

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

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April 9, 2014

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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, Pastor Alice Hooker, Dr. Andre Knecht, Mrs. Linda Kelly (arrived at 7:05pm), Mr. John Riley, Jr., Dr. Diane Schaller, Mrs. Nilla Sloop (arrived 7:05pm), Mrs. Martha Underwood (arrived 7:40pm), Dr. Lauren Williams and Dr. Teresa Wooddell (arrived at 7:06pm). Dr. William Hall was absent from the meeting. Mr. Terrell Jones, Health Director, was present as Board Secretary.

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

**Approval of the Agenda:**

There was one item added to the agenda: 1) Rabies Clinic Update to be presented under item number VII-Update Information. Dr. Knecht moved to approve adding this clinic update. Mr. Riley seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

There were no corrections made to the March 12, 2014 Board of Health minutes. Mrs. Sloop moved to approve the minutes as written. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

The board heard the **Introduction of A New Employee – Mr. Terrell Jones, Health Director** – Mrs. Keyonna Moore, Social Worker II (Contract) hired February 11, 2014. Mrs. Moore works as a case worker in our Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) programs. Mrs. Moore was welcomed aboard the Health Department.

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

- **Changes in the Consolidated Agreement – Ms. Carol Kivett, Finance Officer** – this consolidated agreement was included in the board agenda packet. There were no major changes only a few word changes to include a new Business Associate Agreement per the changes in the HIPAA requirement. Discussion followed. Mr. Riley moved to accept the changes in the Consolidated Agreement as presented. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **(Accreditation Policies) – Annual Review:** Mr. Jones mentioned the Management Team has been meeting two times a week reviewing accreditation policy and procedures for the past month and one half. Mr. Jones gave a brief explanation of these policies as needed as each of these policies meet accreditation benchmarks; and were included in the board agenda packet.

**-The Lee County Board of Health Procedures for ongoing evaluation of the need for the adoption of an amendment to local rules or ordinances – Benchmark 34/Activity 34.5** – Discussion followed on this policy. Mrs. Kelly moved to accept this policy and procedure with the correction under procedures #2 – To show evidence of the APIE process, striking out the rest of the sentence. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**-Delegation of duties of the Health Director – Benchmark 37/Activity 37.2** – No changes were made to this policy. Mr. Riley moved to accept this policy as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**-Participation in Community Health Improvement – Benchmark 38/Activity 38.3** – No changes were made to this policy. Mrs. Sloop moved to accept this policy as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Board of Health Operating Procedures** – Mr. Jones referenced the recommended changes in these operating procedures made by Mrs. Underwood at the last board meeting based on the training she received on the Open Meetings Law. Mr. Jones read these recommendations from the March 12, 2014 Board of Health minutes. Discussion followed. Dr. Knecht moved to table discussion of the Board of Health Operating Procedures until the next board meeting. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hooker, Knecht, Kelly, Riley, Schaller, Sloop, Williams and Wooddell

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Rabies Clinic Update** – the rabies clinic was held on Saturday, March 8, 2014. Dr. Schaller, Veterinarian was administering the vaccine; with her husband assisting with registration. There were 126 dogs and cats vaccinated over a 3 hr. period. Mr. Carl Iceman, AC Supervisor and Mrs. Kayla Fore, AC Shelter Attendant was present along with some of the Sheriff Deputies.

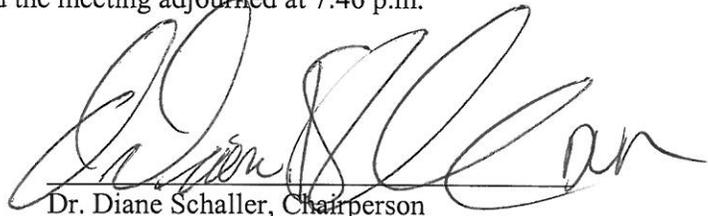
- **Lee County Health Department Activity and Management Summaries** – the board reviewed the LCPH Activities Summary. Mr. Jones referenced the increase in Family Planning numbers. Dr. Schaller commented on the low numbers for animal euthanasia as compared to the past where the numbers were really high. Mr. Jones mentioned our new Animal Shelter Attendant was bitten by a Farrell Cat at the shelter. She is now getting ready to receive her series of vaccinations. It was mentioned the Sheriff Department has never vaccinated their Animal Control Officers against rabies, even though they were notified of the risk. Discussion also followed on possibly putting together a Farrell Cat policy in relation to feeding and handling of the cats. Mr. Iceman presented information on businesses throwing scrap food out of the dumpsters feeding the cats on their property. Mr. Jones mentioned to the board he would do a Power Point presentation at the next meeting showing pictures he has taken around Lee County of cat colonies so they can see what is going on. The board reviewed the Monthly Management Summary. This summary showed through March 2014 – 75% Expected. It also showed we collected 64% of our revenue and expended 63% of our budget. Mr. Jones mentioned Mr. Crumpton, County Manager keeps in touch with Department Directors to make sure they do not cover over their budget this year.

Mr. Jones mentioned he just received an email from the State Environmental Health Office that Session Law 2013-360 increases the annual permit fee charged by the Department of Health and Human Services (through the Environmental Health Section) for food and lodging establishments from \$75 to \$120. This fee increase represents additional funds for distribution back to the health departments in support of the local programs. While there will be additional funds to distribute to the local health departments the manner in which those distributions are calculated remains unchanged.

Mr. Jones mentioned the only other information he was going to bring to the board was an action item to approve our Sliding Fee Scale for our Primary Care Clinic. Mrs. Pam Ridenhour, Nursing Director and Ms. Carol Kivett, Finance Officer along with other staff, attended a Practice Management Workshop which showed them how much it would cost the health department to operate each day. Once they have finished putting together all needed information, he then would bring this item to the board for approval. When this process is completed, we will be able to bill Medicaid in our Primary Care Clinic. Once we get on the panel of Blue Cross and Blue Shield and Coventry health insurances, we can bill for Primary Care and other clinical services. This will increase our revenues.

Mrs. Underwood mentioned that Central Carolina Community College will be teaching a Spanish class for healthcare workers this summer at a fee \$75 per person for those who may be interested.

With no further business, Dr. Schaller moved the meeting adjourned at 7:46 p.m.



Dr. Diane Schaller, Chairperson

ATTEST



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