

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

\*\*\*\*\*  
October 18, 2017  
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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-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Alex Martin (7:08pm), Mr. John Riley, Jr., Dr. Diane Schaller, Mrs. Nilla Sloop, Mr. Heath Cain, Health Director, was present as Board Secretary.

Dr. Teresa Wooddell was absent from the meeting.

**Approval of the Agenda:**

Dr. Schaller asked the Board to consider, in the future, adding extra item to the agenda called: Additional Comments. The Board agreed.

Mrs. Hawley-Oates moved to approve the current agenda as written. Dr. Hall second the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, 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 September 20, 2017 minutes as written. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, 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**

- **Bad Debt Write- Off – \$4991.45.** This write-off is a state requirement and we are contractually bound to make every effort to collect revenues and to write off the debt if they become uncollectible. These programs have an outstanding debt for a period of one year, July 2015 through June 2016. The current write-off amount is a lot less than previous years. The Board was given the LCHD Bad Debt Write- off Six Year comparison. This write-off covers the following programs: Maternal Health-\$1,058.20, Child Health-\$63.20 and Family Planning-\$3,870.05. Mrs. Sloop moved to accept the write-off in the amount of \$4991.45 as presented. Mr. Riley second the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Riley, Schaller and Sloop  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Susan G Komen Triangle to the Coast 2018-2019 Community Grants Program RFA** - The local Susan G Komen affiliate will award community grant funds from \$10,000 to \$50,000 for one year. Funding priorities are patient navigation, reducing barriers to care and breast cancer education. If awarded funding, a part-time project coordinator will be hired to provide breast cancer education and outreach. Funds would be used to provide screening/diagnostic/treatment services to uninsured and underinsured individuals. Mr. Cain mentioned we had these grant funds a few years ago, but were unsuccessful when reapplying. Dr. Knecht moved to approve the health department applying for the Susan G Komen Triangle to the Coast 2018-2019 Community Grants Program as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Environmental Protection Agency Local Foods, Local Places 2017 – 2018 Application**  
The Local Foods, Local Places helps communities create more livable neighborhoods by promoting local foods. Local Foods, Local Places aims to support projects that do all of the following:
  - Create livable, walkable, economically vibrant main streets and mixed-use neighborhoods.
  - Boost economic opportunities for local farmers and main street businesses.
  - Improve access to healthy, local food, especially among disadvantaged populations.

Selected communities will receive access to technical experts who will work with them to hold a two-day convening that brings together stakeholders in the community to develop an action plan for creating more vibrant downtowns and neighborhoods by promoting local foods. Lee County is one of 4 priority counties in NC with an adult obesity rate greater than 40%. Dr. Knecht moved to approve the health department applying for the Environmental Protection Agency Local Foods, Local Places 2017 – 2018 grant as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **NC Disposable Initiative (NCDI) Grant Funds** - these grants funds are available to help organize and promote a medication take back event in the community. The Project Lazarus Coalition is organizing a medication take back event on Saturday, October 28, 2017. Mr. Cain stated it's not often that we apply for a grant and within the next month have the check to show we received the funds. This \$1000 will be used for media education and promotion materials needed for the take back event. Dr. Hall moved to accept the \$1000 grant funds as presented. Dr. Knecht seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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- **December Board of Health meeting** – this is a request for the Board of Health to consider modifying the December Board of Health meeting date from December 20 to December 13, 2017. This modification is being requested due to the regularly scheduled meeting date being the week before the Christmas holidays; and the health department would like to give the Board a Christmas meal. Mrs. Hawley–Oates moved to approve modifying the December Board of Health meeting from December 20, 2017 to December 13, 2017. Mrs. Dodson second the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Rabies Clinic – November 11, 2017** – a Rabies Clinic will be held Saturday, November 11, 2017 from 9am to 11am in the large parking lot between Horner Blvd and the Lee County Sheriff’s Office.

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

- **Lee County Health Department Activity and Management Summaries** – the Board reviewed the LCPH Activities for the month of September 2017. The LCPH Management Summary showed September 25% was expected. We collected 31% of our revenue and expended 26% of our budget. He mentioned to the Board that all program percentages above 25%, we had to put blank purchase orders in place at the beginning of the fiscal year. Mr. Cain stated he was impressed with environmental health’s revenue collection at 35% and we are only about three months into the new fiscal year. An offer has been made to one applicant for the EH position, but we have not heard back yet. He mentioned to the Board again that Omayra Zagada has been officially placed in the Supervisor position at the animal shelter. He also thanked Anthony Williams, EH Supv. for his guidance in getting the ordinance passed. The Board is still impressed with the number of animal adoptions versus euthanasia at the shelter.

A question was asked about Lee County in relation to other counties for tuberculosis (TB) cases. The media has shown cases in Durham and Orange counties. Mrs. Ridenhour responded that we are a low residence county for TB. Lee County may get one to two new cases per year. She stated we have not received any calls that has required us to do contact investigations. She also mentioned that the health department does not have a negative pressure room to use for TB cases and working up TB cases. She responded to other questions as appropriate. Mr. Cain mentioned the funds for this negative pressure room were approved in the budget for this year.

### Executive Session-

- **Personnel issue – G.S. 143 – 318.11 (6)**

Mrs. Hawley-Oates made a motion to go into executive session to discuss a personnel issue. Ms. Dodson seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

The meeting ended at 7:17 pm.

A large, stylized handwritten signature in black ink, consisting of several loops and flourishes, positioned above a horizontal line.

**Dr. Diane Schaller, Chairperson**

**ATTEST**

A handwritten signature in black ink, appearing to read 'William B. Cain', positioned above a horizontal line.  
**William Cain, REHS, MPA, Health Director**