

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

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May 13, 2015

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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, Dr. William Hall, Mrs. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Mr. John Riley Jr., Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Lauren Williams. Mr. Terrell Jones, Health Director, was present as Board Secretary.

One member was absent: Dr. Teresa Wooddell

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

**Approval of the Agenda:**

Dr. Hall moved to approve the agenda as written. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were no corrections made to the April 8, 2015 board minutes. Pastor Hooker moved to approve the minutes as written. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

The board heard **ServSafe Presentations – Mrs. Susan Condlin, NC Cooperative Extension** – Mrs. Condlin stated there were 36 participants enrolled in this class and 32 passed the exam. There were approximately 25 different establishments who participated. This is a two-day class, given twice a year in April and August, and the exam is taken on the 3<sup>rd</sup> day. Mrs. Condlin thanked the board for their support and the assistance she receives from the Environmental Health Department. Four people attended the meeting and received their certificates. Each participant was asked to give the name of the restaurant they represented and one thing they learned from taking the class.

The board considered **Action Items** - Mr. Terrell Jones, Health Director-

- **Intrauterine Device (IUD) Procedure Fee** – The health department under the guidance of the North Carolina Department of Health and Human Services (DHHS) Branch is strongly encouraged to offer long acting reversible contraceptive (LARC) methods such as intrauterine devices (IUDs) as per TITLE X Section 9.8. It is also a requirement of the current NC DHHS Contract Addenda that the health department make an effort to provide a broad range of contraceptive methods including LARC options to aid clients who wish to delay or prevent pregnancy. The ability to offer intrauterine devices within the health department will aid in sustaining the provision of quality family planning services to client

centered care. A survey of prices from surrounding counties and local private practitioners were given to the board. LCHD Service Fee Proposal is as follows: Mirena (IUD) - \$478; Pargard (IUD) - \$387; Insertion Fee - \$153 and Removal Fee - \$153. Discussion followed. Mrs. Hawley-Oates moved to approve the Intrauterine Device (IUD) Procedure Fee as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hawley-Oates, Hooker, Riley, Schaller, Sloop, Underwood and Williams

**Abstained:** Dr. Hall and Dr. Knecht

The chairperson ruled the motion was passed.

- **Approval of Renewal Contract with the NC Department of Corrections for FY 15-16** - The contract between Lee County Health Department and the North Carolina Department of Corrections for inmate labor at the Animal Shelter has been in effect since June 1, 2009. This program has been successful and we would like to continue with the program. County Funds in the amount of \$520.00 supports this program and are included in the 2015-2016 budget proposal. The hourly rate for inmate labor is \$1.00 per 8 hour workday for up to 2 inmates. At this time, we only use one inmate. Dr. Knecht moved to approve the renewal contract with the NC Department of Corrections for FY 15-16 as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None:

The chairperson ruled the motion was adopted unanimously.

The board heard **New Information** – Mr. Terrell Jones, Health Director –

- **Change Board of Health Meeting Date** – Mr. Jones presented a request to the board to move the monthly meeting date to the third Wednesday night of the month instead of the second Wednesday night. This move will shorten the interval of action item approvals between the Board of Health (BOH) and the Board of County Commissioners (BOC). The BOH meets on the 2<sup>nd</sup> Wednesday while the BOC meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month. This move will also help us facilitate the monthly revenue report that is given to board. Mr. Jones gave the board an outline of the meeting calendar for the BOC and the BOH. Discussion followed. Mrs. Hawley-Oates moved to approve changing the BOH meeting date from the 2<sup>nd</sup> Wednesday of the month to the 3<sup>rd</sup> Wednesday of the month beginning with the June 17, 2015 meeting. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Changes in the Women, Infants and Children (WIC) Staff** – The Registered Dietitian (RD) (Nutritionist III position) that we hired last year through the Nutrition That Works Temp Agency has taken a permanent position with the NC Division of Public Health's Nutrition Branch. As the salary for an RD is very competitive, we are working with the State Office of Human Resources to reallocate the Nutritionist III level position to an II level position for which they has approved. Mr. Jones stated he has appointed Ms. Latoya Lowe, Nutritionist II to work as our interim WIC Program supervisor until this position is filled. **Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) Positions changes from temporary to benefitted full time positions** – these positions work under contract with the NC Public Alliance and have being doing so for the past 3.5 years. Due to morale and the turnover rate, we

would like to bring them on board with the county as benefitted employees. Due to a recent increase in the eligible Medicaid population in Lee County, the CC4C and PCM Programs received an additional \$42,000 in funding for FY 15-16. Mr. Jones has talked to the county manager and he has agreed to move these 5 positions to full time benefitted positions provided these 5 employees understand that if Medicaid funding goes way, the county will not fund the program and their jobs will also go away.

