

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

April 15, 2008

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, April 15, 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. Donald Courtney and Dr. Reid Woodard.

The following staff members were present: Dr. Kathleen Shapley-Quinn, Ms. Marilyn Burns, Mr. Carl Carroll, Ms. Christy Bradsher, Ms. Kathy Colville, Ms. Stacie Turpin, and Ms. Becky Perkins.

Guests present: Mr. Gary Ander

I. Call to Order and Introductions

Mr. Keith Whited, Chairman, called the meeting to order at 6:40 p.m.

II. Recognition

Mr. Keith Whited asked Ms. Marilyn Burns to introduce the guests, Ms. Stacie Turpin, Health Educator working in the Women's Health Clinic providing preconception counseling and Mr. Gary Ander, Social Worker with Alamance County DSS.

III. Approval of the February 19, 2008 Board of Health Meeting and the Called Board of Health Meetings held on March 11, 2008, March 12, 2008, and March 17, 2008.

A motion was made by Mr. Charles Wilson to approve the Board of Health Minutes for February 19, 2008, March 11, 2008, March 12, 2008 and March 17, 2008. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.

IV. Presentation – Community Assessment

Ms. Kathy Colville presented the 2007 Community Assessment explaining the purpose, procedures, and findings. This comprehensive document was developed through a partnership including the Health

Department, Healthy Alamance, and United Way to address emerging health and social issues in Alamance County.

Mr. Whited thanked Ms. Colville for this informative presentation.

V. Presentation – System of Care

Mr. Gary Ander presented System of Care designed to bridge the gap between services and families. Mr. Whited thanked Mr. Ander for his presentation.

VI. Administrative Report

A. Budget Amendments/Transfers

Ms. Christy Bradsher presented the Health amendments and transfers 38 through 40 for the 2007-08 fiscal year for board approval.

A motion was made by Mr. Jim Gooch to approve the Health Department budget amendments/transfers 38 through 40 for the 2007-08 fiscal year. The motion was seconded by Mr. Reid Woodard and approved unanimously by the board.

ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	38		DEPT. NAME: Health	
STATE BUDGET:	General		TRANSFER:	
			AMENDMENT: X	
Expenditures:				
10-5110-190	Professional Services	37,290.00	37,290.00	37,290.00
Revenue:				
10-3511-309	Women's Health Service	37,290.00	37,290.00	37,290.00
Explanation:	We have received notification of additional one-time "Bonus" Family Planning funds from the NC Department of Public Health. The distribution was calculated based on patient caseload and the performance of the agency. Funds will be used to support Family Planning related lab costs and professional services provided by staff in the Family Planning/Women's Health clinic. The first distribution of funds will be available for use between February and May 2008. The second distribution will be available for use in June 2008.			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	39		DEPT. NAME: Health	
STATE BUDGET:	General		TRANSFER:	
			AMENDMENT: X	
Expenditures:				
10-5110-120	Salaries & Wages	5,481.00	5,481.00	5,481.00

Revenue:				
10-3511-819	Alamance Partnership for Children	5,481.00	5,481.00	5,481.00
<p>We have received approval from the Alamance Partnership for Children to increase funding for the Child Care Health Consultant due to salary adjustments not factored in the original budget request. This will increase the current budget for this program from \$68,946 to \$74,427.</p>				
Explanation:				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	40		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
Expenditures:				
10-5110-190	Professional Services	7,351.62	7,351.62	7,351.62
10-5110-604	Bioterrorism	-7,351.62	-7,351.62	-7,351.62
<p>This transfer is to reimburse the health department's professional services line item for expenses incurred under the state Bioterrorism grant. Contracted personnel services were charged to the professional services line item, however the contract person was actually performing work for the grant.</p>				
Explanation:				

B. Personnel Update

Ms. Christy Bradsher provided the board with the following Personnel Update:

