

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

July 10, 2013

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. Linda Kelly, Dr. Andre Knecht, Mr. John Riley, Dr. Diane Schaller, Mrs. Nilla Sloop, and Mrs. Martha Underwood. Pastor Alice Hooker, Dr. Lauren Williams and Dr. Teresa Wooddell were 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.

There were no corrections made to the June 12, 2013 Board of Health minutes. Minutes stand approved as written.

Public Comments: None

Presentation to Outgoing Board of Health Members: Dr. David Fisher, Mrs. Tamara Brogan and Mr. Charles Clifford. Dr. Schaller thanked each of the board members for their service on the Board of Health. Mr. Terrell Jones, Health Director presented each member with a Certificate of Appreciation as well as a Plaque of Recognition.

Introduction of New Board of Health Members: Mrs. Charity Dodson, Pharmacist and Mr. John Riley, Jr. - Each board of health member introduced themselves to the new members. Mr. Jones introduced health department staff present at the meeting. Dr. Schaller welcomed all new board members.

The board considered **Action Items:**

- **Election of Vice- Chairperson** – Dr. Schaller opened the floor for nominations for vice-chairperson as Mrs. Brogan is no longer on the board. Mrs. Kelly nominated Mrs. Underwood for vice-chairperson. Dr. Hall moved the nominations be closed and accepted by acclamation. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Kelly, Knecht, Riley, Schaller, Sloop, Underwood.

Nay: None

The chairperson ruled the motion was adopted unanimously.

New Information –

- **Environmental Health Proposed Fee Increase** – Mr. Jones stated in our FY 2013-2014 budget request, we lost one of our Environmental Health Specialist positions. Mr. Crumpton, County Manager mentioned to him if environmental health could bring their revenues up to partly cover an extra position, they would consider re-installing that position. Mr. Jones explained the proposed fee increase. He stated that surrounding county fees were reviewed when putting together this chart. Discussion followed and recommendations for changes were made. Mr. Jones stated the board did not have to approve these fees tonight. Dr. Schaller asked that once the changes were made on this chart, if it could be emailed to them to study before the next board meeting.
- **Environmental Health Manpower Studies** – Mr. Jones referenced two manpower studies completed by Ms. Melissa Ham, REHS, Regional Environmental Health Specialist. This report indicated we needed one additional person in environmental health to perform the mandated duties. Mr. Jones stated when

Mr. Roy Warren, Env. Health Supervisor returns from being out on leave, he will have to work in the field for a while to compensate being short one environmental health specialist.

- **Primary Care – increase fees to sustain services** – Mr. Jones stated the health department was also asked to look at increasing our fees for Primary Care in order to sustain services. A copy of a Private Medical Practice Rate Survey was given to the board. Currently, we have a flat fee of \$45 for all clients who come to our clinic. We do not have a sliding fee scale. Mrs. Pam Ridenhour, Nursing Supervisor explained this clinic was first started years ago with grant funds from CCH; and at that time we did have a sliding fee scale. After one year we ran out of money due to most of the clients sliding to zero with no money coming in. Dr. Hall mentioned there was a way to calculate how much it would cost for us to see a patient using relative value units for CPT codes. Discussion followed. Mr. Jones mentioned he met with Ms. Butler, CCH Administrator, who is coming up with a new three/four year business plan for the hospital and he asked her to keep the health department informed. Mr. Jones stated he proposed to Ms. Butler and mentioned to the county manager and the county commissioners that he would like to hold a “stake holders” meeting later this summer inviting all parties involved to include all private practitioners, the BOH and the Board of County Commissioners (BOCC). Mr. Jones and Mrs. Ridenhour responded to questions as appropriate.

Update Information -

- **Debit/credit card collection status** – Mr. Jones stated the debit/credit card collections are going well. For the month of May 2013 we performed 13 transactions for a total of \$1,170 and for the month of June 2013 we performed 19 transactions for a total of \$1,740.90. The two month total equals \$2,910.90.
- **Lee County Health Department Activity and Management Summaries** – Mr. Jones referenced the Monthly Management Summary where it showed through the close of June 2013 – 100% Expected. This summary showed we have collected 69% of our revenue and expended 83% of our budget. He also referenced the June LCPH Activities Summary. The June report completes a full fiscal year of activities. Reference was made to the FY 12-13 year averages compared to the FY 11-12 year averages.

Other –

NC DHHS – Div. of Public Health-Oral Health Section – Wendy Seymore, Dental Hygienist - Mrs. Seymore gave a brief overview of her duties as a dental hygienist. She stated she serves Chatham and Lee Counties and their dental program is 94 years old. She does screening and referral services for Kindergarteners-5th grade here in Lee County; and Kindergarteners and 5th grade in Chatham County. The fluoride mouth rinse program is done within targeted schools based on the screening data that is collected every year. This program is currently being done in three Chatham County Schools and four Lee County Schools. Sealants are also done free of charge for any child who signs up for it when the program is being offered. Next week they will be at Southern Lee High School with their sealant project program. She explained their program called “Give Kids A Smile” which is a medical/dental effort providing health screenings, dental exams, cleanings, sealants and referrals if the child needs care. They also have a public health dental residency program where they host one to two students per year. This year their resident is from Japan. They have also hosted students from all over Africa. The students take what they learn here back to their countries and implement dental health programs. Mrs. Seymore responded to questions as appropriate. Mr. Jones mentioned that access to dental health care is one of our top five priorities in our Community Health Assessment.

Executive Session – Mrs. Sloop moved to go into executive session to continue the discussion on the Health Director’s Performance Appraisal. Mrs. Kelly seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Kelly, Knecht, Riley, Schaller, Sloop, Underwood.
Nay: None

The chairperson ruled the motion was adopted unanimously.

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Mrs. Kelly made a motion to come out of executive session. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

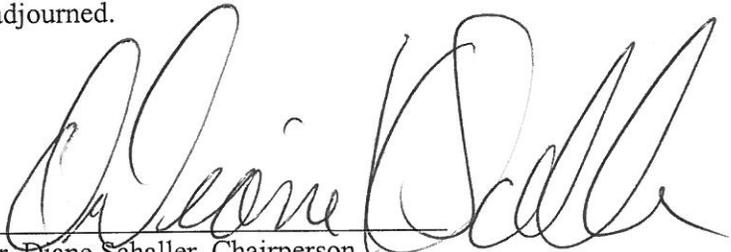
Aye: Dodson, Hall, Kelly, Knecht, Riley, Schaller, Sloop, Underwood.

Nay: None

The chairperson ruled the motion was adopted unanimously.

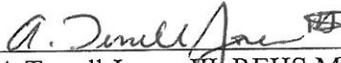
Upon coming out of the executive session, the board completed their discussion on the Health Director's Performance Appraisal.

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



Dr. Diane Schaller, Chairperson

ATTEST



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