

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

October 21, 2015

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: Dr. William Hall, Mrs. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Alex Martin, Mr. John Riley Jr., Dr. Diane Schaller and Dr. Teresa Wooddell. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Members absent were: Mrs. Charity Dodson, Mrs. Nilla Sloop and Mrs. Martha Underwood

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

Approval of the Agenda:

Dr. Hall moved to approve removing the BOH Policy – Participation in Community Health Improvement under Action Items as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

No corrections were made to the September 16, 2015 minutes. Dr. Hall moved to approve as written. Mr. Riley seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

Ms. Darnell Marks, was in attendance at the meeting. She is a nursing student at UNC Pembroke and has been a RN for 15 years. She decided to go back to school to get her BSN and will be graduating in May 2016. Attendance at this meeting was for her Community Health Class.

The board heard the **Introduction of a New Employee** – Mr. Terrell Jones, Health Director introduced Mrs. Lou Ann Vasquez, RN, hired 9/29/15. Mrs. Vasquez stated she worked previously with the Health Department as a Maternal Outreach Worker. In 2010 that position was cut due to budget constraints. In 2014 she decided to go to nursing school; and she received her degree in nursing. Due to her love for public health, she returned to the health department. The board welcomed her back.

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

- **Bad Debt Write- Off -\$11,329.41** – The bad debt write-off is for programs with outstanding debt for a period of one year. This debt is from July 2013 – June 2014 and covers the following programs: Family Planning-\$8,232.92; Child Health - \$ 705.80; and Maternal Health - \$2,390.69. Increase in the write-off

last fiscal year over the previous year is approximately \$3,200, mostly in Family Planning. Discussion followed. Clients do not know that their account has been written off. The next time they return to clinic, their balance is reactivated. Mrs. Hawley Oates moved to accept the bad debt write-off in the amount of \$11,329.41 as presented. Pastor Hooker seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Additional State Revenue for Sexually Transmitted Disease (STD) Prevention in the Communicable Disease Program (CD) in the amount of \$2,000 – Mr. Terrell Jones, Health Director** – This agreement addendum revision #1 provides additional funding to assist the Lee County Health Department (LCHD) in preparation for the transition to ICD-10 to ensure maximal reimbursement for services rendered in accordance with 10A NCAC 41 A.0204 Control Measures – Sexually Transmitted Diseases. If the LCHD is already fully prepared for the transition, the LCHD is authorized to use this funding instead for obtaining supplementary client education materials and condoms to reduce the spread of HIV and other STD's. With prior approval, the LCHD may also use these funds to supplement the cost of meeting STD clinical staff training needs. Mr. Riley moved to accept the additional state revenue for Sexually Transmitted Disease (STD) Prevention in the Communicable Disease Program (CD) in the amount of \$2,000 as presented. Dr. Hall seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Modification of Existing Water Sample Fees – Mr. Terrell Jones, Health Director** – the State Laboratory of Public Health revised their fees to local health departments on 7/1/15. With this fee change, Lee County Environmental Health must modify county fees to compensate for the new fee schedule from the State. Also, Hexavalent Chromium is now available as a water sample test for applicants who are concerned about the effects of coal ash. Discussion followed on this baseline testing for coal ash from residents who live in that area. Letters have been sent out to residents who live within 1,000 feet of the coal ash site to have their well tested free of charge. Residents have until December 1, 2015 to get those letters in to Environmental Health. Discussion followed. Mrs. Hawley Oates moved to accept the modification of existing water sample fees as presented. Dr. Wooddell seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller and Wooddell

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion was adopted unanimously.

