

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

March 14, 2012

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. Tamara Brogan, Dr. David Fisher, Dr. William Hall, Pastor Alice Hooker, Mrs. Linda Kelly, Mr. Larry Oldham, Dr. Diane Schaller and Mrs. Martha Underwood. Absent from the meeting were: Mr. Charles Clifford, Dr. Kelly Faulk and Dr. Lauren Williams. Mr. Terrell Jones, Health Director, was present as Board Secretary.

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

Mrs. Underwood questioned the two senate bills listed in the February 6, 2012 minutes. She mentioned that one of those senate bills should be listed as a house bill. Mr. Jones stated he would research these bills to make sure they are as listed. Once this correction is made, the February 6, 2012 and February 8, 2012 board meeting stand approved.

Public Comments: None

The board heard New Information:

- **Introduction of New Employees:** Mr. Terrell Jones, Health Director, introduced Olive Velaquez-Buie, Social Worker – hired 9/11/11, Dana McCallum, Social Worker – hired 10/10/11 and Kimberly Perez, Foreign Language Interpreter-hired 12/19/11. These ladies were hired for our new programs of Pregnancy Care Management (PCM) and Community Care for Children (CC4C). These two programs began in the fall of 2011. Mr. Jones mentioned he received an email from the coordinator who oversees the work of these programs, stating she was pleased with the work these two ladies were doing in those programs. Mrs. Joyce Brooks, WIC Director, introduced Tiara White – hired 2/14/12 in the WIC Department as a part-time Breast Feeding Peer Counselor. She will be following all the pregnant women who are currently breast feeding and are enrolled in WIC. The board welcomed all new employees.
- **Motivational Interviewing Mini-Grant** – This was a grant that was obtained through the state and local health departments were included. Motivational Interviewing (MI) is now established as an evidence-based practice. It focuses on exploring and resolving ambivalence and centers on motivational processes within the individual that facilitate change. It is grounded in a respectful stance with a focus on building rapport in the initial stages of the client-provider relationship. MI 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. In partnership with Southern Regional AHEC, staff will register for a year-long MI training course to begin in the Spring of 2012. It is expected that sufficient funding will be available to train other clinical disciplines including school nurses supported through the School Nurse Funding Initiative. No action is required for this mini-grant.

The board considered Action Items:

- FY 2012-2013 Budget Proposal - Mr. Jones, Health Director – a handout was given to the board on the LCPHD budget for Fiscal Year 2012-2013. The major difference in this year's budget versus the 2011-2012 budget is there are no county dollars included for the Maternal Health and Child Services Coordination programs. Funds for these programs are being channeled to us from the Community Care of the Sandhills for our PCM and CC4C programs. Included in this budget is a proposed 3.6% cost of living allowance (COLA) as stated by the county manager. Fiscal Year 2012-2013 County Revenue total included Capital Outlay for the Animal Shelter expansion in the amount of \$130,000 and the EMR (Electronic Medical Records)/Paper Record Scan Project in the amount of \$120,000. Without these

