

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

February 19, 2008

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, February 19, 2008, in the Professional Board Room (Room S-118) of the Human Services Center located at 319-B North Graham-Hopedale Road, Burlington, North Carolina.

The following board members were present: Chairman Keith Whited, Mr. James Gooch, Dr. Britt Causey, Mr. Charles Wilson, Dr. Michael Blocker, Ms. Kara Marshall and Dr. Reid Woodard.

The following staff members were present: Mr. Tim Green, Dr. Kathleen Shapley-Quinn, Ms. Marilyn Burns, Mr. Carl Carroll, Ms. Becky Perkins, Ms. Christy Bradsher, Ms. Kathy Brooks and Ms. Janna Elliott.

Guests present: Ms. Judy Haworth

#### **I. Call to Order and Introductions**

Mr. Keith Whited, Chairman, called the meeting to order at 6:30 p.m.

#### **II. Awards and Recognition**

Mr. Keith Whited introduced Ms. Judy Haworth to the board. Mr. Tim Green spoke about Ms. Haworth's 27 years of service to Alamance County as a Dental Hygienist for the State and how fortunate Alamance County has been for her dedication to good oral health. Chairman Whited presented Ms. Haworth with a plaque recognizing and thanking her for her service. Ms. Haworth thanked the Board of Health and the Alamance County Public Health family for their support of the dental health program.

#### **III. Approval of the December 11, 2007, and January 3, 2008, Board of Health Minutes**

*A motion was made by Dr. Reid Woodard to approve the Board of Health December 11, 2007, and January 3, 2008, minutes. The motion was seconded by Dr. Michael Blocker and approved unanimously by the board.*

#### **IV. Billing and Finance Section Update**

Ms. Kathy Brooks provided the board with the following billing and finance section update:

<b>Medicaid Billing</b>			
January - December			
	<u>Billed</u>	<u>Received</u>	
2006	\$ 973,611.01	\$856,921.94	(88%)
2007	\$1,068,462.34	\$902,938.19	(85%)
	<hr/>	<hr/>	
	\$ 94,851.33	\$ 46,016.25	
		\$ 46,978.12*	
<p>* "back billing" to recoup outstanding Medicaid revenue. We anticipate that we will receive 75% of these monies = \$35,233.59</p>			

<b>Patient Revenue</b>	
January – December	
2006	\$ 90,538.03
2007	\$129,725.84 (includes approximately 48,637 from Debt Set-Off)

<b>Third Party Insurance</b>		
January – December		
	<u>Billed</u>	<u>Received</u>
2006	\$ 82,406.00	\$20,597.17 (25%)
2007	\$117,024.74	\$14,868.18 (13%)

<b>Billing &amp; Finance Section</b>	
<b>Procedures Implemented in 2007/08 to increase Revenue/Collections</b>	
❖	Training provided for all clerical intake & billing staff on patient registration/billing software (November 2007)
❖	Refined internal process for referring patients to Cashier window for payment of outstanding accounts
❖	Implementation of procedures for all flat fee services to be paid "up front" before services are provided. This includes private purchased vaccines, TB skin testing and flat fee child health physicals.
❖	Increase in daily receipts from average of \$300.00/day in November to average of \$484.00/day in January 2008. Reflects effective measures by finance staff to collect monies from clients at the time of check out.

- ❖ Bi-monthly billing to patient pay clients (over \$500,000 in outstanding patient pay debt- a good number of these accounts have been turned over to the Debt Set-Off program. Approximate revenue from billing sent in December = \$2,290.00)
- ❖ Initial (January 08) then bi-monthly submission of debts to Debt Set-Off program
- ❖ Monitoring of maternity clients to ensure that they apply/receive presumptive eligibility and follow through with application for Medicaid for Pregnant Women (MPW)
- ❖ Tickler system to follow up on all pending Medicaid applications. Once Medicaid number is assigned all eligible services are billed back to eligibility date.
- ❖ Regular review of outstanding Medicaid revenue- research and/or rebilling as necessary in order to receive monies due
- ❖ Monthly reporting and follow up of coding/billing errors by clinicians. Education and encouragement by supervisors to reduce number of errors in order to streamline billing process and increase efficiency.

