

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

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September 10, 2014

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:03 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, Pastor Alice Hooker, Dr. Andre Knecht, Mr. John Riley, Jr., Mrs. Nilla Sloop, Dr. Teresa Wooddell and Dr. Diane Schaller. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Members absent were: Dr. William Hall and Dr. Lauren Williams.

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

**Approval of the Agenda:**

Remove Item # V – ServSafe Presentations as this presentation has been postponed

Remove Item IX – Executive Session – Personnel - and place on the October meeting agenda

Add Mr. Terrell Jones, Health Director presenting information on potential grant monies

Mrs. Dodson moved to approve the agenda with the recommended changes. Dr. Wooddell seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were no corrections to the August 13, 2014 Board of Health minutes. Pastor Hooker moved to approve the minutes as written. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

**Election of Vice-Chairperson** – Dr. Schaller opened the floor for nominations. Pastor Hooker nominated Mrs. Sloop and moved that the nomination be closed by acclamation. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller and Wooddell

**Nay:** None

**Abstained:** Mrs. Sloop

The chairperson ruled the motion was adopted unanimously.

## Board of Health Minutes

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

- **Bad Debt Write-Off - \$8,623.27 – Ms. Carol Kivett, Finance Officer** – this write-off is for fiscal year July 2012 – June 2013 and the program amounts are as follows: Family Planning - \$8,478.39; Child Health - \$58.80 and Maternal Health - \$86.08 totaling \$8,623.27. Although this is the close of FY 12-13, we never cease to make attempts to collect the debt. When the client comes back in for service, their account is reactivated. Ms. Kivett also presented information on our debit/credit card collections. Mrs. Sloop moved to accept the Bad Debt Write Off as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Vaccine Fee Approval – Mrs. Pamela Ridenhour, Nursing Director/Ms. Carol Kivett, Finance Officer** – in our Vaccine Program we have a stock of vaccines supplied by the state for those vaccines that are warranted as required and/or recommended for children through age 18. We are also required to provide a private stock of immunizations for the same vaccines. The private stock of vaccines we charge a flat rate fee for the clients that do not qualify for the state vaccines. We are wanting to add three more vaccines to our private stock as follows: Zostavax Shingles - \$196.00; adult Hep A - \$67.00 and Twinrix Hep A/B Adult - \$90.00. We have a request from the community for these vaccines. Mr. Riley moved to accept the vaccines and fees as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Riley, Schaller, Sloop and Wooddell

**Nay:** None

**Abstained:** Knecht

The chairperson ruled the motion was adopted unanimously.

- **Lee County Health Department Continuity of Operations – Mr. William Cain, Env. Health Supv.** – this is a plan of action to implement in case of a pandemic event that may occur in Lee County. It is a plan with a series of steps that would allow us to provide essential services through the health department while delaying non-essential services until the pandemic is mitigated. Mr. Cain referenced the following information: Annex of Pandemic Flu Plan; Plan of Action for providing LHD essential services; Prioritized 1-4 with 1 being priority (8 services); 2 (8 services); 3 (22 services); and 4 (9 services) and Based on PSI- Pandemic Severity Index-will be informed of status by state. Mrs. Sloop moved to accept the 43 page Lee County Health Department Continuity of Operations Plan as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Environmental Health Grants – Mr. William Cain, Env. Health Supv.** - he met with representatives from NACCHO and AFDO on September 3, 2014. They have afforded him an opportunity to proceed in trying to locate some grant monies for the Environmental Health Program. At this point, this is a five year program with a maximum of up to \$30,000 a year for each the five years. Program standards are as presented by Mr. Cain –this is a win, win situation; county improves efficiency, effectiveness, and cohesiveness; inspectors become standardized thru FDA; more prestige in meeting this standard; stakeholders receive transparency; potential funding could assist in paying for equipment, electronic software programs, etc. to improve the FLI program; and it is grant opportunities thru the National Association of County and City Health Officials (NACCHO) and the Association of Food and Drug Officials (AFDO). There is 22 counties in the state that will be applying for this grant. Discussion followed. Dr. Knecht moved to approve allowing Environmental Health to apply for the grant. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Riley, Schaller, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously

The board heard **Other information – Mr. Terrell Jones, Health Director** – he was on a conference call last week with the Center for Public Health Quality (CPHQ) who are located in Raleigh. This group is built on the solid foundation of extraordinary Quality Improvement (QI) successes among NC's local health departments and they have a Public Health QI 101 Program. This program provides participants with hands-on application of QI tools and methods. They walk the staff step-by-step through the QI process and supply them with the knowledge and tools to apply QI within the organization. Local health departments have the opportunity to have a team up to 6 to participate, assisted by grant funds (approximately \$20,000 per team) to cover travel and all QI events. This may be one of the last opportunities to receive funding for this training. The formal program. Will begin with the Health Director and Team Lead Kickoff Meeting on Friday, October 3, 2014. Mr. Jones asked the board for permission to attend the kickoff meeting for which the board agreed. There will be workshops and webinars thru April 2015. Environmental Health is working on a Quality Improvement Program and this could help them with their program.

Mr. Jones mentioned Mrs. Mary Hawley Oates, RN has been appointed to the Board of Health by the Board of County Commissioners.

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

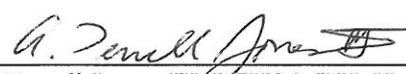
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the LCPH Activities Summary as we are two months into our fiscal year. They also reviewed the LCPH Monthly Management Summary. This summary showed through August 2014 – 16.66% Expected. It also showed we collected 18% of our revenue and expended 16% of our budget. He mentioned we are slightly above in our Primary Care Clinic and in our collections; and we are low in collections in our Maternity Clinic as we put a lot out front and get reimbursed in the end.

With no further business, Dr. Schaller moved the meeting adjourned at 7:35 p.m.



Dr. Diane Schaller, Chairperson

**ATTEST**



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