two capital requests, total revenue from the county would be \$1,551,302 resulting in a 3% increase over the 2011-2012 fiscal year. Total revenue budgeted for 2012-2013 is: \$3,276,735. Dr. Schaller asked about the Animal Shelter expansion. Mr. Jones responded stating the expansion included eight more runs to be added because holding space fills up fast. Discussion followed. The animals being brought in by the Sheriff Department when the runs are full are being put in pens outside on the backside of the shelter. Dr. Schaller stated this action has to stop immediately as there are strict guidelines from the Department of Agriculture of what we can and cannot do and this is in complete violation. The Dept. of Agriculture will shut the shelter down for having those animals outside. Dr. Schaller questioned the cost of the expansion. Mr. Jones stated that this cost included buying a storage building, plumbing, electrical and heating, etc. He consulted with Mr. Russell Spivey in General Services who helped him to reach this amount. Mr. Jones and Ms. Kivett are scheduled to meet with Mr. John Crumpton, County Manager and Mrs. Lisa Minter, Finance Officer on March 29, 2012 to present the proposed budget. He mentioned the final Evergreen Solutions study has been received by the county. The final report was exactly like the draft report. Recommendations for the health department have been made which hopefully will be modified. Dr. Hall moved to accept the health department's FY 2012-2013 proposed budget in the amount of \$3,276,735. Mrs. Underwood seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Changes in the Consolidated Contract** – Ms. Kivett, Finance Officer – the consolidated agreement is an agreement between the state and local health departments on how we receive our funding and how we record our expenditures. A handout was given to the board on the changes to this contract for the new fiscal year. These changes have a lot to do with the closing the Health Promotion Unit and changes with part of Environmental Health going under DPH. Mr. Jones explained this move of Environmental Health Section. The handout gave the summary of changes to the FY 2013 Consolidated Agreement.
- **Memorandum of Agreement (MOA) Regarding Mass Prophylaxis Dispensing Closed Point of Dispensing (POD)** - Mr. Heath Cain, Environmental Health Specialist – this document is a draft MOA . It is for facilities within the county, whether it is nursing homes, alternative care facilities, private businesses, community based organizations or faith based organizations. This draft will assist us in bringing down the number that we need to provide prophylaxis to if there ever was an incident within the county. Discussion followed. Mr. Cain mentioned this draft has been reviewed by Mr. Dale Talbert, County Attorney. Mrs. Brogan moved to accept the draft MOA as presented. Mrs. Underwood seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.
Nay: None

The Chairperson ruled the motion was adopted unanimously.

Mr. Cain mentioned our SNS plan is scheduled to be scored next week by the state.

- **Strategic Plan** – Mr. Jones stated Mrs. Gay Welsh, State Consultant for Accreditation, has reviewed this plan stating it looked good. The board reviewed the plan as explained by Mr. Jones. He mentioned that this is a three year plan for now; eventually it will become a four year plan. If “fracking” starts up in the fall, this plan may have to be revisited and some of our priorities may be shifted. This plan will need to be reviewed on an annual basis by the board and make adjustments as necessary. Under the section Prioritizing Objectives and Setting Goals- item #3, Mrs. Underwood stated she would like to have a conversation on the “health auditorium” -to be presented at a later date. Discussion followed.

Mrs. Underwood questioned Strategic Priority #2 relating to decreasing the number of dental decay in children entering kindergarten by 50% over the next three years. She feels this goal is not realistic. Mr. Jones stated this is an error and should be 5%. Mrs. Kelly moved to accept the Strategic Plan reflecting the changes that has been recommended. Mrs. Brogan seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.

Nay: None

- **Lee County No Smoking Policy** – Mrs. Sandra Boyd, Health Education Supv. – this item has to do with accreditation. In one of the accreditation benchmarks, it stated the board of health should approve the Lee County Smoking Policy and there were no minutes showing this action. This is to acknowledge that the board has seen this policy and approve it. Mrs. Underwood moved to approve the Lee County Smoking Policy as presented. Mrs. Brogan seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Health Director's Six Month Performance Evaluation** – this evaluation is a requirement of every new employee and Mr. Jones has reached his six month plateau. The board went into an executive session to discuss this evaluation.
- **Board of Health Policy – Delegation of duties of the Health Director** – this is another accreditation item. The board reviewed the policy. Recommendations for changes were presented. Mrs. Underwood asked Mrs. Seymoure if there was a board of health policy book and feels that we should have one. She also made the recommendation that a more updated book titled: A Guide for North Carolina State Boards, Commission and Councils should be purchased. Mrs. Kelly moved to approve the BOH Policy – Delegation of duties of the health director after the recommended changes has been made. Mrs. Brogan seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Search committee actions in hiring of the health director** – Mrs. Tamara Brogan – this is also a benchmark item needed for accreditation. The minutes that were done previously were not as detailed as needed to meet at least two of the benchmarks as presented to her by Mrs. Seymoure. This is why she has amended the minutes to include more detailed information that was discussed. A copy of the minutes was given to the board. Mrs. Brogan moved to accept the amended meeting minutes of March 9, 2011. Dr. Hall seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