Mr. Green commended Ms. Brooks and thanked her for her willingness to assume responsibility and supervision of the billing section effective October 2007.

## V. Administrative Report

### A. Personnel Update

Ms. Janna Elliott provided the board with the following Personnel Update:

#### PERSONNEL UPDATE

##### *New Hires:*

- Rebecca Brekke will begin employment as the Processing Assistant III – WIC on March 3, 2008, replacing Dora Ward.

##### *Transfers / Resignations:*

- Peggy Malone-Scurry, Processing Assistant III – Finance, terminated effective January 11, 2008.
- Tenesha Medlin, Public Health Nurse II – STD Coordinator, resigned effective January 18, 2008.

##### *Recruiting to fill the following positions:*

- Dental Assistant, replacing Jaime Bowers
- Human Services Planner/Evaluator II, replacing Kathy Colville
- Local Health Director, replacing Tim Green as Interim Health Director
- Physician Extender II (75%), replacing Rebecca Owens
- Processing Assistant III – Finance, replacing Peggy Malone-Scurry
- Processing Assistant IV – WIC, replacing Robin Robertson

- Public Health Nurse II – STD Coordinator, replacing Tenesha Medlin

**B. Budget Amendments/Transfers**

Ms. Christy Bradsher presented the Health, WIC and Dental amendments and transfers 24 through 37 for the 2007-2008 fiscal year for board approval.

Budget Amendments & Transfers				
FY 2007-2008				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	24		DEPT. NAME:	Health
STATE BUDGET:	Alamance Partnership For Children		TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
10-5110-619	Smart Start	3,400.00	3,400.00	3,400.00
<b>Revenue:</b>				
10-3511-819	Smart Start	3,400.00	3,400.00	3,400.00
<b>Explanation:</b> Approved for additional funds to purchase supplies for child care training from the Alamance Partnership For Children				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	25		DEPT. NAME:	Health
STATE BUDGET:	Pandemic Influenza Grant		TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
	Pan Flu	20,000.00	20,000.00	20,000.00
<b>Revenue:</b>				
10-3511-321	Bioterrorism	20,000.00	20,000.00	20,000.00
<b>Explanation:</b> Will support Pandemic Influenza preparedness, mass prophylaxis, community containment, and communication				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	26		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
Designated Fund Balance	Designated Fund Balance	-2,740.35	-2,740.35	-2,740.35
10-5110-621		2,740.35	2,740.35	2,740.35
<b>Explanation:</b> Transfer funds to bring the remaining Adolescent Teen Pregnancy funds for FY 06-07 from the designated fund balance				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	27		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5110-190	Professional Services	-10,441.85	-10,441.85	-10,441.85
10-5110-120	Salaries	10,441.85	10,441.85	10,441.85
10-5110-190	Professional Services	-4,264.98	-4,264.98	-4,264.98
10-5110-180	Fringe	4,264.98	4,264.98	4,264.98

