

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

August 19, 2015

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, Pastor Alice Hooker- (arrived at 7:08pm), Dr. Andre Knecht, Dr. Alex Martin, Mr. John Riley Jr., Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Teresa Wooddell. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Two members were absent from the meeting: Mrs. Mary Hawley-Oates and Dr. Diane Schaller.

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

Approval of the Agenda:

Mr. Riley moved to approve the agenda as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Knecht, Martin, Riley, Sloop, Underwood and Wooddell

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

The Public Comments Section was inadvertently left off the agenda.

Approval of the Minutes:

No corrections were made to the July 15, 2015 minutes. Dr. Knecht moved to approve as written. Dr. Martin seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Knecht, Martin, Riley, Sloop, Underwood and Wooddell

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

The board heard the **Introduction of a New Employee** – Mr. Terrell Jones, Health Director introduced Mr. Dwayne Shepherd, Animal Shelter Attendant, hired 7/21/15. Mr. Shepherd stated he has been a resident of Lee County for two years. He moved here from the state of New York and since he has been here he has experienced great things. He is learning a lot and enjoys working with his co-workers.

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

- **Request to apply for the Associations of Food and Drug Officials (AFDO) Year 3 retail Program Standards Grant** – this is a request to the BOH to allow Environmental Health (EH) to pursue additional grant funding from AFDO to aid in the completion of policy development projects and training to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retain Program Standards). There are three types of projects available to apply for and, if all three projects were awarded, it would lead to: 1) an electronic software program for Food and Lodging Staff; 2) aid in self-assessments to the nine FDA Program Standards; and 3) FDA standardization training assistance for Lee County staff.

The AFDO Grant will aid the EH office, if awarded (they could receive up to \$26,000), by providing training and resources to continue improving their capabilities. Furthermore, it provides funding to continue building upon strategies to improve the local EH program. Dr. Martin moved to approve Environmental Health applying for the Associations of Food and Drug Officials (AFDO) Year 3 retail Program Standards Grant as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Knecht, Martin, Riley, Sloop, Underwood and Wooddell

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

- **Project Lazarus Coalition Funds – Acceptance of \$10,000 – Mr. Terrell Jones, Health Dir.** – he and Ashley Graham, Health Education Supervisor and a few others in the community have been working with Project Lazarus for two years; making this a community topic and getting people involved from the community. There has been 4 events where community partners came in with speakers and talked about the need for more education in the community and where to place drop boxes, i.e. the Sheriff's Department carrying a portable drop box with them for community events. Discussion followed on reaching out to the local hospital and physicians in the county as well as other agencies.

Lee County applied for and was awarded funds to carry out the following activities: a. develop a speaker's bureau to educate the community around safer opioid prescribing; b. purchase Naloxone kits and provide training to public health nurses at the local health department; c. train law enforcement on Naloxone use; d) purchase two prescription drug drop-boxes. One will be placed in a local pharmacy and the other will be portable and used by law enforcement at community events; e. partner with the local health department to develop educational materials to distribute to the community to raise awareness of Project Lazarus. The board received a copy of the Chronic Pain initiative Community Coalition Agreement between NC Community Care Networks and Lee County Health Department. This contract has to be reviewed and approved by the county attorney and the Board of County Commissioners. Included in the contract was a project budget and budget justification page that showed how the funds would be spent.

Dr. Hall moved to approve acceptance of the Project Lazarus Coalition funds in the amount of \$10,000 as presented. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hooker, Knecht, Martin, Riley, Sloop, Underwood and Wooddell

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

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

- **Health Department Finance Update** – Mrs. Carol Thompson, Finance Officer – information presented was a review of the credit/debit card use since its launch in April 2013. Programs where the credit/debit cards are used the most are: Environmental Health (EH), Primary Care (PC), Immunizations (Imm) and Family Planning (FP). **FY 12-13 Revenue Collected** = \$397,407.96. Credit/Debit Card -1% - EH = \$970; FP = \$920; PC= \$825. Cash/Check (includes Medicaid) – 99%. **FY 13-14 Revenue Collected** = \$357,202.08. Credit/Debit Card – 5%; PC = \$6,651; EH = \$4,695; FP = \$2,204; Immunization = \$2,153. Cash/Check (includes Medicaid) – 95%. **FY 14-15 Revenue Collected** = \$240,815.93. To date, we have not received our Medicaid Cost Settlement from the state. Credit/Debit Card – 12%; EH = \$11,293; PC = \$7,294; FP = \$3,009; Immunization. = \$1,585. Cash/Check (includes Medicaid) – 88%. The health department using this credit/debit card system provides clients with an alternative payment method. Having this payment method increases the possibility of collecting revenue

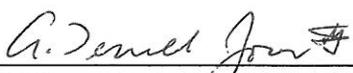
owed when the client doesn't know what their bill may be. Discussion followed on the implementation of the new ICD-10 coding system with the promise of getting delayed reimbursements. Mr. Jones mentioned we will be signing up with a company called Cure MD for our electronic health records who are ICD-10 compliant. He mentioned receiving information from the state that once ICD-10 is implemented, we have one year from the start date not to be fined if the wrong code is used. Mrs. Ridenhour, Nursing Director, stated because of the way our programs are set up in the health department, we have only a limited amount of codes that we use. Training for ICD-10 is scheduled for the afternoons of September 3rd and the 4th, 2015.

- **Strategic Plan** – the health department management staff and QI team members met with Dr. Stephen Orton from the NC Institute for Public Health in July to discuss the development of a new strategic plan. Mr. Jones stated the first strategic plan was written by him and he decided to seek assistance from the state. On September 10-11, 2015, Dr. Orton will be on site at the health department to facilitate the development of the strategic plan. BOH members are invited to drop in during the two day process. A case study titled Strategic Planning and Implementation in a North Carolina Local Health Department was given to the board in their packet of information. This study was sent in by Dr. Orton for team members to review before the September 10, 2015 meeting.
- **Accreditation Notice** – on August 3, 2015, the health department received our official 90 day notification to submit the Health Department Self-Assessment Instrument (HDSAI) and required evidence to the NC Local Health Department Accreditation Board. Evidence must be submitted electronically by November 1, 2015. There are 41 benchmarks and 148 activities that must be completed by this time. The official site visit will be scheduled for the first quarter of 2016.
- **Dental Health Announcement** – Mr. Jones referenced the weekly update he sent to the board on Friday 8/14/15 regarding dental health. The North Carolina Oral Health Section received a couple of grants they applied for and will be hiring more dental hygienists for the state. One of the hygienists will be placed in Lee County. The former dental hygienist for Lee County has stated she will be applying for the position that will be placed here in Lee County.
- **Lee County Health Department Activity and Management Summaries** - the board reviewed the LCPH Activities for July 2015 which is the first month of the fiscal year. Reference was made to the low numbers in the immunization program. These numbers will increase once school officially starts as the students have 30 days to get all their immunizations and kindergarten assessments in place. If they don't have them in place after the 30th day, they are expelled from school until they get them. The LCPH Management Summary showed July – 8.33% was expected. We collected 7% of our revenue and expended 8% of our budget.

With no further business, Mrs. Sloop moved the meeting adjourned at 7:35pm.


Mrs. Nilla Sloop, Vice-Chairperson

ATTEST


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