

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

**December 16, 2008**

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, December 16, 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: Dr. Britt Causey, Dr. Donald Courtney, Ms. Kara Marshall, Ms. Lynda Puckett, Mr. Charles Wilson, and Dr. Reid Woodard.

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

Guests present: Mr. Bill Lashley; Ms. Terry Edwards and family; Ms. Brenda Wheely and Ms. Jean Vonwachenfeldt, representing the Alamance County Service League; Ms. Sue Dayton, representing Blue Ridge Environmental Defense League; and Ms. Beverly Kerr, representing Be Safe Not Sorry.

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

Dr. Reid Woodard, acting chairman, called the meeting to order at 6:05 pm. Mr. Barry Bass gave the invocation.

Meeting recessed for dinner and reconvened at 6:58 pm.

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

Dr. Woodard presented the 2008 Employee of the Year Award to Ms. Teresa Edwards, Maternity Care Coordinator.

Dr. Woodard presented the 2008 Public Health Partnership Award to the Alamance County Service League, represented by Ms. Brenda Wheely and Ms. Jean Vonwachenfeldt.

Dr. Woodard presented Ms. Marilyn Burns, Nursing Director, with a plaque recognizing and thanking her for 12 years of service. Ms. Burns is retiring on December 31, 2008 and board members applauded her for her service to Alamance County and the Health Department.

Dr. Woodard recognized Mr. Bill Lashley for his ten years of service as Commissioner member on the Board of Health. Mr. Lashley's term expired December 1, 2008.

Dr. Woodard also recognized Dr. Britt Causey for her two years of service on the Board of Health. Dr. Causey's term is expiring December 31, 2008.

### III. Approval of the October 21, 2008, Board of Health Minutes

*A motion was made by Dr. Donald Courtney to approve the Board of Health October 21, 2008, minutes. The motion was seconded by Ms. Kara Marshall and approved unanimously by the board.*

### IV. Public Comment

Ms. Sue Dayton, representing Blue Ridge Environmental Defense League (BREDL), and Ms. Beverly Kerr, representing Be Safe Not Sorry, discussed the recent report in *USA Today* regarding toxic air emissions in schools. It was discussed that the schools in the report found to have high levels of air toxins are close in vicinity to manufacturing plants. Ms. Dayton submitted "Poison Loophole: A Report on the Toxic Air Pollution Exemption for Combustion Sources in North Carolina," for the board to review.

### V. Insight Software Report

Ms. Kathy Brooks and Ms. Karen Schwabrow presented the following information regarding a request to purchase new software:

Overview for ACHD Board of Health:  
Benefits of Netsmart Technologies Insight Software

- **Operating System**- Windows based; will be quicker than current system or a web-based system. Current system is very outdated.
- **User Friendly**- lots of "shortcut" keys, icons, customization of shortcuts, can get anywhere from no matter where you are in the system- time efficient.
- **Registration**- ability to create "speed forms" to streamline patient registration, customizable.
- **Encounter recording**- ability to create templates to streamline data entry of encounter/billing forms (approximately 3,000 encounters are entered each month).
- **Ergonomics**- use of shortcut keys eliminates need for repetitive use of a mouse (which could cause injury when used excessively over a period of time).
- **Scheduling**- flexible system, extremely efficient compared to system we currently use, will allow for easy adjustments of the schedule ie. due to staff availability and making changes to use provider time more efficiently (can see more patients).
- **Reporting**- big improvement over current system, ease of gathering statistical data.

