

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



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Sampson County Health Department Advisory Committee Meeting Agenda

November 19, 2018 7:00 pm

- I. Call to Order – Jacqueline Howard, Chair
 - 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
 - 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 Count Health Department Advisory Committee Minutes
October 15, 2018**

Member Attendance: Dr. Jeffrey Bell, Paul Bradshaw, Dr. Beth Bryan, Robert Butler, charlotte Harrell, Linda Heath, Jacqueline Howard, Chair, Allie Ray McCullen Commissioner Harry Parker, Linda Peterson.

Not in Attendance: Dr. Beth Turner.

SCHD staff attendance: Wanda Robinson, Sally DeMay, Tamra Jones, Perry Solice.

Administration staff attendance: Edward Causey, Joel Starling.

I. Call to Order:

Jacqueline Howard, Chair call the Advisory Committee meeting to order.

II. Invocation:

Commissioner Harry Parker gave the invocation.

III. Approval of Minutes:

- a. August 20, 2018 minutes - motion made by Robert Butler to approve August 20, 2018 minutes as presented and second made by Commissioner Harry Parker. All in favor. Motion carried.

IV. Policy Review:

- a. Health Department Advisory Committee Operating Procedures
Wanda Robinson reviewed Health Department Advisory Committee Operating Procedure. Procedure has been revised to reflect the new name of Sampson County Health Department Advisory Committee. Joel Starling has reviewed procedures and made suggestions in section E Membership; the County Commissioner serving on the Advisory Committee would be ex-officio; non-voting member. He or She would serve on Committee as long as he or she is also member of the Sampson Board of County Commissioners.

Wanda noted that a change needs to be made to section III. A. Regular Meetings; change second Monday of the month to meet third Monday of the month.

Discussion- Wanda Robinson asked Joel Starling in the event of a tied vote, what the process would be for the Committee. Who would break the tie? We had 11 voting members before-with the change of the ex-officio non-voting, would have 10 voting members. Joel Starling stated would need to add another member to the Advisory Committee; cannot have an evenly divided board. Joel explained from an Accreditation standpoint, do not want is having someone who is a voting member of the Health Advisory Committee and a voting member of the County Commissioners when acting as the Board of Health. Wanda Robinson stated that would need to look at the General Statutes to decide where we would like to add another disciple. Discussion regarding the General Statues that specify the disciplines that should be on the Board. Joel is not sure if that General Statue would apply to the Advisory Committee, he will check on the matter and bring information back to next meeting.

Motion to accept the SCHED Advisory Committee Operating Procedures with the change in meeting the third Monday of the month to be sent to Board of County Commissioners for approval made by Robert Butler and seconded by Allie Ray McCullen. All in favor. Motion carried.

b. Health Department Advisory Committee Conflict of Interest Policy

Wanda Robinson stated no change to this policy except with the name to SCHED Advisory Committee.

Motion made by Allie Ray McCullen to accept SCHED Advisory Committee Conflict of Interest Policy and forward to Board of County Commissioners. Motion seconded by Paul Bradshaw. All in favor. Motion carried.

c. Fiscal Policy

Tamra Jones presented the Fiscal Policy. Discussed the strike through items are being deleted; and the yellow color if the old information and green color is the new information being added to the policy. One change is that we can charge patient that have Medicaid if Medicaid does not pay. Has to be a Medicaid that does not cover that service received. Example given: Patient with Family Planning Waiver Medicaid comes in and gets an immunization. That is something that is not covered under Family Planning Waiver Medicaid, we can charge the patient. The patient signs a form stating that they understand those charges that can be applied to them and when they receive a bill, they are liable for those charges.

Motion made by Linda Peterson to accept Fiscal Policy and forward to Board of County Commissioners. Motion seconded by Commissioner Harry Parker. All in favor. Motion carried.

V. **State of the County Health Report (SCOTCH):**

Kelly Parrish gave background report. Health Department and Healthy Carolinians conduct a comprehensive Community Health Assessment (CHA) every 3 years. During the interim years the Health Department issues the SCOTCH report. Purpose of the reports is to track priority issues identified in the Community Health Assessment; identify emerging issues and identify new initiatives. Kelly reviewed page 2, the county profile of Sampson County. The leading cause of death in Sampson County was cancer in 2016. As a result of the 2017 CHA members of the Health Carolinians served the CHA team and selected Substance Abuse, STD's and Pregnancy Prevention in Chronic Disease as the top three health priorities. Kelly gave the meaning of Substance Abuse as the excessive use of substances, such as alcohol, tobacco, opioids and other addictive substances. Adult smoking Sampson County was a little above the state average; excessive drinking we were a little below the state average.

