

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

May 8, 2013

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:06 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Dr. David Fisher, Dr. William Hall, Pastor Alice Hooker, Mrs. Linda Kelly, Dr. Andre Knecht, Dr. Diane Schaller and Mrs. Nilla Sloop. Absent from the meeting: Mr. Charles Clifford, Mrs. Martha Underwood 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 made to the April 10, 2013 Board of Health minutes. Minutes stand approved as written.

Public Comments: None

Introduction of a New Employee – Mr. Terrell Jones, Health Director – Mrs. Sandra Watkins, RN was hired April 16, 2013. He stated Ms. Watkins is very knowledgeable as she has been in public service for a long time; and is a great addition to our staff. The BOH welcomed her to the health department.

The board heard **ServSafe Presentations- Mrs. Susan Condlin, NC Cooperative Extension and Mr. Roy Warren, Environmental Health Supervisor**. Mr. Warren and Mrs. Condlin stated they appreciated the support of the Board of Health and the partnership they have with each other in teaching and promoting the ServSafe class. Mrs. Condlin showed the board a ServSafe Certificate that is displayed in the restaurants with the logos of NC Cooperative Extension and Lee County Public Health. Mrs. Condlin stated they have been teaching these classes for 15 years and there has not been one outbreak in Lee County related to a restaurant. Effective January 2014, the state is now requiring a certified food safety employee to be on-site when a restaurant is operating. If there is no one is there at the time of an inspection, the restaurant will lose two points. There were 20 different businesses in this class, 32 people enrolled and 25 passed. Twelve people attended the board meeting to receive their certificates. Each participant was asked to state the name of the restaurant they represented and tell at least one thing they learned from taking the class.

The board considered **Action Items:**

- **Environmental Health Fee Change** – Mr. Warren stated the fees in Environmental Health have been the same for a long time. Environmental Health Fees Review Results were sent to the board in their board packet for review. Results are as follows: 1) Environmental Health fees review committee met 3/27/12 and recommends: 1) Fees for On-Site Re-evaluation be changed from \$300 to \$100 and a site visit will be made on all re-evaluations; 2) Water sample fee (new wells not included) changed from \$95 each to \$30 each plus cost of sample (\$2.94 to \$26.91). Water sample fees for new wells are included in the \$300 permit fee and 3) Fees for Temporary Food Establishments will stay at \$50 per permit; however, an additional late fee of \$50 will be charged for those applying within 15 days of an event and the permit will only be issued if an REHS is available for site visit (during a weekend or holiday inspection visit). If an REHS cannot schedule a visit on short notice, the late fee will be refunded if the applicant chooses not to proceed with an application. Justifications for the recommendations were also given. Discussion followed. Mr. Jones and Mr. Warren responded to questions as appropriate. Dr. Fisher moved to accept the Lee County Environmental Health fee changes as proposed by the Lee County Board of Health Fee Committee. Mrs. Brogan seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Knecht, Kelly, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Imaging Policy – Electronic Medical Records (EMR)** – this is the revised copy of the policy with all recommended changes from the April 10, 2013 board meeting. Discussion followed. Mr. Jones mentioned all scanned records will be stored on backup DVDs and locked in the medical records room. Mrs. Kelly moved to accept Lee County Health Department Imaging Policy with the recommended change of adding the word “Health” to the Lee County Department making it consistent throughout the policy. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Knecht, Kelly, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Policy and Procedures – Lee County Board of Health Delegation of duties of the Health Director** – Mr. Jones mentioned this policy has to be reviewed annually by the board as required by accreditation. One recommended change was made to remove the words “of Health” on the first line of the policy. Mr. Jones stated he will spell out the LCBOH all through the policy. Once this recommended change was made, the board was in agreement of the policy.
- **Renewal Contract for Inmate Labor** – A copy of this contract was included in the board packet for review. This is an annual contract with the NC Department of Corrections for the inmate working at Animal Services. Total cost for the inmate labor is \$520. There is no change in the contract amount and begins July 1, 2013 through June 30, 2014. Discussion followed. Mrs. Brogan moved to accept the Renewal of the Inmate Labor Contract as presented. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Knecht, Kelley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

New Information –

- **Annual review of the Health Director’s job description** – Mr. Jones mentioned his job description has to be reviewed annually by the board as required by accreditation. A copy of this job description was included in the board packet for review. Mr. Jones stated he made a few changes in this description. The board asked Mr. Jones to give them a copy of his old job description for the next board meeting for comparison to see what changes were made.
- **Upcoming Health Director’s Annual Performance Appraisal** – the board discussed the procedure used for Mr. Jones previous performance appraisal. Dr. Schaller thought it would be good to see how the management staff under Mr. Jones views him as a leader; and passed out copies of the Feedback Request for Leadership Behaviors evaluation form. This is the form used in her practice.

