

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

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June 12, 2013

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:01 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Mr. Charles Clifford, Dr. David Fisher, Dr. William Hall, Pastor Alice Hooker, Mrs. Linda Kelly, Dr. Andre Knecht, Dr. Diane Schaller and Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Lauren Williams. No members 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.

One correction was made to the May 8, 2013 Board of Health minutes on page one. This change was under the action items section changing Environmental Health Fee Increase to Environmental Health Fee Change. Once the correction is made, the minutes stand approved.

**Public Comments:** None

The board considered **Action Items:**

- **Farm Bureau – Healthy Living for a Lifetime – Mr. Terrell Jones, Health Director** - this is an event sponsored by the Farm Bureau Non-Profit organization. Their mission is to provide rural North Carolinians with the benefits of living a healthier lifestyle by providing free professional health screenings, educational materials and resources designed to encourage a commitment to healthy living; using a 50 foot Mobile Health Screening Unit. The Farm Bureau also invites other agencies in the community to participate. The Amando La Vida Breast Cancer Awareness Program (for Hispanic women) will participate in this event. This is a free event and anyone in the county can attend. When Farm Bureau leaves, they will donate \$2,000 to the community; and all they need is an invitation to come. Mr. Jones stated he mentioned this to the Board of County Commissioners and Ms. Amy Dalrymple will handle getting this event approved by the board at their next meeting. Ms. Dalrymple will also write a letter of invitation to the Farm Bureau for them to come one weekday in October 2013. Discussion followed. Mrs. Brogan moved to approve inviting the Farm Bureau – Healthy Living for a Lifetime project to come to Lee County and setup one weekday in October 2013. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Clifford, Fisher, Hall, Hooker, Knecht, Kelly, Schaller, Sloop, Underwood and Williams  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Health Director’s Job Description** – Mr. Jones – referenced the changes he had made in his job description. Discussion followed. Dr. Knecht moved to accept the new job description with the changes as outlined by Mr. Jones. Dr. Fisher seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Clifford, Fisher, Hall, Hooker, Knecht, Kelly, Schaller, Sloop, Underwood and Williams.  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

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

- **Animal Shelter Renovations – Mr. Carl Iceman, Animal Control Supervisor** – the State has required the kennels at the shelter to be painted. Animal Services will be operating on one side at a time starting June 19, 2013 until the painting is finished. The state inspector approved for the shelter to keep the dogs on both sides of the kennel until the painting is finished. The paint has to cure for 30 days to bond to the concrete blocks to prevent it from peeling and for warranty. The cost for this project is \$2800 which has already been approved. The shelter staff is going to do the pre cleaning to save on the cost. The board wanted to know what was requested in the FY 2013-2014 budget for Animal Services. Mr. Iceman presented the following items has been requested: painting of the outside beams, concrete pad extended four (4) feet and a building. Discussion followed. Mr. Iceman and Mr. Jones responded to questions as appropriate.
- **Lee County Health Department Proposed FY 2013-2014 budget – Mr. Terrell Jones, Health Director** Reference was made to the May 31, 2013 budget meeting with the county manager and two Board of County Commissioner members regarding the Health Department's FY 2013-2014 proposed budget. When Mr. Jones arrived at the meeting, after the scheduled had been changed, they were discussing eliminating our Primary Care Clinic. He asked them to defer this discussion until after a "stake holders" meeting could be held with private practice physicians in the county, the hospital, the Helping Hands Clinic and any other stake holders involved, for which they agreed. An in-depth discussion followed in this budget meeting about the elimination of one of our Environmental Health Specialist positions. A copy of the LCPHD Budget for Fiscal Year 2013-2014 was given to the board. Mr. Jones stated this was a copy of the budget that was given to the county manager. Mr. Jones stated the county manager justified the elimination of this position basing it on the Evergreen Report. A copy of the Proposed Revenue Increase in the Environmental Health 2013 -2014 proposed budget was given to the board. Mr. Jones mentioned Mr. Crumpton and Mrs. Lisa Minter, Finance Officer were currently reviewing this proposed fee increase, but were not ready to say if this would be enough to get our position back. Mr. Jones explained this proposed fee increase. Discussion followed on losing the specialist position and what it would mean to the health of our community. If this position is not placed back in the budget, Mr. Warren, Env. Health Supv. will have to go out and help with field work.
- **Resignation – Environmental Health Specialist** – Mr. John Kase, Env. Health Specialist turned in his resignation effective June 14, 2013 based on the proposed elimination of one of the specialists positions. He felt that since he was the last hired, he would be the first to go and did not want to be put in this situation. He accepted a position back in Orange County where he worked before coming to Lee County.
- **Lee County Health Department Activity and Management Summaries** – Mr. Jones referenced the May Management Summary where it showed through the close of May 2013 – 92% Expected. This summary showed we have collected 67% of our revenue and expended 76% of our budget. He mentioned the county manager has asked everyone to stop spending and requisitions for supplies have been suspended unless it is absolutely necessary. Mrs. Brogan asked about the debit/credit card use and has it been successful using them? Ms. Kivett stated it has been successful with our clinic services, but we have only received one payment in Environmental Health and no one has used it in Animal Services. We have only been using these cards for one month. Mr. Jones referenced the May Activities Summary. Discussion followed on the increase in the number of reported STDs. Reference was made to the increase in the numbers for environmental health services.
- **Shearon Harris Exercise – April 30, 2013 – Mr. William Cain, Environmental Health Specialist** – this exercise is in collaboration with Emergency Management to test their capabilities. We are required at least once a year to have an exercise. This was a two day event for which Mr. Cain participated on day one and Mr. Jones participated on day two. Mr. Jones stated he went to the State National Guard Armory in Raleigh near the fairgrounds. This is a huge facility with high security. They discussed different scenarios on how to handle an area that has been contaminated with radiation. He stated it was interesting to see a full blown Emergency Operation Center. Mr. Cain mentioned it is being mandated by the state that we do a Homeland Security Exercise and Evaluation Program (HSEEP) exercise here in the county.

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The goal, at this point, is to have an HSEEP exercise with all county agencies in July of 2015. The state came in on Monday (June 10, 2013) and did an audit for their Agreement Addenda 514 grant and everything went well. Discussion followed. Mr. Cain and Mr. Jones responded to questions as appropriate.

**Other information** – Mr. Jones thanked Mr. Charles Clifford, Pharmacist and Dr. David Fisher, Dentist for their service and participation on the Board of Health. Tonight is their last meeting as their terms have ended. Mr. Clifford and Dr. Fisher stated they enjoyed their time serving on the board.

**Executive Session** - Mrs. Underwood moved to go into executive session to discuss the Health Director's Performance Appraisal. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Clifford, Fisher, Hall, Hooker, Knecht, Kelly, Schaller, Sloop, Underwood and Williams.

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

Mrs. Brogan made a motion for the board to come out of executive session. Dr. Knecht seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Clifford, Fisher, Hall, Hooker, Knecht, Kelly, Schaller, Sloop, Underwood and Williams.

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

Upon coming out of the executive session, the board decided to table completion of this appraisal until the July 2013 board meeting.

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



Dr. Diane Schaller, Chairperson

ATTEST



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