

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

\*\*\*\*\*  
January 14, 2015  
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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. Charity Dodson, Dr. William Hall, Mrs. Mary Hawley-Oates, Dr. Andre Knecht (arrived at 7:05pm), Mr. John Riley, Jr, Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Teresa Wooddell. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Two members were absent: Pastor Alice Hooker and Dr. Lauren Williams

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

**Approval of the Agenda:**

Mrs. Sloop moved to accept the agenda as written. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Riley, Schaller, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were no corrections made to the December 10, 2014 board minutes. Mrs. Hawley-Oates moved to approve the minutes as written. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

The board heard the **Introduction of New Employees** – Mr. Terrell Jones, Health Director – Mrs. Kerry Nail, RN, hired 1/12/15 fills a position that has been vacant for several months. Mrs. Nail stated she grew up in Reston, Virginia, married and moved to Tampa, Florida and then moved to Overland Park, Kansas where she lived for 17 years. Her being here is a move back to be closer with their family and her background is in maternity. Mrs. Kristin Key, Animal Control Shelter Attendant was also hired 1/12/15. Mrs. Key stated she was born and raised in Denmark and spent 18 years in the Danish military working with dogs. She married and moved to the states and worked at the Moore County Animal Shelter before coming to Lee County. The board welcomed both ladies on board with the health department.

The board considered **Elections** - Dr. Diane Schaller,

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

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Vice-Chairperson** – Dr. Schaller opened the floor for nominations for vice-chairperson. Dr. Schaller nominated Mrs. Sloop to remain as vice-chairperson. Mrs. Hawley-Oates moved the nominations be closed as accepted by acclamation. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Statewide Reduction (5%) in funds in the Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM)** – this 5% reduction was an effort from the state to cut Medicaid expenses and took effect January 1, 2015. These two programs are funded through the Community Care of the Sandhills. This reduction in funds will not affect our current staff working in these programs.

The board considered **Action Items** – Mr. Terrell Jones, Health Director -

- **New Monies – Agreement Addendum FY 14-15 Revision Healthy Communities - \$13,757** – this information was presented to the board in their information packets. Acceptance of these additional Healthy Communities funds will be used to implement the Eat Smart Move More Weigh Less Program at 2 to 3 local large private industries here in Lee County. The cost per person is \$210 and the plan is to purchase approximately 40 slots at \$8,500. The remaining \$5,257 will be used to fund staff training here in the health department. Mr. Jones mentioned because this is an evidence-based program, the program is monitored and the outcomes are measured. An in-depth discussion followed on funding large industries instead of non-profit organizations. Following discussion, Mr. Jones asked the board to approve us getting the funds from the state; and he would bring back a plan at next month's meeting on how the funds will be spent. Dr. Hall moved to accept the funds from the state in the amount of \$13,757, but not to be disbursed except for the cost of training for health department staff until a plan has been approved by the board. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

**Abstained:** Dr. Knecht

The chairperson ruled the motion was adopted unanimously.

