month	Health Educator.  Diabetes Program Coordinator	E-Sampson County Partners for Healthy Carolinians	November- annually
Increase the number of diabetics served through clinical services by 10% annually  <b>(Current number= 8 monthly.)</b>	Diabetes Program Coordinator	E-Sampson County Partners for Healthy Carolinians  E-Local Providers	July 2019
Market Diabetes services and awareness. a. Submit diabetes awareness and prevention articles to local papers quarterly b. Send monthly diabetes support group notices to paper/health care providers c. Provide diabetes information packets	Health Educator/ Diabetes Program Coordinator		Ongoing

to providers at least every six months. d. Publicize community diabetes events in paper, radio, local cable channel and website.			
Implement a Diabetes Support group.  <b>(current number-0)</b>	Diabetes Program Coordinator		June 2019
Increase access to flu vaccine for residents of Sampson County.	Immunization Coordinator	N-Faith based organizations, schools, local providers	Ongoing

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b>	To improve the health status and prevent premature death of all residents of Sampson County.		
<b>Objective # 2</b>	Reduce the Infant mortality death rate by 1% for Sampson County		
<b>Baseline Data</b>	Sampson County Infant Mortality Rate: 7.2 per 1,000 in 2016 Source: North Carolina State Center for Health Statistics		
<b>CHA Priority Addressed</b>	Teen Pregnancy Prevention		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Collaborate with all known agencies and organizations in the county providing prenatal care services in Sampson County.	Maternal Health Coordinator  Maternity Care Coordination staff.  Child Service Coordination staff	E-Local providers  E-Sampson Regional Medical Center	Ongoing
Update local providers about the Pregnancy Medical Home Program policy	Maternal Health Coordinator  Pregnancy Care Management Coordination Staff	E-Local Providers	June 2019
Provide smoking education for prenatal patients to include Quit One, Quit Two process	Health Educator		Ongoing
Implement childbirth education classes	Maternal Health OB/GYN staff/ Health Educator		June 2019

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b> (continued)	To improve the health status and prevent premature death for all the residents of Sampson County.		
<b>Objective # 3</b>	Decrease the adolescent pregnancy rate among females ages 10-17 by 5%. Decrease the percentage of repeat pregnancies to teens aged 17 and under by 10%. Reduce the percentage of positive results amongst individuals aged 15-24 years tested for Chlamydia, Gonorrhea and Syphilis.		
<b>Baseline Data</b>	Sampson County Pregnancy rate for 15-19 year old group was 52.4 per 1,000 in 2016 with 19.3% of the total being repeat pregnancies. For 2017, North Carolina ranks 5th in the country for Gonorrhea cases, 6th in the country for Chlamydia cases and 8th in the country for Syphilis cases. Sampson County has a rate of 44.6 for Gonorrhea, 154.5 for Gonorrhea and 37.8 for Syphilis. North Carolina Congenital Syphilis cases have increased from 0 cases in 2012 to 23 in 2017.		
<b>CHA Priority Addressed</b>	STDs/Sexual Activity/Pregnancy Prevention		
<b>Activities</b>	<b>Lead Person(s)</b>	<b>Partners</b> N=new/E=existing	<b>Timeframe</b>
Family Planning staff, Health educator, case management staff will provide contraceptive counseling and link to health department services to teens with one or more pregnancies	Family Planning Coordinator,  Health Educator  Case Management Staff	E- Health Educator, Case Management Staff  E. Academic Abundance	Ongoing
Develop a plan to re-establish family planning education classes in the school systems	Health Educator Family Planning Coordinator	E- Academic Abundance	Ongoing
Expand family planning services to include long term contraceptive devices.	Family Planning Coordinator/Health Educator		Ongoing
Continue to provide emergency contraceptive services.	Family Planning Coordinator		Ongoing
Offer "Reducing the Risk" to 9 <sup>th</sup> grade	Health Educator	N-Sampson County City and County	Ongoing

students in participating high schools to decrease to reduce the percentage of untended pregnancy, STDs and HIV		Schools, Academic Abundance E- Sampson County Partners for HC.	
Offer NC Healthy Living Standard Course of Study in the School systems.  <b>(Current number of events-0)</b>	Health Educator	N-Health Education staff, School System	Ongoing
Outreach activities to include Teen Health Fair held annually to focus on middle and high school students	Health Educator	E-Sampson Partners for Healthy Carolinians	Annually
Offer/provide STD testing services to all clients as requested or required	Clinic staff, STD ERRN, NPs		Ongoing
Provide individual and community education regarding STDs and potential complications	Clinic Staff, Health Educator		Ongoing
Provide STD/Teen Pregnancy Outreach in the community to the public with an emphasis on teens	Health Educator	E-Academic Abundance	Ongoing



**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b>	To improve the health status and prevent premature death for the residents of Sampson County.		
<b>Objective # 4</b>	Reduce the death rate resulting from the leading causes of cancer death, heart and circulatory death by 5%.		
<b>Baseline Data</b>	<p>Sampson County Rates:2012-2016 Heart Disease rate- 180.2 per 100,000 Stroke Disease rate - 53.9 per 100,000 Cancer Disease rate -192.0 per 100,000 Source: State Center for Health statistics</p> <p>Sampson County Rates 2017-Adult Obesity:37%, Physical Inactivity:32% Source: County Health Rankings and Roadmaps</p>		
<b>CHA Priority Addressed</b>	Chronic Disease/Cancer/Obesity		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Provide Breast and Cervical Control Program (BCCCP)/ Wisewoman services for a minimal of 50 women meeting the BCCCP eligibility criteria.	BCCCP Program Coordinator	E-Local Health Care providers, Sampson Regional Medical Center.	Ongoing
Increase public awareness of breast cancer and cervical cancer risk and resources available through the Sampson County Health Department.	BCCCP Program Coordinator/Health Educator	E-Breast and Cervical Cancer Control Advisory Committee, Health Department Staff.	Ongoing
Implement Health Coaching Curriculum for BCCCP/WW Program. (Includes 3 classes)	BCCCP Program Coordinator/Health Educator		Ongoing

