

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

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February 20, 2019

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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, Mr. Glenn Gunter, II, Dr. William Hall, Mrs. Mary Hawley-Oats, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Andrew Loudon, Mr. John Riley, Jr., Mrs. Nilla Sloop and Dr. Teresa Wooddell. Mr. Heath Cain, Health Director was present as Board Secretary.

Members absent were: Dr. Diane Schaller

Mrs. Nilla Sloop, Vice-Chairperson, presided and the following business was transacted:

**Approval of the Agenda:**

Mrs. Hawley-Oats moved to approve the agenda as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hall, Hawley-Oats, Hooker, Knecht, Loudon, Riley, Sloop and Wooddell

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

Dr. Hall moved to approve the January 16, 2019 board minutes as written. Mrs. Dodson seconded the motion, and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hall, Hawley-Oats, Hooker, Knecht, Loudon, Riley, Sloop and Wooddell

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

**Public Comments: None**

The Board considered the **Action Items- Mr. Heath Cain, Health Director:**

- **Approve the FY 19-20 State Consolidated Agreement** – The State Consolidated Agreement approval is necessary for reimbursements to be made to the county by the State Contracts Office. Mrs. Hawley-Oats moved to approve the FY 19-20 State Consolidated Agreement as presented. Dr. Wooddell seconded the motion, and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hall, Hawley-Oats, Hooker, Knecht, Loudon, Riley, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Approval of Additional State Revenue for Maternal and Child Health in the amount of \$5,005** – Last year there was a cut of \$5,005 for the Maternal and Child Care programs due to state appropriating funds for these programs to special projects. This year the state is giving back the \$5,005. Dr. Hall moved to approve the Additional State Revenue for Maternal and Child Health in the amount of \$5,005 as presented. Pastor Hooker seconded the motion, and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hall, Hawley-Oats, Hooker, Loudon, Riley, Sloop and Wooddell

**Nay:** None

**Abstained:** Dr. Knecht

The chairperson ruled the motion passed.

- **Annual Approval of the Board of Health (BOH) Policy and Procedures** - Mr. Cain referenced one policy that was adjudicated last year. The policy was enhanced to highlight some of the Board of Health sub-committee's role, Health Department's role and the County Attorney's role. The modified policy shows the process that will be followed in the future. Last year there were questions by the BOH as well as the Health Department. This is the blueprint to move this forward more efficiently. The rest of the policies are exactly the same as the previous year. Mrs. Hawley-Oats moved to approve the Annual Board of Health Policy and Procedures as presented. Mrs. Dodson seconded the motion, and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hall, Hawley-Oats, Hooker, Knecht, Loudon, Riley, Sloop and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

The Board heard **New Information– Mr. Heath Cain, Health Director-**

- **Updated Information for the Board of Health Notebook** - the board received a pack with updated information to replace the outdated information in their Board of Health Notebook.
- **Resources requested in the Fiscal Year 19-20 Budget** – Mr. Cain presented the following list of possible resources the Health Department programs are requesting for Fiscal Year 19-20

**General Administration**

- 1) There are 2.6 million images of medical records that were scanned in 2013, 2014 and 2015 and are sitting in the dungeon because we haven't budgeted to shred them. The cost is **\$720** to destroy them and paperwork for the Department of National and Cultural Resources to approve the shredding.
- 2) The reclassification for a Medical Records Assistant IV to a V was approved by the state and Mr. Crumpton and equals **\$2,053** (salary = \$1,603 & Fringes, including Longevity = \$450)

**Clinic**

- 3) CureMD E-prescribe for Controlled Substances = **\$650**  
(One time set up fee = \$350 & \$25/month x 12 months = \$300) -Medicaid Cost Settlement Funds.
- 4) CureMD Inventory Management Module = **\$2,576**  
(One time set up fee = \$200 & \$99/month per user x 2 users = \$2,576) -Medicaid Cost Settlement Funds.

**WIC**

- 5) Reclassification for Nutritionist I to a II = **\$2,807**  
(Salary = \$2235 & Fringes, including Longevity = \$572) –WIC Funds  
She's already doing the job and Mr. Crumpton and the state have approved the change.

**Animal Services**

- 6) Security 101-2 cameras/supplies and monthly monitoring = **\$4,349**  
(Cameras, supplies and labor = \$4,289-monthly fee is \$60 more annually over what we are currently paying)  
There has been 2-3 instances at the animal shelter where cameras would have helped clarify the incidents and will help clarify future incidents.
- 7) Painting Kennels – Repaint chipped spots in dog kennels = **\$2,200**  
Painting the kennels is a requirement of the NCDA

**Budget Impact**

Total cost for additional requests that are county funded = **\$9,322**. Cutting the Contracted Interpreter position and adding the Video Interpreter on Wheels, there is a savings of \$11,185. This will cover the above additional requests that are county funded.

Medicaid Cost Settlement funds in the amount of **\$3,226**.

**Update Information – Mr. Heath Cain, Health Director**

• **Lee County Health Department Activity and Management Summaries -**

Mr. Cain explained that the activity for December was bad due to bad weather keeping people home but January had a good pick up from last month. The Management Summary shows we're pretty much on track. The revenue collected on a couple of services are a little low due to the Cost Settlement Funds being taken out and we moved money around to cover.

**Additional information from the Health Director**

Mr. Cain informed the Board of Health that the Health Department received an attestation letter for 2018 Cost Settlement stating that the Health Department will be receiving \$131,389 by April or May. It's about \$16,000 more than last year. Between November and January, after the loss of three nurses, there was discussion and feedback that was part about health insurance and part about pay. Mr. Cain had been talking to HR and the County Manager to try and make the nursing positions more competitive with our surrounding counties. We are now very competitive and keeping within the budget. Mr. Cain thanked the Board, Dr. Schaller for hearing him out, Joyce and Mr. Crumpton for working together to get this passed. On the March 20<sup>th</sup> Board of Health meeting there is a walk through at Southern Lee High School for the Shared Administrative Exercise with FEMA from 4pm - 9pm. Mr. Cain informed the Board he expects to be back by 7pm. The Graded Exercise for the Decontamination (Decon) Scenario with FEMA is on April 17, which is the next Board of Health meeting, and it's from 3pm – 9pm. There may be a request to the Board of Health to change that date if the exercise goes past 7pm. Mr. Cain will get more information and keep the Board up to date on this. On April 30 there's a Shearon Harris exercise from 7:30am – 2pm and Mr. Cain will be there. He is the only one participating from the Health Department and may need some back.

The meeting adjourned at 7:25pm.

  
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**Mrs. Nilla Sloop, Vice Chairperson**

**ATTEST**

  
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**William Cain, REHS, MPA, Health Director**