

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

December 13, 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: Mrs. Charity Dodson, Mr. Glenn Gunter, II, Dr. William Hall, Mrs. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Nathaniel (Alex) Martin; Mr. John Riley Jr, Dr. Diane Schaller and Mrs. Nilla Sloop. Mr. Heath Cain, Health Director, was present as Board Secretary.

Dr. Teresa Wooddell was absent from the meeting.

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. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Hawley-Oates moved to approve the November 15, 2017 Board minutes as written. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

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

- **Approval of the Lee County Health Department Strategic Plan – 2018-2020** - the Strategic Plan is a three year plan and has been modified since last year. This plan is also a part of accreditation. Mr. Cain stated he included the electronic public health information because it is vital to our operations at the health department. These modifications will continue to strengthen our effectiveness as we communicate health department strengths and existing services to improve community awareness, improve population health and mitigate health disparities. This is in addition to improving the operational efficiency of health department programs and services. Mrs. Hawley-Oates moved to approve the Lee County Health Department Strategic Plan – 2018-2020 as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley and Schaller

Abstained: Mrs. Sloop

Nay: None

The chairperson ruled the motion passed.

- **Request to accept the Association of Food and Drug Officials (AFDO) Grant Funding** - this is a request to the Board to accept additional grant funding in the amount of \$6000 to enhance conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. There is no county match. Mrs. Sloop moved to accept the Association of Food and Drug Officials (AFDO) grant funding in the amount of \$6000 as presented. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Request to accept the National Association of County and City Health Officials (NACCHO) Funding**- this is a request to the Board to accept grant funding in the amount of \$5,020 to aid in the completion of policy development projects to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards. There is also no county match. Mrs. Sloop moved to accept the National Association of County and City Health Officials (NACCHO) grant funding in the amount of \$5020 as presented. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Additional State Revenue for General Administration in the amount of \$2,017** - This is a request to the Board to approve the 113-Electronic Health Record Agreement Addendum in the amount of \$2,017. This is the remaining balance of the \$20,000 allocated to the Lee County Health Department in Fiscal Year 2016-2017. The original funding was to help the health department to purchase a Certified Electronic Health Record (EHR) System. These supplemental funds are to help us in completing our EHR System. Pastor Hooker moved to accept the additional State Revenue for General Administration in the amount of \$2,017 as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Proposed Fee for the Nexplanon Implant Removal** -Mr. Cain mentioned this item was discussed at last month's Board meeting. This is a request for the Board to approve the proposed Nexplanon Implant Removal Fee in the amount of \$68. This implant removal falls under our Family Planning Clinical services. Dr. Hall moved to accept the proposed fee for the Nexplanon Implant Removal in the amount of \$68 as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Gunter, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

The Board heard Update Information – Mr. Heath Cain, Health Director –

- **Lee County Health Department Activity and Management Summaries** – the Board reviewed the Activity and Management summaries for the month of November 2017.

LCPH Activities Summary – Mr. Cain stated our overall numbers looked good for the month of November due to the November holidays. The question was asked about our no-show rates. He stated they went up this month and were down last month. Dr. Hall asked if we kept numbers on the number of animals that were returned after being adopted. Discussion followed and it was mentioned that most of the animals that were adopted from the shelter goes to the rescues.

LCPH Management Summary - showed 42% was expected. We collected 47% of our revenue and expended 41% of our budget.

Additional information from the Health Director:

1. Health promotions will be presenting next Board meeting concerning how Opioids are effecting Lee County.
2. Jamie Brown is the new county Community and Government Relations Manager.
3. Patricia Avendano began working at the Animal Shelter today full- time.
4. We will be interviewing for one of the Environment Health (EH) positions tomorrow.
5. The billing, registration and clinical staff have attended several webinars this week on the new Health Information System (HIS) platform that will be ready for use January 2, 2018. This system will send the state data for services provided from each health department via EHR. Data collected is age, race, ethnicity, gender, gender identity, interpreter services needed, diagnoses, clinical services rendered and if a client has Medicaid, private insurances or self-pay, etc. This information is needed for Federal and State funding.
6. Clinical staff attended training today for the LabCorp bi-directional interface for CureMD. This will allow the clinical staff to send lab test requests and receive results electronically to the client's medical record instead of via fax.

The meeting adjourned at 7:15pm.



Dr. Diane Schaller, Chairperson

ATTEST



William Cain, REHS, MPA, Health Director