Promote Eat Smart, Move More, Maintain don't gain! Holiday Challenge each Year.	Health Educator		Ongoing
Sponsor Breast and Cervical Cancer Annual Rally and Health Fair for the purpose of promoting awareness in the minority population	Health Educator	E-Breast and Cervical Cancer Advisory Board	Annually-October
Provide education on the Chronic Diseases and preventative measures to decrease risk factors through articles, flyers, health fairs and pamphlets	Health Educator	E-Sampson County Partners for Healthy Carolinians	Ongoing
Implement Primary Care Clinic to provide Health Services for the un and underinsured population	Director of Nursing/Adult Health Clinic Manager		Ongoing
Provide Chronic Disease education to the public through newspaper articles, flyers, health fairs, and pamphlets.	Health Educator	E-Sampson Partners for Healthy Carolinians	On-Going
Implement the "Journey to Health" Program	Health Educator	E-Sampson County Partners for Healthy Carolinians/Sampson Regional Medical Center	Ongoing

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b>	Improve the health status and prevent premature death for all residents of Sampson County.		
<b>Objective # 5</b>	Increase the number of children served through the public health department by 5%. Provide comprehensive services to the children of Sampson County in the form of outreach, referral, immunizations and well child clinical services.		
<b>Baseline Data</b>	Services provided during 2017 fiscal year-247.		
<b>CHA Priority Addressed</b>			
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Increase the number of Child Health referrals for clinical services by 10%	Child Health Coordinator	E-DSS, Head Start, Local providers.	June 2019
Meet state requirements for referrals to the Care Coordination for Children Program and ensure all children that qualify are offered the program.	Care Coordinator for Children Program Coordinator	E-Local providers, Local hospital, Department of Social Services	Ongoing
Continue to provide immunization consultation services to 100% of the childcare providers in Sampson County. <b>(Current numbers =38).</b>	Immunization Coordinator.	E-Partnership for children, Headstart	Ongoing
Increase the number of children immunized with the 4Tdap; 3 Polio; 2 MMR, 3 HIB, 3 Hep B series by 24 months of age to 90% .	Immunization Coordinator	E-Local Providers	June 2019
Increase the number of private medical providers in our county documenting into the Immunization Registry to 100%.	Immunization Coordinator	E-Local Providers	June 2019

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 1:</b>	Improve the health status and prevent premature death for all residents of Sampson County.		
<b>Objective # 6</b>	Reduce the unintended poisoning mortality rate due to substance abuse.		
<b>Baseline Data</b>	Sampson County Medication /drug overdose: 2016- 136		NC Detect
<b>CHA Priority Addressed</b>	Substance Abuse		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Investigate and implement evidence based substance abuse prevention programs	Health Educator	E-Substance Abuse Coalition, Healthy Carolinians N- Eastpointe, Inc	Ongoing
Community Education on the use or misuse of prescription and other medications	Health Educator	E-Substance abuse Coalition, Healthy Carolinians N-Eastpointe, Inc	Ongoing
Continue to promote and provide Naloxone kits to the community residents	Health Educator, Health Department staff	E-Substance Abuse Coalition, Healthy Carolinians  N-Eastpointe, Inc	Ongoing
Offer two Take Back Events this fiscal year	Health Educator	E-Substance Abuse Coalition, Healthy Carolinians	June 2019
Promote QuitlineNC and offer the 5As counseling method to decrease the percentage of adults, middle and high school students who are current smokers to include e-cigarettes/juuls	Health Educator	E-Substance Abuse Coalition, Healthy Carolinians	June 2019

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 2:</b>	Provide a coordinated Public Health response to a manmade or natural disaster or communicable disease outbreak		
<b>Objective # 1</b>	Implement a communicable disease surveillance system that will allow for timely reporting of diseases as required by NC Communicable Disease Laws (10A NCAC 41A.0101).		
<b>Baseline Data</b>	Approximately 60% of the communicable diseases are reported to our agency by the local physicians. There are a total of 42 physician practices located in Sampson County. Of these 42 offices, only 60% consistently report to the local health department as required by NC Communicable Disease Laws. Those diseases that require reporting in 24hrs are not reported in a timely manner.		
<b>CHA Priority Addressed</b>	<b>State Mandated Goal</b>		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Provide education to local providers and local public health staff twice a year on diseases and conditions that are reportable according to NC Communicable Disease Laws.	Communicable Disease Program Coordinator	E- Local health providers in Sampson County	Ongoing
Implement the North Carolina Electronic Disease Surveillance System- NCEDSS- to monitor CD reports received from providers.	Communicable Disease/TB Program Coordinator, Immunization Coordinator, STD Coordinator	E- Local health providers in Sampson County.	Ongoing
Continue respiratory fit testing for 100% of staff and provide with an N95 mask or appropriate substitute.	Communicable Disease Coordinator	E-Local Health Department Staff	Annually
Continue to maintain an active Epi Team to meet as needed or quarterly to discuss and review agency plans regarding communicable diseases, outbreaks, train for response to outbreaks and other issues.	Epi Team Chair	E- Local Health Department Epi Team	Ongoing