<b>Explanation:</b>		Transfer to align salaries of eight nursing positions at \$10,000 above the minimum of their pay grade. In July 2006 a \$10,000 salary increase was given to the Public Health Nurses at the Health Department. In July 2007 the salary schedule was adjusted which increased the minimum of each pay grade. Because of this there were eight nurses working at a salary less than \$10,000 above the minimum of their pay grade.		
<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>TRIAL BALANCE</b>	<b>STATE BUDGET</b>	<b>COUNTY BUDGET</b>
REV. NO.	28		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5110-220	Computer Supplies	-2,817.59	-2,817.59	-2,817.59
10-4210-443	MIS-Computer Supplies	<u>2,817.59</u>	<u>2,817.59</u>	<u>2,817.59</u>
<b>Explanation:</b>		Transfer of funds to reimburse MIS for Computer Equipment costs and lease of AS400 system		
<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>TRIAL BALANCE</b>	<b>STATE BUDGET</b>	<b>COUNTY BUDGET</b>
REV. NO.	29		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5110-640	TIMR	-511.00	-511.00	-511.00
10-4210-220	MIS-Computer Supplies	<u>511.00</u>	<u>511.00</u>	<u>511.00</u>
10-5160-220	Dental Computer Supplies	-511.00	-511.00	-511.00
10-4210-220	MIS-Computer Supplies	<u>511.00</u>	<u>511.00</u>	<u>511.00</u>
10-5110-640	TIMR	-481.00	-481.00	-481.00
10-4210-443	MIS-Computer Supplies	481.00	481.00	481.00
10-5160-443	Dental Computer Supplies	-502.00	-502.00	-502.00
10-4210-443	MIS-Computer Supplies	502.00	502.00	502.00
<b>Explanation:</b>		Transfer funds to purchase a Microsoft software license package for TIMR coordinator's computer and Dental Office Manager's Computer		
<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>TRIAL BALANCE</b>	<b>STATE BUDGET</b>	<b>COUNTY BUDGET</b>
REV. NO.	30		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
110-5110-619	Alamance Partnership for Children	-177.70	-177.70	-177.70
110-5110-260	Departmental Supplies	<u>177.70</u>	<u>177.70</u>	<u>177.70</u>
<b>Explanation:</b>		Reimburse departmental supplies for Smart Start expenses		
<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>TRIAL BALANCE</b>	<b>STATE BUDGET</b>	<b>COUNTY BUDGET</b>
REV. NO.	31		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-3511-301	Aid-to-county (Health)	-60,766.00	-60,766.00	-60,766.00
10-3516-301	Dental Community Health Children's Dental Grant	60,766.00	60,766.00	60,766.00
<b>Explanation:</b>		Money from the state for the dental clinic's community health revenue line item has been reported and received under the health department's Aid-to-county revenue line item. Transfer is needed to balance dental's revenue budget.		

ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	32		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5110-311	Travel/Training	-1,200.00	-1,200.00	-1,200.00
10-5110-636	MIMR Grant	<u>1,200.00</u>	<u>1,200.00</u>	<u>1,200.00</u>
<b>Explanation:</b>	Transfer is needed to align budget with grant requirements.			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	33		DEPT. NAME:	Health
STATE BUDGET:	WIC		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5150-120	Salaries & Wages	-10,000.00	-10,000.00	-10,000.00
10-5150-440	Contracted Services	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
<b>Explanation:</b>	Transfer needed to cover contracted expenses for remainder of the fiscal year			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	34		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5110-190	Professional Services	-5,000.00	-5,000.00	-5,000.00
10-5310-190	Social Services-Professional Services	<u>5,000.00</u>	<u>5,000.00</u>	<u>5,000.00</u>
<b>Explanation:</b>	Transfer needed to provide support to DSS to secure grant funding for the Alamance Alliance for Children & Families			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	35		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-3511-437	Hep A & B	-7,000.00	-7,000.00	-7,000.00
10-3511-426	Immunizations Private Purchase	<u>7,000.00</u>	<u>7,000.00</u>	<u>7,000.00</u>
<b>Explanation:</b>	Transfer to align budget correctly			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	36		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
10-5160-239	Dental Medical/Scientific Supplies	59,490.00	59,490.00	59,490.00
<b>Revenue:</b>				
	Community Health Grant (Dental)	59,490.00	59,490.00	59,490.00
<b>Explanation:</b>	Will provide dental health services to pregnant women, and increase dental education. The use of the Cavitron Scaler and digital x-ray will be made available through these funds as well			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	37		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	

