

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

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May 9, 2012

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:07 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Dr. Kelly Faulk, Dr. David Fisher, Pastor Alice Hooker, Mrs. Linda Kelly, Mr. Larry Oldham, Mrs. Martha Underwood and Dr. Lauren Williams. Absent from the meeting were: Mr. Charles Clifford, Dr. William Hall and Dr. Diane Schaller. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Mrs. Tamara Brogan, Vice-Chairperson, presided and the following business was transacted.

There were no corrections to the minutes of the April 11, 2012 board of health meeting and they stand approved as written.

**Public Comments:** None

The board heard **New Information:**

- **ServSafe Presentations, Mrs. Susan Condlin, NC Cooperative Extension.** Mrs. Condlin stated the NC Cooperative Extension has been teaching ServSafe classes in Lee County since February 1998. Over 600 people have enrolled in this training class and there have been no restaurant foodborne outbreaks in Lee County since its beginning. She stated she appreciated the support from the Lee County Environmental Health Department because it is very important they teach this class together. Once a restaurant goes through this food safety training, they will receive an additional two points on their certificate. Mrs. Condlin mentioned the law will possibly change this year with the adoption of the new food code; and with this new law, if a restaurant does not take this training course, they may lose two points on their certification. This was a two day class held in April 2012 where 15 enrolled and 13 passed. Seven participants attended the board meeting and received their certificates. Each participant was asked to state the restaurant they represented and tell at least one thing they learned from taking the class.

The board heard **New Information:**

- **Medical Records Scanning Project – Ms. Meg Moss, Executive Director, Lee County Industries (LCI)** – before Ms. Moss began her presentation, Mr. Jones, Health Director mentioned he learned from watching the County Commissioner’s meeting on May 7, 2012, that the funds for this record scanning project had been removed from the health department’s budget. He was not made aware of this budget cut prior to this meeting. Ms. Moss stated LCI is a Community Rehabilitation Program (CRP) located here in Sanford where they provide services to a wide variety of people with a myriad of disabilities, whose ultimate goal is to become employed. The medical record scanning project would have, initially, created five new jobs here in Lee County, with a three year plan to create 12 new jobs in an industry that is brand new to Lee County. In working with the Health Department to determine their needs for medical records scanning, they are as follows: 1) physical space – the medical records space as it is now, takes up the space of about four exam rooms. Mr. Jones has future plans for the health department to expand its services to be the medical home for uninsured, low income individuals, but does not have the physical space for additional staff or services, (2) Mr. Jones and the County’s IT Department need a user friendly solution to their scanning needs, which LCI has proposed a competitive quote compared to an “out of county vendor”, (3) the health department has a mandate to digitize their future documents starting in 2014 followed by a request to digitize their past records. In addition, there is a disaster recovery element. The Health Department has three scanners that

are not being utilized because of the lack of funding to purchase the licenses. Mr. Jones has identified his needs, and LCI has proposed a solution which would not only help the Health Department, but would be available for the Department of Social Services (DSS) and other county departments, as well as private industries, medical facilities and schools. They have identified some 12 million DSS documents that need to be scanned to make space available, and the Lee County courthouse is also having storage space needs due to all their paper files. LCI has applied for grants for start-up funds, based on their anticipation of the county including this project in the budget. Ms. Moss stated partnerships are in place, an action plan is written, jobs are waiting to be created, but without the county's support, the start-up of this new industry in Lee County is in jeopardy. Ms. Moss asked the board to appeal to the board of commissioners with this information and ask them to reconsider this project. LCI can complete this project in approximately two years and two months at a rate of \$120,000 each year and a minor amount for the last two months, totaling \$242,000 for the three million documents. Ms. Moss also mentioned their business action plan includes starting with document conversion and within one year moving into document shredding. Mr. Jones stated he will attend the budget workshop on Monday May 14, 2012 and present more information to the Board of County Commissioners and ask them to reconsider and embrace this program. Following discussion, Dr. Fisher moved to support Lee County Industries scanning the Health Department's medical records in the FY 2012-2013 budget year. Mrs. Kelly seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Faulk, Fisher, Kelly, Oldham, Williams, Hooker, Underwood.

Nay: None

The Vice-Chairperson ruled the motion was adopted unanimously.

