

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

January 9, 2013

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:05 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Mr. Charles Clifford, Dr. David Fisher, Dr. William Hall, Pastor Alice Hooker, Mrs. Linda Kelly, Dr. Diane Schaller, Mrs. Nilla Sloop and Mrs. Martha Underwood. Absent from the meeting was: 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 two corrections to the November 14, 2012 Board of Health minutes. Both were on page 2. One correction was under the section New Immunization Monies where Mrs. Sloop's name was left off from the names for approval; and also under the New Family Planning Monies her name should have been removed as she abstained from voting. Once these corrections are made, the minutes stand approved as written.

Public Comments: None

The board considered **Action Items:**

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

Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Schaller, Sloop, Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

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

Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Schaller, Sloop, Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Review of the Lee County Board of Health Operating Procedures** – Mr. Jones, Health Director mentioned there have been no changes in these procedures. Discussion followed on the standing committees section. Mrs. Brogan mentioned to the board to think about a temporary committee on “fracking” since this is coming up in the future and will affect Lee County. Mr. Jones mentioned he would like to “stick” to health related matters when it comes to well fracking. Mrs. Sloop asked if he would sit in on some of the meetings of the new Advisory Board regarding fracking and keep the board aware of what is being discussed. Mr. Jones agreed, but stated he would only be speaking on behalf of the Health Department. Corrections were made to the first sentence of the regular meetings section on page 2 to read as follows: The Board shall hold a regular meeting on the second Wednesday of each month except if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. A revised copy

will be presented at the next BOH meeting. Dr. Hall moved to accept the Operating Procedures after the corrections were made. Mrs. Brogan seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Schaller, Sloop, Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

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

- **Child Health/Family Planning Funds** – Mr. Jones stated that at the State level, approximately \$10,000 was taken out of the Family Planning Program budget that was used to support adolescent birth control; and deposited into the Child Health Program budget to be used for testing and preventive measures. Our nursing director recommended that we purchase an automatic calling system for clients to call in and get their lab results with the Child Health funds. Discussion followed.
- **Environmental Health** – Mr. Jones mentioned at last month's board meeting, the Environmental Health staff was to be commended by the board for a job well done in their area and working with the new federal food codes; and he has met with the staff to commend them. Mr. Warren, Env. Health Supervisor thanked the board for their support of their program. All positions in Environmental Health are now filled and are filled with experienced staff. For last fiscal year, Environmental Health completed 72.5% of all mandated inspections. For the quarter ending in December 2012, 100% of all mandated inspections were completed. Inspections are taking much longer due to the new federal food codes. Environmental Health will continue teaching the new federal code in the ServSafe class along with NC Co-Operative Extension Service. Restaurant owners will no longer receive the two point bonus as they have gone away. If there is no one in the restaurant that has the ServSafe training, the restaurant will lose two points on their grade. Restaurants are now required to have an employee health policy. A copy of this policy was given to the board. A survey is being conducted with the restaurants to establish a frequency rate for inspections. Environmental health laptop computers are not being used in the field as planned because the state's environmental health software program (BETS) has not been updated since beginning of the new federal food codes. Information was presented on permitting and inspecting temporary food establishments, i.e., churches. Handouts were given to the board that is given to restaurants when they are inspected. Following discussion on the posting of restaurant grades, Mr. Warren stated these grades can be posted on the county's website. He then responded to other questions as appropriate.
- **Influenza Information** - Mr. Jones gave the board a chart showing flu so this year. He stated it is the job of the Health Department to monitor these types of activities. There has been an increase in the number of people getting sick this flu season. The health department gets flu updates every week by email. The strain this year is A-H3. Dr. Hall stated the difference this year over the previous years is that the flu season started earlier.
- **Debit Card Status** – Mr. Jones stated this issue has been delayed with the move of the county administration to the Summit Building. He has been asked to develop a policy and procedure for using the Swipe Card Machine. The services contract for this is with the county and not the health department. The Tax and Parks and Recreation Departments also intend to use this service. Mr. Jones stated he has contacted Mrs. Lisa Minter, Finance Officer on this policy and procedure. Discussion followed. Dr. Fisher made a motion of invite Mrs. Minter, County Finance Officer to our next Board of Health meeting to talk about the status of the swipe card service unless this service has been put into effect before the next meeting. Mr. Clifford seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Schaller, Sloop, Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