The North Carolina Youth Risk Behavior Survey is a survey of the high school students in North Carolina. Kelly pointed out that these numbers have significantly decreased since 2016.

Kelly discussed the Action Plan. Health Department submitted 5 articles to the Sampson Independent and Sampson Weekly on the Opioid Epidemic; Naloxone and Tobacco. Clinton Police Department and Sampson County Substance Abuse Coalition held two Take Back

events in March and collected 70 pounds of unused or expired pills. Coop Extension promoted a Prom Pledge and did a Red Ribbon Week reaching over 700 students. Kelly pointed out Eastpointe's list of events in their handout.

Kelly reviewed the STD's information; Sampson County had an increase in the Chlamydia and Gonorrhea cases between 2015 and 2016. There was a decrease in the number of cases between 2016 and 2017.

Pregnancy Prevention pointed out the graph showing the pregnancy rate among females between 15 and 19 years of age. Sampson County rate is significantly higher than the state rate. Wanda Robinson added that Sampson County is ranked number 3 in the state for teen pregnancies. Action Plan for Pregnancy Prevention, Kelly spoke of the Academic Abundance that reaches out to the high school students. Health Department partnered with the Healthy Carolinians Task Force for the 4th annual Teen Health Fair in March that reached approximately 500 middle and high school students. Health Department now offers long term contraceptives such as IUD's, and Nexplanon implant.

Chronic Disease was the third priority. Kelly discussed the rates and that Sampson County is still higher than the state averages for heart disease, diabetes and cancer. Obesity we were higher than the state average, but our percentage has decreased about 2% every year. Sampson County is still higher than the state in obesity in children.

Action Plan for Chronic Disease was newspaper articles; annual Breast Cancer Rally and Health Fair; Sampson County Breast, Cervical Cancer Control Program Advisory Board, distribute cancer ribbons. Also have the Diabetes Self-Management education program that reached 72 participates in 2017; partner with Sampson Regional Medical Center diabetes support group called Sugar Buddies, that had about 161 participates January through October. Health Department promotes the Eat Smart Move More; Maintain Don't Gain Holiday Challenge at the Health Department. Promoted the Fitness Renaissance Physical Fitness awards program during the 2017-2018 school year that reached approximately 4,000 students in grades Kindergarten through Third grade.

Discussed the new initiatives listed on page 10 of the handout. The Substance Coalition launched a new website. The Health Department adopted the State recommending Naloxone and implemented the distribution program to increase access to Naloxone. The BCCCP advisory board will apply for the 2019 United Way Sampson County funding application for cancer prevention and awareness. Increase Health Education programs to include Diabetes Education, BMI Counseling for Overweight and Underweight. Maternal Health and Child Health initiative to reduce Infant Mortality. Health Department will be hosting the 5th Annual Teen Fair.

Emerging Issues: Medicaid Changes, Increase in Opiates and Opioid usages; Education and awareness on the opioid epidemic; Teen Pregnancy Rate and Adult Obesity continues to be higher than the state averages.

VI. LabCorp Fee Schedule Update:

Tamra Jones reviewed the LabCorp Fees that need to be added to our Fee Schedule. Fees to be added are:

86703-90 Antibody, HIV-1 and HIV-2 single charge
81511-90 Quad Screen Panel
87340-90 Hepatitis B surface antigen
80074-90 Acute Hepatitis Panel A and B
86695-90 Herpes simplex test
86696-90 Herpes simplex type 2
86762-90 Rubella antibody

Motion made by Linda Peterson to accept the proposed LabCorp Fees and forward to Board of Commissioners. Seconded by Dr. Jeffery Bell. All in favor. Motion carried.

VII. Mosquito Abatement-Florence:

Wanda Robinson reported that Mosquito Abatement funding was allocated to counties that were declared Disaster areas. Funding was to be used to reduce the human-mosquito interaction. Allocations were based on counties with residents per square miles. Governor chose to use 4 million dollars to divide among the counties declared disaster areas. Sampson County was allocated \$95,660. This was sent directly to County Commissioners for approval the first of October. Some larger county health departments have a Vector Control program. Sampson County does not have a Vector Control program. Abatement actives- had to document the need for mosquito abatement. Environmental Health conducted Mosquito Landing Rate count tests. We also documented the increase of citizens' complaints and address to determine the areas affected. We had multiple phone call complaints. Perry Solice reported on average had about 12 to 15 phone calls complaints per day. Perry Solice explained the procedures used to conduct the Mosquito Landing Rate. They conducted an after test today and had significant decline in the mosquito count. These are your flood plain mosquitos. Some areas are bad, like Ivanhoe where there was a lot of standing water.