<p><u>PERSONNEL UPDATE</u></p> <p><i>New Hires:</i></p> <ul style="list-style-type: none"> • None <p>Transfers/Resignations:</p> <ul style="list-style-type: none"> • Rebecca Brekke resigned 4/4/08. • Julie Zipf, PHN I, transferred into vacant PHN II/STD Coordinator position effective 3/1/08 <p>Vacant Positions—hiring freeze effective 4/1/08 (Health Director position is the only position currently posted)</p> <ul style="list-style-type: none"> • Dental Assistant, replacing Jaime Bowers—originally posted 9/4/07 • Human Services Planner/Evaluator II, replacing Kathy Colville—originally posted 11/15/07 • Local Health Director, replacing Tim Green as Interim Health Director—originally posted 8/8/07 • Physician Extender II (75%), replacing Rebecca Owens – originally posted 7/20/07 • Processing Assistant III-Finance, replacing Peggy Malone-Scurry—originally posted 4/4/08 • Processing Assistant III-WIC, replacing Sabra Meadow—originally posted 3/22/08 • Processing Assistant III-WIC, replacing Rebecca Brekke--vacant effective 4/4/08—never posted • PHN I, replacing Julie Zipf--vacant effective 3/1/08—never posted
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C. 2008-09FY Proposed Budget Update

Christy Bradsher reported that Tim Green, Becky Perkins, and herself met with Tim Burgess, Assistant County Manager, on Tuesday, April 8, 2008 to present an overview of the Proposed 2008-09FY Health Department, WIC, and Dental Budgets.

On Thursday, April 10, 2008, Tim Green presented the Proposed 2008-09FY Health Department, WIC, and Dental Clinic Budgets to the Board of County Commissioners during the Budget Retreat. The total overall increase in county dollars amounts to approximately \$600,000. The expenditures for the 2007-08FY were understated and the revenue overstated. The budget was presented in an effort to realign the budget totals to reflect a more realistic budget. Management Team met recently to discuss and identify areas where the budget could be reduced without affecting services.

VII. Personal Health Committee Report

Dr. Woodard, Chairman of the Personal Health Committee, presented the minutes from the March 18, 2008 Personal Health Committee meeting.

VIII. Personal Health Update

No updates were provided.

IX. Environmental Health Committee Report

Mr. Carl Carroll presented the minutes from the March 18, 2008 Environmental Health meeting. The new State well construction regulations were discussed.

The Alamance County Board of Health adopted Local Well Regulations in 1990. From July 1990 to December 2007, Alamance County Environmental Health issued about 9,000 Well Permits and conducted over 8,000 Well Grouting Inspections.

In 2006, only 30 to 35 Local Health Departments in North Carolina had Well Programs. In August 2006, House Bill 2873 (Permitting, Inspection, and Sampling of Private Drinking Water Wells) became law with an effective date of July 1, 2008

In 2007, an additional 30 or so Health Dept Well Programs were started and they received \$20,000 to \$40,000 each from the state. This year the state adopted new rules for Construction, Well Permitting and Inspection and Water Sampling Rules.

Staff recommends that the Board of Health amend Alamance County's Local Board of Health Well Regulations effective July 1, 2008 to continue to provide greater level of protection to the public's health. Items in Alamance County's Local Board of Health Well Regulations that are not in the State regulations include:

- Permitting and Inspection of Public Wells and Vertical Geothermal Wells
- Requiring \$5,000 Surety Bond for all Well Contractors
- Requiring 25ft separation distance from other wells
- Requiring all new lots to have a well site available unless served by a public water supply
- Requiring sources of water to be at least 40ft
- Requiring Casing to extend at least 40ft deep
- Requiring Thermoplastic Casing be inspected with Well Camera
- Requiring a minimum well yield and depth
- Requiring inspections of repairs and liners in wells

The Board of Health regulations must be more stringent than State regulations. The County Attorney is in the process of reviewing these regulations. Upon his final review, staff will solicit comments from well drillers and meet with them. The proposed regulations will be presented at the next Environmental Health Committee Meeting scheduled in May. If the Environmental Health Committee approves the regulations, they will be presented at the full Board of Health Meeting in June to be effective July 1, 2008.

