

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

June 11, 2014

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:03 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, Dr. William Hall, Dr. Andre Knecht, Mr. John Riley, Jr., Mrs. Nilla Sloop, Dr. Lauren Williams, Dr. Teresa Wooddell and Mrs. Martha Underwood. Mr. Terrell Jones, Health Director, was present as Board Secretary.

Members absent were: Pastor Alice Hooker, Mrs. Linda Kelly and Dr. Diane Schaller.

Mrs. Martha Underwood, Vice-Chairperson presided in the absence of Dr. Schaller; and the following business was transacted.

Approval of the Agenda:

There were two changes requested by Mr. Terrell Jones, Health Director: 1) add a "closed session" at the end of the meeting and 2) move the Animal Control Power Point Presentation to be presented after agenda item #V - **Introduction of a New Employee** since there were a lot of people in attendance. Dr. Knecht moved to approve the request made by Mr. Jones. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

There were no corrections to the May 14, 2014 Board of Health minutes. Dr. Hall moved to approve the minutes as written. Dr. Knecht seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

The April 9, 2014 minutes were approved at this meeting because there was not a quorum present at the May meeting. Dr. Knecht moved to approve the minutes as written. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

Public Comments:

- 1) Ms. Georgan Gregg, 274 River Point, Moncure, NC - information was shared with the board on feral cats. Ms. Gregg founded Feral Cat Project, Inc. in December 2008 which is based on the methods of the Alley Cat Alley which was founded in 1990; and was named the only national organization that focuses on feral

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cats. Alley Cats Alley's method is called: Trap/ Neuter/Return (TNR) meaning feral cats are trapped where they live, taken to the clinic and neutered, given rabies and distemper vaccinations then returned to their original location. Their left ear is "tipped" meaning the tip of their ear is cut off while under sedation so they will always know if there is a new cat in the colony. Ms. Gregg stated her organization has done TNR on about 1500 cats; almost all of them are from Lee County. The Feral Cat Project feels they are saving Lee County tax payers a lot of money by reducing the number of cats that would otherwise be trapped and put to sleep by Animal Control Officers. Ms. Gregg gave board members a handout to review from the NC State Laboratory of Public Health Virology – Rabies Report, information about Alley Cat Alley's and a copy of the information she presented to the board. Ms. Gregg responded to questions as appropriate.

- 2) Ms. Sharon Riddle, 312 Village Dr., Sanford, NC – also shared additional information and responded to questions as appropriate.

The board heard the **Introduction of New Employees – Mr. Terrell Jones, Health Director** – 1) Ms. Lizbeth Hernandez-Silva, Processing Assistant IV- hired April 15, 2014 in our WIC Department. Ms. Hernandez-Silva also does vendor training and monitoring of the grocery stores here in Lee County; 2) Mr. Juan Diaz-Franco- hired June 10, 2014 as a Processing Assistant V/Vital Records Deputy Registrar. Mr. Diaz-Franco's position is located on the 1st floor of the Government Center where he will be meeting and greeting the general public and staff that comes into the building.

Mr. Jones mentioned we have made an offer to Ms. Shannon Cagle, Environmental Health Specialist, currently working with Moore County. If Ms. Cagle accepts this position, all of the positions in the Environmental Health Department will be filled.

The board heard two items from **Item No. VIII - Update Information - Mr. Terrell Jones, Health Director** –

- **Animal Control Volunteer Offer** – He is still looking into this volunteer program as this was brought up at the April 2014 board meeting. The liability release for volunteers to sign was found; and they are working on a job description for the volunteers while they are at the shelter. Additional information will be presented at the July board meeting regarding this volunteer program.
- **Animal Control – Power Point Presentation – Mr. Terrell Jones, Health Director** - a brief presentation was shown of cat colonies here in Lee County. A brief discussion also followed on the definition of "feral cats" and whether or not they should be fed. A feral cat is a domestic cat that has been abandoned and is not used to human contact. It was mentioned there were 7 cat colonies in Tramway: three behind the Food Lion grocery store and four behind the Family Dollar store. A slide of a cat colony was also shown in the Riverbirch Shopping Center. Mr. Jones stated it is his responsibility as Health Director to ensure the public is safe and protected from rabies. He mentioned our local ordinance states if we get animals that have been abandoned, they are to be destroyed. Discussion followed. Ms. Gregg stated to the board to give her a call if they had further questions.

