

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

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March 12, 2014

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:04 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, Mrs. Linda Kelly, Dr. Diane Schaller, Mrs. Martha Underwood, Dr. Lauren Williams and Dr. Teresa Wooddell. Mrs. Nilla Sloop and Mr. John Riley, Jr., were absent from the meeting. Mr. Terrell Jones, Health Director, was present as Board Secretary.

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

**Approval of the Agenda:**

This item was mentioned in the February 18, 2014 training on the Open Meetings Law to be included on the BOH agenda each month. Any item to be discussed at the board meeting that is not on the agenda must be approved to be added at the beginning each meeting. There were two items added to the agenda: 1) Presentation on the NC Public Health Association Policy Form and 2) Things the BOH need to consider in changing in the BOH Operating Procedures. Both presentations will be done by Mrs. Martha Underwood. Mrs. Martha Underwood made a motion to approve the agenda with the two additional items. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Knecht, Kelly, Schaller, Underwood, Williams and Wooddell

**Nay:** None

**Approval of the Minutes:**

There was one correction to be made in the January 8, 2014 Board of Health minutes - adding Dr. Teresa Wooddell to the list as being present. Dr. Hall made a motion to approve the January 8, 2014 minutes once this correction has been made. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Knecht, Kelly, Schaller, Underwood, Williams and Wooddell.

**Nay:** None

**Public Comments:** None

The board heard the **Introduction of New Employees – Mr. Terrell Jones, Health Director** – we have four new employees to attend the meeting as follows: Abigail Sanders, Nutritionist I – WIC Department – hired 12/31/13; Ashley Graham - Public Health Educator II/Supervisor – hired 1/28/14; Adair Thomas – Processing Assistant III – WIC Department – hired 2/11/14 and Kayla Fore – Animal Shelter Attendant – hired 2/15/14. One new additional employee will be introduced at the next meeting.

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

- **Requested Change to Food and Lodging Permit Fees- Senate Bill 402. Mr. William Cain, Env. Health Supv.** This request is for the board's approval to implement a \$75.00 application fee to be charged to the applicant by Environmental Health services to review the application and permit the proposed Limited Food Service facility. The fee would primarily apply to concession stands sponsored by local civic groups and local schools that have sporting events which have the capacity to sell potentially hazardous foods to the public. This fee will be collected by local health departments instead of the state and will be used to support local Food, Lodging and Institution Program activities. Mrs. Kelly moved to accept the \$75 application fee for Limited Food Service Establishments. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Knecht, Kelly, Schaller, Underwood, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **FY 2014-2015 Proposed Budget – G.S. 130A -34.4 - Ms. Carol Kivett, Finance Officer** – included in the board packet were budget graph sheets as follows: 1) LCHD Proposed Budget for Fiscal Year 14-15, 2) Where Revenues Come From and 3) Where Revenues Go. Total proposed expenditures for Fiscal Year 2014-2015 are \$3,148,198. Ms. Kivett made mention of the county revenues in the amount of \$1,612,753 for FY 2010-2011. Mr. Jones referenced that amount using General Statute 130A-34.4 Strengthening local public health infrastructure. New items requested in the budget are as follows: Front desk registration/interpreter Processing Assistant IV –50% position total cost plus benefits- \$16, 379; True Colors Team Building activity for all staff - \$800; PHN II – 60% position - \$39,843; widening the office of our billing clerk for privacy/confidentiality- estimate is \$4,950, but \$6,000 was added to budget just in case more is needed at the end of the fiscal year; WIC Dept. is requesting to reclass their Processing Assistant III positions to Processing Assistant IV (3 positions)- \$5, 613 plus benefits. The WIC Department is 100% federal funded. Discussion followed. Mrs. Kelly moved to accept the FY 2014-2015 Proposed Budget as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Kelly, Schaller, Underwood, Williams and Wooddell

**Nay:** None

**Abstained:** Dr. Knecht

The chairperson ruled the motion was adopted unanimously.

