

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

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March 21, 2018  
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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, Mrs. Mary Hawley-Oates, Dr. Andre Knecht, Mr. John Riley, Jr., Dr. Diane Schaller, Mrs. Nilla Sloop and Dr. Teresa Wooddell (arrived at 7:44pm). Mr. Heath Cain, Health Director was present as Board Secretary.

Members absent were: Dr. William Hall, Pastor Alice Hooker and Dr. Nathaniel Martin

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

**Approval of the Agenda:**

Mr. Cain asked to add a letter of support from the Board of Health for the Opioid Grant Funding based on approval to apply for the Opioid Grant. This will be added under Agenda Item VI- action items. Mrs. Hawley-Oates moved to approve the amended agenda as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

Mrs. Dodson moved to approve the February 21, 2018 Board minutes as written. Mr. Gunter seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

The Board heard the **Introduction of New Employees – Mr. Heath Cain, Health Director**- he stated it is not often that we hire three new people at one time – March 13, 2018. Ms. Lisa Yancey, Medical Laboratory Tech, II. Mrs. Yancey comes to us from Lab Corp. with several years of experience. Ms. Caitlin Cade, Animal Shelter Attendant. Ms. Cade has several years of experience working in a veterinarian office in another county. Mr. Tracy Murray, EH Specialist. Mr. Murray comes to us from NC DHHS in Raleigh. We are happy to have all three of our new employees.

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

- **Fiscal Year 2018-2019 Proposed Budget** - Mr. Cain reviewed the health department's resources requested in the fiscal year 2018 2019 budget. He stated he has already met with the county manager and assistant county manager regarding the following items: General administration – 1) increase contracted interpreter hours = \$6000, 2) increase contracted pharmacist annual contract = \$3600. Clinic- 1) increase

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in Central Carolina Women's Health Center = \$2600 Mr. Cain stated that we are looking to modify this existing contract next year so that this contract meets our needs as well., 2) Three medical coder certification renewal trainings = \$2400, 3) Vidant Health 24/7 Nurse Triage Call Center = \$2,016. Environmental health –1) replacement truck – Ford F150 Standard Cab = \$23,975. Mr. Cain reviewed the LCHD Proposed Budget for Fiscal Year 18-19. Proposed Expenditures = \$3,464,686. Discussion followed. Mr. Cain responded to questions as appropriate. He presented information on grant opportunities. He stated that Susan G Komen did not approve our grant application. Mrs. Hawley-Oates moved to approve the LCHD Proposed Budget for Fiscal Year 18-19 as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hawley-Oates, Riley, Schaller and Sloop.

**Nay:** None

Dr. Knecht abstained.

The chairperson ruled the motion passed.

- **Approve FY 18-19 State Consolidated Agreement** - this is an annual agreement that we have to sign with the state. The abstract sheet presented to the board showed the summary of changes for FY 2018 – 2019. Most of the changes in their agreement is verbiage change and some website changes. Mr. Cain stated there is nothing in this agreement that we are not already doing. Reimbursement will not be made to the county until the consolidated agreement is signed and received by the State Contracts Office. Mrs. Sloop moved to approve the FY 18-19 State Consolidated Agreement with the summary of changes as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Gunter, Hawley-Oates, Riley, Schaller and Sloop.

**Nay:** None

Dr. Knecht abstained.

The chairperson ruled the motion passed.

- **Opioid Grant Funding** – this is a request for the Board to allow the Health Department to apply for a grant concerning opioids through the UNC School of Government/Blue Cross Blue Shield. The School of Government will provide support and \$10,000 will be provided to assist with the cost of hiring a community project manager for year 1; and \$10,000 in implementation plans for year 2 will be provided for the project. This grant will be awarded to 10 counties in North Carolina. Mr. Cain stated he has received at least three letters of support for this grant. He stated that Project Lazarus is doing a great job and he is happy to see the City of Sanford is now on board. Mrs. Dodson made a motion to allow the Health Department to apply for the Opioid Grant Funding as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Letter of Support – Opioid Grant Funding** - a copy of this letter was given to the board for review. Mr. Cain asked the Board to approve this letter of support to go with the grant funding application. Mrs. Hawley- Oates moved to approve sending this letter of support with the grant application. Mr. Riley seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **WIC and Expanded Food and Nutrition Education Program (EFNEP) Collaboration – Mrs. Susie Poppe, WIC Dir.** - Since 1969, EFNEP has successfully addressed critical societal concerns influencing nutrition and physical activity behaviors of low income families. EFNEP is conducted through the Cooperative Extension Service and administered through North Carolina State University. The EFNEP program would like to provide for our WIC clients consist of a series of lessons that include hands-on activities, cooking, and simple physical activity. The participants will learn skills throughout the series that enabled them to practice recipes and skills at home. Upon graduation of the four week program, each participant receives an EFNEP cookbook and certificate; and the classes are completely free. Discussion followed. Mrs. Hawley- Oates moved to approve the collaboration between Lee County Health Department and North Carolina Cooperative Extension Service to provide the EFNEP nutrition program as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

