

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

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March 13, 2013

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The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:07 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Tamara Brogan, Dr. David Fisher, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Diane Schaller, Mrs. Nilla Sloop, Mrs. Martha Underwood and Dr. Lauren Williams. Absent from the meeting: Mr. Charles Clifford, Mrs. Linda Kelly and Dr. William Hall. Mr. Terrell Jones, Health Director, was present as Board Secretary.

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

Mrs. Underwood mentioned as she is on the Board of Trustees of the local community college, she asked the board to consider going on the second annual Rabbit Run 5K to be held on Saturday, April 13, 2013 at the CCCC Pittsboro Campus (764 W. Street). She stated this is a fund raiser for the college; will be a lot of fun and a good way to get some exercise. Registration forms were available for those who would like to participate.

There were no corrections made to the February 13, 2013 Board of Health minutes. Minutes stand approved as written.

**Public Comments:** None

**New Information:**

- **Community Guide Presentation by National Association of Local Boards of Health (NALBOH) Representatives – Ms. Holly Coleman, Health Director, Chatham County and Mr. Bill Browder, Chairman, Chatham County Board of Health** – Mr. Browder asked the board to complete a “pre-test” and a slide presentation was shown. A simple definition of evidence-based public health: the process of integrating science-based interventions with your community needs; getting an understanding of what those needs are and where you can get the best information to begin to address those particular needs. Evidence-based programs or policies are approaches that have been found to be effective; using an evidence-based approach allows for scarce resources to be used wisely; funders are requiring more accountability; and to shorten the time it takes to develop a program or policy. The guide to Community Preventive Services is a free resource (The Community Guide) to help choose programs and policies to improve and prevent diseases in your community. Mr. Browder stated in just about everything we do in public health, we need community partners as we can’t do it by ourselves. Website address to the Community Guide: [www.thecommunityguide.org](http://www.thecommunityguide.org). A good idea would be to link the community guide to our health department’s web page for easy access by others. Mrs. Coleman mentioned to Mr. Jones that this year in the Consolidated Agreement from the State, they added that we would use evidenced-based practice as interventions in our counties. Mr. Browder recommended using the community guide as it is a very useful tool. The board was given a “post-test” to complete following the presentation. This information will be sent in to NALBOH. Mr. Browder and Mrs. Coleman responded to questions as appropriate.
- **Animal Shelter Volunteer Discussion – Ms. Gina Meeker, Honor Student, Central Carolina Community College (CCCC)** – Mr. Jones stated this agenda item is about Animal Services and having the idea of volunteers working in the shelter. There is a volunteer program already in place, but not to this degree. Ms. Meeker passed out information to board members and a slide presentation was shown. Ms. Meeker gave a short presentation on the concept of having volunteers work at the Animal Shelter. She stated as she is on the Honor Society at CCCC, every year the board comes together and picks an area in the community that could use some improvement. The Lee County Animal Shelter was voted in as their

goal for this year. On the first meeting they will present it as well as the Women's Shelter which is also a part of the project. Volunteer duties at the shelter would include: general cleaning of shelter facilities and the grounds, structural upkeep and maintenance of the facilities; socialization and daily exercise of the animals, grooming of the animals, photographing adoptable animals and meet and greet with potential adopters. Some of the benefits of having volunteers are: lowering budget cost for the county, increase in the adoption rate, lowering the euthanasia rate, more productivity among staff and awareness and appearance of the shelter. Ms. Meeker stated the smallest step that can be taken to make the biggest impact is to create a cleaner, more efficient animal shelter while at the same time keeping the county budget in line. An in-depth discussion followed. Ms. Meeker responded to questions as appropriate. Mr. Jones mentioned there is a volunteer form for working at the shelter that is already in place, reviewed by Mr. Dale Talbert, previous County Attorney in 2011 and adopted by the Board of County Commissioners. This particular form was designed for Emergency Disaster Relief. Mrs. Brogan moved to approve developing a volunteer program at Lee County Animal Services. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Fisher, Hooker, Knecht, Schaller, Sloop and Dr. Williams.

**Nay:** None

**Abstained:** Mrs. Underwood

The Chairperson ruled the motion was adopted unanimously.

- **2012 Summary Report of Communicable Diseases** – Mrs. Pam Ridenhour, Nursing Supervisor - a copy of the Lee County Communicable Disease Trends Report for Jan 2012-Dec. 2012 was given to the board. Mrs. Ridenhour stated this summary report must be completed every year according to accreditation. She mentioned the case presentation she gave to the board in 2011 regarding the health department's concern for Pertussis. An outreach was done with the school system and the available vaccines were opened up to county employees as a prevention method for those who wanted the vaccine. In summary of Lee County's 2012 reportable communicable disease cases noted, there are no obvious areas of increase in cases/trends from the previous year (2011). Chlamydia remains the most reported STD followed by Gonorrhea which is about the same as 2011. Chronic Hepatitis B remains the most reported vaccine preventable disease. Most of these cases are in people who have a history of high risk sexual behavior, needle sharing, born of Hep B positive mother, and/or have a sex partner who is Hep B positive. They also tend to be non-immunized against Hep B as it was not a vaccine available during their early childhood years. Mrs. Ridenhour responded to questions as appropriate. Mr. Jones mentioned the outreach with the school system for Pertussis and for county employees was part of the SNS plan that has to be completed each year.
- **Board of Health Members whose terms are ending, June 2013: Dr. David Fisher, Dentist and Mr. Charles Clifford, Pharmacist. Board members whose terms are ending, but are eligible to serve another term if they would like to re-apply: Mrs. Tamara Brogan, Dr. William Hall and Pastor Alice Hooker.** Mrs. Brogan and Pastor Hooker stated they will be re-applying. Discussion followed on possible replacements for the dentist and pharmacist positions.