		AMENDMENT: X		
<b><u>Expenditures:</u></b>				
10-5110-241	Supplies-Small Tools & Equipment	5,031.99	5,031.99	5,031.99
10-5110-239	Medical/Scientific Supplies	141.90	141.90	141.90
10-5110-443	Computer Lease	2,169.39	2,169.39	2,169.39
10-5110-260	Departmental Supplies	14,420.72	14,420.72	14,420.72
<b><u>Revenue:</u></b>				
10-3511-301	Aid To County	21,754.00	21,754.00	21,754.00
<b>Explanation:</b> Funds will be used to assist Environmental Health in its effort to promote education as it pertains to health threats associated with poor indoor quality. The funds will also be used to support the agency's departmental costs				

There was a discussion in regards to revision number 34. This transfer is for the writing of a \$9 million six-year federal grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) being written by Mental Health in conjunction with the Health Department and the Department of Social Services. Chairman Whited voiced concern regarding the mechanism of approving a transfer that has already occurred and requested that the board be able to review transfers prior to being made in the future. Mr. Green stated this particular decision of transferring the funds could be reversed if the board chose to do so.

***A motion was made by Mr. James Gooch to approve the Health, WIC and Dental budget amendments and transfers 24 through 37 for the 2007-08 fiscal year. The motion was seconded by Mr. Charles Wilson and was approved by the board with one abstention.***

## VI. Personal Health Committee Report

Dr. Woodard, Chairman of the Personal Health Committee, presented the minutes from the January 15, 2008, Personal Health Committee meeting.

## VII. Personal Health Update

Ms. Marilyn Burns reported that 396 flu vaccines remain on hand. Forty are State supplied vaccines to be given freely to those who meet specific criteria and 356 vaccines available for private purchase.

Ms. Burns informed the board that the County website is a great media for distributing information to the public in a timely and economical manner. Currently, the website has informational videos regarding Indoor Air Quality, Rabies, Meningitis, Flu and Folic Acid. A video regarding Methicillin-resistant *Staphylococcus aureus* (MRSA) is in the production process and should be published to the website soon. The

Health Department also posts up-to-date information about recalls. The use of this medium has decreased the number of calls the Health Department receives from the public.

### VIII. Environmental Health Committee Report

Mr. Carl Carroll presented the minutes from the January 8, 2008, Environmental Health meeting. He provided a revised report on Environmental Health Activities per Calendar Year (see shaded areas):

