

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

February 17, 2009

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, February 17, 2009, in the Professional Board Room of the Human Services Center located at 319-B North Graham-Hopedale Road, Burlington, North Carolina.

The following board members were present: Mr. Eddie Boswell, Mr. James H. Gooch, Dr. Reid Woodard, Dr. Michael E. Blocker, Dr. Donald A. Courtney, Mr. Charles D. Huffine, Ms. Kara H. Marshall, Ms. Lynda P. Puckett, Mr. Michael S. Venable and Mr. Charles N. Wilson

The following staff members were present: Mr. Barry Bass, Dr. Kathleen Shapley-Quinn, Mr. Carl Carroll, Ms. Gayle Shoffner, Ms. Christy Bradsher, Mr. Eric Nickens, Ms. Jane Sellars, Ms. Pamela Herring, Ms. Jessica Faulk, Ms. Debra Lovelace and Ms. Janna Elliott.

Guests present: Ms. Doris Jefferson

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

Mr. James Gooch, acting chairman, called the meeting to order at 6:30 pm.

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

Mr. Barry Bass presented Ms. Doris Jefferson, retired WIC Director, with a plaque recognizing and thanking her for thirty years of service. Ms. Jefferson retired on January 31, 2009, and board members applauded her for her service to Alamance County and the Health Department.

#### **III. Oath of Office for New Board of Health Members**

Dr. Michael Blocker, newly appointed Physician on the board, and Mr. Charles ("Chad") Huffine, newly appointed Engineer on the board, were administered the oath of office by Ms. Janna Elliott.

#### **IV. Approval of the December 16, 2008, Board of Health Minutes**

*A motion was made by Dr. Reid Woodard to approve the Board of Health December 16, 2008, minutes. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.*

#### **V. Public Comment**

No public comments were made.

Mr. Barry Bass introduced Health Department staff attending the meeting:

- Mr. Eric Nickens is the Health Education Supervisor who came to us from the Albemarle Regional Health District. He has a Masters in Health Education from East Carolina University.
- Ms. Pamela Herring is a Processing Assistant III in the WIC Lab.
- Ms. Jessica Faulk is a Nutritionist II in the WIC Program. She obtained her undergraduate degree from NC State University and her Masters degree from NC A & T.
- Ms. Debra Lovelace is a Processing Assistant III in the WIC Program.
- Ms. Jane Sellars is a Program Assistant V working under the Minority Infant Mortality Reduction (MIMR) grant. Her office is located at the Eastbrooke Apartment Complex.

## **VI. Administrative Report**

### **A. Personnel Update**

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

#### **PERSONNEL UPDATE**

##### *New Hires:*

- Jane Sellars began employment as Program Assistant V, a new position funded by the Minority Infant Mortality Reduction (MIMR) grant on January 2, 2009

##### *Transfers / Resignations:*

- Bonnie Collins transferred into the vacant Public Health Nurse I position effective February 16, 2009, replacing Julie Zipf

*Recruiting to fill the following positions:*

- Public Health Nursing Director III, replacing Marilyn Burns
- Public Health Nurse II – Quality Assurance Coordinator (internal only posting), replacing Kelly Mendenhall
- Public Health Nurse II – Communicable Disease Coordinator (internal only posting), replacing Bonnie Collins
- Nutritionist III – WIC Director, replacing Doris Jefferson

*The following positions have been frozen until June 30, 2009:*

- Physician IIIA (40%), replacing Ruth Petersen, MD
- Physician Extender II (75%), replacing Rebecca Owens
- Environmental Health Specialist, replacing Tonya Randell

Mr. Bass informed the board that he will be conducting interviews for the Nursing Director position within the next week. He also reported that Environmental Health Specialist, Shannon Alley, has taken on the duties of Preparedness Coordinator. Sixty percent (60%) of her time will be spent in this new role and funded by the Federal Bioterrorism grant. The remaining forty percent (40%) will continue to fall under Environmental Health and be county funded.

**B. Budget Amendments/Transfers**

Ms. Christy Bradsher presented the Health, WIC and Dental amendments and transfers 8 - 14 for the 2008-2009 fiscal year for board approval.

ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	8		DEPT. NAME:	WIC
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<b><u>Expenditures:</u></b>				
110-5150-239	Medical Scientific Supplies	1,071.00	1,071.00	1,071.00
<b><u>Revenue:</u></b>				
110-3515-300	WIC Program	1,071.00	1,071.00	1,071.00
<b><u>Explanation:</u></b> Additional funds received due to increase in current WIC caseload.				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	9		DEPT. NAME:	Health
STATE BUDGET:	Healthy Beginnings (MIMR)		TRANSFER:	X
			AMENDMENT:	
<b><u>Expenditures:</u></b>				
110-5110-636	MIMR Grant	-11,417.00	-11,417.00	-11,417.00
110-5110-636	MIMR Grant	-3,425.00	-3,425.00	-3,425.00

110-5110-636	MIMR Grant	-600.00	-600.00	-600.00
110-5110-120	Salaries	11,417.00	11,417.00	11,417.00
110-5110-180	Insurance FICA Retirement	3,425.00	3,425.00	3,425.00
110-5110-311	Travel	600.00	600.00	600.00
Total Transfer 15,442.00				
<b>Explanation:</b> Allocated funds in appropriate expense accounts for the Healthy Beginnings grant.				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	10		DEPT. NAME:	WIC
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
110-5150-239	Medical Scientific Supplies	-10,000.00	-10,000.00	-10,000.00
-				
110-5150-231	Educational Supplies	10,000.00	10,000.00	10,000.00
<b>Explanation:</b> Transfer needed to purchase program related supplies through the end of the fiscal year.				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	11		DEPT. NAME:	Health
STATE BUDGET:	Temporary Assistance for Needy Families (TANF)		TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
110-5110-239	Medical Scientific Supplies	-14,624.00	-14,624.00	-14,624.00
-				
110-5110-644	Temporary Assistance for Needy Families (TANF)	14,624.00	14,624.00	14,624.00
<b>Explanation:</b> Transfer of funds to appropriate line item. Funds were allocated by the state to provide family planning services to at-risk individuals				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	12		DEPT. NAME:	Dental
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
<b>Expenditures:</b>				
110-5160-311	Travel/Training	-2,000.00	-2,000.00	-2,000.00
-				
110-5160-260	Department Supplies	2,000.00	2,000.00	2,000.00
<b>Explanation:</b> Transfer needed to purchase program related supplies through the end of the fiscal year.				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	13		DEPT. NAME:	Health
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
110-5110-260	Department Supplies	1,800.00	1,800.00	1,800.00
<b>Revenue:</b>				
110-3511-___	Centering Pregnancy Grant (County Finance to Assign)	1,800.00	1,800.00	1,800.00
<b>Explanation:</b> Funds received from Duke Midwifery Service to aid in the implementation of a Centering Pregnancy program under the current Maternal Health Program. Funds will be used for program related supplies and materials.				
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	14		DEPT. NAME:	Health

STATE BUDGET:		TRANSFER:		
		AMENDMENT: X		
<b>Expenditures:</b>				
110-5110-260	Department Supplies	1,260.00	1,260.00	1,260.00
<b>Revenue:</b>				
110-3511-___	Healthy Start Foundation (County Finance to assign)	1,260.00	1,260.00	1,260.00
<b>Explanation:</b> Funds received from the North Carolina Healthy Start Foundation. Funds will be used to cover expenses associated with the upcoming Mother-N-Daughter Walk-A-Thon in May 2009.				

***A motion was made by Ms. Marshall to approve the Health, WIC and Dental budget amendments and transfers 8 - 14 for the 2008-09 fiscal year. The motion was seconded by Dr. Courtney and was approved by the board unanimously.***

**C. Proposed 2009 – 2010 Fiscal Year Budget**

Ms. Christy Bradsher presented the Fiscal Year 2009 – 2010 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 decreased by \$74,426.32 (1%). Environmental Health is requesting funding to continue the career ladder. There is an overall decrease in projected revenue of \$51,853.00 primarily due to grants at the end of the current fiscal year. The proposed total budget of \$6,986,944.47 includes a request of approximately \$4,588,670.00 in County funds.

Dental Budget: The Dental budget has no local funds involved. The total increase in expenditures is \$30,124 (4%).

WIC Budget: The WIC budget is 100% federally funded with total revenue of \$656,523.

***A motion was made by Dr. Michael Blocker to approve the proposed fiscal year 2009 – 2010 Health, Dental and WIC budgets as presented. The motion was seconded by Dr. Donald Courtney and was approved unanimously by the board.***

**VII. Personal Health Update**

Ms. Gayle Shoffner reviewed the Women's Health Clinic / Pregnancy Test / STD Monthly Report and gave the Alamance County Health Department Maternity Clinic Volume and Payment Source Statistics from January 13, 2009. These reports would have been presented at January's Personal Health Committee Meeting; however, the meeting was cancelled due to inclement weather.

