

MINUTES OF THE MEETING
OF
THE BOARD OF HEALTH
FOR
THE COUNTY OF LEE, STATE OF NORTH CAROLINA

November 14, 2012

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:00 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Dr. David Fisher, Pastor Alice Hooker, Mrs. Linda Kelly, Mr. Larry Oldham, Dr. Diane Schaller, Mrs. Nilla Sloop and Mrs. Martha Underwood. Absent from the meeting were: Mr. Charles Clifford, Dr. William Hall and Dr. Lauren Williams. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Dr. Diane Schaller, Chairperson, presided and the following business was transacted.

There were no corrections to the October 10, 2012 Board of Health minutes. Minutes stand approved as written.

Public Comments: None

The board heard **Introduction of a New Employee** – Mr. Terrell Jones, Health Director, introduced Mr. Joseph West, Environmental Health Specialist, hired November 6, 2012. Mr. West was hired in the position of 50% Environmental Health Specialist and 50% Public Health Preparedness Coordinator. He has 18 years of experience as an Environmental Health Specialist. Mr. West comes to us from Harnett County Health Department.

The board considered **Action Items:**

- **State of the County Health Report (SOTCHR)** – Mrs. Sandra Boyd – Health Education Supervisor – every 4 years the health department is mandated by the State of North Carolina to do a Community Health Assessment (CHA). Every three years we must do a State of the County Health Report. Reference was made to the purpose of this report and the top five health priorities selected from the 2010 CHA. This report showed new developments within Lee County Health Department such as: LCPH Preparedness, Accreditation, Power of the Pink Partnership, Lee County Animal Service, Sanford Comprehensive Bicycle Plan and Family Promise of Lee County. Discussion followed on the section - Emerging Issue in Lee County; Food Deserts. The USDA defines a food desert as a “low-income census tract where a substantial number of shares of residents has low access to a supermarket or large grocery store. Mrs. Boyd responded to questions as appropriate. Mrs. Boyd thanked Mrs. Underwood for proofing this report. Mrs. Brogan moved to approve the 2012 State of the County Health Report (SOTCHR) as presented. Pastor Hooker seconded the motion and upon a vote, the results are as follows:

Aye: Brogan, Fisher, Hooker, Kelly, Oldham, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

Mr. Jones mentioned he read where public health departments could receive donations, i.e. if a person donated a tract of land or money, we could accept it. He asked the board if this was something they would support. Discussion followed on having a vision plan with community collaboration and checking to see if it was legal. Mr. Jones stated he would report back to the board once he found out if it this information.

- **New Immunization Monies - \$3802.00** – Ms. Carol Kivett, Finance Officer – board members received information from the State Immunization Branch regarding these funds in their board packet. These funds must be spent by December 31, 2012. Monies will be used to purchase a new refrigerator for the immunization room and possibly a laptop computer to be used in the field, if they have enough money. Mrs. Kelly moved to accept the additional immunization funds of \$3802.00 as presented. Mrs. Underwood seconded the motion and upon a vote, the results are as follows:

Aye: Brogan, Fisher, Hooker, Kelly, Oldham, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **New Family Planning Monies - \$7404.00** – Ms. Carol Kivett, Finance Officer – board members received information from the State WCH/Women’s Health Branch regarding these funds in their board packet. These are TANF funds we receive every year to go to the Coalition for Families. This amount is reduced from the amount they received last year. The health department has an agreement addendum as to how these funds are to be spent. Dr. Fisher moved to accept the TANF funds in the amount of \$7404.00 as presented. Mrs. Brogan seconded the motion and upon a vote, the results are as follows:

Aye: Brogan, Fisher, Hooker, Kelly, Oldham, Schaller, Underwood.

Nay: Mrs. Sloop

The Chairperson ruled the motion was adopted unanimously. Mrs. Sloop abstained from voting as she is the Chairman of the Board of Coalition for Families.

The board heard **Update Information – Mr. Terrell Jones, Health Director** –

- **Community Transformation Grant** – Cumberland County has offered to create a position for Ms. Kelley Richardson, CTP Coordinator, and keep her housed here in Lee County. Mrs. Boyd mentioned she has been working with Ms. Richardson getting her out in the community and meeting different members, i.e., the county manager, city manager and the mayor. They are now waiting on the community action plans from the state which gives Ms. Richardson her instructions to start working in the community. Mrs. Boyd stated Ms. Richardson has just completed a tobacco survey with the city and county as well as with the Town of Broadway.
- **Environmental Health** – reference was made to LCPH Monthly Management Summary- Environmental Health Section. The Establishment Inspected column showed establishments inspected at 47% and this section has a goal of 100%. Mr. Jones explained a reduction in staff with a long gap in filling vacant EH positions as the reason for this low percentage. He states now that Environmental Health is fully staffed and after talking to Mr. Warren, all establishments to be inspected in this quarter will be completed by the end of the December 2012. Mr. Jones stated he has asked Mr. Warren to go out and occasionally help with inspections especially with the new food code. Mrs. Sloop mentioned after surveying several counties, she found out it is now taking counties a lot longer to do inspections because of the new food codes. The board agreed that the Environmental Health staff should be commended for their hard work; and to let them know they are doing above and beyond what is being expected of them. Mr. Jones stated he would verbally tell them while the board is working on a formal resolution for them.
- **Susan G. Komen – Robin Saenz** - additional information was presented on the three goals Ms. Saenz presented at the September Board meeting. (Goal 1) - increase the visibility of the program adding more outreach events, reaching more people, providing more education. As of November 2012, she has now provided education to more than 600 people and attended approximately 15 events. Their goal is to reach 1000 people; (Goal 2) – to get contracts signed so screening mammograms could be done. All contracts are signed and approximately 30 women have been screened and 5 are on the waiting list. The goal is to screen 100 women; (Goal 3) – to figure out a way to reach more Spanish speaking residents in this county.