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

- **2017 State of the County Health (SOTCH) Report – Ashley Graham, Health Ed. Supv.** -The North Carolina Division of Public Health requires local health departments to conduct a community health assessment every four years. The most recent health assessment was completed in 2014. In the interim years, counties must submit a State of the County Health Report. This report was submitted to the state on March 5, 2018. Heart disease and cancer are our number one and two causes of death in Lee County. We ha a slight increase in teen pregnancies. Discussion followed.
- **2017 Communicable Disease Trends Report – Pamela Ridenhour** - there has been no significant changes in this report. STD Cases – Chlamydia – may be down a little, but is still our highest for Lee County followed by Gonorrhea then Non-Gonococcal Urethritis. The number of Syphilis cases increased this year based on the fact that we had a high number of HIV cases last year. She explained the reason for the high number of Hepatitis B cases.
- **National Public Health Week – Ashley Graham, Health Ed. Supv.**-the first week in April is National Public Health Week. This week presents an opportunity to further educate and provide outreach in the community surrounding topics of importance in the area of public health and creates pathways to conversations to help us build a healthier community. Each day has its own significance and it raises awareness of some of the things we do here in the health department. The county’s public information officer is working on a proclamation for National Public Health Week and it will be submitted to the Board of County Commissioners. Mr. Cain stated she is not finished with this proclamation yet, but he will get a copy and submit it to the Board of Health. She is also helping us with getting some information put in the Sanford Herald.

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

- **Lee County Health Department Activity and Management Summaries –** the board reviewed the February 2018 activity numbers.

The LCPH Monthly Management Summary showed 58% was expected. We collected 69% of our revenue and expended 61% of our budget.

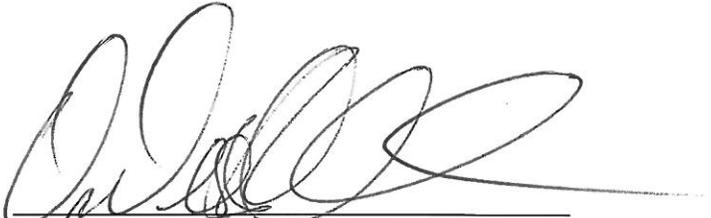
The LCPH Monthly Activity Summary: our activity numbers for February has picked back up which is good to see. Our primary care numbers are down due to a lot of no-shows. Mr. Cain stated he

invited State Regional Consultants to come to the health department to look at our clinic schedule. Their first visit was in February 2018. The consultants provided us with some template ideas and some ways we can restructure our clinics to make it more “people friendly”. We are looking at streamlining our schedule completely making all of our services available every day. We have a budget shortfall in revenue from our clinical services. From our monthly surveys, the primary complaint from our patients is the long wait time. Mr. Cain feels this new schedule will work to our advantage, giving us revenue earnings that we have not seen in the past. The effective date of this clinical schedule change is May 1, 2018.

**Additional information from the Health Director: the following information was presented:**

The eWIC Rollout began March 14 without a glitch; April 5, 2018 Opioids Community Forum; Clinic Schedule Changes beginning May 1<sup>st</sup>; Health Information Exchange Contract has been signed; Currently reviewing policies to utilize text messages to remind clients of their appointment and Board of Health member’s term expires June 2018: Dr. Martin and Ms. Sloop.

With no further business, the meeting was adjourned at 7:50pm.



**Dr. Diane Schaller, Chairperson**

**ATTEST**



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