Ms. Shoffner presented a graph, "Alamance County 2008 Demographics Chlamydia, Gonorrhea & NGU." This data is compiled from information reported thru NCEDSS. Mr. Charles Wilson inquired how this data compares with previous years. Dr. Shapley-Quinn stated that most sexually transmitted diseases have decreased but Chlamydia has increased. Men are not tested for Chlamydia. Mr. Michael Venable inquired if we could get the information presented for surrounding counties. Ms. Shoffner stated that we will look into that. Mr. Gooch inquired about the show rate for Depo-Provera shots. Dr. Shapley-Quinn stated that we have a big problem with post-partum patients not showing for family planning appointments.

Ms. Shoffner reported that approximately 1,500 flu vaccinations have been given. We are currently giving flu shots for anyone age six-months and older by walk-in or appointment free of charge.

Ms. Shoffner reviewed the WIC report from January.

### VIII. Environmental Health Update

Mr. Carl Carroll provided the board with the Environmental Health Activities/Calendar Year Report:

Environmental Health Activities/Calendar Year Report						
	2004	2005	2006	2007	2008	Average
Fees Collected	\$225,240	\$249,160	\$274,145	\$284,500	\$225,280	\$251,664
Lot Evaluations Requested	779	727	673	494	403	615
Lot Evaluations Completed	605	653	703	527	490	578
Total Site Visits made to Complete Lot Evaluations	3,700	3,641	3,548	3,280	2,373	3,308
Wastewater Permits Issued- New Systems	465	525	593	419	316	464
Wastewater Permits Issued- Repair Systems	115	152	89	63	38	91
Wastewater Permits Denied- Documented	140	128	110	108	82	114
Denial Rate	24%	20%	16%	20%	21%	20%
New Wastewater Systems Installed	490	399	372	352	222	367
Repair to Wastewater Systems Completed	73	96	74	68	48	72
Complaints Investigated Related to Wastewater Systems	49	81	55	55	22	46
Well Permits Issued	413	441	401	359	245	372
Well Grouting Inspections	508	359	329	311	212	344
Water Supply Consultative Visits	200	259	193	147	74	175
Water Samples Collected	943	1,413	1,002	815	835	1,002
Food, Lodging, Pools, & Institutional Sanitation Inspections	2,189	2,253	2,180	2,121	2,081	2,157
Permits Issued for New or Remodeled Establishments	249	257	260	305	272	273
Visits not Related to New Construction or Permitting of F&L Est.	754	932	997	1,253	1,008	989
Visits Related to New Construction in Food & Lodging	170	169	230	203	205	199
Complaints Investigated Related to Food & Lodging	53	60	59	71	83	65
On-Site Wastewater Systems Report/Loan	19	19	16	13	0	13
Contacts related to Solid Waste	549	637	605	757	1165	743
Contacts related to Vector Control	53	35	43	15	61	41
Contacts related to Indoor Air Quality	89	37	39	124	102	78

Animal Bite Reports	195	146	218	244	250	211
Specimens Tested for Rabies	50	85	73	88	86	68
Specimens Positive for Rabies	1	2	5	6	3	3
On-Site Wastewater Systems Monitoring Inspections	43	128	313	275	210	194
Legal Actions	48	31	26	38	39	38
Travel Time	3,897	3,813	3,847	3,941	3,388	3,737
Holiday Hrs	1,773	1,394	1,456	1,634	1,656	1,563
Vacation and Sick Leave taken	2,029	3,012	2,898	2,821	3,790	2,870
Total Hours Worked Minus Travel Time	25,016	26,573	26,873	28,910	23,188	25,668
Grand Total Hrs Worked	26,713	30,396	30,520	30,851	28,556	30,118
Number of Staff on Avg. working each day (2080 man hrs/yr)	13.80	14.61	14.67	14.83	12.77	14.48
* 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						
5 additional (BD) days/employee - Vacation awarded for 2008-2009						

Mr. Carroll explained that on-site requests have decreased, which has caused revenue to decrease. Lot evaluations currently have a quick turnaround. Environmental Health staff is gathering information on expired permits and contacting builders to let them know it would be a good time to renew permits. There are currently six new restaurants in the works. There has been an increase in complaints related to illegal solid waste disposal. While the number of animal bites has increased, the number of positive rabies tests has decreased. There is one frozen Environmental Health Specialist position. Two-thirds of a clerical position was transferred back to the Inspections Department. The County Commissioners voted last June to give five "bonus days" to each employee to use during the 2008-2009 fiscal year.