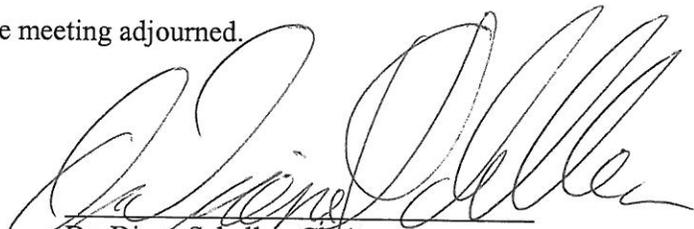
- **Health Department Moving Status** – Mr. Jones stated that sections of the Health Department moved to the 1st floor on Tuesday, January 8, 2013 as follows: Health Director, Finance, Vital Records, Health Education, Community Transformation Program Coordinator and the state Dental Hygienist. This move has allowed WIC to spread out giving them some privacy as well as allowing some in other departments to spread out. Following this meeting, Mr. Jones stated he will take the board members on a tour of the new offices on the first floor for those who would like to see them. Mr. Jones mentioned to the board that we are having a hard time filling a vacant nurse position – CC4C/PCM Coordinator. This may be because of the starting salary range and there is also a shortage of nurses.
- **Health Department Scanning Project** – Mr. Jones mentioned are contracting with Lee County Industries to do our medical records scanning. Funds for this project were budgeted for the 2nd half of this year. We are waiting on the signed contract from the Mr. Crompton's office to be implemented once all signatures have been received, hopefully by the end of this month. In the 2013-2014 proposed budget he plans to ask for double the amount of money from this year to cover the scanning project to be in compliance with the state by 2014.
- **Lee County Health Department Activity and Management Summaries** - Mr. Jones referenced the Monthly Management Summary where it showed through the close of December 2012 – 50% Expected. This summary showed we have collected 40% of our revenue and expended 41% of our budget. The December report is two days short for collections and expenditures as Ms. Kivett does not get totals for the previous month until the 10th of the next month. Mr. Jones reviewed the programs that showed low collections in revenue. Reference was made to Environmental Health doing better than average on their revenue collections. The board reviewed the LCPH Activities Summary. Dr. Fisher asked about the Reportable Disease section that showed only 1 HIV within 6 months for Lee County; and how are these numbers counted. Since this 1 case was reported to the health department from another medical source, the question was asked if it was from another county or another doctor's office. Discussion followed. Mr. Jones stated he will find out and report back to the board at the next meeting.
- **Tour of Barbers & Beauticians Program with Joyce Taylor** – Mr. Jones stated Ms. Taylor carried him to three barber shops and one beauty shop in the African American Community. These shops have been in this program for about 10 or more years through the Coalition of Families. In this program these barbers and beauticians pass out brochures and condoms on STDs and other diseases for those who are interested. They also have a book with color photos that show different body parts that are affected by STDs and other diseases. They also pass out brochures on Type II Diabetes. Mr. Jones stated he was impressed with this program and felt this would be a good program to have throughout the whole county. A lady from one of the barbershops asked about the 20 minute HIV tests that are being given and asked if she could get some of them in her shop. After checking into this, Mr. Jones stated there is an agency in Chatham County called the Chatham Social Health Counsel that goes around and performs these types of tests. He and the nursing staff along with several other agencies met with this organization today. Mr. Jones stated they are going to have this event for the barbershop and will later try to include the barbershops from the Hispanic Community.
- **2013-2014 budget Considerations:**
 - a. **Continued scanning with (Lee County Industries) LCI** – this information was covered in the scanning project topic above.
 - b. **Animal Shelter Expansion** – Mr. Jones stated he mentioned last fiscal year about expanding the animal shelter. Mr. Iceman, AC Supervisor is working with Mr. Russell Spivey, General Services on a proposal for a quote for this expansion. Mr. Iceman would like to build a wing onto the building facing the adoption center.
 - c. **Environmental Health** – Mr. Jones mentioned included in the budget are funds for the Environmental Health Program (CDP) for their laptop computers.

The board considered **Other Information:**

Dr. Fisher will be meeting with Ms. Susan Buchanan on Friday, 1/11/13 to discuss using the mobile Health Promotion bus that St. Joseph of the Pines uses for dental care. Dr. Fisher stated this bus has been used in Moore County and they would like to expand it to Lee County. Mr. Jones mentioned a second grant to Susan G Komen was submitted today for our breast health care access program. This program provides screening up to 100 women age 50 or older and next year they would like to expand this serve up to 200 women. The health department also has the Amando La Vida grant which is similar to the Susan G Komen grant. This grant is in collaboration with Moore County for the Hispanic population. Plans are to hold three events (two in Moore County and possibly one in Lee County) to make the Hispanic population aware of this program and possibly perform some screenings.

Mrs. Underwood brought up the issue of a misuse of the public restrooms in the public library. No action was taken by the board.

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



Dr. Diane Schaller, Chairperson

ATTEST



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