The board heard **update information: Mr. Jones, Health Director**

- **Accreditation** – Mr. Jones- a flyer was included in the board packet that showed the accreditation benchmarks that have been met and those that are still progress. All benchmark evidence has been looked at and reviewed by the health department's accreditation team. Mrs. Kelly stated this flyer showed 18 benchmarks not met and 24 in progress. Ten of the 18 not met were related to the board of health. Discussion followed. Dr. Schaller stated if additional information was needed from the board, the board could hold a special meeting, if needed. Mrs. Underwood mentioned the Evergreen Solution report where it showed the accreditation flowchart/timeline. Mr. Jones mentioned being in attendance at a meeting about the new Community Transformation Grant. He met with another health director on the site visit team where he had found a computer program that would keep up with all the policies that have to be reviewed for accreditation and the trainings needed by staff members. This software package has been developed by a man from Yakin County for local health departments. This software would work great for accreditation and costs approximately \$800.
- **Lee County Health Department Monthly Activity Summaries** – the board reviewed the summaries and was impressed with the number of adoptions done for the month of February 2012. The board wanted to thank Omayra Zagada, AC Officer for her great work in getting the animals advertised on the web the for adoption. Mrs. Underwood questioned the Primary Care numbers for February showing 0. Mrs. Seymoure mentioned this was an error and it will be checked and corrected. Mrs. Underwood asked about the number of Food Establishment inspections. Mr. Warren, Env. Health Supv, and Mr. Jones responded as appropriate. Mr. Jones mentioned plans are to fill the vacant Environmental Health Specialist position where it is allocated as 50% Environmental Health and 50% Public Health Preparedness.

Other: Mr. Jones mentioned we have two Board of Health members whose term expires in June 2012: Dr. Lauren Williams and Dr. Kelly Faulk. They should contact Ms. Gaynell Lee, Clerk to the Board of County Commissioners, if they would like to serve another term on the board.

Dr. Schaller mentioned receiving an email asking for 2 to 3 board members to meet with the accreditation team on Wednesday, May 2, 2012 from 2:40 p.m. to 3:10 p.m. Mrs. Boyd responded. Mrs. Brogan and Mrs. Underwood agreed to meet with this team.

Dr. Schaller mentioned having a couple of people ask her about the way the board meetings were run and to consider adding the Pledge of Allegiance and an invocation at the beginning of our meeting, the same as done with the Board of County Commissioners. Discussion followed. The board agreed to table the discussion on this until after the health department's accreditation process has ended.

Debit/Credit Cards: Mr. Jones mentioned we have been approved to use a small handheld card swipe device. The clients would swipe their own cards and would be charged a fee through the computer program. The client will sign a form stating they agree to pay the fee. The transaction fee for clinical services is \$1.95 per transaction, Animal Services, \$2.95 per transaction and for Environmental Health, \$7.95 per transaction. This same system will be used in the Tax Department and in the Parks and Recreation Department.

Mr. Jones mentioned we were awarded the Susan B. Komen grant for providing breast health care access for up to 40 women in collaboration with Central Carolina Hospital. Once the contract is received, this will be brought back to board in next month meeting for approval of the funds. He also mentioned the Community Transformation Grant through the CDC. This is a 5 year grant to address smoking cessation, obesity activity and healthy eating. North Carolina was one of the states to receive this grant.

Mrs. Brogan moved to go into executive session to discuss the Health Director's Six Month Performance Evaluation. Dr. Fisher seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and Underwood.

Nay: None

The Chairperson ruled the motion was adopted unanimously.

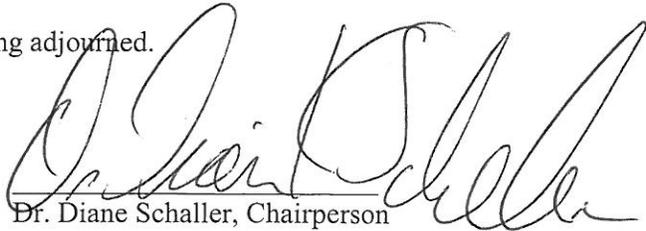
Upon completion of the evaluation, Mrs. Kelly moved to come out of executive session. Mrs. Brogan seconded the motion, and upon a vote the results were as follows:

Aye: Brogan, Fisher, Hall, Hooker, Kelly, Oldham, Schaller and 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



Terrell Jones, REHS MPH, Health Director