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 2:</b> (continued)	Provide a coordinated Public Health response to a bioterrorism event or communicable disease outbreak.		
<b>Objective # 2</b>	Improve operational readiness for management of man-made, natural disasters, including bioterrorist threats, emerging communicable diseases, and weapons of mass destruction		
<b>Baseline Data</b>	Not Applicable		
<b>CHA Priority Addressed</b>	<b>State Mandated Goal</b>		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners</b> N=new/E=existing	<b>Timeframe</b>
Maintain two Preparedness Coordinators	Health Director		Ongoing
Maintain up-to-date shelter protocol inclusive of staff training for use in instances of disaster	Nursing Director	E-American Red Cross, Director of Social Services, Emergency Management Director	Ongoing
Conduct or participate in a full-scale Strategic National Stockpile (SNS) exercise.	Nursing Director/Preparedness Coordinator	E-EM, SRMC, LEPC	Annually
Conduct a minimum of 2 preparedness exercises to address the annual state required component of preparedness and submit an after action plan report within 90 days of exercise.	Nursing Director/Preparedness Coordinator	E-EM, SRMC, LEPC,	Annually
Continue development of Public Health Hazards Response Plan to include Strategic National Stockpile and Pandemic Influenza Plans	Nursing Director/Preparedness Coordinator	E-Local EMS, LEPC, Sampson Regional Medical Center, PHPR-ERO	Ongoing

Attend monthly preparedness Coordinators Meeting and collaborate with other counties in the region during plan development to maximize resources in the event of disaster.	Nursing Director, Preparedness Coordinator/Others as assigned by the Health Director.	E-PHPR-ERO	Ongoing
Ensure Preparedness Coordinators have received HSEEP Training per State requirements.	Health Director	E-PHPR-ERO	As Needed

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 3:</b>	Maintain a competent public health workforce		
<b>Objective # 1</b>	Workforce will be equipped to provide the best quality services possible through the use of best practices for recruitment, continuing education/training and retention practices and through the addition of staff necessary to increase capacity to respond to public need.		
<b>Baseline Data</b>	Vacancy rate for FY 2017- 30%		
<b>CHA Priority Addressed</b>	Having a competent workforce is essential for meeting the CHA targets for improved health care and increased access to care.		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Train staff as appropriate to become/remain current with trends in communicable disease prevention care and treatment.	Director of Nursing /Management Team		On-going
Sampson County Health Department (SCHD) managers continue to apply current departmental training requirements	Management Team		On-going
All SCHD staff will attend a minimum of 8 hrs of continuing education related to their position in addition to required departmental/ position training	Management Team		On-going
The average annual vacancy rate will not exceed 30% annually	Management Team		ongoing
Recruit and retain professional staff-NP, Nurses, Nutritionist	Management Team		Ongoing
Maintain number of bilingual staff. <b>(Current number=6.)</b>	Management Team		ongoing



Licensed, registered or certified staff will be monitored to insure they are receiving the minimum number of contact hours.	Management Team		Ongoing
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**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 4:</b>	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
<b>Objective # 1</b>	Implement information system for automated means of providing improved patient care, capturing patient information, monitoring reporting and billing services.		
<b>Baseline Data</b>	The health department currently uses CureMD and multiple state electronic systems to capture information.		
<b>CHA Priority Addressed</b>	An annual review of electronic equipment to include replacement of inventory to make health care more accessible by ensuring appropriate electronic devices and systems are available to provide patient care, capturing patient information, monitoring reporting and billing services.		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Identify training needs of staff for evaluation and update of the EHR system	Management Team/Accounting Supervisor	State Agencies, CureMD Team, TAC Team	Ongoing
Evaluate and define optimal equipment needed to provide health department services.	Management Support/Accounting Supervisor/Department Supervisor	Department Supervisors, TAC Team	Ongoing
Follow-up on all needed equipment to include purchasing	Management Support	Sampson County IT,TAC Team	annually
On-going training and education based on the type of system to include system updates	Department Supervisors	N- Cure MD staff E-State CRUSH Project staff, CRUSH local team	On-going
Implement insurance billing on the Cure-MD/CRUSH Computer system.	Accounting Supervisor	CureMD staff, State agencies, TAC Team	On-going
Education on Client Services Data Warehouse (CSDW)/Cure-MD Reports	Accounting supervisor	E-State, Cure-MD staff	Ongoing

Maintain an inventory data system for evaluating computer software and hardware and evaluate at least annually and as needed.	Administrative Assistant	TAC Team Chair, Sampson County IT, Department Supervisors	Ongoing
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**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 4:</b>	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved care.		
<b>Objective # 2</b>	Improve coordination of efforts among divisions within the health department		
<b>Baseline Data</b>	No baseline data available		
<b>CHA Priority Addressed</b>	Teen Pregnancy Prevention		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Formally organize an Adolescent Prevention Coalition to review data and develop action plans to reduce teenage pregnancy in Sampson County.	SCHD Health Educator, Family Planning Coordinator	E-Sampson County Partners for Healthy Carolinians, Academic Abundance N-School Systems	Ongoing
Partner with local agencies for the purpose of development of the Community Health Assessment.	SCHD Health Educator	N-Local agencies, hospital, private agencies E-Sampson County Partners for Healthy Carolinians	Ongoing
Continue to partner with all community stakeholders including animal control, law enforcement, schools, local providers and other to advance positive public health outcomes	Management Team	E-Sampson County Partners for Healthy Carolinians	On-going
Review services provided by different divisions to the same client in order to provide coordinated care and better serve the clients	QI/QA Team		On-going

