

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

September 21, 2016

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. Martha Underwood.

Members absent were: Mrs. Nilla Sloop and Dr. Teresa Wooddell

Mr. Heath Cain, Health Director, was present as Board Secretary

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

Approval of the Agenda:

Dr. Hall moved to approve the agenda as written. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mr. Riley moved to approve the August 17, 2016 Board minutes as written. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

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

- **Request a Public Hearing – Rabies Reform** – This request is to allow a public hearing on October 19th to discuss the rabies reform as per NCGS 130A-39. The 2016 Rabies Compendium by the National Association of State Public Health Veterinarians (NASPHV) provides science to support new rabies control measures. These measures would result in fewer dogs and cats euthanized, shorter quarantine periods and allow for home observations for lapsed animals with appropriate documentation. After the public hearing, the Board can vote to adopt the 2016 Rabies Compendium in the October 19, 2016 Board meeting. Mr. Riley moved to approve having a public hearing in the October Board meeting regarding the Rabies Compendium. 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 Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Bad Debt Write-Off for FY 14-15 – Mrs. Carol Thompson, Finance Officer** - This is a state requirement and we are contractually bound to make every effort to collect revenues owed to us and write-off those debts if they become uncollectible. Clients do not know their accounts are written off. When they return to receive services, their accounts are reactivated. These are programs with outstanding debt for a period of one year, July 2014 - June 2015 in three health department programs as follows: Child Health - \$365; Maternal Health - \$1,646.76 and Family Planning - \$6,949.80. Total write-off = \$8,961.56. Board members were given a 5 year comparison chart showing trends concerning the bad debt write- offs from FY July 1, 2010-June 30, 2015 for the above programs. Mrs. Hawley- Oates moved to approve the bad debt write-off in the amount of \$8,961.56 as presented. Mrs. Underwood seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **613 Ebola Preparedness and Response Agreement Addendum** - The 613 Ebola Preparedness and Response Agreement Addendum allows local health departments to enhance existing preparedness and response capabilities as they relate to Ebola and Zika Virus Disease. The Agreement Addendum calls for the development of a Concept of Operations Plan (Con Ops Plan) by Lee County Public Health Preparedness for responding to High Consequence Pathogens. This agreement addendum would increase the Ebola Preparedness budget by \$5,000. The Zika prevention measures have been sent out by social media, newspaper, county website, etc. We also have made the public aware of the Zika informational and educational packets we are distributing, which includes a mosquito dunk. These can be picked up at the health department, animal control and the environmental health departments. This information is also given out in our Family Planning and Maternal Health clinics. Dr. Knecht moved to approve the 613 Ebola Preparedness and Response Agreement Addendum in the amount of \$5,000 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 Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Apply for National Association of County and City Health Officials (NACCHO) Grant Funding** – Lee County Environmental Health is undertaking a 5-year FDA training development program to develop and integrate the 9 FDA standards of the Voluntary National Retail Food Regulatory Program Standards into our policies and procedures. This is a request for the Board to allow Environmental Health to apply for additional grant funding (up to \$8,000 with no county match) through a five-year cooperative agreement with NACCHO. Mr. Cain responded to questions as appropriate. Mrs. Hawley-Oates moved to approve applying for the NACCHO Grant Funding as presented. Mr. Riley seconded the motion and upon a vote, the results were as follows:

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

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Water Quality** – A letter was drafted to send to the State (included in the Board packet) regarding baseline water sampling in Lee County. This letter is asking for clarification concerning the recent events concerning screening levels as they relate to Hexavalent Chromium and Vanadium. The intent of this

letter is to provide clarity concerning the recent developments within the State concerning acceptable water quality standards. This information was discussed at the September Board meeting and a recommendation was made to draft a letter to the State. Chatham County Board of Health is also sending a similar letter to the State. Discussion followed. Mr. Cain responded to questions as appropriate. Dr. Hall moved to approve sending the letter regarding the Baseline Water Sampling in Lee County to the State as written. 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 Underwood

Nay: None

The chairperson ruled the motion was adopted unanimously.

The Board heard Update Information – Mr. William Cain, Health Director

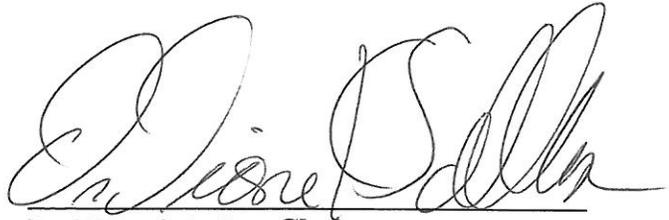
- **Strategic Planning Update** – the strategic planning team met September 9, 2016 where 14 staff members participated. The goal of the strategic plan update is to modify our existing plan to focus on strategies and opportunities during the upcoming fiscal year to address the health and well-being within the community. There will be a follow-up meeting on September 30, 2016 to finalize some of the goals that were set for next fiscal year. Hopefully, this plan can be presented to the Board of Health in the November 2016 meeting. Ms. Ashley Graham, Health Ed. Supervisor, presented update information on the initial strategic plan which was developed in September 2012. The accreditation process requires that we review the progress of the strategic plan on an annual basis. The three strategic goals for this year are as follows: 1) improve financial stability, 2) build community awareness to help eliminate health disparities and 3) enhance professional development to assure quality services. We had six employees outside of the Management Team to volunteer to work with us on the planning committee.
- **Behavioral Health Update** – this is a collaborative effort between the Health Department (HD), Sandhills Center (Daymark Recovery Services) and the Department of Social Services (DSS) to provide behavioral health services at the health department. Per an email from Daymark, a therapist has been hired and we may begin services the week of October 10th or the 17th. An interpreter will also be provided by Daymark. Our next meeting with will be October 3, 2016 to make sure everyone knows what is expected from each party involved. Mr. Cain responded to questions as appropriate.
- **Monthly Report Oral Health Section from Mrs. Wendy Seymore – Dental Hygienist-** Mr. Cain referenced the August 31, 2016 monthly accomplishments presented by Mrs. Seymore for Lee County. This is the last monthly report we will be receiving from Mrs. Seymore as she has taken another position with the State. She has done a great job while she was here as the numbers speak for themselves.
- **Lee County Health Department Activity and Management Summaries** - the Board reviewed the LCPH Activities for the month of August 2016. The LCPH Management Summary showed August – 17% was expected. We collected 22% of our revenue and expended 18% of our budget. Mr. Cain mentioned he was glad to see the 23 new lot applications for August verses only 9 for July in Environmental Health. He also mentioned the low euthanasia rate in Animal Control for the month of August.

With no further business, Dr. Hall moved to adjourn the meeting at 7:25pm. 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 Underwood

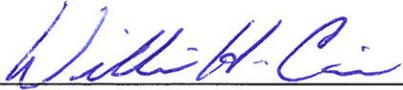
Nay: None

The chairperson ruled the motion was adopted unanimously.

A handwritten signature in black ink, appearing to read "Diane Schaller", written in a cursive style.

Dr. Diane Schaller, Chairperson

ATTEST

A handwritten signature in blue ink, appearing to read "William H. Cain", written in a cursive style.

William Cain, REHS, MPA, Health Director