Environmental Health Activities/Calendar Year Report  
Revised 01/18/08

	2001	2002	2003	2004	2005	2006	2007	Average
Fees Collected	\$217,590	\$234,435	\$219,765	\$225,240	\$249,160	\$274,145	\$284,500	\$243,548
Lot Evaluations Requested	1,098	932	918	779	727	673	494	803
Lot Evaluations Completed	896	876	859	605	653	703	527	731
Total Site Visits made to Complete Lot Evaluations	3,524	3,502	3,756	3,700	3,641	3,548	3,280	3,564
Wastewater Permits Issued- New Systems	720	707	690	465	525	593	419	588
Wastewater Permits Issued- Repair Systems	120	64	111	115	152	89	63	102
Wastewater Permits Denied- Documented	176	169	169	140	128	110	108	143
Denial Rate	20%	19%	20%	24%	20%	16%	20%	20%
New Wastewater Systems Installed	596	526	480	490	399	372	352	459
Repair to Wastewater Systems Completed	70	24	77	73	96	74	68	69
Complaints Investigated Related to Wastewater Systems	104	53	80	49	61	55	55	65
Well Permits Issued	521	722	611	413	441	401	359	495
Well Grouting Inspections	549	548	497	508	359	329	311	443
Water Supply Consultative Visits	150	204	246	200	259	193	147	200
Water Samples Collected	1,037	1,182	936	943	1,413	1,002	815	1,047
Food, Lodging, Pools, & Institutional Sanitation Inspections	2,129	2,137	2,200	2,169	2,253	2,160	2,121	2,167
Permits Issued for New or Remodeled Establishments	207	225	256	249	257	280	305	254
Visits not Related to New Construction or Permitting of F&L Est.	1071	796	931	754	932	997	1,253	962
Visits Related to New Construction in Food & Lodging	156	139	156	170	189	230	203	178
Complaints Investigated Related to Food & Lodging	82	51	47	53	60	59	71	60
On-Site Wastewater Systems Report/Loan	43	21	17	19	19	16	13	21
Contacts related to Solid Waste	236	599	1262	549	637	605	757	664
Contacts related to Vector Control	109	304	224	53	35	43	15	112
Contacts related to Indoor Air Quality	31	396	78	89	37	39	124	113
Animal Bite Reports	214	212	181	195	146	218	244	201
Specimens Tested for Rabies	75	81	81	50	65	73	68	70
Specimens Positive for Rabies	4	9	14	1	2	5	6	6
On-Site Wastewater Systems Monitoring Inspections	9	49	51	43	128	313	275	124
Legal Actions	10	58	77	48	31	26	38	41
Travel Time	3,513	3,510	3,517	3,697	3,813	3,847	3,941	3,691
Holiday Hrs	1,696	1,713	1,769	1,773	1,394	1,456	1,634	1,634
Vacation and Sick Leave taken	2,875	2,721	3,255	2,029	3,012	2,698	2,821	2,773
Total Hours Worked Minus Travel Time	26,795	27,204	27,861	25,016	26,573	26,673	26,910	26,719
<b>Grand Total Hrs Worked</b>	<b>30,308</b>	<b>30,714</b>	<b>31,378</b>	<b>28,713</b>	<b>30,386</b>	<b>30,520</b>	<b>30,851</b>	<b>30,410</b>
Number of Staff on Avg. working each day (2080 man hrs/yr)	14.57	13.08	13.39	12.03	12.78	12.82	12.94	13.09
* Staff worked 650 hrs of Overtime during 2003								
** 5 additional days/employee- Vacation award for 2003 (780 hrs)								
***1 staff person not authorized for 6 months during 2003								
****3 staff not authorized for last 6 months of 2004								
*****Staff worked 384 hrs. of Overtime during 2005								
Staff worked 373.25 Overtime during 2006								

### IX. Environmental Health Update

Mr. Carroll discussed that Alamance County is still suffering drought conditions. Although the recent rain and snow falls have helped with surface water levels, ground water levels are continuing to fall as there is



a lag in the relationship between the two levels. Lake Cammack is full and overflowing its dam, but Lake Mackintosh is not. Environmental Health staff has issued several more permits for replacement wells.

Mr. Carroll presented other reports and information that were requested at the Environmental Health Committee meeting on January 8, 2008:

Environmental Health Program Cost/Fee Analysis					
Environmental Health Program Area	Percentage	Hours Worked	Expenses	Fees Collected	Projected Fees 08/09
On-Site Wastewater	51.42%	15,863	\$ 638,703.87	\$ 195,800.00	\$ 208,450.00
Food, Lodging & Institutional Establishments	31.15%	9,611	\$ 386,968.06	\$ 4,800.00	\$ 5,200.00
Water Supplies	9.33%	2,879	\$ 115,917.51	\$ 71,045.00	\$ 102,755.00
Solid Waste, Lead, Vector, MH Parks, Indoor Air Quality & Legal Actions	3.53%	1,091	\$ 43,910.33	\$ 400.00	\$ 400.00
Education	2.17%	669	\$ 26,944.16	\$ -	\$ -
Public Swimming Pools	1.63%	504	\$ 20,280.16	\$ 5,725.00	\$ 5,725.00
Communicable Disease	0.50%	155	\$ 6,255.75	\$ -	\$ -
Tattoo Establishments	0.26%	80	\$ 3,229.94	\$ 5,000.00	\$ 2,500.00
<b>TOTALS</b>	<b>100.00%</b>	<b>30,851</b>	<b>\$ 1,242,209.78</b>	<b>\$ 282,770.00</b>	<b>\$ 325,030.00</b>

