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

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September 20, 2017

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:04 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, Pastor Alice Hooker, Dr. Andre Knecht, Mrs. Nilla Sloop and Dr. Teresa Wooddell. Mr. Heath Cain, Health Director, was present as Board Secretary.

Members absent were: Mrs. Charity Dodson, Dr. Alex Martin, Mr. John Riley Jr, Dr. Diane Schaller

In the absence of Dr. Schaller, Chairperson and Mrs. Sloop, Vice-Chairperson (arrived after 7pm), Dr. Knecht was appointed as chairperson and the following business was transacted:

Approval of the Agenda:

Mrs. Hawley-Oates moved to approve the agenda as written. Mr. Gunter seconded the motion and upon a vote, the results were as follows:

Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Hawley-Oates moved to approve the August 16, 2017 Board minutes as written. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Hearing

- Conduct a public hearing to consider the repeal of the 2016 National Association of State Public Health Veterinarians (NASPHV) Rabies Compendium. Dr. Knecht opened the floor for the public hearing. No one spoke in favor of or against repealing the rabies compendium; therefore, the public hearing was closed.

Public Comments: None

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

- **Repeal of the 2016 NASPHV Rabies Compendium Model Rule -** this is to repeal a model rule adopted by the Board of Health for rabies post exposure management of dogs and cats. This information was included in the board packet. Mr. Cain presented additional information on sun setting this model rule as of September 30, 2017 as recommended by NC General Statute. Mrs. Hawley-Oates moved to approve the Repeal of the 2016 NASPHV Rabies Compendium Model Rule as recommended. Dr. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht and Wooddell
Nay: None

The chairperson ruled the motion was adopted unanimously.
Nay: None

- **Additional State Revenue for STD Prevention in the Communicable Disease Program – $592** – although Chlamydia Trachomatis (CT) is a reportable condition in North Carolina, the initial funding for this agreement addendum had not supported testing for men evaluated in local health departments Sexually Transmitted Disease (STD) clinics. This Agreement Addendum Revision #1 provides additional funding to assist the LHD with their identifying, treating and reporting Chlamydia trachomatis. This is a request for the board to approve additional funding for the Communicable Disease Program for STD prevention awarded by the state. Dr. Hall moved to approve accepting the additional state revenue for STD Prevention in the Communicable Disease Program in the amount of $592 as presented. Dr. Wooddell seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

- **Additional Federal Revenue for the Breast Cervical Cancer Control Program (BCCCP) – $4,845** - this additional funding provides the local health department diagnostic services for six additional eligible women in BCCCP. Discussion followed. Mrs. Hawley-Oates moved to approve accepting the additional federal revenue for the Breast Cervical Cancer Control Program in the amount of $4,845 as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

- **Apply for the National Association of County and City Health Officials (NACCHO) Grant Funding** - this is a request to allow Environmental Health to apply for additional grant funds through a five-year cooperative agreement between (NACCHO) the Food and Drug Administration (FDA). These funds will aid in the completion of policy development projects to enhance conformance with the voluntary national retail pool regulatory program standards. Discussion followed on some of the items the grant funding would be used for. With this grant it is possible to get up to $8000 with no county match. Dr. Hall moved to approve applying for the National Association of County and City Health Officials (NACCHO) Grant as presented. Mr. Gunter seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

- **NC Disposal Initiative (NCDI) Grant -** NCDI grants 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 for Saturday, October 28, 2017. Grant funds may be used for media, education and promotional materials, signage and bins for the take back event. We could receive anywhere from $1000 to $2000. Dr. Hall moved to approve applying for the NCDI grant as presented. Dr. Wooddell seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

- **Utilizing Volunteers at the Animal Shelter -** requests have been made by the public concerning their desire to provide volunteer services at the animal shelter. These requests, with the proper policies in place, would allow volunteers to work with the adoptable animals, showcase the cleanliness of the animal shelter, and provide transparency to the public concerning the operation which occur at the shelter. A liability waiver has been developed and reviewed by the county attorney to address the responsibilities of the volunteer and the county. Discussion followed. It was recommended by the board that a background check be completed on all volunteers. Mrs. Hawley-Oates moved to approve utilizing volunteers at the Animal Shelter as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

- **Board of Health Training -** Mr. Cain stated in looking in the Board of Health policies, there was not a Board of Health training policy as required by accreditation. This policy is needed after receiving guidance from the state to clearly define how Board of Health members will receive orientation training and ongoing training. This policy would not affect previous members but it would affect the new members for this year. Mr. Cain stated he would try to do the orientation training for new members in November of this year. Mrs. Sloop moved to approve the new Board of Health training policy as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

  Aye: Gunter, Hall, Hawley-Oates, Hooker, Knecht, Sloop and Wooddell
  Nay: None

  The chairperson ruled the motion was adopted unanimously.

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

- **Update concerning the 2012/2013 Cost Settlement -** the cost settlement report we received from the Division of Medical Assistance (DMA) has been scrubbed and reviewed by staff and has been resubmitted to DMA for their review once more. We scrubbed a minimal amount from the $30,000 owed to DMA from the original letter. We now have it down to approximately $25,000 that we now owe DMA. We have two years for which to pay them back. We have not received our cost settlement from this past year; therefore, there should be money available to cover this amount.

- **Lee County Health Department Activity and Management Summaries** - the Board reviewed the LCPH Activities for the month of August 2017. The LCPH Management Summary showed August – 16.66% was

expected. We collected 24% of our revenue and expended 22% of our budget. Mr. Cain mentioned that Environmental Health has already collected 25% of their budget which shows a good sign. In relation to the two new Environmental Health Specialist positions, we have interviewed one person who is fully authorized. Board members were impressed with the 99% adoption rate in animal services. The animal shelter was graded yesterday and received a very good grade. Mr. Cain commended the staff at the shelter as they are down one staff member. In reference to the low primary care numbers for August, our nurse practitioner was in a coding class for four weeks along with two other nursing staff and attending other classes needed for her to retain her credentials. In relations to the increased amount for our Lee Primary Care clinic, only one person has walked away stating they didn't have the funds to pay that amount.

With no further business, the meeting was adjourned at 7:24pm.

Dr. Andre Knecht, Chairperson

ATTEST

William Cain, REHS, MPA, Health Director