

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

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August 14, 2013

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:00 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, 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. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Mrs. Martha Underwood, Vice-Chairperson presided until the arrival of Dr. Diane Schaller, Chairperson; and the following business was transacted.

There was one change made to the July 10, 2013 Board of Health minutes. This change was on page 2 spelling out the abbreviation BOCC – Board of County Commissioners. Dr. Hall moved to approve the minutes as amended. Mr. Riley seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell.  
Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

Dr. Schaller, Chairperson arrived and presided for the rest of the meeting.

**Public Comments:** None

Mrs. Sloop recommended that we include the Board of Health meeting agenda in the Up- to-Date agenda items section in the Sanford Herald. She feels this would be a good recognition for public health and would also meet the standard for accreditation.

The board heard the **Introduction of a New Employee – Mr. Terrell Jones, Health Director** – Mrs. Donna Clark, RD, WIC Nutritionist was hired July 22, 2013. Mrs. Clark was a State WIC Consultant several years ago in another state. Mrs. Clark comes to us through Nutrition That Works contract agency and is doing a great job in our WIC Program. We are happy to have her aboard.

Dr. Schaller introduced Dr. Teresa Wooddell, Dentist to the board. Dr. Wooddell replaces Dr. David Fisher. All board members were asked to introduce themselves to Dr. Wooddell. Mr. Jones also introduced health department staff that was present. Mrs. Sandra Boyd, Health Education Supervisor, announced her resignation to the board. Mrs. Boyd has accepted a position with the State of NC in their Sickle Cell Program.

The board considered **Action Items:**

- **Bad Debt Write-Off - \$11,810.35 – Ms. Carol Kivett, Finance Officer** – this write-off includes the programs of: Family Planning - \$8,449.01; Child Health - \$592.60 and Maternal Health - \$2,768.74 totaling \$11,810.35 for the fiscal year July 2011- June 2012. Ms. Kivett mentioned when clients return to the health department for services, their account balance is reactivated. Mrs. Underwood moved to accept the write-off as presented. Mrs. Kelley seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Pharmacist Contract- Mrs. Pamela Ridenhour, Nursing Supervisor** – the health department had their Women’s Preventive Health Program audit back in April of this year and were told by the state consultants that Title X has restructured and stated we needed to restructure our inventory system to match the new 340B requirements. Mrs. Ridenhour explained these requirements. With this new requirement, our contract pharmacist has doubled his number of work hours. Therefore, he is requesting a monthly increase from \$400 a month to \$600 a month totaling an additional \$2,400.00 needed in the budget. In the past, he has forgone some yearly increases at the personal request of the two previous health directors. The renewal contract has not been signed yet waiting approval of the requested salary increase. Discussion followed. Mrs. Underwood asked is there software provided by Title X that can be used to keep this inventory? Ms. Kivett stated she would check on this. Mrs. Sloop moved to approve the Health Department going to the Board of County Commissioners asking for their approval for the additional \$2400.00 funds needed for this contract. The pharmacist salary would go from \$400 a month to \$600.00 a month. Dr. Hall seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Board of Health/Policy and Procedures: Participation in Community Health Improvement** – Mrs. Sandra Boyd, explained the Community Health Assessment to the new board members. Priority areas identified in Lee County are: access to mental health, obesity, teen pregnancy, STI (sexually transmitted infections) and dental health. The Community Health Assessment is completed every 4 years and during the interim time a State of the County Report is completed which is an annual report. This policy ensures that the board of health is aware of the process and knows what is going on in the community. Mrs. Boyd stated there were no changes made to this policy. She then answered questions as appropriate. Mrs. Kelly moved to accept the Participation in Community Health Improvement policy and procedures as presented. Pastor Hooker seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Policy and Procedures: Lee County Employee Development Plan – Mr. Jones, Health Director** – the purpose of this policy is for ongoing training and continuing education to ensure our staff is competent and able to function in a quality public health agency. This policy also addresses staff recruitment and retention. Mrs. Sloop moved to accept the Lee County Employee Development Plan after the correction on page 2, under the Retention section. This correction is a format change under #4, changing #1) to (a) and #2) to (b). Pastor Hooker seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
Nay: None

The chairperson ruled the motion was adopted unanimously.