- **Approval of Bright Ideas Funding – Mr. Terrell Jones, Health Director** - the Bright Ideas Grant Funding -up to \$10,000 for Public Health Preparedness allows the health department to provide (245) emergency supply kits to the at risk population groups, including the elderly and physically and developmentally disabled. Emergency supply kits include: a NOAA weather radio, flashlight, batteries, can food, potable water, can opener, first aid kit, hand sanitizer and other supplies. Lee County Senior Services, the Christian United Outreach Center, Girl Scout Troop 101, Venture Crew 907, Boy Scout

Troop 941 and Cub Scout Pack 941 are partnering with the health department to package and distribute the emergency supply kits. Dr. Knecht moved to accept the grant funds as presented. Dr. Hall seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Request to apply for National Association of County and City Health Officials (NACCHO) Grant Funding- Mr. Terrell Jones, Health Director** - this is a request for the board to allow Environmental Health to apply for additional grant funding through a five-year cooperative agreement between NACCHO and the Food and Drug Administration (FDA) to aid in the completion of policy development projects to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards. This year, along with being a mentee, the Environmental Health Dept. has interest in becoming a mentor. Mentorship allows Lee County to be ambassadors of the FDA Volunteer National Retail Food Regulatory Program Standards to other mentees. If Lee County is approved as a mentor, it also provides the opportunity to receive funding from NACCHO to provide mentorship to other jurisdiction(s). Environmental Health will receive the funding- up to \$10,000 per mentee and \$8,000 to \$18,000 per selected mentor. Mr. Cain explained the difference in being a mentee versus a mentor. Discussion followed. Dr. Knecht moved to approve Environmental Health applying for the grant as presented. Dr. Martin seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Adopt a new Mission Statement - Mr. Terrell Jones, Health Director** – As part of the re-accreditation process, site visitors may ask any health department employee to recite the health department’s mission statement. Our current mission statement was put together in 2011/12 and found to be long and cumbersome, with some concepts repeating themselves. Mr. Jones stated the new version is greatly simplified with steps to help staff remember the new statement. Discussion followed. It was recommended to remove the “semi-colons” and replace them with “comas”. After “we” in the first sentence the semi-colon should be replaced with a “colon”. In the last statement the word “trends” should be replaced with “patterns and guidelines”. Dr. Hall moved to approve the new Health Department’s Mission Statement with the above recommended changes. Dr. Knecht seconded the motion and upon a vote the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

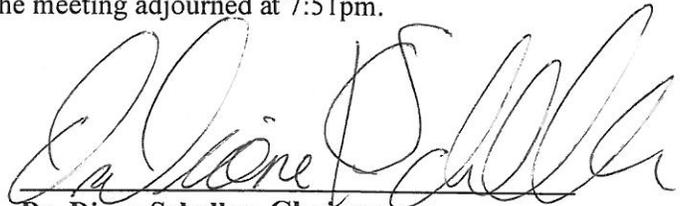
The board heard **Update Information – Mr. Terrell Jones, Health Dir –**

- **Lee County Health Department Activity and Management Summaries** - the board reviewed the LCPH Activities for September 2015. The increased number of immunizations were from school immunizations. Mrs. Hawley Oates thanked the health department for setting up special clinics for these school immunizations. The LCPH Management Summary showed September – 25% was expected. We collected

26% of our revenue and expended 22% of our budget. We have begun to receive some of our Medicaid Cost Settlement from the State. We received two checks so far this month.

- **Oral Health Update - Mr. Terrell Jones, Health Dir** – Wendy Seymore was in attendance at the meeting. She has been hired back with the State as a Dental Hygienist and one of her the counties she will be working with is Lee County. She has an office in the Health Department to do her paperwork. Mrs. Seymore stated as a new part of the dental program they are trying to phase in is not only will she be working with children, she will be working with some of the elderly in Assisted Living facilities. Their program now covers birth to death with concentration mostly on children. She now has a larger territory and will be covering the following counties: Cumberland, Harnett, Lee, part of Hoke, Moore and Montgomery. She stated she will be doing the school based sealants in addition to other projects. She also does referrals as needed. Discussion followed. She stated she would speak to the Dental Society if needed. Mrs. Seymore was welcomed back to Lee County as a Dental Hygienist.

With no further business, Dr. Schaller moved the meeting adjourned at 7:51 pm.



Dr. Diane Schaller, Chairperson

ATTEST



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