#### Action Items:

Mr. Jones asked the board to approve adding two more action items to the agenda as these two agreement addendums were just received within the last two days.

- **Division of Public Health Agreement Addendum FY 12-13 - #874 Food and Lodging - Ms. Carol Kivett, Finance Officer** – in the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2011-2012, Lee County was at 73% for Food and Lodging Inspections. A total of \$5,229 will be added to our current budget. These funds have to be spent

by the end of May 2013. Dr. Fisher moved to accept the funds in the amount of \$5,229 as presented. Mrs. Sloop seconded the motion, and upon a vote, the results were as follows:

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

**The chairperson ruled the motion was adopted unanimously.**

- **Division of Public Health Agreement Addendum FY 12-13 - #886 Healthy Communities - Ms. Carol Kivett, Finance Officer** – this program was formerly called Health Promotions until the section reorganized. A total amount of \$12,479 will be added to our current budget. These funds have to be spent by the end of May 2013. Mrs. Sandra Boyd, Health Education Supervisor, presented ideas on how these funds will be spent as they will link back to our 2010 Community Health Assessment. Mrs. Brogan moved to accept the funds in the amount of \$12,479 as presented. Mrs. Underwood stated she would like to see plans on how these funds will be spent at the next board meeting. Mrs. Sloop seconded the motion and upon a vote, the results were as follows:

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

**The chairperson ruled the motion was adopted unanimously.**

- **Proposed FY 2013-2014 Budget Presentation – Mr. Terrell Jones, Health Director & Ms. Carol Kivett, Finance Officer** - a copy of the LCHD FY 13-14 Proposed Budget Options and a revised copy of the LCPHD Budget for Fiscal Year 2013- 2014 were given to the board. Reference was made to our present budget request with proposed additional expenditures: Option A and Option B. Option A adds an additional \$105,609 which includes 2 new position requests, longevity increase for eligible staff and an anticipated 1.7% COLA increase and items needed for animal control. Option B adds a total of \$43,092 which only includes the anticipated 1.7 COLA increase and the items needed for animal control. Discussion followed. Mr. Jones stated he would like to carry the proposed FY 2013-2014 budget request with Option A to the Board of County Commissioners. Mrs. Brogan moved to accept the proposed Lee County Health Department proposed FY 2013-2014 budget request with Option A. Dr. Knecht stated he would like to opt out voting because he does not know how the Board of County Commissioners plans to vote. Mrs. Sloop mentioned again there is still the potential that accreditation will not be funded next year, and if this does happen, maybe the Administrative new position request could be looked at working 30 or fewer hours a week. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Brogan, Fisher, Sloop, Hooker and Schaller  
**Nay:** Mrs. Underwood  
**Abstained:** Dr. Knecht and Dr. Williams

**The chairperson ruled the motion was passed by majority vote.**

**Update Information-** Mr. Terrell Jones, Health Director:

- **Debit/Credit Card Status** – Mr. Jones stated he has spoken with Lisa Minter, Asst. County Manager/Finance Director. She stated the company; Official Payments did a test run on the card swipes and found a few glitches. Hopefully this will be cleared up soon and we can begin using them.
- **LCI EMR Contract** – we now have a scanning contract that is ready to be approved by the Board of County Commissioners. This project was approved last fiscal year and half of the funds were budgeted to

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begin scanning in January 2013 of this year. This item is on the County Commissioners March 18, 2013 board agenda for approval. Hopefully, we can begin scanning by the end of the month.

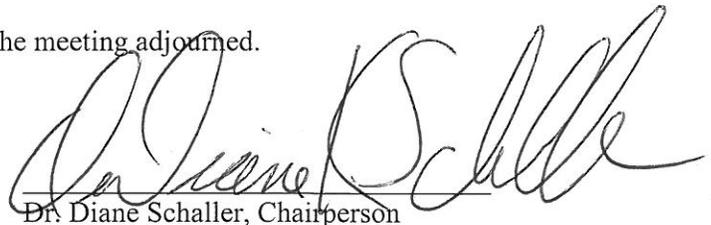
- **Lee County Health Department Activity and Management Summaries** - Mr. Jones referenced the Monthly Management Summary where it showed through the close of February 2013 – 67% Expected. This summary showed we have collected 53% of our revenue and expended 52% of our budget. Mr. Jones reviewed the programs that showed low collections in revenue. The board reviewed the LCPH Activities Summary and compared the February numbers to the other months and nothing really stands out. He referenced animal services where it showed for the month of February there were more adoptions than euthanasia's.

**Other:**

Mrs. Underwood mentioned that Mr. Heath Cain be recommended to the County Stars Award Program to receive an award for the SNS score of 100. Mr. Jones stated he will also nominate the whole team as this was a team effort. He mentioned he also plans to nominate Ms. Nimia Ulloa, Spanish Interpreter and Ms. Robin Saenz, Project Coordinator for the work they do with the Susan G. Komen Breast Cancer Program.

Mrs. Underwood asked if Ms. Saenz could come to board next month to give them an update on the program.

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



Dr. Diane Schaller, Chairperson

ATTEST



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