Environmental Health Program Cost/Fee Analysis					
Environmental Health Program Area	Percentage	Hours Worked	Expenses	Fees Collected	Projected Fees 08/09
On-Site Wastewater	53.16%	17,007.71	\$ 660,300.58	\$ 195,800.00	\$ 208,450.00
Food, Lodging & Institutional Establishments	30.04%	9,610.65	\$ 373,120.25	\$ 4,800.00	\$ 5,200.00
Water Supplies	9.00%	2,878.90	\$ 111,769.36	\$ 71,045.00	\$ 102,755.00
Solid Waste, Lead, Vector, MH Parks, Indoor Air Quality & Legal Actions	3.41%	1,090.55	\$ 42,338.98	\$ 400.00	\$ 400.00
Education	2.09%	669.18	\$ 25,979.95	\$ -	\$ -
Public Swimming Pools	1.57%	503.67	\$ 19,554.43	\$ 5,725.00	\$ 5,725.00
Communicable Disease	0.49%	155.37	\$ 6,031.89	\$ -	\$ -
Tattoo Establishments	0.25%	80.22	\$ 3,114.35	\$ 5,000.00	\$ 2,500.00
<b>TOTALS</b>	<b>100.00%</b>	<b>31,996.25</b>	<b>\$ 1,242,209.78</b>	<b>\$ 282,770.00</b>	<b>\$ 325,030.00</b>

Environmental Health Revenue Projection Budget Year 2008/2009			
Activity	Fee	Estimated # of Requests for service yr 08/09	Projected Revenue Year 08/09
Soil/Site Evaluation	\$ 200.00	480	\$96,000
Auth. to Const Type I, II, IIIacdefg	\$ 200.00	228	\$45,600
Auth. to Const Type IIIb	\$ 400.00	116	\$46,400
Auth. To Const. IV	\$ 600.00	0	\$0
Auth. To Const. V	\$ 1,000.00	2	\$2,000
Auth. To Const. VI	\$ 1,600.00	0	\$0
New Well Permit	\$ 300.00	276	\$82,800
Replacement Well Permit	\$ 300.00	37	\$11,100
Septic Sys. Repair Permit	\$ 0.00	104	\$0
MHP Ex. Sys. Check	\$ 50.00	70	\$3,500
Ex. Sys. Check for Building Permit	\$ 50.00	261	\$13,050
Ex. Sys. Check for Plat	\$ 50.00	38	\$1,900
Site Revisit	\$ 50.00	0	\$0
Swimming Pool Permit	\$ 75.00	55	\$4,125
Swimming Pool Plan Review	\$ 200.00	8	\$1,600
Bacterial H2O Sample	\$ 15.00	132	\$1,980
Chemical H2O Sample	\$ 25.00	64	\$1,600
Nitrate H2O Sample	\$ 25.00	14	\$350
Petroleum H2O Sample	\$ 25.00	16	\$400
Pesticide H2O Sample	\$ 30.00	10	\$300
VOC's H2O Sample	\$ 25.00	5	\$125
Tatto Permit	\$ 100.00	25	\$2,500
Well Repair Permit	\$ 200.00	20	\$4,000
PVC Camera Inspection	\$ 100.00	1	\$100
Well Abandonment	\$ 0.00	42	\$0
Restaurant Plan Review	\$ 200.00	26	\$5,200
Application for MH Park Permit	\$ 100.00	4	\$400
<b>Total Revenue</b>			<b>\$325,030</b>
<b>*Bolted fees are changes from 07/08</b>			
Service Requests are totals for calendar 2007			

***A motion was made by Mr. James Gooch to approve the proposed Environmental Health fee increases as presented. The motion was seconded by Ms. Kara Marshall and was approved unanimously by the board.***

Mr. Carroll noted that there has been a new addition to the Environmental Health family. Ms. Tonya Randell delivered a healthy baby girl on February 12, 2008.