- **Possibility of moving Administration Staff from the 1<sup>st</sup> floor to the 3<sup>rd</sup> floor** – Mr. Jones mentioned he was approached by county management informing him the Department of Social Services (DSS) was in need of additional office space. The health department has five staff on the 1<sup>st</sup> floor and seven offices plus a small conference room. In talking with the DSS director, she explained they were getting an two additional positions were in need of additional space. After touring the five offices on the third floor (currently being used by DSS staff) and found they met the needs of our staff, Mr. Jones agreed to the move our staff to the third floor as long as he could retain the large storage room on the first floor. As the Vital Records Deputy Register will no longer be at the front window on the 1<sup>st</sup> floor, he can now take on additional duties and work as the Administrative Assistant for Mr. Jones. The move may take place by the end of this week.

The board heard **Update Information** – Mr. Terrell Jones, Health Director-

- **Lee County Health Department Activity and Management Summaries** - the board reviewed the LCPH Activities for April 2015. Mr. Jones mentioned we were almost at the end of the year with only two more months to report. The LCPH Management Summary showed April 2015 – 83% was expected. We collected 67% of our revenue and expended 70% of our budget. Animal control was commended again on their adoption rate.
- **Community Cat Policy Development** – Mr. Jones stated he met with county management and the county attorney on May 5, 2015 and got suggestions on ways to improve the rabies control situation in relation to the community cat issue. Community cats include trays, abandoned domesticated cats and feral cats. Acceptance of the Trap-Neuter-Release (TNR) is possible if certain conditions are met: 1) cats are not kept on county property; 2) cats are vaccinated for rabies according to existing state law on rabies vaccinations (1<sup>st</sup> shot good for one year, 2<sup>nd</sup> subsequent shots good for three years if kept on schedule); 3) cats are the responsibility of a non-profit organizations that must register with county animal services; 4) cats that bite humans are the liability of the registered organizations; 5) registered community cat organizations carry liability insurance, if possible and 6) cats may only be on property where permission has been granted by the property owner. It was mentioned these conditions did not include microchipping. Also included in the information sent to the board was information from Wake County on community cats. Discussion followed. Mr. Jones stated he would update the information regarding nuisance cats and verify with law enforcement, in addition to the information on microchipping and submit it to the board. Dr. Schaller stated she would like to see all of the information before it goes to the community forum.
- **Coal Ash Update** Updates have been provided to the health department on a weekly basis from the Occupational Environmental Epidemiology Branch (OEEB) and the North Carolina Department of Environment and Natural Resources (DENR) concerning private well water monitoring near coal ash ponds in North Carolina. At this time, the Cape Fear Coal Ash site is not listed as one of the sites which are requiring resampling. Local health departments will purchase coal ash water sampling kits to allow local citizens to test their private well water. Discussion followed.
- **Oral Health Update** – Mr. Jones referenced the letter written by the board at the meeting last month. He stated after his presentation to the North Carolina of Association of Local Health Director's Core Public Health committee, they wanted to see what the State Oral Health Section is working on and what East Carolina University (ECU) has to offer before considering moving Lee County's letter up to the General Assembly (probably June or July 2015). Discussion followed. Mr. Jones mentioned another option for Lee

County is Moore County has offered to let us contract with them two days a week with their dental hygienist. He stated it would be up to the BOC to include the funds for this in the budget for next year.

With no further business, Dr. Schaller moved the meeting adjourned at 8:03pm.



**Dr. Diane Schaller, Chairperson**

**ATTEST**



**A. Terrell Jones, III, REHS MPH, Health Director**