

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

January 8, 2014

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:03 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, Dr. William Hall, Pastor Alice Hooker, Dr. Andre Knecht, Mrs. Linda Kelly, Mr. John Riley, Jr., Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Teresa Wooddell. Dr. Lauren Williams was absent from the meeting. 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 made to the December 11, 2013 Board of Health minutes. The minutes stand approved as written.

Public Comments: None

The board considered **Actions Items – Dr. Diane Schaller, Chairperson –**

- **Election of Chairperson and Vice-Chairperson** - Dr. Schaller opened the floor for nominations for chairperson. Pastor Hooker nominated Dr. Schaller to remain as chairperson. Pastor Hooker moved the nomination be closed and accepted by acclamation. Dr. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Election of Vice-Chairperson** - Dr. Schaller opened the floor for nominations for vice-chairperson. Dr. Schaller nominated Mrs. Underwood to remain as vice-chairperson. Pastor Hooker moved the nomination be closed and accepted by acclamation. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Additional Monies from the State for Healthy Communities (Health Promotion) - \$6,789 – Mr. Terrell Jones, Health Director** – these are additional funds from the State Chronic Disease and Injury/Physical Activity and Nutrition Section. These funds are to be used for webinar training for the Health Promotion staff assigned to the Healthy Community Initiatives. The FY 13-14 Agreement Addendum for these funds was included in the board packet. Currently we have only one staff member on board in this section until the Health Education Supervisor position is filled at the end of this month. Discussion followed on spending this amount of money only for webinar training. Funds have to be spent by March 31, 2014. Mrs. Underwood asked Mr. Jones to come back to the board and present plans on how these funds are to be spent. Mrs. Kelly moved to accept the additional funds of \$6,789 from the State Healthy Communities as presented. Mr. Riley seconded the motion, and upon a vote the results were as follows:

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Aye: Dodson, Hall, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

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

- **Upcoming FY 2014-2015 Proposed Budget Considerations** – Mr. Jones mentioned we are in the process of putting together next year's budget. Included in the board packet was a list of six items to be considered for the budget as follows: **1) Animal Shelter** – resubmit the 2012 Lee County Animal Shelter Expansion Project. A quote was given in 2012 of \$100,000. Discussion followed and the board asked Mr. Jones to send the bid out getting two more quotes for a lower amount; **2) Staff True Colors Team Building** – this is a self-awareness tool for the whole staff that is fun, provocative and challenging using all colors to build stronger teams (2 sessions – approximate cost \$800); **3) Resubmit Processing Assistant IV Front Line Position** – 20 hrs. a week. Request to hire a bilingual to assist with interpreting in our maternity clinic on Mondays and Wednesdays which has a high caseload of Hispanics; assist with the new Electronic Medical Records program mandated by the state by August 2014; assist with front desk registration and appointment scheduling and to assist when staff are out on vacation/sick leave – approximate cost \$13,856; **4) Extend Paper Document Scanning by Lee County Industries** – other items need to be scanned outside of medical records. Environmental health and the animal shelter has records that are also in need of scanning - approximate cost \$1,600-\$2,000; **5) Nursing section changes** – a shift in roles/duties in the this section. No additional cost or action is needed. The board gave Mrs. Ridenhour, Nursing Director the “go ahead” and proceed with the recommended changes; **6) Health Clinic Needs Fetal Doppler** – approximate cost \$2,000 – discussion followed. Recommendation from the board was to check into refurbishing the last one purchased before buying a new one; **7) Expand office of our check-out clerk** – this room is very small and additional space is needed for privacy and when clients bring in their children – approximate cost \$5,000-\$6,000.

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

- **Health Department Staffing** – an update was given on the staffing at the health department. Mr. William Heath Cain, Env. Health Specialist has been promoted to Environmental Health Supervisor; Abigail Sanders, Nutritionist I was hired 12/31/13 in our WIC Dept. and will be introduced to the board at the next meeting; we have completed interviews for Animal Services Shelter Attendant and Public Health Educator/ supervisor positions; we hope to be making offers for these real soon; we will soon be interviewing for a Processing Assistant III position in our WIC Dept., a Social Worker II for our CC4C Program and an Environmental Health Specialist to replace Heath Cain's position.

Lee County Health Department Activity and Management Summaries – The board reviewed the Monthly Activities Summary and December numbers are down due to our Christmas holidays and our Nurse Practitioner being away due to the unexpected death of her sister. Mr. Jones referenced the Monthly Management Summary where it showed through December 2013 – 50% Expected. This summary showed we have collected 45% of our revenue and expended 42% of our budget. We are a little under for our expenditures and collections for this time frame.

Other:

Strategic Plan Update – Mr. Jones, Health Director – the current plan was developed in 2012 and we are still currently following this same plan. Someone from the State Office of Public Health will be coming on 1/14/14 to show us what it would take for us to adopt a sliding fee scale and begin billing Medicaid and private insurance for our Primary Care

Clinic. These collections would boost up our revenue in this clinic. The hospital sent a representative over to look at our clinics to see if we may partner with them at some point.

Project Lazarus - This is an evidence based program to promote awareness of the issues that can arise from prescription drug abuse and accidental deaths. Lee County Sheriff Department has already completed some activities to help with this awareness. Lee County will receive \$10,000 to help with this project. Mr. Jones stated he asked Mr. Brason to hold off on giving us these funds until we have filled our Health Educator Supervisor position. The employee in this position would be working with this project.

Environmental Health Fee Schedule – the Board of County Commissioners reviewed this fee schedule at their last meeting and it appeared they were interested and pleased with the results.

Project Management Training – Mr. Jones stated he was notified last week that there were not enough people to enroll at the CCCC, Pittsboro Campus; therefore, the class was canceled. He is now looking for this course on-line.

Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Proposal – a handout was given to the board explaining this initiative. Mr. Jones mentioned he met with the Chatham County Housing Authority this morning and they wanted to see if Lee County would be interested in partnering with them in regards to this grant proposal. This is a five year grant proposal for up to \$750,000 to partner with four rural counties (Harnett, Lee, Chatham and Randolph). The purpose of this grant program is to improve perinatal health outcomes and reduce racial and ethnic disparities in perinatal health outcomes by using community-based approaches to service delivery; and to facilitate access to comprehensive health and social services for women, infants and their families. Mr. Jones asked the board for permission to write a letter of intent for our health department as the grant proposal is due January 17, 2014. Discussion followed. Mr. Jones responded to questions as appropriate. Dr. Hall moved to approve Mr. Jones, Health Director writing a letter of intent for the grant proposal. Mrs. Sloop seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

Executive Session – Mrs. Underwood moved to go into executive session to discuss a personnel matter. Mrs. Kelly seconded the motion, and upon a vote the results were as follows:

Aye: Hooker, Kelly, Knecht, Riley, Schaller, Sloop and Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

Mrs. Sloop made a motion to come out of executive session. Mrs. Underwood seconded the motion, and upon a vote the results were as follows:

Aye: Hooker, Kelly, Knecht, Riley, Schaller, Sloop and Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

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



Dr. Diane Schaller, Chairperson

ATTEST



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