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 4</b> (continued)	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
<b>Objective # 3</b>	To assure quality service delivery in all health department programs and activities		
<b>Baseline Data</b>	The Health Department currently has a QI/QA Team in place that will monitor service delivery and implement changes as needed.		
<b>CHA Priority Addressed</b>			
<b>Activities</b>	<b>Lead Person</b>	<b>Partners</b> N=new/E=existing	<b>Timeframe</b>
Maintain Quality Improvement/ Quality Assurance Team Leader	Health Director		On-going
Maintain the department's quality improvement plan to develop internal improvement plans for services and programs.	QI/QA Team Leader/QI/QA Team		Ongoing
Maintain the department's quality assurance plan to ensure quality services are provided for all health department services and to provide input for quality improvement projects.	QI/QA Team Leader/QI/QA Team		Ongoing
Develop corrective action plans in response to program complaints, audits and reviews to improve program services.	Program Coordinators/QI/QA Team Leader.	E-State consultants	Ongoing
Implement QI/QA Program in Environmental Health to ensure quality services are provided and to provide information for quality improvement projects.	EH Supervisor	State Consultants	Ongoing

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 5:</b>	Increase public awareness of public health programs and services in Sampson County.		
<b>Objective # 1</b>	Increase knowledge of the Health Department and Environmental Health Services. Strive to promote a positive image for the Sampson County Health Department and Environmental Health Services in the Community		
<b>Baseline Data</b>	Outreach activities to promote services		
<b>CHA Priority Addressed</b>			
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Maintain Public Relations Plan for the Sampson County Health Department	Management Team/Health Educator		On-going
Request feedback on departmental facilities and services provided by health department /EH customers	Management Team		Annually
Seek consumer feedback on all programs and services provided by the Sampson County Health Department/EH .	Management Team		Annually
Develop mechanism for analyzing and responding to consumer feedback.	QI/QA Team/Management Team		Annually
Revise and update the Health department Website	Management Team	E-Information Technology	Annually

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

<b>Goal 6:</b>	To safeguard life, promote human health and protect the environment through the practice of modern environmental science, the use of technology, rules and public education.		
<b>Objective # 1</b>	Protect the public from food borne outbreaks through a diligent inspection program, education and by maintaining a well trained staff. Insure high standard of water quality in private wells through water sampling and education. Protect the environment from pollution of air and water systems		
<b>Baseline Data</b>			
<b>CHA Priority Addressed</b>	<b>State Mandated Service</b>		
<b>Activities</b>	<b>Lead Person</b>	<b>Partners N=new/E=existing</b>	<b>Timeframe</b>
Offer ServSafe training to at least 30 managers and employees of food establishments to ensure a high food service standard within the county	Environmental Health Supervisor/EH Staff		Ongoing
Staffing and assignments will be monitored and adjusted to ensure the 100% compliance inspections.	Environmental Health Supervisor/EH Staff		Ongoing
Continue to educate stakeholders and community about the state requirement for mandated services	Environmental Health Supervisor/EH Staff		Ongoing
Continue to monitor community response to HB2 smoking regulations	Environmental Health Supervisor/EH staff		On-going
Implement electronic recycling Plan	Environmental Health Supervisor		Ongoing
Implement a Mosquito Abatement Program	Environmental Health Supervisor		Ongoing

**Sampson County Health Department  
Strategic Action Plan  
2018-2022**

**VII. Next steps:**

In order to solicit community input to the Strategic Plan, the plan will be made available on the Sampson County Health Department Website and announced in the local newspaper. Public feedback will be requested.

All health department staff will receive a copy of the strategic plan as an e-mail attachment. Hard copies of the Strategic Plan will be available for public review at the health department or environmental health site.

Recognizing that a strategic plan provides a sense of direction, there is also the need to remain flexible to changing needs, resources and requirements. This plan will be reviewed and updated annually by the health department staff and the Board of Health.

Community Engagement with these efforts is needed and strongly encouraged. If you are interested in the health department initiatives, please contact: Wanda Robinson, Health Department Director- [wrobinson@sampsonnc.com](mailto:wrobinson@sampsonnc.com)

This plan will be posted on the Sampson County Health Department website:  
[www.sampsonnc.com](http://www.sampsonnc.com).



## SAMPSON COUNTY HEALTH DEPARTMENT ADVISORY COMMITTEE OPERATING PROCEDURES

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### **I. Name and Principal Office.**

The name of the organization is the Sampson County Health Department Advisory Committee (the "Committee"). The principal office of the Committee is located at 360 County Complex Road, Suite 200, Clinton, North Carolina 28328.

### **II. Membership and Training.**

#### **A. Membership.**

The Committee shall consist of eleven (11) members, whose composition will comply with N.C. Gen. Stat. § 130A-35, as required by N.C. Gen. Stat. § 153A-77(a). With the exception of the member who is also a member of the Sampson County Board of Commissioners, members of the Committee shall serve three (3) year terms and may not serve more than three (3) consecutive terms. The county commissioner serving on the Committee shall serve only so long as he or she is also a member of the Sampson County Board of Commissioners.

#### **B. Orientation.**

The local health director shall assure that new Committee members receive orientation within one (1) year of their appointment to the Committee. This orientation shall consist of training regarding new members' service on the Committee, including their role on the Committee, the authorities and responsibilities of local boards of health and advisory bodies to local boards of health, and public health functions. Re-appointed Committee members shall not be required to complete repeat orientation unless the content of the orientation has changed since their orientation.

#### **C. On-Going Training.**

The local health director shall assure that Committee members receive on-going training each calendar year regarding their authorities and responsibilities as they relate to relevant and/or emerging public health topics. The local health director, in consultation with the Committee, shall establish a schedule of on-going training sessions.

### **III. Officers and Committees.**

#### **A. Chair and Vice-Chair.**

The Committee members shall elect a Chair and a Vice-Chair by majority vote each year at the Committee's January regular meeting.