Environmental Health staff is working with the Division of Public Health (DPH) and the North Carolina Department of Agriculture (NCDA) in regards to the peanut paste recall. Approximately 2,000 products have been recalled including some pet products. There have been nine deaths and over 600 illnesses attributed to the tainted peanuts. Staff is conducting surveillance to ensure all recalled products are pulled from shelves.

This swimming pool season will be the first with the newly enacted Virginia Graeme Baker Pool and Spa Safety Act, which is a Federal Law that requires a special drain cover to be installed that provides for additional protections in pools to help prevent bather entrapment. Mr. Carroll explained that State Regulations have not kept up with this Federal Law and local health departments cannot enforce this requirement, but staff has sent letters to all pool owners explaining the Federal Law and environmental health staff will also reiterate the Federal Law during the public swimming pool permitting process.

Environmental Health staff recently shut down an illegal tattoo operation as well as an illegal motel.

Mr. Carroll reminded the board about a court case in Person County in which a homeowner filed a lawsuit against Environmental Health staff in

their individual capacity. After speaking with Mr. Clyde Albright, the County Attorney, he indicated that if there were a case in Alamance County in which an Environmental Health Specialist were sued in their official or individual capacity that the county would represent the Environmental Health Specialist as long as there was no malice involved in the employee's actions and staff would be covered up to \$2,000,000 judgment.

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

Dr. Shapley-Quinn informed the board that the Health Department will begin working with Duke Researchers to test a protocol that will hopefully increase women's smoking cessation postpartum. Ninety percent (90%) of those that quit smoking during pregnancy start smoking again after delivery. Pregnant women who have quit smoking will be offered the option of participating. The protocol involves one face-to-face interview and subsequent interviews by telephone for up to nine months postpartum.

Dr. Shapley-Quinn reviewed the recent Women's Health Clinic survey results. Patient satisfaction surveys occur every two years in each clinic. Normally patients give quite high marks, so these lower marks are disappointing and may be a reflection of the summer backlog. With any survey, action plans are made to respond to the low marks. A new systems plan is in place to return phone calls during the same half day in which it was received. Clerical systems are continuously being adjusted to improve clinic flow. Some small rooms are being retrofitted for quick follow-up appointments to prevent a lack of rooms from slowing the clinic down. This survey will be repeated in six months to see if these adjustments have positively impacted client satisfaction.

Dr. Shapley-Quinn discussed the Health Department's negative pressure room that was deemed out of compliance last fall. This room is used for evaluating individuals with infections that are spread in a respiratory fashion, predominantly for tuberculosis. It has been quite a challenge to get the room back into compliance, but through recent meetings, there is hope that repairs/renovations will be forthcoming. Because the room is not effective, suspected tuberculosis evaluations are not being conducted inside the agency. Nurses are making home visits for the time being, which is not efficient, but safer for the public.

Dr. Shapley-Quinn thanked the county's MIS department for their work to improve computer and internet speed. Staff is now able to use the internet for entering vaccine information and reporting communicable diseases throughout the day.

Dr. Shapley-Quinn reminded the board about the relationship the Health Department has with Crossroads, the sexual assault/domestic

violence evaluation and treatment center in Alamance County. The new child medical evaluation component will begin by the end of February. The Health Department will also be collaborating with them by facilitating HIV and syphilis testing on their patients as needed.

## X. Health Director's Report

Mr. Bass stated that the Public Health Month committee has met and drafted a Public Health Month Proclamation for the board to consider, making April 2009 Public Health Month in Alamance County:

**PUBLIC HEALTH MONTH, 2009**

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**BY THE ALAMANCE COUNTY BOARD OF HEALTH  
A PROCLAMATION**

**WHEREAS**, people and resources we depend on to make us healthy are the public health infrastructure of Alamance County; and

**WHEREAS**, public health programs and services emphasize prevention of disease and population-based interventions that will help everyone, not just when they are sick, but before they become sick; and