Update Information -

- **Lee County Health Department Activity and Management Summaries** – Mr. Jones referenced the April Activities Summary. He mentioned we are having a hard time filling our WIC director vacancy as this is a level III position and requires a Registered Dietitian. We now have to go to a nutrition agency for the placement of a person in this position. We are in the process of getting this contract approved by our county attorney. Discussion followed. Mr. Jones mentioned when the RD is brought on board, we can use this person for dietitian medical therapy for which we can get Medicaid reimbursement for referrals out of our Family Planning program along with a few other programs. Mr. Warren explained the spike in environmental health numbers for the months of March and April. Mr. Jones referenced the animal control

numbers and stated the county attorney has approved a Liability Waiver for the volunteers at the Animal Shelter. He next referenced the Monthly Management Summary where it showed through the close of April 2013 – 83% Expected. This summary showed we have collected 64% of our revenue and expended 70% of our budget. This report is short for collections and expenditures as Ms. Kivett does not get totals for the previous month until the 10th of the next month.

- **Board of Health Operating Procedures (as amended)** – this is a final copy of the policy with all recommended changes; and approved by the board in the April 10, 2013 meeting.

Other –

Mr. Jones announced we are now active with our debit/credit card swipe machine. The health department took their first payment on Friday, May 3, 2013 and collected over \$200. He showed a copy of the flyer to be posted and put in the billing statements showing the fee for using this machine in each department as follows: Environmental Health - \$7.95; Animal Services - \$2.95 and Clinical Services – \$1.95. This flyer is in English and Spanish.

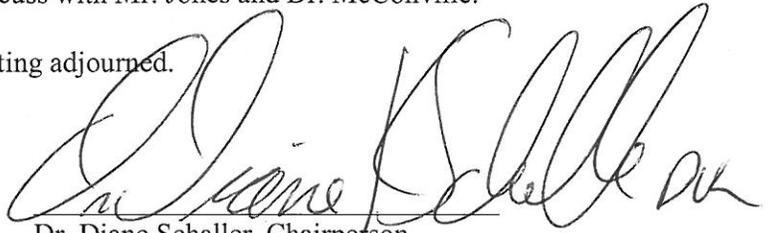
Mr. Jones stated we get more requests than we can handle from groups in the community asking the health department come and set up a booth at health fairs. Most of these events are held on the weekend. Discussion followed. It was recommended to let these community groups know that if this event was scheduled during the week, then maybe we can send someone to assist; and to recommend to these agencies that they contact some of the doctor offices, home health agencies, Helping Hands clinic, etc. as they also attend some of these events. Mr. Jones stated he wanted to make the board aware just in case they receive a complaint from the community.

Mr. Jones mentioned he received a call today from our County Finance Officer asking the Human Services Department of the county to reduce our budgets by \$175,000. The Human Services Department includes: the Health Department, the Social Services Department and Youth Services. The Health Department's portion was \$40-50,000. They needed to know by the end of today or first thing tomorrow morning. He mentioned the only thing he could reduce without cutting services or staff, is to discontinue our contract with LCI for scanning of electronic medical records. He stated he also cut out the new storage building for Animal Services. Discussion followed.

Mr. Jones stated he has been talking with Mr. Doug Doris, CEO, CCH and Dr. McConville, our contract medical provider, about creating a sliding fee scale for our Primary Care Clinic. This will allow us to bill Medicaid and start to create revenue so the county will not have to put in as much of this clinic budget. Discussion followed.

Mr. William Cain, Environmental Health Specialist informed the board of just today receiving Closed POD application from Pfizer; the success of health department in the Shearon Harris exercise with Corrective Action Plan (CAP) to be presented at one of the next BOH meetings. He also presented having a discussion with the State concerning modifying application process with Closed PODS-opportunity to distribute medical countermeasures to more people more efficiently; and will continue to discuss with Mr. Jones and Dr. McConville.

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



Dr. Diane Schaller, Chairperson

ATTEST



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