

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

November 18, 2015

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:01 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 (arrived about 7:15pm), Dr. Alex Martin, Dr. Diane Schaller, Mrs. Nilla Sloop (arrived after 7pm), and Mrs. Martha Underwood. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Members absent were: Mrs. Mary Hawley-Oates, Mr. John Riley, Jr. and Dr. Teresa Wooddell

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

Approval of the Agenda:

The agenda was amended to add updated information on the Tobacco Ordinance under Item # 7 and add discussion of the December board meeting under the Action Item #5. Mrs. Underwood moved to approve the agenda as amended. Dr. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Martin, Schaller and Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

No corrections were made to the October 21, 2015 minutes. Dr. Hall moved to approve as written. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Martin, Schaller, Sloop and Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

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

- **Board of Health Adjudication Policy** – this policy was presented to the board for review and approval. Reference was made to information on page ten (10) in the board information packet- an excerpt from the NC Local Health Department Accreditation – Accreditation Benchmark 35.1 – Intent and Guidance. This accreditation benchmark states the Board of Health shall assure it follows the procedures for adjudications in G.S. 130A-24. A copy of the Animal Control Ordinance was given to the board to show that we are enforcing a county ordinance. This policy also guides the board in the event someone appeals to the board regarding a state enforcement action by a health department employee, such as Tuberculosis (TB) isolation

order challenge. Dr. Hall moved to approve accepting the Board of Health policy titled: Lee County Health Department Appeal Procedure and Adjudication Policy as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Martin, Schaller, Sloop and Underwood
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **December 2015 BOH Meeting** – discussion followed as to whether the board should hold a December meeting based on information needing approval. Mr. Cain, Env. Health Specialist mentioned he may have his two letters of approval from the National Association of County and City Health Officials (NACCHO) and the Association of Food and Drug Officials (AFDO) grant applications by the first week in December. Mrs. Underwood moved to approve moving the December 2015 board meeting only to the 2nd Wednesday (December 9, 2015) with the option of canceling the meeting if there are no action items. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Knecht, Schaller, Sloop and Underwood
Nay: Dr. Martin

The chairperson ruled the motion passed.

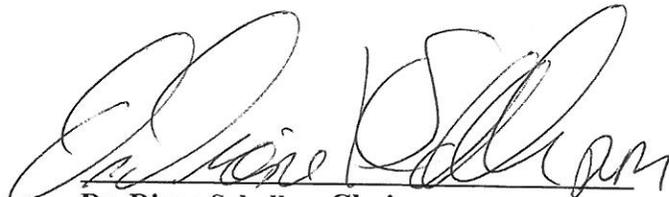
The board heard **the Review of the Health Department's Strategic Action Plan** – Mr. Terrell Jones, Health Director and Ms. Ashley Graham, Health Edu Supv. – the strategic plan was developed in 2012 and updated in 2014. This year health department staff convened under the guidance of a facilitator from NC Institute of Public Health, Dr. Steve Orton, and completely revised the strategic plan for the health department. A draft of the plan was included in the board's information packet. Accreditation guidelines requires the strategic plan to be reviewed annually. This plan evaluates the health department's strengths, weaknesses, opportunity and threats (SWOT) and then establishes health department goals and assigns timelines and position responsibilities. This plan also references information from the 2014 Community Health Assessment and our Community Action Plan. Planning for the new Electronic Health Records system and ICD-10 training was also part of the strategic plan. A recommendation was made under the SWOT Analysis –weakness column- to remove the statement “county leadership resistant to change during ACA transition period.” Discussion followed. Mr. Jones stated he plans to bring the revised strategic plan back to the board in the December meeting for approval.

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

- **Accreditation Update** – over 90% of required evidence for re-accreditation was submitted to the Accreditation Administration on November 1, 2015. There are 147 benchmarks and we still have about 13 more to complete. We have until our site visit of January 26, 2016 to finalize all of our evidence. One or two members of the BOH will be interviewed by the site visit team on January 26, 2016 at 4 pm. One or two community partners will be interviewed on January 27, 2016. The strategic plan is part of the accreditation requirement and once it is completed we will submit that information into evidence.

- **Tobacco Ordinance Update** – the Board of County Commissioners met on Monday night and did a second reading on the modification to the definition to the tobacco products. They extended the area of coverage for no smoking to include all county property, i.e., the county parks, a section of the greenway the county owns, the parking lots owned by the county, etc. Discussion followed on how this new ordinance would be enforced and will this coverage one day cover public places. Mr. Jones presented information on Durham County’s Smoking Policy. Discussion followed also on asking the City of Sanford to mirror the county’s policy. Mr. Jones stated he would put together a resolution from the BOH to the city council recommending they adopt city places in their no smoking ordinance.
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the LCPH Activities for October 2015. The Management Summary showed for October– 33% was expected. We collected 38% of our revenue and expended 29% of our budget. Increase in collections in our Family Planning, Child Health and Immunization Programs are due to us getting some of our Medicaid Cost Settlements from the state that were held back. We received 10% for 2011, 10% for 2012 and 90% for 2014. On the activities summary, reference was made to the increase in our immunizations rate due to school immunizations. There are no activities for the WIC Program since they went electronic with the Cross Road Electronic Health Records System. They are currently working to figure out how to retrieve those numbers. Our new WIC Director is getting more involved with outreach in the community for which we have not had this to be done in a long time.

With no further business, Dr. Schaller moved the meeting adjourned at 7:44pm.



Dr. Diane Schaller, Chairperson

ATTEST



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