Ground truck spraying started on Saturday night with plans to spray 100 miles per night in alternating areas. This will take approximately 8 to 12 nights to complete. Mosquito dunks have also been ordered and are being given out by the Environmental Health Department. Approximately 300 dunks were given to an individual from the Ivanhoe area and some were given to the Plainview Fire Department. Dunks kill the larva in the standing water, not to be used in ponds. Spray kills the adult mosquitos. Discussion followed regarding truck spraying instead of aerial spraying. Comment was made would like to see a Vector Control Program put in place for the county. Commissioner Parker commented that Ivanhoe area was one of the hardest hit areas in the county. Wanda remarked that we have had complaints from the Newton Grove area as well.

Wanda Robinson gave a handout of a map of Sampson County that noted the positions of Bee Keepers that we must notify before spraying in order to protect their bees. Sampson also has several organic farms that must be notified as well.

VIII. Financial Report:

Tamra Jones presented the activity summary which all numbers were down. Our offices were closed for what amounted to 6 days. This did take a toll on our activities and our revenues.

Discussed Financial reports. Several factors attributed to the decrease in revenues; the days office was closed; Dsnap program was administered in our building, which created long lines to get into building and large amount of people in the building. This may have contributed to an increase in our no-show rate during this time. Tamra reviewed our average of patients seen during this timeframe and last year we averaged 40 patients a day compared to average of 28 patients a day during the 8 days of administration of the Dsnap program. DSS did ask clients as they approached if they were there for Health or DSS and quickly routed the Health Department clients up to our area. Other contributing factors were discussed.

IX. Health Directors Report:

a. Personnel Changes/vacancies

Wanda Robinson announced that her second Practitioner has decided to retire and her last day will be November 20th. Wand is working on plans to handle the loss of another practitioner by possibly contracting for coverage. One issue is providing Child Health services, if not able to provide in the health department would have to contract with another provider to see Child Health appointments. Health Department would have to pay the provider for rendering those services at the Medicaid reimbursement rate. We would rather contract with someone to come into our Health Department to provide the Child Health services instead of sending clients out to a private provider. We do have a part-time provider, Laura Gray, that works three days a week. Potential of having another practitioner to work on Friday's. Kelly and Wanda have interviewed a practitioner that will not graduate until December. Maternal Health Program has a new OBGYN Provider, Dr. Ferrell, from the hospital has started seeing our OB clients and would like to see more clients, plan to work with them to see more OB clients that are 35 weeks and above.

Wanda and Kelly have conducted interviews for the nursing positions open and looking at hiring two nurses.

Wanda has interviewed a Nutritionist, waiting on approval from Office of State Personnel paperwork that was sent off week to week and half ago.

b. Accreditation Update

Accreditation information is due to be submitted by November 1st. Site visit will be in February 6th and 7th. Wanda is working on setting up interviews for the Site visit team.

X. Public Comment:

No public comment.

XI. Adjournment:

Motion made by Robert Butler to adjourn meeting, seconded by Jeffrey Bell. All in favor. Motion carried.

Chairman

Date

Secretary

Date

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.

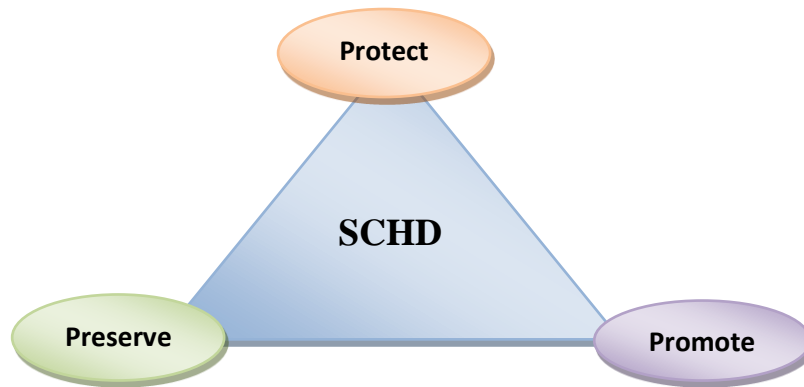
Method:

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
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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.