X. Environmental Health Update

Mr. Carroll reported that a Rabies Clinic will be held on Saturday, April 19, 2008 at the Environmental Health Building from 9 a.m.-1:00 p.m. Also, on May 5-10, several local veterinarians will hold Rabies Clinic's at their facilities during regular business hours.

XI. Medical Director's Report

Dr. Kathleen Shapley-Quinn informed the board that the Better Beginnings Pilot Project may be offered in the Health Department. This study will identify effective ways to treat depression in pregnant teens. Betsy Bledsoe, PhD with the UNC School of Social Work, was funded to do a pilot of this project both in Alamance and Wake Counties. She hopes to complete the research application and offer it to the Health

Department beginning in May or June, 2008. It will involve 7-10 teens in the next year. If approved, this project could expand in future years.

Dr. Shapley-Quinn informed the Board that the revenues involving Family Planning Waiver (Medicaid funding stream) which pays for the family planning services for low income women who do not meet requirements for regular Medicaid is increasing in our Family Planning Clinic although the actual number of clients seen has been relatively stable. This appears to be due to an increasing number of women applying for and qualifying for this funding source.

XII. Interim Health Director's Report

Ms. Marilyn Burns, representing Mr. Tim Green during his absence, informed the board that the 14-year old daughter of employee, Terry Edwards, passed away this week and asked the Board to remember this employee and her family at this difficult time.

Ms. Burns informed the Board of several activities being planned for Public Health Week including a Public Health Proclamation presented to the Board of County Commissioners on April 7, 2008.

Ms. Burns noted that Kim Jernigan was hired to replace Judy Haworth as the State Dental Hygienist working with the schools and community.

Ms. Burns reported that the County Manager has implemented a cell phone policy that prohibits the use of a cell phone by any county employee while driving when on county business using a county or personal vehicle.

Ms. Burns informed the Board that effective April 1, 2008, the County Manager has implemented a hiring and travel freeze resulting in WIC funds (100% federal funds) and Bioterrorism funds (100% state and federal funds) reverting to the state and federal government and could possibly decrease agency funding and service levels for the 2008-09 fiscal year. Due to the hiring freeze, the Dental Clinic (no county funds involved) cannot hire a Dental Assistant which results in lost revenue. Attempts have been made since July, 2007 to fill this position.

Ms. Burns commented that staff are preparing for program reviews for Child Health Clinic, Children Services Coordination Program and Newborn Home Visit Program in June, 2008.

Ms. Burns stated that Janna Elliott may return to work on a part time basis soon.

Ms. Burns updated the Board on the Burlington Chemical situation involving 1,000,000 lbs. of sodium hydrosulfite, an explosive that turns to sulfuric acid when exposed to 80% and above humidity or water. The

Local Emergency Planning Committee is working with Burlington Chemical to assure safety of the community and decrease in their stock to a safe limit of 100,000 pounds by April 30, 2008.

XIII. New Business

Chairman Whited requested board members to review the Health Director job description—a requirement of accreditation.

Mr. Charles Wilson made the motion to approve the job description. The motion was seconded by Dr. Reid Woodard and approved unanimously.

XIV. Old Business

The meeting went into closed session per N. C. General Statute 143-318.11 (a)(6) at 8:30 p.m. for the purpose of discussing a personnel matter and the vacant Health Director position on motion made by Keith Whited and seconded by Mr. Jim Gooch. The motion was approved unanimously.

The closed session adjourned into open session at 8:45 p.m. on a motion by Dr. Courtney, seconded by Mr. Jim Gooch and approved unanimously.

XV. Adjournment

The next regular meeting of the Board will be held on Tuesday, June 10, 2008, at 6:30 p.m.

With no further action or discussion, the meeting adjourned at 8:55 p.m.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. Keith Whited, Chairman

Marilyn Burns, Secretary