

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

December 14, 2016

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 Gordon Wicker Conference Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, 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. Teresa Wooddell (arrived at 7:28pm). Mr. Heath Cain, Health Director, was present as Board Secretary.

Members absent were: Dr. William Hall and Dr. Alex Martin

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

Approval of the Agenda:

Mrs. Sloop moved to approve the agenda as written. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Hawley-Oates moved to approve the November 16, 2016 Board minutes as written. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

The Board considered **Action Items – Mr. Heath Cain, Health Director –**

- **Request submittal of Electronic Health Records Imaging and Guidance Manual to the NC Department of Culture Resources (DCR)** – The submittal of this application, once approved by the North Carolina Department of Cultural Resources, allows the health department to begin destroying paper documents once they have been converted to electronic images and approved to be destroyed by NCDCCR. There will be a series of policies and procedures developed and approved by management team before final implementation of the destruction of paper documents. Mr. Cain stated he has spoken with staff at the Culture Resources office regarding the submittal of this application. Now that we have started our electronic process through CureMD, we are scanning patient records into the system and will need to begin purging of these records. Discussion followed. Mr. Cain responded to questions as appropriate. Mrs. Hawley-Oates moved to approve allowing the health department to submit an application to the North Carolina Department of Culture Resources (NCDCCR) to begin purging paper copies once an electronic copy has been created. Mr. Riley seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Additional State Revenue for the Family Planning Program - \$1,093** – this is a one-time additional Healthy Mothers, Healthy Children Title V funding to assist with the purchase of contraceptives and medical supplies for our Family Planning Clinic. Pastor Hooker moved to approve accepting the one time additional funding in the amount of \$1,093 for the Family Planning Program as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Dr. Richard Gugelmann, Volunteer-Child Health Pediatrician** - This is a request for the BOH to approve Dr. Richard Gugelmann to assist the health department as a volunteer to provide child health services in our clinic. Dr. Gugelmann has contacted our office and has an interest in volunteering his services as a Pediatrician in our Child Health Clinic. Dr. Gugelmann has worked with the Lee County Health Department previously and his experience and expertise will further enhance services being provided through our clinic. Before he can begin, we will need to put together a Business Associate Agreement (BAA), a Memorandum of Understanding (MOU), put him on our liability insurance and add him to NC Tracks in order to bill Medicaid. His volunteer service is a positive impact as the health department can bill for the services he provide in our Child Health Clinic. Discussion followed. Mrs. Ridenhour, Nursing Supervisor stated the staff likes him as well as our clients. When we do our outreach for our Head Start Program, it's such an asset to have a provider onsite. Our enhanced role nurse can do "well child checks" but because of her scope, she can't diagnose and if he is there he can treat, diagnose as well as other things. Dr. Knecht moved to approve bringing on Dr. Richard Gugelmann to assist the health department as a volunteer to provide child health services as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Strategic Planning Update** – the Strategic Plan has been modified since its development last year. These modifications include effectively communicating health department strengths and existing services to improve community awareness, improve population health and mitigate health disparities, and improving the operational efficiency of health department programs and services. The Management Team and six other staff members volunteered to make this possible. The strategic plan document is nine pages in length and was included in the Board's agenda package. Dr. Schaller commented that this was a very nice strategic plan. Pastor Hooker moved to approve accepting the new strategic plan as presented. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Lee County Health Department Activity and Management Summaries** – the Board reviewed the LCPH Activities for the month of November 2016. The LCPH Management Summary showed November 42% was expected. We collected 43% of our revenue and expended 36% of our budget. Mr. Cain mentioned we did go live with CureMD in November and we cut back on the schedule to get everyone trained on the new system. He wanted the Board to be aware that the activity numbers does not show the no-show rates and they are as follows: September – 44%; October -55% and November – 65%. We are back up to 100% of scheduling and hopefully our no-show rates will improve. Mr. Cain mentioned that CureMD has a feature that we could look at later, once we get policies in place, where we can text the patient to remind them of their appointment. Also while we were out for the Thanksgiving holidays, the general services department came in and painted the much needed clinic exam and interview rooms which now looks a lot better.

Mrs. Hawley-Oates moved to adjourn the meeting at 7:30pm. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

Aye

Nay: None

The chairperson ruled the motion was adopted unanimously.



Dr. Diane Schaller, Chairperson

ATTEST



William Cain, REHS, MPA, Health Director