The board considered **New Information – Mr. Terrell Jones, Health Director** –

- **Board members terms that end this month** - this item is for information only letting board members know whose terms end this month and they are as follows: Dr. Diane Schaller, Chairperson; Mrs. Linda Kelly, RN and Mrs. Martha Underwood, Engineer, Vice-Chairperson.

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

- **Board of Health Operating Procedures** – Mr. Jones mentioned the recommended changes from the March board meeting made by Mrs. Underwood to consider changing the election of the chairperson and vice-chairperson from January to June of each year same as the Board of County Commissioners. Discussion followed. Mrs. Sloop moved to approve keeping the current Board of Health Operating Procedures as written. Dr. Hall seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

Lee County Employee Development Policy/Accreditation - Mr. Jones mentioned this policy was reviewed by our Quality Assurance Team in April 2014 and no changes were made. It was presented to the board because of accreditation. Mr. Riley moved to accept the policy as presented with no changes. Dr. Knecht seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

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

- **Lee County Health Department Activity and Management Summaries** – the board reviewed the monthly management summary. This summary showed through May 2014 – 92% Expected. It also showed we collected 81% of our revenue and expended 78% of our budget. Dr. Knecht asked about the debit/credit card collection status. Ms. Kivett stated for the most part the collections are going good, but for the last couple of months the collections has been a little slow. Mr. Jones recognized Mrs. Omayra Zagada, Animal Control Officer being here tonight. Reference was also made to the low collections in our Family Planning and Maternal Health Programs. In the Maternal Health program we cannot collect until after the initial service has been received. The NC Tracks program is now working well. Dr. Knecht asked about the additional Title X funds for Family Planning Contraceptives in the amount \$2678 that was on the agenda of the May board meeting. He asked if these funds were being used for everything it could be possibly used for. Mr. Jones mentioned we were bound by the state because in the agreement addendum it stated: these funds “shall” be used for contraceptive supplies. We will be using these funds to buy IUDs for as many of our Family Planning clients as we can. Mr. Jones mentioned our WIC Department started using electronic medical records this week using a program called Cross Roads. The board reviewed the LCPH Activities Summary. He also referenced Environmental Health where it showed an increase in permits issued and 102 establishments being inspected for the month of May. Mr. Cain, Env. Health Supv. was congratulated on his accomplishment.
- **Lee County Board of Health Notebooks** – Mr. Jones mentioned that updating these notebooks were also a part of accreditation. Mrs. Bettina Seymoure, Personnel/Mgmt. Support Supv. passed out a notebook to all new members and the updated information were given to those who already had notebooks. Mr. Jones thanked Mrs. Seymoure and her staff who worked diligently updating these notebooks. Mrs. Underwood also thanked Mrs. Seymoure for always having information available to them upon request along with adjusting to sudden changes.
- **Strategic Plan Update** – Mr. Jones referenced changes/updates in the plan as outlined in red. The board was asked to take this plan home to review. He stated page 7 of the plan had the most updates to be made. He referenced item #5 on this page. As an objective from the 2010 Community Health Assessment there were to establish a Teen Pregnancy Reduction Search Committee for he feels this objective is being addressed. We already have a couple of evidence based programs in place such as the Teen Outreach Program (TOP) and Making Proud Choices. Discussion followed. Mr. Jones and Ms. Graham answered questions as appropriate. Mr. Jones mentioned there was a comment in the strategic plan about the North Carolina Incubators Collaborative sponsored by UNC’s NC Institute of Public Health on page 5. He stated he was almost certain both the House and Senate Bills would be eliminating this program’s budget in the next fiscal year.

Closed Session – Mr. Riley made a motion to go into closed session to discuss a personnel issue. Ms. Sloop seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

Mr. Riley made a motion to come out of the closed session. Ms. Sloop seconded the motion and upon a vote, the results were as follows:

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

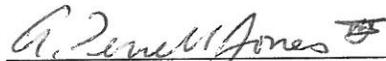
Nay: None

The vice-chairperson ruled the motion was adopted unanimously.

With no further business, Mrs. Underwood moved the meeting adjourned at 8:14 p.m.


Mrs. Martha Underwood, Vice-Chairperson

ATTEST



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