#### **B. Secretary.**

The local health director shall serve as Secretary to the Committee but is not a member of the Committee. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee or other designee.

#### **C. Standing Sub-Committees.**

The Committee shall have such standing sub-committees as it shall from time to time constitute. There is currently one (1) standing sub-committee: the Executive Sub-Committee, which is comprised of the Chair, the Vice-Chair, and two (2) other Committee members selected by majority vote of the Committee. All standing sub-committees are subject to North Carolina open meetings laws and shall comply with the provisions thereof.

#### **D. Temporary Sub-Committees.**

The Committee may establish and appoint members for temporary sub-committees as needed to carry out the Committee's work. All temporary sub-committees are subject to North Carolina open meetings laws and shall comply with the provisions thereof.

### **IV. Meetings.**

#### **A. Regular Meetings.**

The Committee shall hold a regular meeting at least quarterly on the third Monday of the month. The meeting shall be held at a predetermined designated location at 7:00 p.m.

#### **B. Special Meetings.**

The Chair or a majority of the members of the Committee may at any time call a special meeting of the Committee by signing a notice stating the time and place of the meeting and the subjects to be considered. The person(s) who call the meeting shall cause the notice to be posted on the door of the regular meeting place and delivered to the Chair and all other Committee members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, notice shall

be provided to individual persons and news media organizations who have requested such notice. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

**C. Emergency Meetings.**

If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Committee, the notice requirements for regular and special meetings do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations who have requested notice of special meetings shall be notified of such emergency meeting by the same method used to notify Committee members. Only business connected with the emergency may be discussed at the meeting.

**D. Agenda.**

The Secretary to the Committee shall prepare an agenda for each meeting. Any Committee member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two (2) working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

**E. Presiding Officer.**

The Chair of the Committee shall preside at Committee meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

**F. Quorum.**

A majority of the actual membership of the Committee, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

**G. Voting.**

A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention. A quorum must be present to vote. Electronic voting is allowed in between board meeting, if deem necessary by the Chair and the Secretary.

**H. Minutes.**

The Secretary shall prepare minutes of each Committee meeting. Copies of the minutes shall be made available to each Committee member before the next regular Committee meeting. At each regular meeting, the Committee shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Committee meeting minutes at Sampson County Health Department.

**V. Rule-Making Procedures and Other Procedural Matters.**

The Committee is advisory in nature and shall have no rule-making authority. Although the Committee may recommend proposed rules to the Board of Health as part of its advisory function, the Board of Health shall be the sole body with the authority to adopt rules. The Committee shall refer to the current edition of *Robert's Rules of Order Newly Revised* ("RONR") to answer procedural questions not addressed in these Operating Procedures so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

**VI. Amendments to Operating Procedures.**

These Operating Procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the Operating Procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments to the Operating Procedures are discussed and approved, and any amendments to the Operating Procedures must be approved by a majority of the members present at the meeting.

**VII. Compliance with North Carolina Law.**

In conducting its business, the Committee shall comply with all applicable North Carolina law, including, but not limited to, open meetings laws and public records laws. To assist the Committee in compliance, the Secretary shall maintain a current copy of relevant North Carolina General Statutes and make them available to Committee members upon request.

**APPROVED AND ADOPTED**, by the Sampson County Health Department Advisory Committee, this the \_\_\_\_\_ day of November, 2018.

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JACQUELINE HOWARD, Chair,  
Sampson County Health Department Advisory  
Committee

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WANDA ROBINSON, Secretary,  
Sampson County Health Department Advisory  
Committee

# SAMPSON DEPARTMENT

Wanda Robinson  
Complex Road, Suite 200  
Health Director  
28328



# COUNTY HEALTH

360 County  
Clinton NC

## Sampson County Health Department Advisory Committee

### 2019 Meeting Schedule

January 28, 2019  
\* 4<sup>th</sup> Monday due to Holiday

March 18, 2019

April 15, 2019  
\* Budget Meeting

June 17, 2019

August 19, 2019

October 21, 2019

November 18, 2019

Meetings will begin at 7:00PM  
\*Dangerous Dog Appeals scheduled as needed based on request