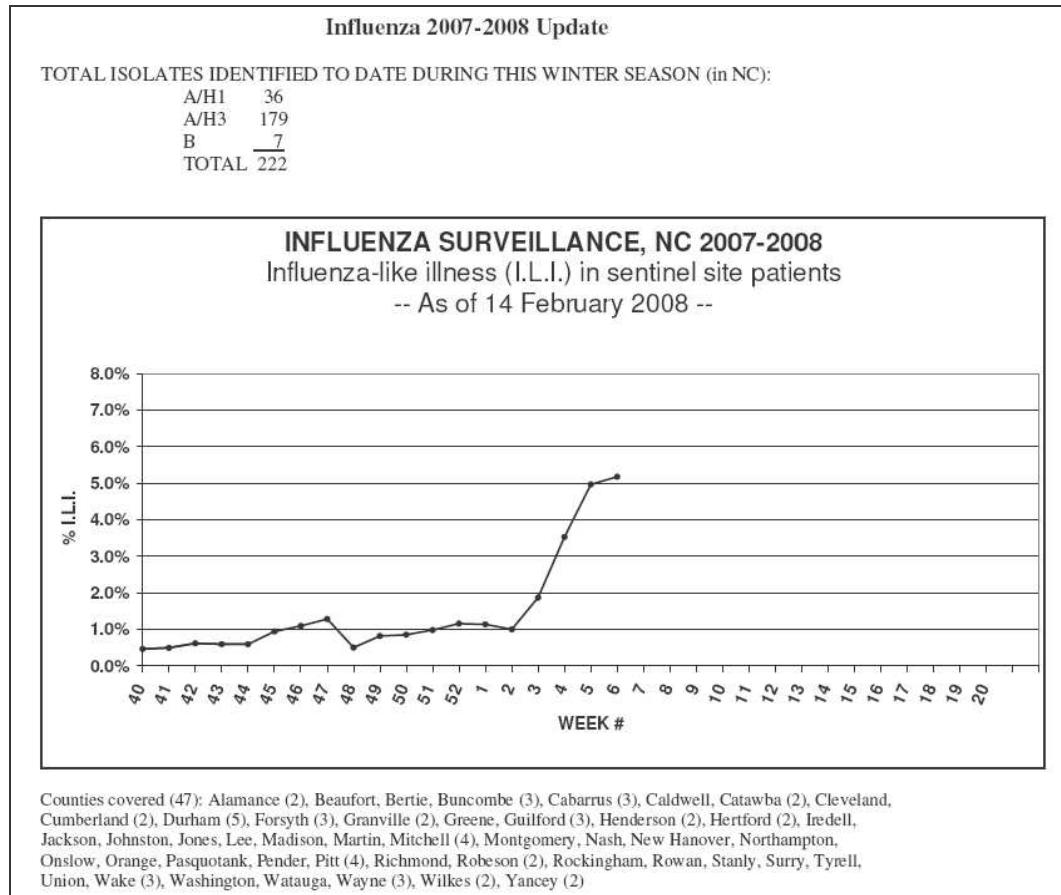
Mr. Carroll reported that there are 15 restaurants under construction, several public pools under construction and four restaurant plans under review. The restaurant ratings page on the County's website received 327 visits during January 2008.

#### **X. Medical Director's Report**

Dr. Kathleen Shapley-Quinn informed the board of her presentation at the Alamance County Medical Society Meeting on February 12, 2008. Dr. Shapley-Quinn, Dr. Ruth Petersen and Ms. Amanda Marvin provided the society with information regarding the Teen Pregnancy Prevention Initiative. Dr. Shapley-Quinn thanked Dr. Blocker for the opportunity.