- **Expandability**- can easily add modules at a later date that will interface with the primary system. Possibilities include, GIS mapping, inventory control, electronic medical records, case management tracking. Netsmart also has a "Dentrix" interface in the works which, when available, would greatly decrease the workload for dental Medicaid billing.
- **Billing**- will allow us to customize the system to accommodate for different pay sources and billing circumstances. For example, we can tell the system not to bill for certain services for clients with Family Planning Waiver since they will not pay for them. This saves time and money by not extending the billing process and entering claims for services that will ultimately be denied. Electronically bill insurance companies including Medicare (for annual flu season).
- **Transition**- we feel that training for transition to the Insight system will go smoothly for staff. The "language" used in the current system is the same as Insight; most, if not all, staff are very familiar with windows products and their ease of use; all data in our current system will be transferred to the new system (not so with HIS). Although we anticipate some down-time, it should be minimal compared to the expected down-time for transition to the HIS system.
- **Customer Support**- Netsmart built the Insight product for use by public health. They understand our objectives and have been responsive to the needs of their users and the importance of compliance with state requirements. Their customer support has been exemplary over the past 13 years (with the QS/PCMS product).
- **Security**- HIPAA compliant, more local control over user access, ability to tailor who can see what information, easy monitoring of user access.
- **Hardware**- can use all current computers & printers. Need to purchase a windows-based server for storage of data which will replace the existing AS400.
- **Cost**- There is a significant cost for the Insight system, however, when considering the long list of benefits, the fact that PCMS is obsolete and, that support/maintenance costs will be increasing, purchase of a new system at this time would be cost effective and more efficient.

Mr. Bass shared with the board that Ms. Schwabrow was the 2008 recipient of the Health Director's, "You Can Count on Me" Award.

Mr. Bass and Ms. Bradsher stated this software could be purchased with \$91,000 Aid to County funds. The cost for the basic software is approximately \$78,000. Technical support for the first year will be approximately \$21,000, but is likely to be reduced in the years to come. That is \$9,000 more than the support agreement for the current software. There was concern expressed that the future maintenance costs are not outlined and it was recommended that they be put in writing before entering into a contract.

***A motion was made by Dr. Courtney to appropriate funds to Insight Software. The motion was seconded by Ms. Puckett and was approved by the board unanimously.***

## **VI. Administrative Report**

### **A. Personnel Update**

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

December 16, 2008
<b><u>PERSONNEL UPDATE</u></b>
<i>New Hires:</i>
<ul style="list-style-type: none"> <li>• Tammy Ward began employment as Processing Assistant III (75%) in the Maternity Clinic, replacing Brenda Justice, on November 3, 2008</li> <li>• Pamela Herring began employment as Processing Assistant III in WIC Lab, replacing Rebecca Brekke, on November 3, 2008</li> <li>• Eric Nickens began employment as Public Health Educator III (Health Education Supervisor), replacing Kathy Colville, on December 1, 2008</li> <li>• Jane Sellars will begin employment as Program Assistant V, a new position funded by the Minority Infant Mortality Reduction (MIMR) grant on January 2, 2009</li> </ul>
<i>Transfers / Resignations:</i>
<ul style="list-style-type: none"> <li>• Kelly Mendenhall, Public Health Nurse II – Quality Assurance Coordinator, is transferring into the vacant Public Health Nurse I (50%) position, replacing Lauren Jourdan, effective January 2, 2009</li> <li>• Doris Jefferson, Nutritionist III (WIC Director), will be retiring effective January 31, 2008</li> </ul>
<i>Recruiting to fill the following positions:</i>
<ul style="list-style-type: none"> <li>• Public Health Nursing Director III, replacing Marilyn Burns</li> <li>• Public Health Nurse II – Quality Assurance Coordinator (internal only posting), replacing Kelly Mendenhall</li> </ul>
<i>The following positions have been frozen until December 31, 2008:</i>
<ul style="list-style-type: none"> <li>• Human Services Planner/Evaluator II, replacing Kathy Colville</li> <li>• Physician IIIA (40%), replacing Ruth Petersen, MD</li> <li>• Physician Extender II (75%), replacing Rebecca Owens</li> <li>• Public Health Nurse I, replacing Julie Zipf</li> <li>• Environmental Health Specialist, replacing Tonya Randell</li> </ul>

**B. Budget Amendments/Transfers**

Ms. Christy Bradsher presented the Health, WIC and Dental amendments and transfers 2 through 5 for the 2008-2009 fiscal year for board approval.

ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	6		DEPT. NAME:	Health
STATE BUDGET:	General		TRANSFER:	X
			AMENDMENT:	
<b><u>Expenditures:</u></b>				
110-5110-520	Capital Outlay-Computer Equipment	-8,711.00	-8,711.00	-8,711.00

-				
110-5110-590	Capital Outlay-Other Improvements	8,711.00	8,711.00	8,711.00
<b>Explanation:</b> Transfer needed to replace existing dilapidated ramp at the Environmental Health Building. Replacement of the ramp is required in order to meet ADA requirements				
<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>TRIAL BALANCE</b>	<b>STATE BUDGET</b>	<b>COUNTY BUDGET</b>
REV. NO.	7		DEPT. NAME:	Health
STATE BUDGET:	842-Funds for Vaccine Storage Equipment		TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
110-5110-510	Capital Outlay-Equipment	3,000.00	3,000.00	3,000.00
<b>Revenue:</b>				
110-3511-325	State Immunization Grant	3,000.00	3,000.00	3,000.00
<b>Explanation:</b> Grant awarded by the state to aid in purchasing vaccine refrigerators in order to improve vaccine storage capabilities.				

***A motion was made by Ms. Marshall to approve the Health, WIC and Dental budget amendments and transfers 6 and 7 for the 2008-09 fiscal year. The motion was seconded by Dr. Courtney and was approved by the board unanimously.***

## **VII. Personal Health Committee Report**

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

## **VIII. Personal Health Update**

Ms. Marilyn Burns reported that the Health Department is still accepting walk-ins for flu vaccines. The state is out of flu vaccine for children; many area private practices are sending children to the Health Department to be vaccinated. There are approximately 80 child doses on-hand that will not expire until after January.

Ms. Burns discussed the updated STD Clinic report and per Mr. Wilson's request, the report was updated to include race and gender information for STD Clinic visits. Age was not being tracked currently, but will be in the future. It was discussed that the report would be more helpful if it broke-down these demographics for individuals treated for STDs, not those tested. Hopefully that would show where education should be targeted in the community.

**IX. Environmental Health Committee Report**

Mr. Carl Carroll presented the minutes from the November 11, 2008, Environmental Health meeting.

**X. Environmental Health Update**

Mr. Carroll addressed some points raised in Ms. Dayton's presentation regarding air toxins in schools. He noted North Carolina has some of the most stringent air quality rules in the country, often more stringent than EPA requires. The article from *USA Today* that Ms. Dayton discussed looked at industry in all fifty states and determined what the industries make and chemicals exhausted from smokestacks based upon a computer model in relation to the location of the schools. Prevailing wind patterns and proximal highway locations were not taken into consideration. The state uses a health-risk modeling program to look at air quality coming from industry. The model used in *USA Today* is not a health-based model so the numbers derived to rank schools is theoretically based on what might be exhausted from smokestacks, not actual emissions.

In Alamance County, Environmental Health works with the schools using colored flags to show what the air quality is every day. Air quality inside the schools can be worse than outside. Last year, Environmental Health had a part-time health educator working under an EPA grant for Tools for Schools. He went to all of the schools and worked with maintenance staff to develop a template they can use to eliminate things that can cause indoor air quality problems.

Ms. Dayton encouraged the board to send a letter to the state asking that the exemption and the new rules under review, not be approved. The exemption has been in effect since 1990. The state is proposing to leave the exemption in place; however, if it is determined by the health-risk evaluation that industry is creating a health risk because of the facility, more treatments will be required of the industry. They want to retain the exemption for industries that are not increasing the health risks of citizens in the area. Local health departments in North Carolina do not have any air quality regulations that apply to these types of facilities.