Activity Summary FY 2018-2019 CURR YR PRIOR YR CURR YR

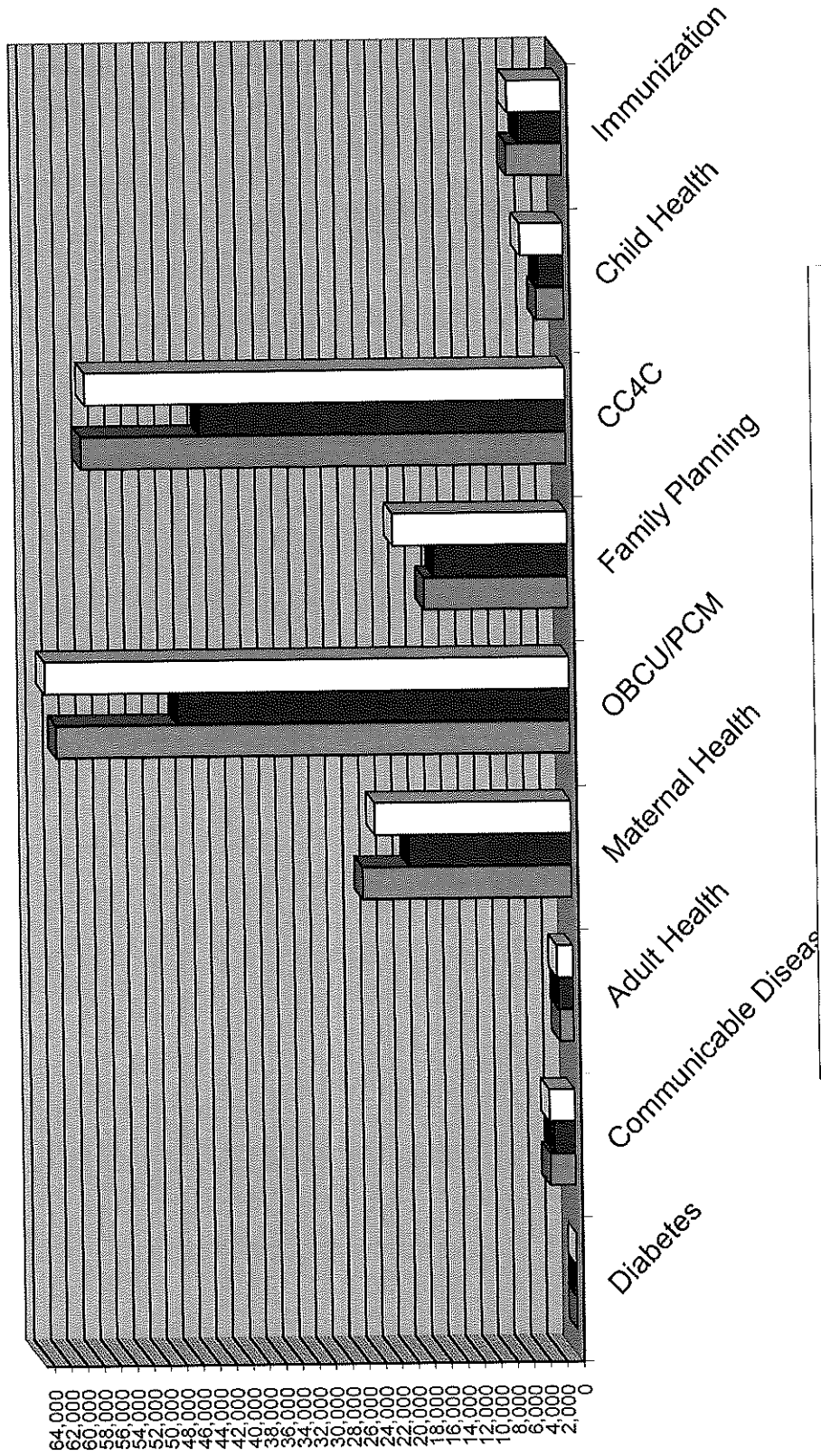
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	TOTAL	AVERAGE
TB - CDC - DOT's		11	14	8	14									47	130	16
STD Visits		82	74	35	93									284	844	95
TB Visits		11	17	10	13									51	126	17
EP Visits		0	0	0	0									0	0	0
Health Promotion - Classes		0	2	0	3									5	24	2
Health Promotion - Health Fairs		0	2	1	3									6	12	2
Health Promotion - Activities		9	8	1	6									24	77	8
BCCCP - Visits	2	4	4	3	5									18	48	6
Wisewoman - Visits	2	0	0	0	0									2	24	1
Adult Health - Clinic Visits		142	138	71	169									520	1,474	173
Immunizations		193	194	165	389									941	3,060	314
Maternal Health - Clinic Visits		198	211	116	174									699	2,441	233
Maternal Health - Postnatal Home Visits		6	6	2	2									16	43	5
Maternal Health - OBCM/PCM Caseload		113	118	127	109									467	1,430	156
Family Planning - Clinic Visits		151	167	102	93									513	1,919	171
WIC Participation		1,710	1,803	1,902	1,617									7,032	21,967	2,344
CC4C Caseload		180	158	155	158									651	2,081	217
Child Health - Clinic Visits		23	5	18	13									59	247	20
Child Health - Newborn Home Visits		6	6	2	2									16	43	5
Diabetes - Visits		9	4	2	3									18	76	6
Diabetes - Classes		0	3	0	0									3	24	1
Diabetes - Participants		0	10	0	0									10	78	3
Diabetes - MNT - Nutrition		0	0	0	0									0	0	0
Environmental Health:														0	0	0
Food & Lodging - Inspections		24	40	32	51									147	692	49
Food & Lodging - Visits		38	49	62	48									197	505	66
Food & Lodging - Consultations		4	6	1	8									19	64	6
Sewage - Permits		53	61	34	66									214	722	71
Sewage - Site Visits		63	120	27	71									281	997	94
Sewage - Sites Evaluated		16	32	11	34									93	366	31
Sewage - Consultative Contacts		29	32	12	10									83	252	28
Water - Visits		40	40	16	38									134	465	45
Water - Samples Collected		37	34	6	23									100	371	33
Well Permits Issued		12	10	6	11									39	135	13