- **Information on the Federal Food Code** – Mr. Roy Warren, Env. Health Supervisor - North Carolina is writing a new set of rules governing the sanitation of food service establishments which will be very different from our existing rules. These new rules will be based on the FDA Food Code. The FDA Food Code produced by the U. S. Public Health Service is not rules or regulations enforced by the federal government. It is a model for state governments to use in developing their own rules. Our current Rules Governing The Sanitation Of Food Service Establishments have historical ties to the FDA Food Code going back through the 1960's and probably earlier. The North Carolina rules and regulations have always been based on food science and North Carolina has been a leader in the Nation and known for its outstanding program. The new rules have adopted parts of the FDA Food Code and have gone through review by the NC Office of Administrative Hearings. The next step is public hearings and then will be approved, or not, by the N. C. Rules Review Commission. If adopted July 1, 2012, they will become effective September 1, 2012 or later. The Lee County Environmental Health staff has already received some training on the FDA Food Code and will require much more. People operating and working in food establishments will also require much more training. Mr. Warren responded to questions as appropriate.

The board considered **Action Items**:

- **Motivational Interviewing Mini-Grant - \$7, 375** - Information on this mini-grant was presented at the March 14, 2012 board meeting. It was obtained through the state and local health departments were included. Funds from this grant will mainly be used by case managers and supervisors working in the (PCM) and (CC4C) programs. The training is appropriate for all staff who engages in direct-client services. Mr. Jones stated this training will take place here in Lee County with the first one being held June 26, 2012 at the McSwain Extension Center. Discussion followed. Dr. Fisher moved to accept the mini-grant in the amount of \$7,375 as presented. Pastor Hooker seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Faulk, Fisher, Kelly, Oldham, Williams, Hooker, Underwood.

Nay: None

The Vice-Chairperson ruled the motion was adopted unanimously.

- **Renewal of the Inmate Contract with the Department of Correction** – A copy of this contract was included in the board packet. This is an annual contract with the total cost of \$520. This project begins July 1, 2012 and ends June 30, 2013. There is only one inmate now working at Animal Services. Dr. Williams moved to accept the renewal contract for inmate labor between Lee County Health Department and the North Carolina Department of Correction as presented. Mrs. Underwood seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Faulk, Fisher, Kelly, Oldham, Williams, Hooker, Underwood.

Nay: None

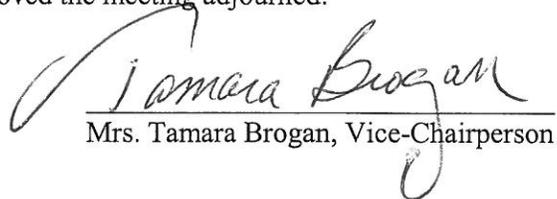
The board heard **Update Information:**

- **FY 2012-2013 Budget – Mr. Jones, Health Director** – a copy of LCPHD Budget for Fiscal Year 2012-2013 was included in the board packet. Mr. Jones stated with watching Mr. Crumpton, County Manager, on his computer on Monday, May 7, 2012 presenting our budget to the county commissioners, after the removal of the records scanning project request; and the expansion of Animal Services request, we were close to our FY 2011-2012 budget. The budget still includes a three percent COLA increase. Mr. Jones mentioned trying to spend some of the money from the Community Transformation Grant before the deadline. He mentioned the possibility of moving Pamela Glover, our current Health Educator into this position. Our proposed budget for FY 2012-2013 is \$3,013,883. Discussion followed and Mr. Jones responded to questions as appropriate.
- **Accreditation** – Mr. Jones handed to the board the report from the Accreditation Site Visit Team. We are pleased with the outcome score of 97.7%. He gave thanks to Mrs. Sandra Boyd as our Accreditation Team Coordinator as well as the rest of the team members to include Mrs. Gay Welsh, State Consultant. The Site Visit Team will now make a recommendation to the full NC Board of Accreditation on May 25, 2012 that we become fully accredited. Mr. Jones and Mrs. Boyd will attend this meeting to pick up the certificate. Mrs. Brogan, Vice-Chairperson congratulated the staff on a job well done.
- **Lee County Health Department Monthly Activity Summaries** – Mr. Jones referenced the LCPH Monthly Management Summary showing through the close of April 2012 we have collected 68% of our revenue and expended 69% of our budget. By this time, we should be at 84 % of our budget in expenditures and collections of revenue. Reference was made to the totals on the LCPH Activity Summary.

The board heard **Other Information:** Mr. Jones mentioned he and Dr. Fisher met with Mrs. Wendy Seymore, Dental Hygienist and State Dentist, Dr. Jean Spratt about access to dental health for low income individuals with no insurance. Good ideas were shared such as working with the Community College on a fluoride varnish. Dental health is one of the five main objectives discussed in the Strategic Plan from the Community Health Assessment.

Mr. Jones also mentioned Dr. Kelly Faulk, will not be renewing his term on the board; therefore, we have a vacancy to fill. He stated if you know someone who is eligible for this position, please encourage them to apply.

With no further business, Mrs. Brogan moved the meeting adjourned.

  
Mrs. Tamara Brogan, Vice-Chairperson

ATTEST

  
Terrell Jones, REHS MPH, Health Director