

RANDOLPH COUNTY BOARD OF HEALTH  
RANDOLPH COUNTY HEALTH DEPARTMENT  
2222-B South Fayetteville Street, Asheboro, NC  
Monday, May 22, 2017

Members Present

Charles Lee, DVM, Chair  
Robert Brown, MD  
William Walker, OD  
Julie Mabe, RN  
Marty Trotter, Community Member  
Cathy Waddell, Community Member  
Lyn Richardson, Community Member  
Marianne Evans, PharmD  
Mack Summey, PE

Staff Present

Susan Hayes, Health Director  
Tara Aker, Assistant Health Director  
Arey Rash, RN, Director of Nursing  
Brooke Hogan, Assistant Secretary to the Board  
Wayne Jones, EH On-site Wastewater & Wells Supervisor  
Wesley Vann, Animal Control Supervisor  
Deana Norton, Animal Control Clerical Support staff  
Darlene Hill, Accounting Specialist

**I. Call to Order**

The Randolph County Board of Health met Monday, May 22, 2017 in the health department conference room. Dr. Lee, Board Chair, called the meeting to order at 7:02 p.m.

**II. Public Comment Period**

Dr. Lee opened the public comment period (*see sign-in roster following the minutes*). Mr. Eddie Leonard presented a septic system issue to the Board of Health concerning his property building permit and the sale of his home. Mr. Leonard explained that the permit on file with Randolph County is for a two bedroom home, but he says it should have been for a three bedroom home. The permit is decades old. He contends that the original permit must have been lost. As the permit stands Mr. Leonard will have to make alterations to his septic system in order to sell his home as is. These changes to the system will cost him money. The board listened to his concerns. Dr. Lee gave Mr. Leonard a copy of the powers and authorities of local boards of health, the NC General Statute applicable to his case and information about the process for appeal to the Division of Public Health (*see information following the minutes*). Hearing no other requests for public comment, the period was closed.

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**III. Approval of Minutes**

Dr. Lee presented minutes for approval from the March 13, 2017 board meeting. No discrepancies were noted. Dr. Walker made a motion to “*approve the minutes as presented.*” Dr. Brown seconded the motion and the motion carried.

**IV. Determination of July 2017 Board of Health meeting date**

Board members agreed to change the regularly scheduled meeting date for July to Monday, July 24, 2017 at 6:00 p.m. The Board will continue to meet at 6:00 p.m. in the future. An earlier meeting time should allow for any increases in agenda content at future meetings.

**V. Clinical Services Update**

Arey Rash, Director of Nursing updated the board on recent changes in the general clinic area of the health department. The implementation of Cure MD, the new electronic medical health record, has been smooth so far. The billing transition is complete. Clinical staff are currently training and preparing for the transition to Cure MD with a targeted go live date at the end of June.

Ms. Rash also presented the board with communicable disease statistics (*see handout following the minutes*). She stated that urine testing in male clients is going well. Some positive cases of STI’s have been identified in the MSM “men having sex with men” population. She also mentioned that the state is appropriating funds for trans-gender males to receive STI testing.

**VI. Board of Health policies**

Tara Aker, Assistant Health Director, presented board members with policies for their review and approval. Board members reviewed the following policies: Electronic Medical Records Policy, Randolph County Board of Health Orientation & On-going Training Policy, Recruitment, Retention and Workforce Development Policy with Staff Development Plan, and the Board of Health Adjudication Policy.

Ms. Marianne Evans made a motion to “*approve all policies as presented.*” Dr. Walker seconded the motion and the motion carried.

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Ms. Aker invited board members to the 90<sup>th</sup> anniversary celebration of public health in Randolph County. The commemorative event is being held on June 21<sup>st</sup> from 9:00 am – 2:00 pm. A formal invitation will be sent to board members as the date approaches.

**VII. Spay/Neuter of Adoptable Dogs & Cats Draft Policy**

Susan Hayes, Health Director, presented the Board of Health with a draft policy regarding an in-house spay/neuter program at the Randolph County Animal Shelter. Board members revisited the policy from the March 2017 board meeting in order to hear detailed facts, statistics and information. Currently, the adoption fee is \$25. New owners of adopted animals have 30 days to obtain spay/neuter services for their animal. Failure to comply with current policy results in a citation. Often these cases end up in court. Ms. Hayes explained that the health department would like to be pro-active in controlling the over population of dogs and cats in Randolph County. The new policy will require an increase in adoption fees since animals will be spayed or neutered prior to adoption. A local veterinarian in Randleman has agreed to spay and neuter dogs and cats at a reduced cost for the shelter.