MEDICAID REVENUES NOT INCLUDING COST ANALYSIS  
2018-2019

	DIABETES	COMM DISEASE	ADULT HEALTH	MATERNAL HEALTH	OBCM	FAMILY PLANNING FOR CHILDREN	CHILD HEALTH	IMMUNIZATION	TOTAL
JULY		438	136	1,598	15,897	1,636	14,756	644	35,408
AUG		645	610	10,197	15,634	7,452	14,674	3,141	54,134
SEPT		481	472	1,641	15,455	3,105	14,647	1,230	37,587
OCT		1,522	459	11,969	15,148	5,312	14,606	1,763	51,538
NOV									0
DEC									0
JAN									0
FEB									0
MAR									0
APR									0
MAY									0
June									0
<b>TOTAL</b>	<b>0</b>	<b>3,086</b>	<b>1,677</b>	<b>25,405</b>	<b>62,134</b>	<b>17,505</b>	<b>58,683</b>	<b>6,777</b>	<b>178,667</b>
<b>Cost settlement amn</b>	<b>0</b>	<b>7,130</b>	<b>3,504</b>	<b>47,837</b>	<b>0</b>	<b>24,866</b>	<b>0</b>	<b>12,921</b>	<b>106,589</b>
<b>BUDGETED MO.</b>	<b>0</b>	<b>865</b>	<b>596</b>	<b>6,584</b>	<b>15,829</b>	<b>5,432</b>	<b>14,778</b>	<b>1,780</b>	<b>46,907</b>
<b>YTD BUDGET</b>	<b>0</b>	<b>3,459</b>	<b>2,383</b>	<b>26,338</b>	<b>63,317</b>	<b>21,729</b>	<b>59,113</b>	<b>7,118</b>	<b>187,626</b>
<b>YTD DIFF.</b>	<b>0</b>	<b>(373)</b>	<b>(706)</b>	<b>(933)</b>	<b>(1,183)</b>	<b>(4,224)</b>	<b>(431)</b>	<b>(341)</b>	<b>(8,959)</b>
<b>YTD DIFF. including</b>	<b>0</b>	<b>(7,503)</b>	<b>(4,210)</b>	<b>(48,770)</b>	<b>(1,183)</b>	<b>(29,090)</b>	<b>(431)</b>	<b>(13,262)</b>	<b>(115,548)</b>



