

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

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March 11, 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., Mrs. Nilla Sloop, Mrs. Martha Underwood, Dr. Lauren Williams and Dr. Teresa Wooddell. Mr. Terrell Jones, Health Director, was present as Board Secretary.

One member was absent: Dr. Diane Schaller, Chair-person

Mrs. Nilla Sloop, Vice-Chairperson presided and the following business was transacted:

**Approval of the Agenda:**

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

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

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were no corrections made to the February 11, 2015 board minutes. Mrs. Hawley-Oates moved to approve the minutes as written. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

**Public Comments:** Mrs. Sloop mentioned the board of health notices have not shown in the Sanford Herald recently. She stated these notices should be posted in the Sanford Herald with the regular meeting notices. These notices will also help with accreditation.

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

- **Changes in the FY 15-16 Consolidated Agreement** – this is the agreement we have with the state that has to be renewed every year. Mr. Jones referenced the changes in the agreement as follows: **1)** Section A. Paragraph 10 and 11 – the due dates for the Community Health Assessment (CHA), Action Plans and State of the County Health (SOTCH) revised. Clarified the number of action plans required per each CHA cycle; **2)** Section A. Paragraph 16-Directions for discontinuance of Obstetrics Care Management (OBCM) or Care Coordination for Children (CC4C) programs; **3)** Section C. Paragraph 5.a – Change to how reporting shall be completed in the Aid-to-Counties database; **4)** Section D. Paragraph 4 – Compliance with E-Verify; **5)** Section L. – Clarified which records are covered by the State’s record retention policy; **6)** Attachment A – Requirements in the event of a discontinuance of the OBCM or CC4C Programs. He mentioned the budget impact we would have if we are not in compliance with this agreement. Mrs. Underwood moved to accept the changes in the FY 15-16 Consolidated Agreement as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

The vice-chairperson ruled the motion was adopted unanimously.

- **FY 2015-2016 Lee County Health Department Proposed Budget** - Mr. Jones stated the proposed budget was submitted a week ago into our Munis Finance System. The LCHD Budget for Fiscal Year 15-16 and the Anticipated Additional Expenditures were sent to the board in their agenda packet. The budget sheet explained the FY 14-15 revised adopted budget, program proposed expenditures, county revenues, state revenues, Title XIX, fees and insurance and grant revenues. Reference was made to the anticipated additional expenditures i.e., Clinic – funds for electronic Health records and 50% of a Public Health Dental Hygienist Salary; General Administration – two new position requests – 1) full time Administrative Assistant/Grant Writer position and 1) ½ time Processing Assistant Position; Environmental Health – software for land use, project review, inspections, etc.; and Animal Control – new work truck. Discussion followed on the funds for the Dental Hygienist position and the position requests under General Administration. Dr. Knecht mentioned the Board of County Commissioners were looking at giving all county employees a 2.5% COLA this year; and because of this increase, they will not be approving any new position requests from any county department. Mr. Jones made a recommendation to leave the Dental Hygienist position request in the proposed budget. Discussion followed. Mrs. Hawley-Oates moved that the Health Director find out the right way to send a letter of concern to Raleigh; and then see if he can partition other county health directors to come on board. Once he has this information, he should bring it back to the board of health for review. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

The vice-chairperson ruled the motion was adopted unanimously.

Mrs. Hawley – Oates moved to approve the Lee County Health Department FY 2015-2016 Proposed Budget as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Riley, Sloop, Williams and Wooddell  
**Nay:** Mrs. Underwood  
**Abstained:** Dr. Knecht

The vice-chairperson ruled the motion passed.

- **Board of Health (Accreditation Policies) Annual Review** - these policies are reviewed on an annual basis according to accreditation. There has been no changes to the following policies: **1)** The Lee County Board of Health Procedures for ongoing evaluation of the need for the adoption of an amendment to local rules or ordinances; **2)** Delegation of duties of the Health Director; **3)** Health Director's Job Description; **4)** Participation in Community Health Improvement; and **5)** Policy on Policies. Dr. Knecht moved to approve the policies as presented. Dr. Williams seconded the motion and upon a vote, the results were as follows:

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

The vice-chairperson ruled the motion was adopted unanimously.

- **Modification of Environmental Health (EH) Fee Schedule – Mr. Terrell Jones, Health Director** – this information was previously sent to the Board of County Commissioners a little over a year ago and they decided to hold off on it. Mr. Jones decided to bring it back to the board in an effort to increase revenue. This information was sent to the board in their agenda packet and the chart was reviewed. The modification in EH fees is due to the direct costs to the department to provide the services listed. Currently, EH fees are less than the direct cost of providing the service. While the total cost of providing EH services can never be fully recovered due to indirect personnel costs and additional services which do not generate revenue, the percentage of revenues collected, compared to the expenditures for the program, currently at 30%, can be increased from approximately 30% to 34% with charging a fee that is equal to the current cost of providing the service, also 30% to 34% with the 5% option, 30% to 35% with the 10% option, and 30% to 36% with the 15% option. Mr. Jones recommended keeping the fees as close to what it costs EH to perform the service which is the 5% option. Environmental health projects a \$21,025 revenue increase if the proposed fees are increased at the 5% option. Discussion followed. Mrs. Underwood moved to accept the 2015/2016 Projected Revenues at 5% fee increase as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

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

- **2014 Lee County Communicable Disease (CD) Trends Report – Mrs. Pamela Ridenhour, Nursing Dir.** – this information was included in the board agenda packet and is reviewed on an annual basis according to accreditation. The data presented reflects CD confirmed cases from 01-01-14 through 12-31-14 per North Carolina Electronic Disease Surveillance System (NCEDSS). The major trend for Lee County is still Sexually Transmitted Disease (STD) cases: Chlamydia – 245 cases and Gonorrhea – 64 cases. The Non-STD cases are just sporadic cases of what we typically see with no concerns.
- **Board of Health Operating Procedures** – this is an annual review according to accreditation. No changes were made to the policy from last year. Mrs. Sloop mentioned she found out from the accreditation board that this benchmark is being removed from the accreditation process. She stated there is a concern that these procedures should still be reviewed by the board on an annual basis. It was mentioned that the procedures should be signed on an annual basis once it has been approved by the board. Mrs. Hawley-Oates moved to approve the operating procedures as presented with it being signed with today's date and the same should be done on an annual basis. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

**Nay:** None

The vice-chairperson ruled the motion was adopted unanimously.

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

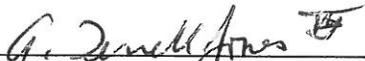
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the LCPH Activities for February 2015. Mr. Jones referenced the child health program where it showed zero clients for February. This is because of the snow and ice on the days we offered our child health clinic and no clients showed. The LCPH Management Summary showed February 2015 – 67% was expected. We collected 56% of our revenue and expended 55% of our budget. Mr. Jones mentioned the programs that

were low in collections. Animal Control has exceeded their revenue collections for February. Animal Control was also commended on their adoption program. Board members stated the staff are very accommodating and everything is well kept. Mr. Jones asked the board if they would like to receive their board packets by email; and we would still present a paper copy on the night of the meeting. Everyone agreed except for one.

With no further business, Mrs. Sloop moved the meeting adjourned.

  
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**Mrs. Nilla Sloop, Vice-Chairperson**

**ATTEST**

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