

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

April 10, 2013

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:03 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Mr. Charles Clifford, Dr. David Fisher, Dr. William Hall, Pastor Alice Hooker, Dr. Andre Knecht, Mrs. Linda Kelly, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Lauren Williams. Absent from the meeting: Dr. Diane Schaller, Chairperson. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Mrs. Tamara Brogan, Vice-Chairperson, presided and the following business was transacted.

There was one correction made on page three of the March 13, 2013 Board minutes. The correction was under the proposed budget section changing the passing of the vote from "unanimous" to "by majority" due to one nay vote. Once the correction is made, the minutes stand approved.

Public Comments: None

Mr. Jones mentioned when he has an item under the "Other" section on the agenda, he would like to introduce this information at the beginning of the meeting. Our Family Planning Nurse Coordinator has Title X funds she would like to use for a Public Service Announcement (PSA) regarding teen pregnancy. Mr. Jones stated he would like to add this item to the agenda.

Introduction of New Employees – Mr. Terrell Jones, Health Director – Mrs. Nikole Bencomo, Processing Assistant was hired in our WIC Department February 5, 2013. She comes to us from Hialeah, Florida Police Department as a 911 Dispatcher. Ms. Tara Bruce, RN was hired March 19, 2013 as our CC4C/PCM Program Coordinator. She comes to us from the Armed Force Service Corporation, Fort Bragg, NC as a home visitor registered nurse. We are happy to have both of these ladies on our staff at the health department. Mrs. Brogan also welcomed them aboard.

New Information – Mr. Terrell Jones, Health Director:

- **Sample Imaging Policy – Electronic Medical Records (EMR)** – the sample policy was included in the board packet. This electronic imaging record policy reflects guidelines set forth in the North Carolina Department of Cultural Resources publication, *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*. The health department follows the Records Disposition Schedule from this state agency. The board reviewed the policy as presented by Mr. Jones and discussion followed. Recommendation was made to add that the information in this policy is also in compliance with the current HIPAA policy. Once recommended changes are made, this policy will be brought back to the board for approval.

Action Item:

- **Changes in the Consolidated Agreement – Ms. Carol Kivett, Finance Officer** – this agreement was included in the board packet. Ms. Kivett stated this agreement is between the state and local health departments. It spells out the responsibilities of the health department and the responsibilities of the state. Summary of the Changes to the FY 2014 Consolidated Agreement were included with the agreement in the board packet. Discussion followed. Dr. Hall moved to approve the Changes to the FY 2014 Consolidated Agreement as presented. Dr. Fisher seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Knecht, Sloop, Underwood and Dr. Williams.
Nay: None

The Vice- Chairperson ruled the motion was adopted unanimously.

Update Information - Mr. Terrell Jones, Health Director:

- **Debit/Credit Card Status** – Ms. Kivett, Finance Officer presented the company Official Payments did a test run and found problems with the client ID's and are working on them. Hopefully, we will be able to go live next week. The software has been set up for these swipe cards and staff in each department is doing a test run. A sign will be posted letting clients know there will be a convenience fee charged back to them for the use of this machine. Notices will also be placed in their billing statement letting them know of this service.
- **Environmental Health Review Committee** – Mrs. Sloop stated the committee met with Mr. Warren in Environmental Health and reviewed their fee schedule. Recommendations were made to lower some of their fees. The board mentioned bringing these fees back to the board for approval at the next board meeting.
- **Food and Lodging Food Code Inspection Program** – Mr. Roy Warren, Env. Health Supervisor - a presentation was given on the Environmental Health program including the food code inspection program. Mr. Warren stated Environmental Health is currently up to date on all of their inspections. He reminded the board of the lengthy process of the food code inspection program. Educating restaurant staff is what is taking up a lot of time now explaining what is expected from them. To help with this education, handouts are given to the staff in English and Spanish. Mr. Warren gave thanks to Ms. Nimia Ulloa, Foreign Language Interpreter, who translated the handouts in Spanish. At the end of this fiscal year, restaurants will be categorized based on their frequency of inspections. Mr. Jones mentioned there is a legislation in Raleigh proposing to raise restaurant inspection fees from \$75 up to \$120 per restaurant. The NC Restaurant Association is behind this fee increase as they feel it is justified. If this passes, this is less money the county will have to contribute to support this program.
- **Lee County Health Department Activity and Management Summaries** - Discussion followed on the Activities Summary as to why the numbers were low for the month of March for clinical services. Mr. Jones referenced the Monthly Management Summary where it showed through the close of March 2013 – 75% Expected. The summary showed we have collected 58% of our revenue and expended 61% of our budget. Mr. Jones stated Mr. Crumpton, County Manager has instructed all departments to cut back on spending, no one is allowed to travel for trainings unless it is required and we are also on a hiring freeze. Regarding animal services, some of the rescue groups picking up animals for adoptions are not showing information indicating they are a non-profit organization. Animal services are now making sure these organizations show proper identification.
- **Board of Health Operating Procedures** – this is a revised copy of these procedures for further review. Mrs. Underwood made recommendations for changes in 2b, 2c, 2d and 3a. The board decided not to go with the recommended change for 2b. Discussion followed. Mrs. Underwood moved the Board of Health Operating Procedures be approved as amended. Mrs. Brogan seconded the motion and upon a vote, the results were as follows:

Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Knecht, Sloop, Underwood and Dr. Williams
Nay: None

The Vice- Chairperson ruled the motion was adopted unanimously.

- **Update on the Susan G. Komen Grant** – Mr. Jones mentioned he was notified on March 27, 2013 that the 2nd grant proposal was not approved. He received an official letter last night from Susan G. Komen stating we did not get the grant. A copy of the letter with comments for denying the grant was given to the board. Mr. Jones mentioned he was not happy with the way the denial of the grant was handled; and has spoken with the executive director of the Komen Foundation. As a result of the short notice, our project coordinator, Robin Saenz was only given a 2 day notice the grant was ending and she would no longer have a position. Discussion followed.

Other – Mr. Jones stated we are still collaborating with Moore County to provide outreach and education to the Hispanic population in Lee and Moore Counties. They are in the process of organizing an event/ mini health fair in Robbins, NC. This event targets the Hispanic population regarding information on breast health care and/or screenings along with other services being offered. They would also like to host this event in Lee County. Moore County would no longer receive funding from the Komen Foundation if Lee County dropped out of the collaboration.

Title X Funding – Public Service Announcement (PSA) regarding teen pregnancy. This information was presented at the beginning of the meeting. Mr. Jones gave a copy of the invoice from Central Carolina Community College (CCCC) Foundation in the amount of \$3,000 along with a copy of the two 15 second PSAs. He stated we cannot pay the foundation directly for the PSAs, but we can donate to them. We have Title X funds we would like to donate for this service. These PSAs will be shown on a local cable TV station operated by CCCC. Discussion followed. Dr. Fisher moved to accept the PSAs as presented. Mr. Clifford seconded the motion and upon a vote, the results were as follows:

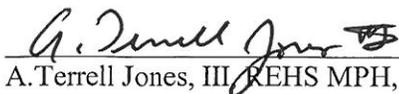
Aye: Brogan, Clifford, Fisher, Hall, Hooker, Kelly, Knecht, Sloop, Underwood and Dr. Williams
Nay: None

The Vice- Chairperson ruled the motion was adopted unanimously.

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


Mrs. Tamara Brogan, Vice-Chairperson

ATTEST


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