**Sampson County Health Department  
Medicaid Revenue  
October 2018**

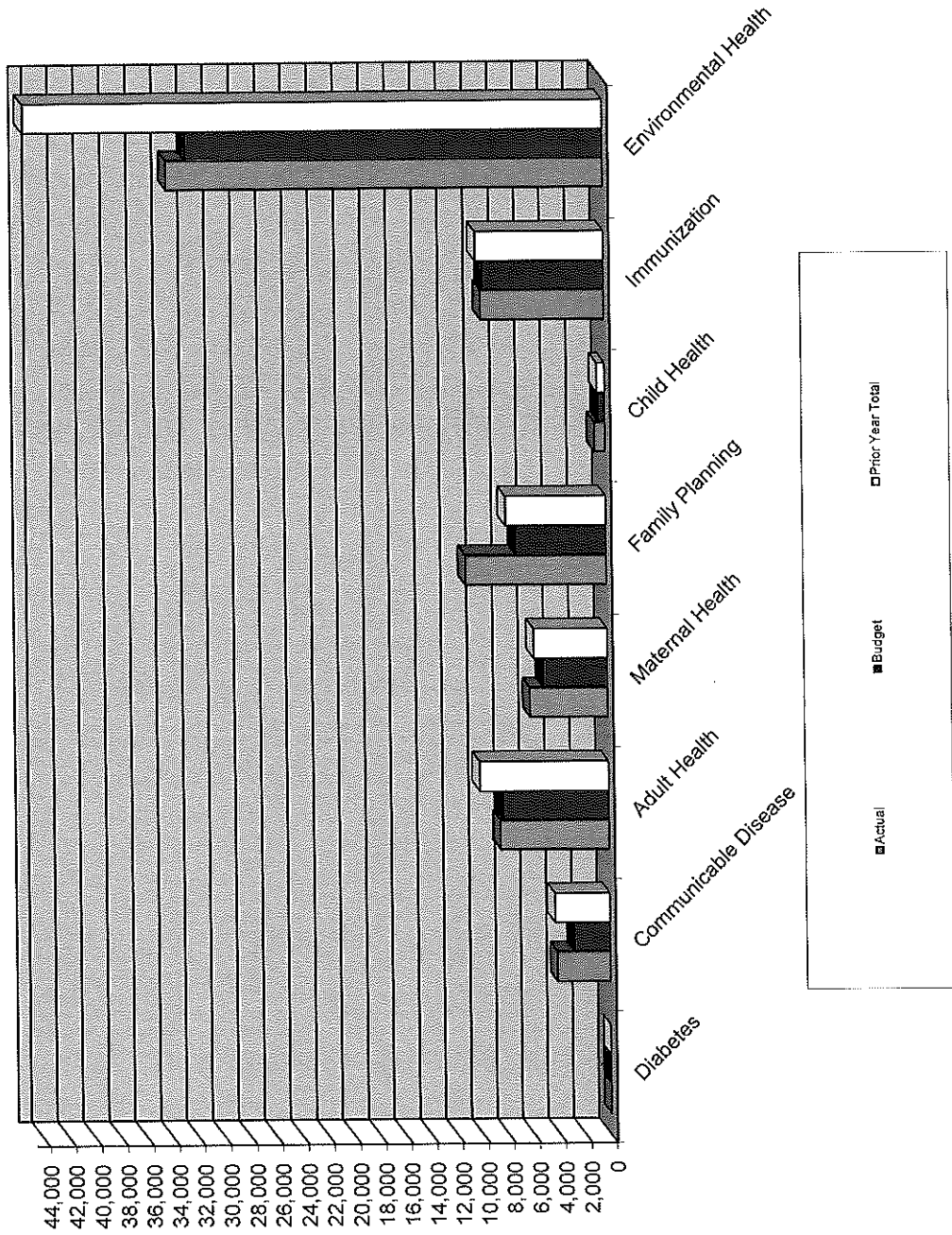


Actual  
 Budget  
 Prior Year Total

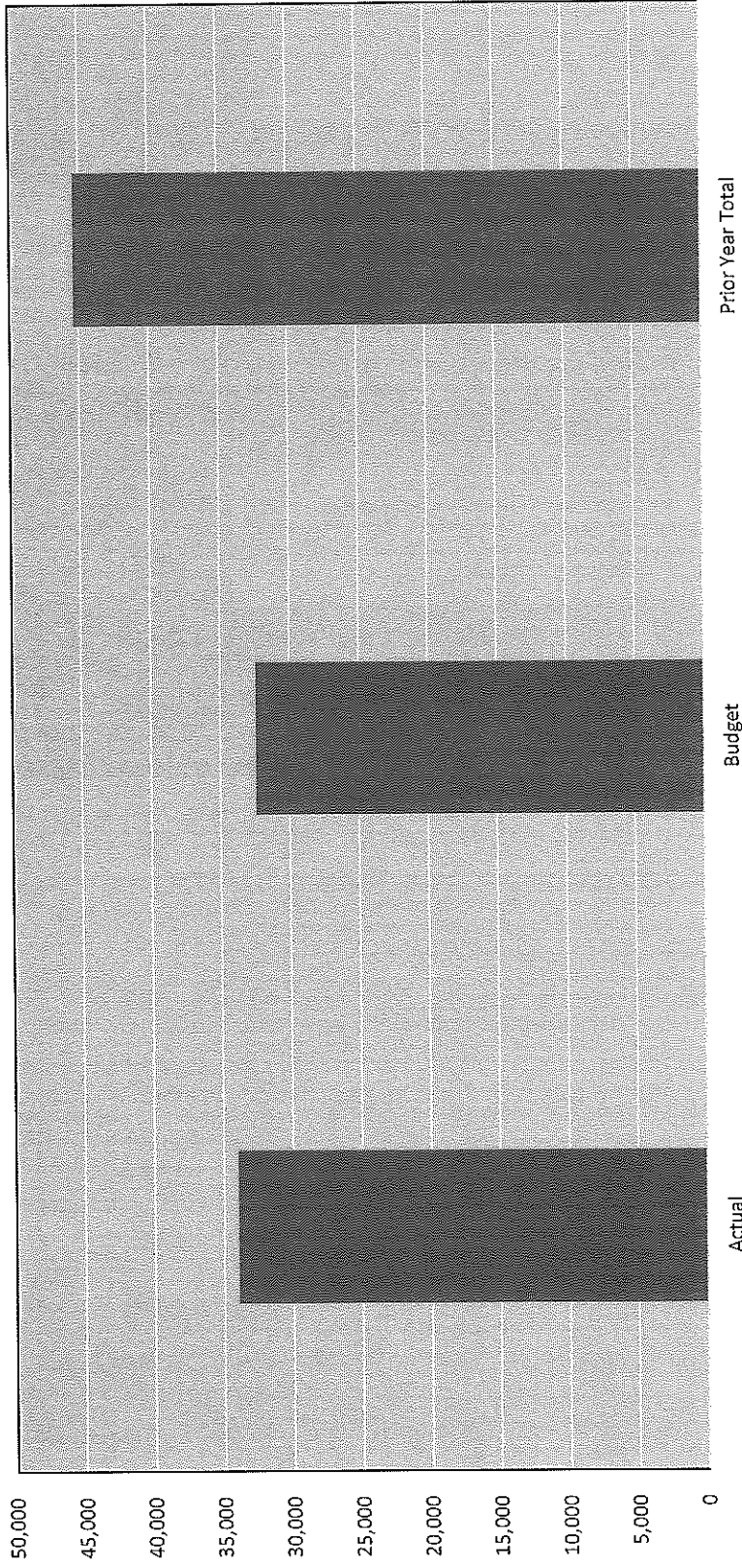
SAMPSON COUNTY HEALTH DEPARTMENT  
LOCAL REVENUES  
2018-2019

	DIABETES	COMM DISEASE	ADULT HEALTH	MATERNAL HEALTH	FAMILY PLANNING	CHILD HEALTH	IMM	ENVIRONMENTAL HEALTH	TOTAL
JULY		1053	803	879	1,165	134	1,605	8,115	13,755
AUG		1641	2,978	1,631	4,790	95	2,076	10,810	24,022
SEPT		437	2,469	1,178	1,679	633	1,691	2,210	10,297
OCT		1047	2,300	2,426	3,446	0	4,323	12,790	26,332
NOV									0
DEC									0
JAN									0
FEB									0
MAR									0
APR									0
MAY									0
JUNE									0
YTD RECEIPTS	0	4,178	8,550	6,114	11,080	863	9,696	33,925	74,406
BUDGETED MO.	0	947	2,770	1,693	2,383	186	3,180	10,812	21,970
YTD BUDGET	0	3,787	11,078	6,773	9,532	743	12,718	43,250	87,882
YTD DIFF.	0	390	(2,528)	(659)	1,548	119	(3,022)	(9,325)	(13,476)

**Sampson County Health Department  
Local Revenue  
October 2018**



**Sampson County Health Department  
Environmental Health Local Revenue  
October 2018**



# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328

## MEMORANDUM

TO: Ed Causey, County Manager

FROM: Wanda Robinson, RN, Health Director *WR*

DATE: November 19, 2018

SUBJECT: Term Ending - Board of Health Members

This is being submitted to request appointments to the Board of Health.

The following Board of Health members will soon be ending their first or second terms on the board. The members listed below are eligible to serve another three year term.

Dr. Jeffrey Bell – Dentist 1<sup>st</sup> term ending 12/2018  
Dr. Elizabeth Bryan – Physician 2<sup>nd</sup> term ending 12/2018  
Charlotte Harrell – Pharmacist 1<sup>st</sup> term ending 12/2018  
Linda Heath - Nurse 1<sup>st</sup> term ending 12/2018  
Harry Parker – Commissioner 1st term ending 12/2018

Please call me if you have any questions concerning this matter.