- **Approval to utilize FDA Grant Funding for Environmental Health (EH) - \$7,847.17** – Lee County Environmental Health is undertaking a 5-year FDA training development to adopt the 9 FDA standards of Food Code protocols. This is a National Association of County and City Health Officials (NACCHO) Grant approval for the period of December 2014-August 2015. This grant will aid our local EH program in completing a self-assessment of our existing program. The funding will used for equipment upgrades consisting of a new laptop with a docking station, (3) mobile printer/scanners, (3) batteries for mobile printer/scanners and (4) scanners for the office to scan existing and new information. Mrs. Sloop moved to accept the FDA Grant funds in the amount of \$7,847.17 as presented. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Approval to accept \$2,700 from the NC QI 101 Training Program by the Center for Public Health Quality** - The Center for Public Health Quality has been offering free quality improvement training to local health departments for several years. LCHD joined the program this past fall. As part of the program CPHQ offers a small grant to each participating health department to help with costs associated with the training (travel, supplies, equipment), etc. The health department's project is to reduce patient wait times and six members of our staff participate in this project. A group of people from Raleigh called "the Kaizen Group" will be here the first week of February to work with our staff on reducing the wait time for our Family Planning clients. This is the 9<sup>th</sup> Wave of this program and will be the last time a project like this will be funded for health departments. Discussion followed. Mrs. Hawley-Oates moved to accept the grant funds in the amount of \$2,700 from the Center of Public Health Quality as presented. Dr. Wooddell seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Changing the Women Infants and Children (WIC) department hours of operation** – Since the start of Crossroads, a new statewide computer system for WIC, there has been a noticeable change in the client flow and improved efficiency in their office. They no longer have to spend hours charting on clients, filling out assessment forms or pulling/filing charts. All this has allowed us to see more clients on a daily basis due to shorter appointments, and decreased the amount of time a client has to wait to get in for an appointment. In addition, many days we are able to give clients an appointment the same day they call. The staff is requesting to change their work hours to Monday-Thursday 7-45am-5:30pm (=35 hours) and on Friday from 8am to 1 pm, with no lunch. Mr. Jones mentioned there will be one staff who will stay around on Fridays to about 3:30 pm or 4 pm just in case someone comes to their department for questions. Discussion followed. Dr. Hall moved to accept the WIC Department changing their department hours of operation as presented in the abstract. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Public Health Dental Update** – a meeting was held last week with Dr. Fisher, Dr. Wooddell and Dr. Braithwaite discussing dental issues 1) needing to hire a part-time dental hygienist screening children in the schools and referring them to a local dentist and 2) uninsured adults with emergency dental needs. Dr. Wooddell presented information on the possible use of the Mobile Dental Unit that comes to Lee County once a month if more dentists would volunteer to work in the unit. She has asked the Helping Hands Clinic if they would reach out to the all local dentists and schedule them once a month to work on the mobile unit. Dr. Wooddell mentioned asking the Dental Society to get together and have a "volunteer day" once or twice a year using the 12 chairs at the CCCC Dental School. By doing this, it would help with the backlog of people waiting on a list at the Helping Hands Clinic. Dr. Wooddell feels using dental vouchers discussed at the last board meeting would not work. It's a matter of making more dentists aware of what is happening and that the need is there. Discussion followed. The board recommended including the part time dental hygienist position in next year's budget request.

- **LCI Scanning Project** – our electronic medical records scanning project is just about completed as 2014 records are now being scanned. We are working with the county’s IT team to continue our scanning project once our contract is completed with LCI, which should be around the end of this month. We will begin using our Laserfiche scanners to continue our scanning with the medical records.
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the LCPH Activities for December. Discussion followed on the Communicable Disease numbers and rabies under Animal Control. The LCPH Management Summary showed through December 2014 – 50% was expected. We collected 45% of our revenue and expended 41% of our budget. Mr. Jones mentioned we are down in some program revenues due to staff being off the week of Christmas and clinic staff taking other vacation days.

**Executive Session:**

- **Personnel Issue – G. S. 143-318.11(6)** – Mrs. Hawley-Oates moved to go into executive session to discuss a personnel issue. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

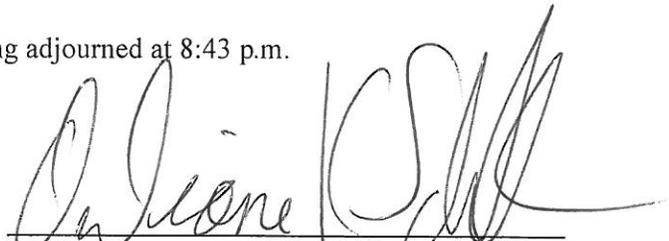
Mrs. Sloop moved to come out of executive session. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Knecht, Riley, Schaller, Sloop, Underwood and Wooddell

**Nay:** None

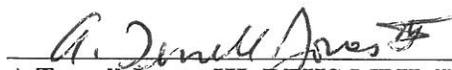
The chairperson ruled the motion was adopted unanimously.

With no further business, Dr. Schaller moved the meeting adjourned at 8:43 p.m.



**Dr. Diane Schaller, Chairperson**

ATTEST



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