

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

January 18, 2017

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 Gordon Wicker Conference Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Dr. William Hall, Mrs. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht (arrived 7:20pm), Dr. Alex Martin, Mr. John Riley Jr, Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Teresa Wooddell. Mr. Heath Cain, Health Director, was present as Board Secretary.

Members absent were: Mrs. Charity Dodson

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

Approval of the Agenda:

Dr. Hall moved to approve the agenda as written. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Underwood moved to approve the December 14, 2016 Board minutes as written. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

The Board considered the **Election of the Chairperson** – Dr. Schaller opened the floor for nominations. Pastor Hooker nominated Dr. Schaller to remain as the Board of Health Chairperson and moved that the nominations be closed. Dr. Hall seconded the motion, and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

The Board considered the **Election of the Vice-Chairperson** – Dr. Schaller opened the floor for nominations. Dr. Wooddell nominated Mrs. Sloop to remain as the Board of Health Vice-Chairperson and moved that the nominations be closed. Pastor Hooker seconded the motion, and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell

Nay: None

The chairperson ruled the motion was adopted unanimously.

The Board considered **Action Items – Mr. Heath Cain, Health Director –**

- **Additional Statute Revenue for the Maternal Health Program - \$1,199** – This is one-time additional Healthy Mothers, Healthy Children Title V funding. The funds will be used to assist with the purchase of medical supplies, educational materials for prenatal education and/or additional staff to participate in staff development and training events for our Maternal Health Clinic. Mr. Cain responded to questions as appropriate. Pastor Hooker moved to accept the additional state revenue in the Maternal Health Program of \$1,199 as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **613 Ebola Preparedness and Response Agreement Addendum Rev #2 - \$6,077** – this agreement addendum provides additional funding enabling the local health department to document progress in Zika preparedness by completing the Zika Preparedness Checklist provided by Public Health Preparedness and Response (PHP&R). Funds have to be spent on information related to Ebola and Zika and we are currently looking at some of these options. Mr. Cain responded to questions as appropriate. Dr. Hall moved to accept the 613 Ebola Preparedness and Response Agreement Addendum Rev #2 in the amount of \$6,077 as presented. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Revised Memorandum of Agreement (MOA) between Lee County Schools and the Lee County Health Department** – when the original document was brought to the Board, certain information was left out and as Mr. Cain was reading through the document he wanted to make some clarifications. The MOA was revised with the following information: The first sentence designates Lee County Schools and the Lee County Health Department as LCS and LCHD respectively; and Section N on page 3 has been added to the MOA and states: be available to assist the county health department during a public health emergency; and Section O on page 3 has been modified with the proper acronyms. Mrs. Sloop moved to accept the Revised Memorandum of Agreement (MOA) between Lee County Schools and the Lee County Health Department as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell
Abstained: Hawley-Oates
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Accept the Association of Food and Drug Officials (AFDO) Grant Funding - \$4,690** – Mr. Tony Williams, Env. Health Supervisor – LCHD in cooperation with NC Cooperative Extension, will provide a food safety training program geared toward foodservice employees in the local area. The objective is to re-establish a food safety program in the community and build upon Industry and Community Relations (FDA Standard 7). There has been no ServSafe training classes in one and one-half years. This food service training will take the place of the previous ServSafe class. Mr. Cain explained the differences in two

training programs. Discussion followed. Mrs. Sloop moved to accept the Association of Food and Drug Officials (AFDO) Grant Funding in the amount of \$4,690 as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Martin, Riley, Schaller, Sloop, Underwood and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Review of the Board of Health Operating Procedures** – there has been no changes made to these procedures; and reviewing of these procedures will meet our benchmark for accreditation. Discussion followed to clarify submitting a request to have an item placed on the Board’s agenda. It was recommended to modify the current language in 3 (b) to state the following:

Any individual who is not a member of the Board may request that an item be placed on the Board’s agenda by submitting a written request to the Secretary at least ten working days before the meeting.

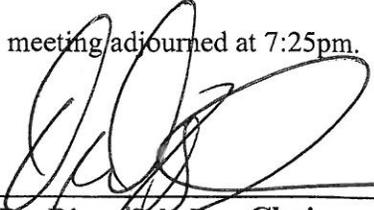
Mr. Cain stated he would amend the document accordingly. Mrs. Hawley-Oates moved to approve the Board of Health Operating Procedures as amended. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

Aye: Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller, Sloop, Underwood and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Lee County Health Department Activity and Management Summaries** – the Board reviewed the LCPH Activities for the month of December 2016. The LCPH Management Summary showed December 50% was expected. We collected 51% of our revenue and expended 52% of our budget. Mr. Cain mentioned our services has started to pick back up since we went live with CureMD. No shows for December went down to 29%. The numbers are also starting to increase in Environmental Health as well. Discussion followed on the high number for January TB services. Mrs. Ridenhour stated that we had a TB case that was not a Lee County case. There were a lot of contacts that were from Lee County. Recently, we received another TB case that was Lee County’s with a lot of contacts also.

With no further business, Dr. Schaller moved the meeting adjourned at 7:25pm.



Dr. Diane Schaller, Chairperson

ATTEST



William Cain, REHS, MPA, Health Director