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

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

**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
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VI. Strategic Goals:

Goal 1:*	To improve the health status and prevent premature death for all residents of Sampson County.
Goal 2:	Provide a coordinated Public Health response to manmade or natural disaster or communicable disease outbreak.
Goal 3:	Maintain a competent public health workforce.
Goal 4:	To improve public services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.
Goal 5:	Increase public awareness of public health programs and services in Sampson County.
Goal 6:	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
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Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 1	Reduce the premature death rate by 10% for Sampson County		
Baseline Data	Sampson County Diabetes death rate: 51.5 per 100,000 from 2012-2016 Source: North Carolina States Center for Health Statistics		
CHA Priority Addressed	Chronic Disease/Diabetes		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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 (Current number= 8 monthly.)	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. (current number-0)	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

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Goal 1:	To improve the health status and prevent premature death of all residents of Sampson County.		
Objective # 2	Reduce the Infant mortality death rate by 1% for Sampson County		
Baseline Data	Sampson County Infant Mortality Rate: 7.2 per 1,000 in 2016 Source: North Carolina State Center for Health Statistics		
CHA Priority Addressed	Teen Pregnancy Prevention		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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

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Goal 1: (continued)	To improve the health status and prevent premature death for all the residents of Sampson County.		
Objective # 3	<p>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.</p>		
Baseline Data	<p>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.</p>		
CHA Priority Addressed	STDs/Sexual Activity/Pregnancy Prevention		
Activities	Lead Person(s)	Partners N=new/E=existing	Timeframe
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 th 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. (Current number of events-0)	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

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Goal 1:	To improve the health status and prevent premature death for the residents of Sampson County.		
Objective # 4	Reduce the death rate resulting from the leading causes of cancer death, heart and circulatory death by 5%.		
Baseline Data	<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>		
CHA Priority Addressed	Chronic Disease/Cancer/Obesity		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 1:	Improve the health status and prevent premature death for all residents of Sampson County.		
Objective # 5	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.		
Baseline Data	Services provided during 2017 fiscal year-247.		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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. (Current numbers =38).	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**

Goal 1:	Improve the health status and prevent premature death for all residents of Sampson County.		
Objective # 6	Reduce the unintended poisoning mortality rate due to substance abuse.		
Baseline Data	Sampson County Medication /drug overdose: 2016- 136 NC Detect		
CHA Priority Addressed	Substance Abuse		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 2:	Provide a coordinated Public Health response to a manmade or natural disaster or communicable disease outbreak		
Objective # 1	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).		
Baseline Data	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.		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 2: (continued)	Provide a coordinated Public Health response to a bioterrorism event or communicable disease outbreak.		
Objective # 2	Improve operational readiness for management of man-made, natural disasters, including bioterrorist threats, emerging communicable diseases, and weapons of mass destruction		
Baseline Data	Not Applicable		
CHA Priority Addressed	State Mandated Goal		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 3:	Maintain a competent public health workforce		
Objective # 1	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.		
Baseline Data	Vacancy rate for FY 2017- 30%		
CHA Priority Addressed	Having a competent workforce is essential for meeting the CHA targets for improved health care and increased access to care.		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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. (Current number=6.)	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**

Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 1	Implement information system for automated means of providing improved patient care, capturing patient information, monitoring reporting and billing services.		
Baseline Data	The health department currently uses CureMD and multiple state electronic systems to capture information.		
CHA Priority Addressed	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.		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 4:	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved care.		
Objective # 2	Improve coordination of efforts among divisions within the health department		
Baseline Data	No baseline data available		
CHA Priority Addressed	Teen Pregnancy Prevention		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 4 (continued)	To improve public health services and programs and increase collaboration among fiscal agencies/health care providers leading to improved patient care.		
Objective # 3	To assure quality service delivery in all health department programs and activities		
Baseline Data	The Health Department currently has a QI/QA Team in place that will monitor service delivery and implement changes as needed.		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 5:	Increase public awareness of public health programs and services in Sampson County.		
Objective # 1	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		
Baseline Data	Outreach activities to promote services		
CHA Priority Addressed			
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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**

Goal 6:	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.		
Objective # 1	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		
Baseline Data			
CHA Priority Addressed	State Mandated Service		
Activities	Lead Person	Partners N=new/E=existing	Timeframe
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

This plan will be posted on the Sampson County Health Department website:
www.sampsonnc.com.

**SAMPSON COUNTY HEALTH DEPARTMENT ADVISORY COMMITTEE
OPERATING PROCEDURES**

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.

JACQUELINE HOWARD, Chair,
Sampson County Health Department Advisory
Committee

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

* 4th 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