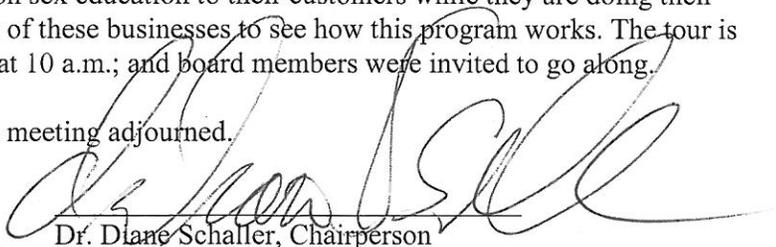
Information/materials translated into Spanish by one of the health department interpreters were shown to the board. Ms. Saenz states she has been contacted by a non-profit organization in Wake County whose mission is to provide advocacy for Hispanics who live in Wake County. This organization wants to know how they can be of help to the Pink Partnership here in Lee County. Mr. Jones mentioned the Susan G. Komen grant collaboration with Moore County targeting the Hispanic population. He stated the health department is now in the process of writing Phase II of the grant for the Power of the Pink Partnership. Ms. Saenz and Mr. Jones responded to questions as appropriate.

- **Rabies Vaccination Clinic** – this clinic was held on Saturday, October 27, 2012 from 10 am – 12 noon at the Lee County Sheriff Dept. and was in collaboration with Lee County Animal Services. A total of 121 animals were vaccinated. As this collaboration between the two departments went well, staff from the Sheriff Department suggested holding two clinics a year. Mr. Jones mentioned he talked to Mr. Crumpton, County Manager about submitting a capital improvement plan again this year to extend the shelter to double the number of kennels in the shelter. Hopefully, this expansion will be approved in next year's budget.
- **Lee County Health Department Activity and Management Summaries** - Mr. Jones referenced the Monthly Management Summary where it showed through the close of October 2012 – 33% Expected. This summary showed we have collected 29% of our revenue and expended 25% of our budget. Reference was made to the Primary Care Program where revenue collected and budget expended both were 31%. The board reviewed the LCPH Activities Summary. Reference was made to the increase in Primary Care numbers for the month of October 2012. Mrs. Brogan asked again about the credit/debit card status. Mr. Jones responded the county attorney still has the contract and he has not heard back from him.

The board considered **Other Information:**

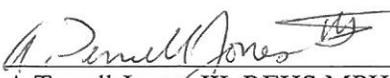
- Mr. Jones invited the board to the health department's Thanksgiving Day lunch tomorrow from 12-1 pm in the Gordon Wicker Room.
- Mr. Jones mentioned to the board as one of the conditions for him being hired here was for him to live in Lee County. He has been employed a year now and he and his wife have found a place just over the line on 15-501 crossing Deep River going into Chatham County. He asked the board for permission to move just outside of Lee County. This move will also put him closer to the health department from where he lives now in Carolina Trace. The board was in agreement and approved this move.
- Mrs. Brogan asked the status of the move with the health department moving to the lower level of this building. Mr. Jones stated the move of the County Manager, Human Resources and Finance to the building on Summit Street has been approved. The health department and social services department will occupy some of the vacant spaces here on the 1st floor. The WIC department will not be moving due to not being able to meet certain working conditions. Instead he, finance, health education and some of the grant funded positions will be moving to this floor. One wall on the 2nd floor will be moved from the office of the checkout person to give her more working space. The move will take place beginning mid December 2012 and should be finished by the end of January 2013.
- Mr. Jones mentioned the Coalition for Families has a program called Barbers and Beauticians where they hand out condoms and discuss information on sex education to their customers while they are doing their hair. He has been asked to go and tour some of these businesses to see how this program works. The tour is scheduled for Thursday, December 6, 2012 at 10 a.m.; and board members were invited to go along.

With no further business, Dr. Schaller moved the meeting adjourned.



Dr. Diane Schaller, Chairperson

ATTEST



A. Terrell Jones, III, REHS MPH, Health Director