Ms. Hayes explained that donated funds will be used to initiate the program and help offset the cost of spay and neuter in the future. Ms. Hayes also presented a proposed increase in adoption fees to cover spay and neuter costs from \$25 to \$75. There was discussion by the board regarding the proposed adoption fees. Board members carefully considered the cost breakdown to maintain an animal at the shelter and the spay/neuter rates provided from Lakeview Animal Hospital in Randleman. The following adoption rates were discussed and recommended by the board: \$110 for male dogs, \$120 for female dogs, \$90 for male cats, and \$100 for female cats.

Ms. Hayes also recommended that the municipality fee to bring animals to the shelter be increased from \$10 to a proposed \$15 per animal, since \$15 is the fee that the general public currently pays to surrender an animal to the shelter.

Dr. Walker made a motion to *“approve the spay/neuter policy and the FY 2017-18 animal adoption fees recommended by the Board”*. Dr. Brown seconded the motion and the motion carried (*see spay/neuter policy and FY 17-18 fee schedule following the minutes.*)

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**VI. FY 17-18 Budget & Fee Schedule**

Susan Hayes presented the health department budget for board members' review and approval. She stated that the increase in the 2017-18 budget was a reflection of merits and three funded positions. These positions included an additional animal shelter attendant, an Information Systems Technologist to help with increasing technological demands, and an additional health educator to improve our ability to respond to identified community health priorities.

Ms. Hayes recognized a WIC budget cut of about \$47,000 from the state resulting in a reduction in force of one position. The reduction in force was implemented at the beginning of May and some salaries were reallocated to different general ledger lines to alleviate some funding in the WIC budget.

Mr. Marty Trotter made a motion to *"approve the FY 2017-18 budget as presented"*. Dr. Walker seconded the motion and the motion carried.

Ms. Hayes presented the FY 2017-18 health department fee schedule. The fee schedule is the same as last fiscal year with the exception of animal control fees for municipalities and adoption fees (no changes to clinical fees or environmental health fees at this time).

Mr. Marty Trotter made a motion to *"approve the FY 2017-18 fee schedule, with the animal adoption fees as amended by the board."* Dr. Walker seconded the motion and the motion carried.

**VIII. Health Director's Report**

- The contracted dentist for the health department, Dr. Patel, has recently experienced some health problems resulting in an inability to work. She is willing to help as much as possible to ease the transition process of seeking another dentist. Ms. Hayes has asked Jill Williams, County HR Director, to include a request to the Board of County Commissioners to add a Dentist position to the pay classification plan. The health department is seeking to hire a part time dentist at 20 hours per week with the possibility of increasing this position to full-time in the future. The health department is working on a community education and marketing plan to reach individuals in the county who need low cost dental services.

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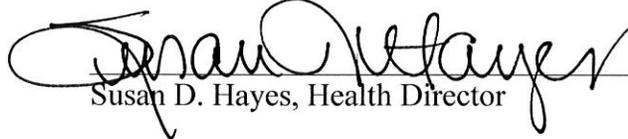
- Ms. Hayes updated the board on some of the outcomes from the opioid collaborative meetings. The Collaborative is investigating evidenced based practices to begin addressing this issue in our community. A survey to assess gaps in resources will be developed and distributed in June. She thanked board members Marty Trotter and Marianne Evans for participating in the opioid collaborative meetings. She also thanked board members for their support at the Board of County Commissioners meeting on May 8<sup>th</sup> when Ms. Hayes asked for funding of \$100,000 to address the opioid issue in Randolph County and \$50,000 for helping uninsured and underinsured population find access to care.
- Susan Hayes provided the letter of response from Senator Burr regarding the possibility of lost Public Health Prevention Funds if congress decides to replace/repeal the Affordable Care Act (*see letter from Senator Burr following the minutes*).

Dr. Lee encouraged board members to review the health department's 2017-19 Strategic Plan to keep apprised of the contents.

There being no further business, the meeting was adjourned at 8:46 pm. The next Board of Health meeting is scheduled for July 24<sup>th</sup>, 2017 at 6:00 pm.



Dr. Charles Lee, Board Chair



Susan D. Hayes, Health Director