

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

July 9, 2014

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:12 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, Dr. William Hall, Mrs. Nilla Sloop and Dr. Diane Schaller. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Members absent were: Pastor Alice Hooker, Dr. Andre Knecht, Mr. John Riley, Jr., Dr. Lauren Williams and Dr. Teresa Wooddell

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

Approval of the Agenda:

There was not a quorum present to approve the agenda.

Approval of the Minutes:

There was not a quorum present to approve the June 11, 2014 meeting minutes.

Public Comments:

None

The board heard the **Introduction of a New Employee – Mr. Terrell Jones, Health Director** –Ms. Shannon Cagle, Environmental Health Specialist was hired July 8, 2014. Ms. Cagle formerly worked for Lee County and left to work for Moore County for about two years. We are happy to have her back in Lee County.

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

- **Environmental Health Fee Schedule – Mr. William Cain, Env. Health Supv.** - no action was taken on this item as no quorum was present at the meeting. Handouts were given to the board as follows: Recommended EH Fee Schedule Modifications; Percentage of Environmental Health Budget from Revenue 2013/2014 – this graph showed revenue from 17 counties in comparison with Lee County. The board also reviewed the Environmental Health Estimated Cost for Services that was included in the board’s agenda packet. Discussion followed. Dr. Schaller stated to put the Costs for Services information on the agenda for the August board meeting. Mr. Cain and Mr. Jones responded to questions as appropriate. Members present decided to check with the County Manager to see if the Board of County Commissioners was ready for a fee increase.

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

- **New Reporting and Investigation Requirements for Chikungunya Virus – Mrs. Pamela Ridenhour, Nursing Supervisor** – this is a virus transmitted by certain types of mosquitos. It was first identified in the 1950’s in a section of Africa and it causes severe joint pain and high fever. You have to treat the symptoms for this virus as there is no cure. The United States has started tracking this virus and found that in the latter part of 2013 some of these cases were coming from the Caribbean. North Carolina had its first case last month and now has a total of seven cases as of last night when the report was received from CDC. Our NC State Health Director has made this virus a mandatory reportable illness. The state of Florida leads in the number of cases. Mrs. Ridenhour stated she asked her Communicable Disease nurses to send out the health information about this virus by blast fax

Board of Health Minutes

Page 2

to all of the providers here in Lee County. Discussion followed on how this information was getting out to the community. Mrs. Ridenhour stated she would place the CDC's basic information sheet (English and Spanish) about this virus along with the prevention tips on the county's website.

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

- **The Expansion Project – Animal Services Shelter – Mr. Carl Iceman, AC Supervisor –** a report was given on the addition of the new 20x20 storage building now in place at the shelter. Mr. Jones gave the board a picture of this storage area.

The Jones also gave the board a picture of how our medical records room looks now that we have been working with LCI to scan our medical records.

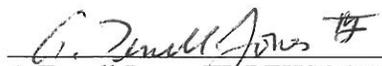
- **The Community Health Assessment/Accreditation Process – Ms. Ashley Graham, Health Education Supervisor –** we are still in the data collection process working with ten focus groups throughout the community. We are in the process of completing the Community Health Assessment (CHA) survey with individuals and the results from this survey will be put on the county's website. The CHA is due in March 2015. Mr. Jones thanked Ms. Graham for managing additional duties including accreditation. We are still in the process of replacing the Health Promotions Specialist position.
- **Local and State Budgets – Mr. Jones and Carol Kivett, Finance Officer -** the State has not approved their budget as of tonight; therefore, there is no update to present. The county's budget was passed on schedule in June 2014 with minor variations. The health department budget was approved to include our True Colors Team Building exercise for all staff.
- **Billing Medicaid in our Primary Care Clinic –** we are still moving in the direction of billing Medicaid in our Primary Care Clinic, but has not reached that point. Mr. Jones met with the new CEO at CCH in regards to us providing this clinic. In order to bill Medicaid, we must provide after hour services. We are still trying to find a similar agreement from another county with a hospital or provider that provide this service.
- **Strategic Plan Review –** according to accreditation we must review this plan annually. A copy of the 2014 Strategic Plan Progress Report – July 9, 2014 was given to the board and reviewed by Mr. Jones. Dr. Schaller mentioned in reviewing the plan, it was discussed previously under the who's responsible column to put the position of the person and not the name; and for all priorities under the who's responsible column, someone from the board who is on the strategic plan committee should be involved. We as the health department should be involved. Mr. Jones mentioned this would be the health director.
- **Lee County Health Department Activity and Management Summaries –** the board reviewed the LCPH Activities Summary for fiscal year July 2013-June 30, 2014. The Animal Shelter staff was commended for the high adoption rate and the low euthanasia rate (870 adoptions and 299 euthanasia's). The Environmental Health staff was also commended for achieving 100% of required inspections for the year. The board reviewed the Monthly Management Summary. This summary showed through June 2014 –100% Expected. It also showed we collected 85% of our revenue and expended 85% of our budget. Ms. Kivett, Finance Officer stated this report show results as of the end of June 2014. We still have not closed out the fiscal year and this will not be done until August 2014. The board will receive the completed fiscal year report in the September 2014 board meeting. The Family Planning and Maternal Health revenues are down due to problems with Medicaid billing of the Depo Contraceptive; and we still have not received our cost settlement from Medicaid.

With no further business, Dr. Schaller moved the meeting adjourned at 7:57 p.m.



Dr. Diane Schaller, Chairperson

ATTEST



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