Mr. Jones mentioned we were a little behind on some of our annual reviews, but our state consultant states we would be okay if we get them all in by August 31, 2013.

The board heard **New Information** -

- **Environmental Health Fees from Neighboring Counties** – Mr. William Cain, Environmental Health Specialist. Mr. Jones mentioned he and Mr. Cain have met a lot over the last few weeks about environmental health fees. Included in the board packet was a comparison fee schedule from neighboring counties showing all program fees. An Eight County Environmental Health Fee Comparison was passed out to the board showing new improvement permits and Type II and Type III construction authorization; and a 4-Bedroom Septic System. This comparison also included some of the current fees from the Food and Lodging Section. Mr. Cain stated that when it comes to fee schedules every county has a different philosophy. Mr. Jones mentioned in the eight county fee comparison, Lee County is higher than all the others and don't see where they can be raised any higher. He stated the county manager and the Board of County Commissioners told him if we raised enough money to cover at least half of an environmental health specialist position, they would restore that position. Discussion followed. Mr. Cain recommended putting together a sub-committee to re-access some of the environmental health fees. Discussion followed on mobile food units in Lee County. He stated permits issued for mobile food units in Lee County are valid throughout the State of North Carolina. Dr. Hall made a motion to form a sub-committee consisting of Mrs. Sloop, Mrs. Underwood and Dr. Schaller to review the current environmental health fees. Dr. Schaller asked Mr. Cain if he would assist on this committee. Pastor Hooker seconded the motion, and upon a vote the results were as follows:

Aye: Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
Nay: None

The chairperson ruled the motion was adopted unanimously.

The sub-committee was asked to come back with recommended changes by the October 2013 board meeting.

The board heard **Update Information** –

- **Environmental Health Update – Food and Lodging Section** – this information was covered in the above section. Mr. Jones mentioned that the legislature has passed an increase in restaurant fees. He stated the governor has signed a new budget and this fee increase would mean an increase in our environmental health budget. Mr. Jones mentioned the county manager has asked them to check into an automated data handling system for environmental health. After searching they found a software system called Energov and the quote they received is approximately \$11,000. This information will be carried back to the county manager for approval.
- **Lee County Health Department Activity and Management Summaries** – Mr. Jones referenced the Monthly Management Summary where it showed through July 2013 – 8.3% Expected. This is the first month of the new fiscal year. This summary showed we have collected 8% of our revenue and expended 8% of our budget. He referenced the July LCPH Activities Summary. A revised sheet was given to the board. This report also represents the first month of the new fiscal year. Mr. Jones referenced the animal services section for their animal adoptions for the month of July totaling 113. This is attributed to the new volunteer program at the shelter.

**Other** –

**Board of Health Expectations – Dr. Schaller, Chairperson** – one of the concerns of the board is the length of time it is taking for the monthly board meetings; and to try to keep the timeframe within one hour. She stated if everyone would read their board packet ahead of time before each meeting, this would cut down on the time at the meetings. She asked if board members would plan to attend each meeting and referenced the number of absences allowed. If members could not attend, please notify Bettina or Mr. Jones then it will be counted as an excused absence.

**Board of Health Minutes**

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**Executive Session** – Mrs. Underwood moved to go into executive session for the subcommittee to present their final review to the full board on the Health Director’s Performance Appraisal.

**Aye:** Dodson, Hall, Hooker, Kelly, Knecht, Riley, Schaller, Sloop, Underwood, Williams and Wooddell  
**Nay:** None

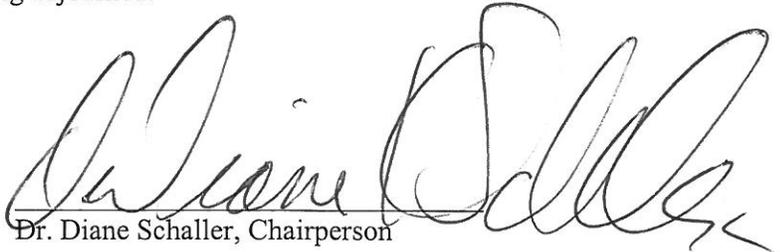
The chairperson ruled the motion was adopted unanimously.

Mrs. Underwood made a motion to come out of executive session. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Kelly, Knecht, Riley, Schaller, Sloop, Underwood.  
**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**



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