

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

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February 11, 2015

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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, Mrs. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Mr. John Riley Jr., Mrs. Nilla Sloop, Mrs. Martha Underwood, Dr. Lauren Williams and Dr. Teresa Wooddell. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Three members were absent: Mrs. Charity Dodson, Mr. John Riley, Jr., and Mrs. Martha Underwood

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

**Approval of the Agenda:**

Mrs. Hawley-Oates moved to approve the agenda as written. Dr. Williams seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were three corrections made to the January 14, 2015 board minutes. One on Page 1 under the Election of Chairperson section removing Dr. Schaller's name from the Aye list, one on Page 2 under the Vice-Chairperson section removing Mrs. Sloop's name from the Aye list and one on Page 3 in the middle of the first paragraph removing the letter (s) from the work participate. Once these corrections are made, Mrs. Sloop moved to approve the minutes as amended. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments: None**

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

- **Additional Monies (\$2,714) for Women, Infants and Children (WIC) Program.** The participant rate for the five month service period of January – May 2015 has been increased by \$0.25, from \$15.00 to \$15.25 per month. The WIC Program has 2171 eligible participants and the increase equals to \$2,714.00. Mrs. Hawley-Oates moved to accept the additional funds in the amount of \$2,714 as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Water Sample Fee Increase Due to State Lab Changes**, Increased costs to purchase water bottles from the State Lab of Public Health will result in an increase in the cost of a water sample. In 2014 the state lab, in a push to become revenue neutral, incorporated the expense of processing different types of water samples into the cost of each water bottle they provide. Discussion followed. The Environmental Health office still has a number of unused water sample bottles in storage that were purchased at a lower rate, so no one in Lee County has had to pay the higher water sample rates to date. Dr. Hall moved to approve the addition of new state lab water bottle fees (which is the cost of the bottle and the testing) to the existing Lee County Environmental Health water sampling fees. Mrs. Mary Hawley-Oates seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Schaller, Sloop, Williams and Wooddell

**Nay:** None

**Abstained:** Knecht

The chairperson ruled the motion was adopted unanimously.

- **Healthy Communities Funds proposal for how grant funds (413,757) will be spent.** Mr. Jones stated the board approved \$5,257 last month for the health education staff to attend training. A plan was presented on how the remaining balance of \$8,500 would be spent and this plan was presented in the board agenda packet. Mr. Jones elaborated on programs and areas on how the money could be used i.e., cancer awareness promotional program, the Project Lazarus program, putting signs on the COLTS Van, putting a PSA at the local movie theater about our Family Planning Program and running some PSAs on our local TV stations, etc. Discussion followed on the proposing interventions that were presented in the board packet. Mrs. Ashley Graham, Health Educ. Supervisor stated the training they needed only cost around \$1,200. Dr. Knecht moved to accept intervention plans: #1-partner with the Enrichment Center to re-establish the Matter of Balance Program, which is a program to reduce the fear of falling and increase activity among older and #6 – supplies and curriculum that support the development of gardens. Further discussion followed. Dr. Knecht amended his motion to include intervention #4 – Development of signage to support promotion of the strategies (examples include: signage to promote trails or facilities in the area that provide opportunities for physical activity, signage to support smoke-free policies), and any remaining money that is not used for staff training. Interventions accepted are: #1, #4, and #6. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Update information for Board of Health Notebooks** – this updated information was sent to the board in their agenda packet; and is an annual requirement for accreditation.
- **2014 Community Health Assessment Update – Mrs. Ashley Graham, Health Education Supv.** – this information was included in the board agenda packet. Ms. Graham stated the Division of Public Health has extended the deadline for the health assessment from the 1<sup>st</sup> Monday in December to the 1<sup>st</sup> Monday in March, which is March 2, 2015. The three health issues voted on by the community forum opinion survey and other various groups are: obesity, substance abuse and teen pregnancy. The health department shall provide to the State a comprehensive Community Health Assessment (CHA) at least every four years and a State of the County's Health Report (SOTCH) each of the interim three years. Once the CHA document is

submitted to the state for approval, they have six months to develop community actions plans which will be due in September 2015. The health department plan to address the above issues that were identified using the evidence based interventions. The 2014 CHA will be presented to the board in the April 2015 meeting.

- **Lee County Health Department Activity and Management Summaries - Mr. Terrell Jones, Health Director** – the board reviewed the LCPH Activities for February 2015. Discussion followed on the maternity patients and prenatal care. The LCPH Management Summary showed January 2015 – 58% was expected. We collected 53% of our revenue and expended 49% of our budget. Mr. Jones mentioned the WIC Department is working on increasing their percentage caseload. Revenues collected for our Family Planning, Child Health and Maternal Health Programs are low because we have not received our Medicaid reimbursement. Mr. Iceman, Animal Control Supervisor responded to questions as appropriate about animal surrenders and animal adoptions.

**Executive Session:**

- **Personnel Issue – G.S. 143-318.11(6)** – Mrs. Sloop moved to go into executive session to discuss a personnel issue. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

**Aye:** Hall, Hawley-Oates, Hooker, Knecht, Schaller, Sloop, Williams and Wooddell

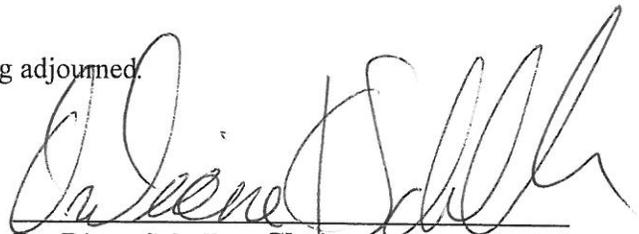
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Discussion on moving offices** – Mr. Jones explained to the board why it would not work for the WIC Department to be located downstairs and it would not improve their performance. He presented a list compiled by Mrs. Ridenhour, Nursing Director of concerns for WIC moving to the 1<sup>st</sup> floor, i.e., no area for lab services. Funeral home staff who come to register their death certificates prefer the downstairs office arrangement. Mr. Jones also mentioned that the Department of Social Services (DSS) staff pass through the downstairs health administration area on a continued basis. Mr. Jones gave board members a tour of the 1<sup>st</sup> floor area. Dr. Knecht requested Mr. Jones to send him an email of the points noted above.

With no further business, Mrs. Sloop moved the meeting adjourned.



Dr. Diane Schaller, Chairperson

ATTEST



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