

Columbus County Board of Health

Minutes

Regular Meeting Special Meeting

November 13, 2024 6:00P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Pat Ray Dr. Randy Kirby Shane Cartrette Drew Cox Scott Floyd Dr. Brent Lawson Dr. Nicole Martin Frankye Boone-Newkirk Dr. Amy Sessions Patty Hobbs Dr. Christy T. Perdue
Members Absent	
Staff Members Present	Kimberly L. Smith,
Guest	Sylvia Johnson

Quorum was present.

- I. Call to Order and Introductions**
Pat Ray, Chairman, called the meeting to order at 6:02 p.m.
- II. Welcome/Invocation**
Pat Ray welcomed members and staff to the meeting, as well as giving invocation.
- III. Approval of Meeting Agenda**
Motion to accept the called meeting agenda by Dr. Kirby seconded by Scott Floyd and carried by the board.
- IV. Public Comments**
None
- V. Introduction of Sylvia Johnson, Personnel Consultant**
Pat Ray introduced Mrs. Johnson who then handed out her agenda she would cover during the meeting.
- VI. Discussion of items on the Consultant's agenda (see attached)**

Mrs. Johnson briefly discussed process for appointing an Interim Health Director-this individual would have the same authority as a full-time Health Director; should be someone that does not intent on applying for the position; does not need to meet all of the qualifications of the position, but does mean the County is required to increase the salary of the individual for the duration of the interim position. The Board agrees that with as much notice that our current Director has given we should not need to appoint an Interim Director.

Mrs. Johnson reviewed NCGS 130A-40 Appointment of Local Health Director
NCGS 130A-41 Powers and Duties of Local Health Director
NCGS 126 State Human Resources Act

All of these General Statutes were discussed in detail and how all relates to the hiring of a new Health Director for Columbus County. Mrs. Johnson pointed out to the Board that the State Health Director FIRST MUST approve the individual it wants to hire. She suggested that the application(s) of the individual(s) be sent to the State Health Director before the formal interview(s) take place; saving everyone's time during the interviewing phase.

Mrs. Johnson discussed the Board's need to designate a recruitment liaison. Usually this is the Board Chair. Chair Pat Ray told Mrs. Johnson that the Board had already designated a personnel committee of 3 (Chair, Vice Chair, and Shane Cartrette) for this task. Mrs. Johnson noted that this committee would be responsible for the prescreening of applications, interviewing, making sure references are checked and then presenting the finalist to the entire Board. If the Board was in agreement with the candidate, then the Board would present the candidate to the Board of Commissioners, which they would have to agree on the salary of the candidate if the salary was "out of the county's budgeted salary range".

Things that the Board must remember: resumes do not replace the applications; the qualifications are set by the State; salary must be agreed upon by the Commissioners; and you want to hire the most qualified individual. Kim will check to see if we can require a State PD-107 application be used instead of the County's application.

The job description does not reflect "a medical doctorate requirement" but the position posting you were just given does-the Board needs to decide if they want to seek out a candidate with these qualifications. Discussion regarding the doctorate candidate and the posted salary, one would think that this person would want more than the posted salary; Pat Ray noted that we have not had an MD as Health Director for more that 40 years and why hire someone we can not afford. Mrs. Newkirk suggested an MD could provide direct services along with the Director duties. Dr. Sessions mentioned that the Director of the Duplin County Health Department is a Pharmacist and we may have someone like that apply we don't want to shut anyone out that wants to apply. Motion to accept the "position posting requirements" as written Made by Dr. Amy Sessions, second by Scott Floyd carried by the entire Board. Kim stated that she will change this in the job description.

The Board asked Kim Smith Health Director where the position would be posted, she stated Columbus County HR webpage, NC Public Health Association, NC Association of Local Health Directors, North Carolina Alliance of Public Health Agencies, NC Association of County Commissioners and the Health Directors list serve. We can post where ever the Board

request it be posted. Someone asked about "Indeed"? Kim stated that County HR posted the Nursing Director and Nutritionist positions on Indeed for me the cost was about \$1200 for a month. We can post the position on Indeed.

Mrs. Johnson stated the interview must be a structured interview-meaning each candidate must be asked the same questions in the same matter and to only ask different questions to get clarifications from the applicant. Mrs. Johnson gave a list of questions to the Chair that could be used by the Personnel Committee.

Next discussed the "Closing Date for Applications" Motion made by Scott Floyd to put "Opened until Filled", second by Frankye Newkirk, carried by the Board.

Next discussed who would receive the applications motion made by Dr. Kirby that "the Chair should receive all of the applications" second by Shane Cartrette, carried by the entire Board.

Sylvia Johnson went on to say that the other thing to keep in mind is that the Health Director should meet all of the ADA standards (physical, visual and working conditions) attached to this position. She passed out the ADA form to each Board member. She also spoke of the essential duties of the position and need to make sure the individual can perform those duties, may want to consider that at the interview giving a writing test to test their writing skills. Also a background check and drug screen will be required if the candidate is from the outside. Kim announced that she knew of 2 current employees that were planning to apply for the position.

Sylvia discussed that if the candidate hired was from outside the current agency then the Board would have 12 months to assess their performance (according to the State Human Resources Act) and if things were not going well then the Board could terminate the individual. If the candidate was from inside the agency and employed longer than 12 months then they would have "career status" and would be more difficult to terminate, could be done but would take a different path to do so. Evaluations of the individual would need to follow the agency policy on performance evaluations of new/reassigned employees. Kim stated that is a 3 months, 6 months and 12-month performance evaluation.

Sylvia stated other things to consider are do you desire someone with NC experience, supervisory experience, consider your county culture, is there a residence requirement? Kim stated that in the new county personnel manual there is not a requirement that the Department Manager lives in Columbus County. Sylvia stated this should be included in the appointment letter given to your candidate.

Sylvia stated as a Board you must keep things very confidential in all aspects of this task that you have in front of you. She closed by saying she will assist the Board in any way they request. Kim has my contact information.

Next Meeting Date

December 11, 2024 6:00 pm

Adjournment: 7:44pm

Respectfully submitted: Kimberly L Smith **Secretary** 12/1/24
Signature **Date**