

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

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November 16, 2016

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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. Mary Hawley-Oates, Pastor Alice Hooker, Dr. Andre Knecht, Dr. Alex Martin, Mr. John Riley Jr, Dr. Diane Schaller and Mrs. Nilla Sloop. Mr. Heath Cain, Health Director, was present as Board Secretary.

Members absent were: Mrs. Martha Underwood and Dr. Teresa Wooddell

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

**Approval of the Agenda:**

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

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Approval of the Minutes:**

Mrs. Dodson moved to approve the October 19, 2016 Board minutes as written. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

**Public Comments:** None

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

- **Request to accept the National Association of County and City Health Officials (NACCHO) Grant Funding - \$4,280.66** – Mr. Williams, Environmental Health Supervisor, stated they received a letter of approval for the grant funds and asked the board for their approval to accept these funds. Approval was given by the board in the September 2016 board meeting to apply for this grant. Mrs. Sloop moved to accept the \$4,280.66 NACCHO grant funds as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop  
**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **165 Infant Mortality Reduction Agreement Addendum Rev. #1 - \$3,500** – this Agreement Addendum provides additional funding for local health departments to expand upon one of its program activity selected in the original Agreement Addenda. The Lee County Health Department selected Long Acting Reversible Contraceptives (LARCS) as one of our two evidence-based strategies for Infant Mortality Reduction. Mr. Cain stated we have to track the following data and send to the state: age, race and ethnicity and income level. Mrs. Hawley-Oates moved to approve accepting the additional \$3, 500 as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **613 Ebola Preparedness and Response Agreement Addendum Rev. #1 – \$1,100** - this Agreement Addendum provides additional funding enabling the local health department to designate a Zika Planning Coordinator to serve as the point of contact for the Ebola and Zika virus diseases. Pastor Hooker moved to approve accepting the additional \$1, 100 as presented. Dr. Hall seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Additional Funds from the State - \$27, 625.88** – this is one time funding from the state to local health departments to help cover some of the losses associated with transitioning to a new cost settlement methodology. There isn't an agreement addendum associated with these funds or restrictions on how to use these funds as long as it is for clinical use. Pastor Hooker moved to approve accepting the additional \$27, 625.88 as presented. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Additional Funding – Wake AHEC - \$337.50** – our Family Nurse Practitioner (FNP) is a preceptor to FNP students from time to time from different universities. Wake AHEC reimburses the health department for her time spent with these students. This revenue is not budgeted because we don't know from one year to the next if we'll have any students from Wake AHEC. We would like to put this revenue in our budget so we can purchase at least 3 more electronic signature pads to be used in our clinic area. Mrs. Sloop moved to approve accepting these funds in the amount of \$337.50 as presented. Pastor Hooker seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

The chairperson ruled the motion was adopted unanimously.

- **Memorandum of Agreement (MOA) between Lee County Schools and the Lee County Health Department** - this is an annual agreement with the schools that helps provide collaboration to prevent health issues from becoming reasons for educational and social failure. Both entities agreed to

cooperate in providing a comprehensive program of school health services and support for school nurses. No major changes were made to the agreement other than the addition of the SNFI Contract Budget sheet. This information will help cover us in case of an audit. These funds were budgeted and approved in the FY 16-17 budget. Dr. Hall moved to approve accepting the MOA between Lee County Schools and the Lee County Health Department as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

Mrs. Hawley-Oates abstained from voting.

The chairperson ruled the motion was adopted unanimously.

- **BOH Accreditation Policy Review – Lee County Health Department Appeal Procedure and Adjudication Policy** – this is an annual review of this policy as no changes were made. This policy assures that the Lee County Board of Health follow procedures for appeals by any person challenging an action determined by a health department employee using state or local level rules. Mrs. Hawley-Oates moved to accept the policy as presented. Dr. Martin seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley and Schaller

**Nay:** None

Mrs. Sloop abstained from voting.

The chairperson ruled the motion was adopted unanimously.

The Board heard **New Information – Mr. Heath Cain, Health Director**

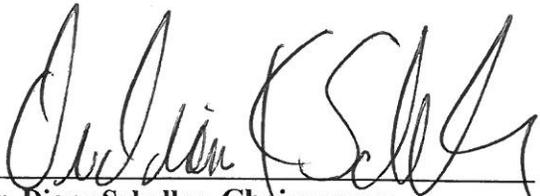
- **Modify/Change the December Board Meeting** – the board was asked to consider modifying the December board meeting to the 2<sup>nd</sup> Wednesday in December (12/14/16) instead of the 3<sup>rd</sup> Wednesday night (12/21/16). Board members were asked and they agreed to have a Christmas dinner before the meeting and then proceed from there. The only item scheduled for the December meeting (at this time) is reviewing and approving of the Strategic Plan.
- **Lee County Health Department Activity and Management Summaries** - the Board reviewed the LCPH Activities for the month of October 2016. The LCPH Management Summary showed October – 33% was expected. We collected 35% of our revenue and expended 30% of our budget. Mr. Cain mentioned the percentages for Environmental Health are at “zero” due to Hurricane Matthew, but the numbers are slowing coming back up. He referenced the 41% budget expended column for Maternal Health; and stated this percentage should go down next month.

**Closed Session:** Mrs. Sloop moved to go into Closed Session to discuss a personnel issue based on G.S. 143-318.11(a) (1). Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

**Aye:** Dodson, Hall, Hawley-Oates, Hooker, Knecht, Martin, Riley, Schaller and Sloop

**Nay:** None

The chairperson ruled the motion was adopted unanimously.



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Dr. Diane Schaller, Chairperson

ATTEST



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William Cain, REHS, MPA, Health Director