

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

February 13, 2013

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:07 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Dr. David Fisher, Mrs. Linda Kelly, Dr. Andre Knecht, Dr. Diane Schaller, Mrs. Nilla Sloop and Mrs. Martha Underwood. Absent from the meeting: Mr. Charles Clifford, Dr. William Hall, Pastor Alice Hooker and Dr. Lauren Williams. Mr. Terrell Jones, Health Director, was present as Board Secretary.

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

One correction was made on the January 9, 2013 Board of Health minutes – Adding Mrs. Kelly’s name approving all motions that were made as she was present at the board meeting. Once these corrections are made, the minutes stand approved as written.

Public Comments: None

Dr. Schaller welcomed new board member – Dr. Andre Knecht to the board.

The board considered the Proposed FY 2013-2014 Budget Presentation – Mr. Terrell Jones, Health Director- the Health Department is in the process of developing their 2013-2014 budget proposal. Proposal ideas were presented as follows:

New positions –

- 1) **Administrative Assistant I** -. Mr. Jones referenced the Evergreen report where it mentioned to promote our nursing director and take her off of clinical duties, put her working in administration and accreditation; and then hire another PHN II position to replace her. An alternative to this would be to hire an Administrative Assistant and assign this position the duties of maintaining accreditation, an alternate translator for the Public Health Preparedness (PHP) at the EEOC, assist with grants along with assisting him with some of his duties as needed. Part of the salary for this position could be shifted from the PHP funds. Salary for this position would be around \$45,000. 2) **Processing Assistant IV – 50% time.** This position will replace one of our full time staff members who moved from the Management Support area on the 2nd floor to the front desk on the first floor. She is our Vital Records Deputy Registrar and she assisted with the duties in the Management Support. Salary for this position is \$16, 500.
- 2) **Animal Shelter Budget Needs:** the shelter is inspected once a year for their sheltering license by the Animal Welfare Division of the North Carolina Department of Agriculture. After their annual inspection, animal services are constantly being written up on the same short comings with the potential of being shut down. Items needed are as follows: maintenance to the animal shelter in the amount of \$5,000; building covers for the drains in the kennel area, paint is needed on the outside beams on the metal building, a new storage building for the animal food and kennel supplies; and to extend the size of the concrete pad on the outside of the kennels. Total budget request (from county funds) for the Animal Shelter needs is: \$15,000.

Discussion followed on the above proposed budget ideas. Mrs. Sloop asked if the administrative position could be contingent upon what happens with the budget relating to accreditation. The accreditation process could be discontinued come July 1, 2013.

- 3) **Environmental Health (EH):** EH has been using the State's BETS system for recording of their inspections. When EH moved from the Dept. of Environment and Natural Resources (DENR) to the Dept. of Health and Human Services (DHHS) there was no one available to maintain the software at DHHS. Since then, the position has been filled and they are planning to get things back on track. Hopefully, the health department will not have to spend any money on buying software. If we have to purchase software, for software package #1 - it would cost approximately \$24,000 for the 1st year and \$18,000 a year for maintenance each following year. The 2nd program would cost \$25,450 for the 1st year and \$7200 each following year. Mr. Warren stated after talking with people from the state, this program should be up and running in about one to two months.

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

- Meeting with CEO at Central Carolina Hospital regarding providing access to patients with no health insurance – Mr. Jones mentioned he met with Mr. Doug Doris from CCH along with several others where they discussed the state Medicaid expansion or the healthy exchange network. Following discussion, they decided to wait to see what came out of the General Assembly. Mrs. Brogan mentioned it was in the newspaper today that they voted not to expand Medicaid. Mr. Jones mentioned the group decided that once the decision was made by the General Assembly, they would get back together and create a forum. The Board of Health, Board of County Commissioners, local doctors, dentists, and mental health staff all would be invited to come and talk about how they could most effectively keep people from going to the ER for non-emergency visits. CCH spends around \$900,000 a month on non-emergency services. Discussion followed. Mr. Jones mentioned at this meeting that he was not there for the health department; he was there for the community and he wanted to build a coalition or collaboration with everyone so they could all work together for the same goal.

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

- **Lee County Health Department Activity and Management Summaries** - Mr. Jones referenced the Monthly Management Summary where it showed through the close of January 2013 – 58% Expected. This summary showed we have collected 43% of our revenue and expended 47% of our budget. Mr. Jones reviewed the programs that showed low collections in revenue. Reference was made to Environmental Health doing better than average on their revenue collections. The board reviewed the LCPH Activities Summary for this year's program averages (FY 12-13) and the previous year (FY 11-12) averages. Mr. Jones referenced animal euthanasia's and animal adoptions for January 2013. Mr. Warren responded to all questions as appropriate in relation to Environmental Health.
- **Corrected Copy – Operating Procedures, The County Board of Health** – Mr. Jones made mention of the corrections made that were recommended from the January meeting. Mrs. Underwood asked to hold off on approving these until the next board meeting so these procedures could be reviewed again in case of other changes that may need to be made. The board agreed.

Other Information: Mr. Jones mentioned to the board Environmental Health is considering making changes in their fees for re-evaluation and repairs. He stated if the board was interested, they could form a committee to review these fees and make a recommendation back to the full board. Mrs. Kelly moved to form a committee to review Environmental Health fees. Dr. Fisher seconded the motion, and upon a vote, the results were as follows:

Aye: Brogan, Fisher, Kelly, Knecht, Schaller, Sloop, Underwood.

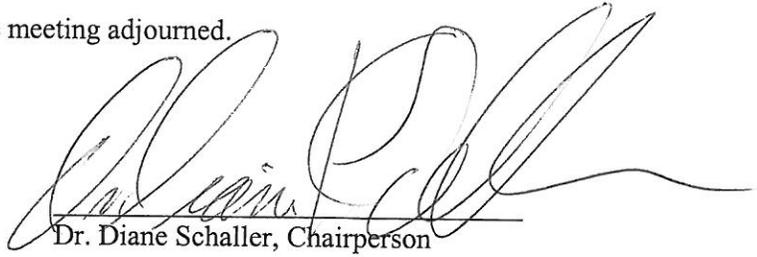
Nay: None

The Chairperson ruled the motion was adopted unanimously.

Committee members consist of: Dr. Schaller, Mrs. Sloop and Mrs. Underwood. Mr. Jones stated he would support the committee as needed.

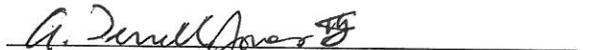
Board of Health Orientation –Mr. Jones introduced Mr. Wayne Raynor as he was the former Interim Health Director before he was hired. Mr. Raynor is a certified instructor and would be conducting the orientation for the board.

With no further business, Dr. Schaller moved the meeting adjourned.



Dr. Diane Schaller, Chairperson

ATTEST



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