

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

December 11, 2013

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:06 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Linda Kelly, Dr. Andre Knecht, Mr. John Riley, Jr., Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood, Dr. Lauren Williams and Dr. Teresa Wooddell. Mrs. Charity Dodson, Dr. William Hall and Pastor Alice Hooker 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.

There were no corrections made to the November 13, 2013 Board of Health minutes. The minutes stand approved as written.

Public Comments: None

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

- **Revised Environmental Health Fee Schedule** - Mr. William Cain, Interim Env. Health Supervisor – stated the process with this fee schedule and layout started with Catawba and Davidson Counties. Through the assistance of Mr. Jones, Health Director, the Finance Department and all of the environmental health staff they were able to quantify the cost for services they provide to the county. Mr. Cain referenced and explained the Environmental Health Estimated Costs for Services that was included in the board’s agenda package. He stated he appreciated the assistance from the Environmental Health Subcommittee for getting them to this point. Mr. Jones mentioned the formula for this new fee schedule can be used from now forward; adjusting as needed the cost we occur to provide these services. Mr. Cain and Mr. Jones responded to questions as appropriate. Mrs. Underwood stated to Mr. Cain the board is very proud of the work he has done in putting together this fee schedule. Mr. Jones agreed. Discussion followed. Dr. Schaller stated the board should consider approving this document to be sent to the Board of Commissioners for their review. Mrs. Underwood moved to accept the Environmental Health Estimated Costs for Services document as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **New Family Planning Monies – TANF Funds - \$6,867** - a copy this information was given to the board at last month’s meeting and was sent to them in their agenda packet for this meeting. These are TANF funds from the Women’s and Children’s and Health/Women Health Section to be given to the Lee County Coalition for Families project. Discussion followed. Mrs. Underwood moved to approve accepting the TANF funds in the amount of \$6,867 as presented. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

Aye: Kelly, Knecht, Riley, Schaller, Underwood, Williams and Wooddell.

Nay: None

Abstained: Mrs. Sloop

The Chairperson ruled the motion was adopted unanimously.

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

- **Animal Shelter** – Christopher Zitterkopf, AC Officer resigned effective 11/22/13. Mr. Jones explained The Lee County Animal Advocacy, a non-profit group and how they work with Animal Services. He has been working on clearing up a problem with that group and things are starting to settle down. We will be posting a vacancy for an Animal Shelter Attendant instead of an Animal Control Officer position. After the transition between Animal Services and the Sheriff Department took place, all AC Officer positions were grandfathered in; and when a vacancy occurred the position would drop down to a Shelter Attendant.
- **Lee County Health Department Activity and Management Summaries** – Mr. Jones referenced the Monthly Management Summary where it showed through November 2013 – 42% Expected. This summary showed we have collected 38% of our revenue and expended 29% of our budget. He referenced Family Planning, Maternal Health and Communicable Disease programs explaining the reason for low revenue collected in those programs. He also referenced the LCPH Activities Summary looking at this year average versus our previous year average. Sexually Transmitted Disease (STD) numbers went up slightly this year and due to this the State of the County Health Report had to be modified. A hand out was given to the board showing the status in Environmental Health on the mandated and non-mandated inspections for the year. Mr. Cain explained this handout. Mr. Jones mentioned he hoped to have the Environmental Health Supervisor position filled by January 2014.

Other –

- **Discussion of Co-Operative Extension Project – Mrs. Susan Conclin** – she stated they did the ServSafe test only where 26 people participated and several people did not do very well. It showed that education is very important and she hoped to see these same participants in their April 2014 class. Board member, Mrs. Linda Kelly, took the test and passed. Mrs. Conclin surprised Mrs. Kelly at this meeting and presented her with her ServSafe certificate.
- **Mr. Jones – request to attend Project Management Course at Central Carolina Community College** – he stated he met with Dr. Schaller and Mrs. Underwood and one of the things that came up was him attending a Project Management Course if he could find one at Central Carolina Community College. There is one course being offered at the Pittsboro Campus from 8am – 12 noon; two days a week for two weeks in January 2014. The course is held on Tuesday and Thursday mornings at a cost of \$172. Taking this course will help him with the accreditation process in general. Mrs. Kelly moved to approve allowing Mr. Jones to attend the Project Management Course at the Pittsboro CCCC Campus. Dr. Wooddell seconded the motion and upon a vote, the results were as follows:

Aye: Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell.

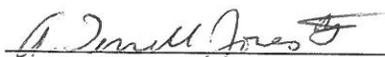
Nay: None

The Chairperson ruled the motion was adopted unanimously.

With no further business, Dr. Schaller moved the meeting adjourned.


Dr. Diane Schaller, Chairperson

ATTEST


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