

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

April 11, 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. Kelly Faulk, Dr. David Fisher, Dr. William Hall, Mrs. Linda Kelly, Mr. Larry Oldham, Dr. Diane Schaller, Mrs. Martha Underwood and Dr. Lauren Williams. Absent from the meeting were: Mr. Charles Clifford and Pastor Alice Hooker. 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 to the minutes of the March 14, 2012 board of health meeting and they stand approved as written.

Public Comments: None

The board heard **New Information:**

ServSafe Presentations, Mrs. Susan Condlin, NC Cooperative Extension. These presentations will be presented at the May 9, 2012 board meeting. Mr. Jones mentioned this training program is for restaurant managers in the area and is done in collaboration with our Environmental Health Office. Each restaurant manager who takes this training receives additional points on their restaurant grade card. Dr. Fisher questioned hearing a discussion on the possibility of adoption of the federal guidelines for food handling in restaurants. Mr. Jones responded to this request and offered to present more information at next month's board meeting.

The board considered Action Items:

- **Susan B. Komen Grant** (Power of the Pink Partnership) – Awarded \$41,675- this grant is for providing breast cancer screening for up to 100 women age 40 and over. In some cases, depending on the situation, screening can be done for those who are under age forty. This grant is in collaboration with Central Carolina Hospital. Men are included in this grant as they are also diagnosed with breast cancer. This grant includes hiring of a half time position through contracted services.

Dr. Hall moved to accept the Susan B. Komen Grant as presented. Mrs. Kelly seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **2011 Summary Report of Communicable Diseases for the Board of Health** – this report is a part of accreditation and was included in the board's agenda packet. Mr. Jones referenced each of the 13 diseases that were listed. Discussion followed. Mrs. Underwood stated she calculated the percentage of Gonorrhea was up 71.6% and Chlamydia was up 21.7% in 2011. Discussion followed. Mrs. Sandra Boyd commented that when doing the Community Health Assessment for Lee County, the results showed an increase in STDs in Lee County as well as across the state. She stated there is no known reason for the increase. Mr. Jones and Mrs. Boyd responded to questions as appropriate. Dr. Williams moved to approve the 2011 Summary Report of Communicable Diseases for the Board of Health as presented. Dr. Fisher seconded the motion, and upon a vote the results were as follows:

Board of Health Minutes

Page 2

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Fluent Language Interpretation Services Contract** – This is also an accreditation benchmark where we need to be able to provide interpretation services to all clients who speak a language other than English. Fluent Solutions is located in Raleigh and provides phone and video translations as well as sign languages, if needed. The telephone interpreter service is \$1.95 per minute, 24/7 /365 days a year. In using this company you can purchase any part of the service you need without having to buy the whole packet. Ms. Kivett explained the Telephone Interpreting and the “On Demand Video Interpreting service – Tier 1” is what we plan to purchase for now until we see what other part of this service is needed. Ms. Kivett stated \$5,200 was budgeted for next fiscal year for this contract. Mrs. Brogan moved to approve the Fluent Language Solutions, Inc. contract as presented. Dr. Fisher seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Board of Health – Participating in the Community Health Improvement Policy** – Mrs. Boyd stated that accreditation benchmark 38.3 reads- the local board of health shall assure that individuals, agencies, and organizations have the opportunity to participate in the development of goals, objectives and strategies for community health improvement. Evidence needed to support this benchmark is a Board of Health policy. The policy was one piece of evidence that is needed and the other piece is Board of Health minutes reflecting public participation. She will use tonight’s agenda where it states public comments and in the minutes it would state there were no public members here for participation. Discussion followed. One change was recommended for the policy on page 3 under Public Comment at Board Meetings, changing Board of Health Bylaws to Board of Health Operating Procedures. After the one correction was made, Mrs. Brogan moved to approve Board of Health Participating in the Community Health Improvement Policy as presented. Dr. Fisher seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Board of Health – Policy on Policy** – Mrs. Boyd explained this policy sets the standard for everyone to use when a policy is written, reviewed or updated; and that we must follow the same set of rules and format. This policy must be reviewed on an annual basis. Mrs. Brogan moved to approve the Board of Health Policy on Policy as presented. Mrs. Kelly seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Lee County Health Department Employee Development Plan** – Mr. Jones mentioned the county has a policy on employee development, but as we work under the Office of State Personnel, we need to have a policy within the health department. This policy gives employees the opportunity to pursue employee development training during the regular business day. This policy also includes recruitment and retention of staff. Recommendations for changes were made to include adding the Lee County Board of Health to the section on page 3 referencing minutes from Management Team meetings. Once these changes are made, Mrs. Kelly moved to accept the Lee County Health Department Employee Development Plan. Mrs. Underwood seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

- **Changes in the Consolidated Contract** – Ms. Kivett, Finance Officer – the summary of the changes for this agreement were discussed at last month's board meeting and additional information was needed. Included in the board packet was the entire contract for review. Dr. Hall moved to accept the Summary of Changes to the FY 2013 Consolidated Agreement as presented. Dr. Fisher seconded the motion, and upon a vote the results were as follows:

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

Nay: None

The Chairperson ruled the motion was adopted unanimously.

The board heard **New Information:**

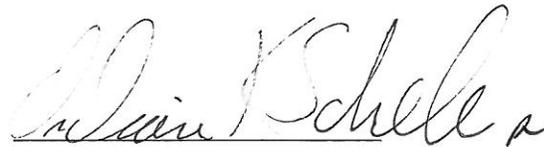
- **Board of Health Notebook** – Mrs. Bettina Seymoure, Personnel, stated giving these notebooks to the board meets one of the accreditation benchmarks. The Table of Contents and the information behind each of the tabbies was referenced. Additional information will be given a later date.

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

- **Accreditation** – Mr. Jones- an updated accreditation checklist, created by Mrs. Boyd was given to board members showing eleven benchmarks left before accreditation. All remaining benchmarks have been reviewed by the health department's accreditation team. We have two weeks left to complete these benchmarks. Our state consultant, Mrs. Welsh is pleased with our progress. Discussion followed on Benchmark 39.4 and what evidence was needed to complete it.
- **Lee County Health Department Monthly Activity Summaries** – Mr. Jones referenced the Lee County Public Health Activities Summary comparing this year's average to the FY 10-11 average. He stated for accreditation purposes, all activities should be reviewed. Some of the clinic numbers are lower this year than last year this time. This is due to closing clinics on Thursday and Friday's for staff to work on accreditation. The management team has also worked on some Saturdays. Once accreditation is over, our regular clinic schedule will be reopened and our numbers should go back up. Discussion followed. Mr. Jones presented information on filling the vacant Environmental Health Specialist position. This position is funded 50% from the Environmental Health Program and 50% from Public Health Preparedness. This position will be contracted through the NC Alliance of Public Health Agencies though June 2012 because of our proposed budget. The county manager has asked each department to give a 4% and 10% reduction scenario. Ms. Kivett, Finance Officer, explained the Monthly Management Summary sheet showing

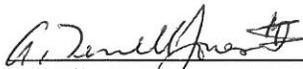
through the close of March 2012, we have collected 63% of our revenue and expended 59% of our budget. By this time, we should be at 75 % of our budget in expenditures and collections of revenue. Expenditures are down due to vacant positions. Reference was made to the Performance and Customer Service Indicators.

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



Dr. Diane Schaller, Chairperson

ATTEST



Terrell Jones, REHS MPH, Health Director