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

- **2013 LCHD Communicable Disease Trends Report – Mrs. Pamela Ridenhour, Nursing Dir.** – this report is required annually to be presented to the board as a part of accreditation. This report was also included in the board packet. Chlamydia and Gonorrhea continues to remain as the top two Sexually Transmitted Disease (STD) cases for Lee County. Salmonellosis and Campylobacter infection remains as the top two CD diseases for Lee County. There were three Tuberculosis (TB) cases reported. Two were suspect cases and one was a confirmed case. There were no confirmed cases of Vaccine Preventable Diseases (VPD). Discussion followed.
- **Lee County Boards and Committees-Training On Open Meetings Law – February 18, 2014. Mrs. Martha Underwood, BOH Member** – Mr. Terrell Jones and Mrs. Bettina Seymoure were also in attendance at this training. This information was included in the board agenda packet. Mrs. Underwood mentioned several points from this training as follows: phone calls do not create public records nor do it count as a public meeting, notice requirements, quorums, meeting minutes – time a board members arrives (if late) and the time a board member leaves early, closed session meeting and minutes and special meetings. It was mentioned in relation to board operating procedures that since our board runs on a July thru June fiscal calendar year, the board should have an organizational meeting in July and vote for the chair and vice-chair at this time for the following 12 months to include setting a meeting time.

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

- **Review of the BOH Operating Procedures** – review of these procedures is required annually for accreditation. It was mentioned in the information above that the board should consider changing election of the chair and vice-chair from January to January to July thru June of each year. Discussion also followed on possibly changing the meeting date from the 2<sup>nd</sup> Wednesday to the 3<sup>rd</sup> Wednesday of each month. Mrs. Underwood moved to change Paragraph 2 Section a: the

board members shall elect a Chair and Vice-Chair by majority vote each year at the July meeting instead of the January meeting because board terms begin in July. Dr. Knecht seconded the motion. Mrs. Underwood moved to table the vote until the next board meeting. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Kelly, Knecht, Schaller, Underwood, Williams and Wooddell

**Nay:** None

- **Lee County Health Department Activity and Management Summaries** – The board reviewed the LCPH Activities Summary and the Monthly Management Summary. The Monthly Management Summary showed through February 2014 – 67% Expected. It also showed we collected 53% of our revenue and expended 56% of our budget.
- **Survey for Private Providers in the Community** – Mr. Jones mentioned the health department would like to adopt a sliding scale fee in our primary care clinic; and associate ourselves with Medicaid and private insurers so that we can bill for services. Our primary care clinic has never had the ability to pay for itself and is subsidized by county government. For 2013-2014 the revenues budgeted for primary care was 57% from county revenues and 43% from the \$45 flat fee and lab cost reimbursements. This information was included in the board packet and attached was a short survey that Mr. Jones would like to send out to private providers looking for input from them to see if the majority of the private providers can/would support this change in the health department policy. Following discussion, the survey will not be sent out at the present time. Mr. Jones asked the board to review the information presented and he will bring the sliding scale fee to the board at next month's meeting for approval. He mentioned that the health department is now considered as an Essential Care Provider and we will get reimbursed for our services.

**Other:**

Mrs. Underwood handed out information from the NC Public Health Association Policy Forum, March 5, 2014. She felt the two best presenters were from the American Medical Association Academy and the Association of Local Health Directors. Discussion followed on some of the information outlined by the American Medical Association Academy with one being the average age of a family physician in NC is 52 years old. Reference was also made to the information outlined by the Association of Local Health Directors.

- **Closed Session** – Mrs. Underwood moved to go into executive session to discuss a personnel matter. Dr. Hall seconded the motion, and upon a vote the results were as follows:

**Aye:** Dodson, Hall, Hooker, Kelly, Knecht, Schaller, Underwood, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

Dr. Knecht made a motion to come out of executive session. Dr. Hall seconded the motion, and upon a vote the results were as follows:

**Aye:** Dodson, Hall, Hooker, Kelly, Knecht, Schaller, Underwood, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

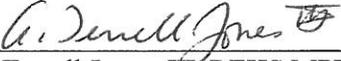
With no further business, Dr. Schaller moved the meeting adjourned at 8:17 p.m.



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Dr. Diane Schaller, Chairperson

**ATTEST**



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