Dr. Shapley-Quinn discussed the influenza season and vaccine. Vaccines are targeted to protect against three specific influenza viruses. This year, the "B" strain of virus causing the flu is not the strain in the vaccine. One of the "A" strains is a good match with the virus; the other "A" strain is not a good match, but may provide some protection. The rate of visits to emergency rooms and medical practices with influenza-like illnesses is the highest since monitoring began five years ago.

Dr. Shapley-Quinn presented the Influenza 2007-2008 Update:



Dr. Shapley-Quinn informed the board that a video regarding Gardasil, a vaccine that may help guard against diseases caused by the human papillomavirus (HPV), will be published to the County’s website soon.

**XI. Fiscal Year 2008 – 2009 Budget Proposal**

Ms. Christy Bradsher presented the Fiscal Year 2008 – 2009 budget proposals for Health, Dental and WIC.

**Health Budget:** The Health Department budget includes personal and environmental health. Individual expenditure line items were reviewed in detail and overall expenditures increased by \$109,354.27 (2%). Personal Health has two position requests: one full-time Processing Assistant III and one reclassification of a Public Health Nurse I to a Public Health Nurse III. Environmental Health is requesting funding to continue the career ladder. There is an overall decrease in projected revenue of \$289,243.24 primarily due to one-time grants ending and grants not being renewed or awarded at the time of budget submission. The proposed total budget of \$7,011,017.12 includes a request of \$4,568,467.12 in County funds.

***A motion was made by Dr. Reid Woodard to approve the proposed fiscal year 2008 – 2009 Health Department budget as presented. The motion was seconded by Dr. Michael Blocker and was approved unanimously by the board.***

Dental Budget: The Dental budget has no local funds involved. The total increase in expenditures is \$42,294 (5%).

WIC Budget: The WIC budget is 100% federally funded for a total revenue of \$549,780.

***A motion was made by Dr. Michael Blocker to approve the proposed fiscal year 2008 – 2009 Dental and WIC budgets as presented. The motion was seconded by Mr. James Gooch and was approved unanimously by the board.***

## **XII. Interim Health Director's Report**

Mr. Tim Green informed the board that the County is conducting a Space Study on the Human Services Complex. Some portions of the building previously assigned to Mental Health is not being utilized. The study will identify available space and recommend ways to use space more efficiently.

Mr. Green reported that the Community Health Assessment was submitted January 30, 2008. It will be presented on March 27, 2008, at 4:30 pm at Elon University. Ms. Kathy Colville will present highlights of the assessment to the board at the next regular meeting on April 15, 2008.

Mr. Green noted that the Give Kids a Smile event held at the Children's Dental Clinic on February 2, 2008, was a success. Over 100 children were treated, 20 of which have been "adopted" by local dentists for continued dental treatment. The American Dental Association (ADA) featured the Alamance County Children's Dental Clinic on its website. Dr. Causey stated that Give Kids a Smile is a great event and thanked the Dental Clinic staff and Margaret Hooper for an excellent job.

Mr. Green informed the board that April is Public Health Month. A committee has been formed that is planning events and activities to observe and recognize public health during April.

**XIII. Old Business**

*The meeting went into closed session per N.C. General Statute 143-318.11 (a)(6) at 9:04 p.m. on a motion by Mr. James Gooch for the purpose of reviewing the personnel files and qualifications of the Local Health Director candidates. The motion was seconded by Dr. Michael Blocker.*

*The closed session adjourned into open session at 9:44 p.m. on a motion by Dr. Michael Blocker and second by Mr. James Gooch.*

**XIV. New Business**

Chairman Whited requested board members complete the survey included in their packets and submit to Ms. Janna Elliott.

**XV. Adjournment**

The next regular meeting of the Board will be held on Tuesday, April 15, 2008, at 6:30 p.m.

With no further action or discussion, the meeting adjourned at 9:47 p.m.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Mr. Keith Whited, Chairman

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Mr. Tim Green, Secretary