**XI. Medical Director's Report**

Dr. Kathleen Shapley-Quinn asked the board to consider an expansion of current family planning services to include Implanon insertion. Implanon is a birth control method that lasts for three years that releases hormones slowly. Dr. Shapley-Quinn and Dr. Cheren have been trained to perform the insertion. It is not a method for everyone, but it is a great option for women who cannot remember to take birth control pills or their Depo-Provera shot causes problems. The insertion fee is \$109.00.

***A motion was made by Ms. Marshall to approve Implanon procedure to use in family planning clinic. The motion was seconded by Ms. Puckett and was approved by the board unanimously.***

Dr. Shapley-Quinn reported that there is currently no influenza activity in North Carolina. It is sporadic throughout the country.

In response to the Personal Health Committee minutes, Dr. Shapley-Quinn stated that the recent cases of Avian Flu in Indonesia have not resulted in human-to-human transmission of the disease.

Dr. Shapley-Quinn discussed the collaboration with Crossroads, the community organization which assists victims of rape, sexual assault and domestic violence. Crossroads recently received a two-year grant to provide child victims with medical examinations. Crossroads has requested the Health Department partner with them to achieve public health goals. Through early identification and treatment, the hope is to reduce teen pregnancy, decrease infant mortality rates, decrease youth tobacco, alcohol and drug use and decrease child maltreatment. The Health Department will assess its ability to provide assistance and support to Crossroads as it commences clinical services to provide evaluation for approximately 300 children in Alamance County annually.

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

Mr. Bass reported that the Board of Commissioners appointed Clyde Albright to be County Attorney, also Assistant County Manager, Tim Burgess, will become Interim County Manager. The board discussed its vetting process and that there are 20 applicants for the County Manager position. Commissioner Eddie Boswell will be the Commissioner appointed to the Board of Health.

The UNC Horizons program, located in the Mental Health area of the building needs to relocate due to HIPAA issues identified during a recent legal review. This program provides on-site counseling to our prenatal patients suspected of substance abuse and is funded through grants from Smart Start and Kate B. Reynolds. Alternative locations to house this very important program are being considered, including the former mobile DSS unit. The program will be housed temporarily in the DSS area of the HSC.

Mr. Bass informed the board that applications have been received for the Nursing Director position. He is working to ensure the best possible candidate is selected.

He reminded the board that Ms. Burns' retirement reception is to be held on Friday, December 19, 2009 from 4:00-6:00 P.M.

### **XIII. Old Business**

The board reviewed the proposed Service Eligibility Policy. Mr. Bass discussed State program guidelines and County Attorney Albright's response to the proposed policy.

***A motion was made by Ms. Marshall to approve the Service Eligibility Policy, as presented. The motion was seconded by Dr. Courtney and was approved by the board unanimously.***

### **XIV. New Business**

The board deferred electing officers for 2009 until the next meeting when some of the current board vacancies will be filled. Mr. Gooch will serve as interim chairman until then.

The board deferred approving the 2009 meeting schedule until the next meeting. The regular board meeting and committee meetings will continue to be scheduled on the third Tuesday of the month.

***The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 9:17 p.m. on a motion by Ms. Marshall for the purpose of discussing a personnel issue. The motion was seconded by Dr. Courtney.***

***The closed session adjourned into open session at 9:35 p.m. on a motion by Ms. Marshall and second by Dr. Courtney.***

Dr. Woodard announced that a personnel matter was discussed during the closed session.

***A motion was made by Ms. Marshall to recommend the Health Director be granted permanent status within the terms and conditions of his employment agreement based upon his satisfactory job performance. The motion was seconded by Ms. Puckett and was approved by the board unanimously.***

**XV. Adjournment**

The Environmental Health Committee will meet on Tuesday, January 20, 2009, at 12:00 pm.

The Personal Health Committee will meet on Tuesday, January 20, 2009, at 6:00 pm.

The next regular meeting of the Board will be held on Tuesday, February 17, 2009, at 6:30 p.m.

With no further action or discussion, the meeting adjourned at 9:40 p.m.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Dr. Reid Woodard, Acting Chairman

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Mr. Joseph B. Bass, Jr., Secretary