

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

June 20, 2018

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: Mr. Glenn Gunter, II, Dr. William Hall, Mrs. Mary Hawley-Oates, Dr. Andre Knecht, Mr. John Riley, Jr., Dr. Diane Schaller and Mrs. Nilla Sloop. Mr. Heath Cain, Health Director was present as Board Secretary.

Members absent were: Mrs. Charity Dodson, Pastor Alice Hooker, Dr. Nathaniel Martin, and Dr. Teresa Wooddell

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: Gunter, Hall, Hawley-Oates, Knecht, Riley, Schaller and Sloop.

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Sloop moved to approve the May 16, 2018 Board minutes as written. Mr. Riley seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments:

Dr. Schaller reminded everyone of the open minute's law where you will have three minutes to speak.

Ms. Kaye Johnson, 1271 Riddle Road, Sanford, NC 27330 – Regarding an injured animal. This item was not on the Board agenda.

The Board heard the **Introduction of New Employees** – Mr. Heath Cain, Health Director- Ms. Amanda Rodriguez, Infant Mortality Reduction Program Manager. Ms. Rodriguez was hired June 13, 2018. Ms. Cindy Martinez, hired yesterday, June 19, 2018 as a Processing Assistant III in or WIC Department. The Board welcomed both new employees.

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

- **LCHD FY 18-19 Proposed Clinic Fee Increase.** Mr. Cain stated we have performed a cost analysis of our current fee schedule for office visits and procedures. The proposed fee increases will result in additional revenue for the health department based on the number of patients seen. The fee increases includes the Lee County Primary Care clinic where we increased it to slide to a minimum of \$50 last fiscal year. We are proposing it in the next fiscal year to slide to a minimum of \$60 on the sliding fee scale. Mr. Cain stated he wanted the Board to see all the fees we were charging for clinic services. Mr. Cain was asked how the fees for Lee County compared with the fees of other counties of our size. Mr. Cain stated our fees were based off the CPT codes and the 25% Medicaid increase we can charge. Our fees were not compared with other counties. The Board reviewed the proposed clinic fees and the existing clinic fees that was given to them in their Board packet. Mr. Cain stated he forgot to add once the fees are approved we hope to implement them August 1, 2018. Mrs. Hawley-Oates moved to approve the LCHD FY 18-19 Proposed Clinic Fee Increases as presented. Mr. Gunter seconded the motion and upon a vote, the results were as follows:

Aye: Gunter, Hall, Hawley-Oates, Riley, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

- **Request for WIC to accept additional WIC Funding - \$2,234 -** this special funding was awarded June 1, 2018 from the State WIC program. These funds are only available for clinics that have maintained their required caseloads. This is a request to accept the awarded funding in the amount of \$2, 234 for an animated advertisement with audio to be shown at Frank Theaters- Spring Lane Cinemas. Mrs. Hawley-Oates moved to approve accepting the additional WIC funding in the amount of \$2,234 as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Gunter, Hall, Hawley-Oates, Riley, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

- **Request to participate in Perfect Exposure Project Workshop -**Mr. Cain stated that we were introduced to this program about two months ago from Harnett County who asked us to partner with them. This workshop will train staff and provide the skills necessary to improve pictures taken at the shelter. The shelter will be able to learn marketing skills which will allow them to get more information out to the public. In addition, for participation we will receive free donations, which includes a DSLR camera with a 50mm lens. This is a three day training and Lee and Harnett County will be together on September 19, 2018. Discussion followed. Mr. Riley moved to approve the health department to participate in the Perfect Exposure Project workshop. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

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

- **Human Resources Solution 360 Performance Evaluation** - Mr. Cain wanted to remind the Board of this performance evaluation by Greg Mayo which is for himself. This is the same evaluation the Board completed for him last year. It was sent out last Wednesday by email and it expires June 22, 2018. He stated he would like for everyone to complete it.

The Board of Health heard **Update Information-**

- **Strategic Plan Update** – this plan has been modified since last year and was approved by the Board in December 2017. Accreditation requires the health department to present an update to the Board of Health annually after the plan has been approved by the Board. He stated that strategic goals #1 and #2 we are at 100% completion. Goal #3 we are at 50% completion, but there are some things that has come in within the last few days we can do in-house with electronic trainings that will help us meet this goal. Mr. Cain stated the strategic plan will be reviewed again in September of this year and then we can see where we are at that time.
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the May 2018 activity numbers.

The LCPH Monthly Management Summary showed 83% was expected. We collected 81% of our revenue and expended 73% of our budget. We are doing well as we are still under budget as for as expenditures.

The LCPH Monthly Activity Summary: Mrs. Sloop commended the Animal Shelter again for the high adoption rate this past month. It was amazing. The board referenced the animal that was in question where we had public members in attendance at our meeting today. Mr. Cain stated that the puppy that the group was talking about has not been taken to the shelter. Sgt. Gilstrap was asked by the board to explain the situation. The incident was a law enforcement issue and not an issue with our animal services. Discussion followed. Mr. Cain and Mrs. Zagada responded to questions as appropriate. It was asked by a Board member about the percentage in Environmental Health regarding establishments inspected – 64.7%; and was that due to staff shortage. Mr. Williams, EH Supervisor, responded that it's pool season and he had one person out on FMLA.

Additional information from the Health Director:

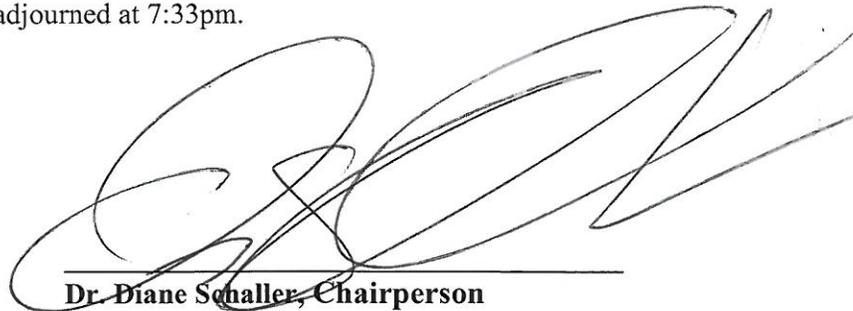
- 1) The Opioid Meeting a couple weeks ago was a great success. All groups created chairs and co-chairs. They will be meeting in individual groups in the coming weeks. Ashley Graham, Health Education will be meeting with the chairs and co-chairs in the coming months. It was questioned the date of these committees meetings, well they follow through with getting this

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information out to the public by August 1, 2018. Discussion followed regarding this information and information about the Project Lazarus Project and getting that information out to the public.

- 2) On June 4, 2018 the Board of County Commissioners approved the county budget. Approved for the health department was, extended hours for our contract interpreter, the 24 hour triage coverage, the new vehicle for environmental health, Carolina Women's Contract and the contract for our pharmacist.

With no further business, the meeting was adjourned at 7:33pm.



Dr. Diane Schaller, Chairperson

ATTEST



William Cain, REHS, MPA, Health Director