

Board of Health Minutes
Thursday, August 11, 2011

Board of Health Members present: Lynn Pinnix, Citizen; Dr. Alexander Snyder, Physician; Anne Watkins, Chairperson/Citizen; and Frank Zachary, County Commissioner

Staff present: Monecia Thomas, Director

TOPIC:

Call to Order

Anne Watkins, Chairperson called the meeting to order.

Agenda

Anne Watkins, Chairperson, asked for any adjustments to the agenda. The agenda was not approved because a quorum was not present.

Minutes

The minutes were not approved because a quorum was not present.

Public Comments - None

Old Business – None

New Business

The agenda item, Applicants for the Board of Health position of Veterinarian, was tabled until next week's meeting.

The Board of Health did not have a quorum so a work session was held to discuss the Health Director's Job Specific Competencies for the Yadkin County Performance Pay Plan/Annual Performance Review. Discussion was held about having an understanding as to what the health director is responsible for and what the duties of the position are. Board members discussed how the Board meetings provide an opportunity to learn more about the health department and the health director, receive organization updates and learn of the challenges faced by the department. The Board of Health Chair stated that the Board has 2 goals – one to get a good health director in place and two, to help the health department develop a strategic vision that sets priorities and desired outcomes using local health data.

Monecia explained how the Performance Evaluation relates to the 2012 salary increases. She also shared 3 very important Job-Specific Competencies: Strategic Planning, Communication and Quality Improvement.

The Board shared information about improving the Financial Reports distributed to the Board. The Board would like clearer financial information indicating the current status of the health department and Revenue.

Based on the Board's discussion of the Job-Specific Competencies, Monecia will make changes to the Evaluation form. The evaluation form will reflect the skills that are consistent with the duties and responsibilities for the health director position.

Monecia mentioned using Survey Monkey as an anonymous tool to gather feedback for the Management Team members' evaluations. The Board discussed that it would be a good idea to use the same method to obtain staff feedback about the health director's performance. Anne will prepare the survey tool and all responses will be sent directly to her through Survey Monkey. Monecia will be responsible for distributing the website link to the entire staff.

Board member questions: None noted.

Next Board of Health meeting: September 20, 2011

Respectfully Submitted by:

Monecia Thomas
Health Director and Secretary to the Board

PB/mt