**WHEREAS**, the Alamance County Health Department promotes and protects public health, and in the past year increased physical activity among children and adults, counseled more than 580 women on health and well-being during their child-bearing years, developed and promoted policies in support of smoke-free places, visited 438 newborns in their home to reduce infant sickness and death, built valuable life skills that support healthy behavior and decision making in another 400 teenagers, performed more than 2081 sanitation inspections with food safety education, provided 9,427 counseling sessions about supplemental nutrition services, maintained 5871 contacts with pregnant women, delivered 6145 protective vaccinations, served hundreds of children and expectant mothers with dental care who may not otherwise afford it, and vaccinated 460 animals against rabies; and

**WHEREAS**, Alamance County's public health system is a critical component of the County's economic base;

**NOW, THEREFORE, WE, THE ALAMANCE COUNTY BOARD OF HEALTH** do hereby proclaim April 2009 as *Public Health Month in Alamance County* and urge our citizens to recognize that public health is working to ensure that all residents of Alamance County are protected from threats such as influenza, food-borne disease and cardiovascular disease.

**IN WITNESS WHEREOF**, I have hereunto set my hand this seventeenth day of February, in the year of our Lord two thousand nine, and of the Independence of the United States of America the two hundred and thirty-third.

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**JAMES GOOCH, CHAIRMAN**

***A motion was made by Dr. Michael Blocker to approve the proposed Public Health Month Proclamation after adding the word “that” in the first line between “resources” and “we”. The motion was seconded by Dr. Donald Courtney and was approved unanimously by the board.***

Mr. Bass reported that the Horizons program, which was located downstairs in Mental Health, will be temporarily located upstairs in DSS. The hope is that once building renovations are complete, Horizons will have permanent office space in a building on Martin Street.

Mr. Bass was please to report that the Dental Clinic's, "Give Kids a Smile" event was a success. 107 patients received an average of \$1,200 worth of services provided by 77 area dentist, hygienist and assistant volunteers.

Mr. Bass informed the board of a recent public health nuisance. An area gentleman, who is actually a retired 30-year employee, had been feeding approximately 60 cats behind the Human Services Building. The Sheriff Deputy who staffs the building asked him to stop with no avail. Mr. Bass issued a cease and desist order written by County Attorney Clyde Albright. More recently a fox was spotted; rabies is a valid concern. To date, the gentleman has been in compliance with the order.

Ms. Bass reported that he recently received an unfriendly phone call from a Guilford County Commissioner in regards to Environmental Health's well regulations. He voiced dismay at the \$100 fee for the use of PVC piping instead of galvanized piping. He was also upset that the regulations require that all well diggers be bonded and insured.

Mr. Bass requested that board members let him know of any local dentists that may be willing to fill the vacant Dentist position on the Board of Health.

## **XI. Old Business**

### **A. Nomination Committee for 2009 BOH Officers**

Mr. Gooch requested four volunteers to serve on the committee. Mr. Gooch, Dr. Woodard, Dr. Blocker and Dr. Courtney will make up the committee and meet directly following the Board of Health meeting.

**B. 2009 BOH Schedule**

The proposed 2009 Board of Health meeting schedule was reviewed:

<p style="text-align:center"><b><u>PROPOSED</u> 2009 MEETING SCHEDULE</b> <b>ALAMANCE COUNTY BOARD OF HEALTH</b></p> <p style="text-align:center">The Board of Health meetings are held in the Professional Boardroom (Room S-118) of the Human Services Center.</p> <p style="text-align:center"><b><u>BOARD OF HEALTH</u></b> (Third Tuesday of the Month) Tuesday, February 17, 2009, 6:30 pm Tuesday, April 21, 2009, 6:30 pm Tuesday, June 16, 2009, 6:30 pm Tuesday, August 18, 2009, 6:30 pm Tuesday, October 20, 2009, 6:30 pm Tuesday, December 15, 2009, 6:30 pm</p> <hr/> <p style="text-align:center">The Personal Health Committee, composed of Board of Health members, meet in the Health Department Conference Room (Room 1129).</p> <p style="text-align:center"><b><u>PERSONAL HEALTH COMMITTEE</u></b> (Third Tuesday of the Month) Tuesday, January 20, 2009, 6:00 pm Tuesday, March 17, 2009, 6:00 pm Tuesday, May 19, 2009, 6:00 pm July, 2009 (No Meeting Scheduled) Tuesday, September 15, 2009, 6:00 pm Tuesday, November 17, 2009, 6:00 pm</p> <p style="text-align:center">This committee serves as the Quarterly Family Planning Review Committee. Information relating to the Family Planning Program will be shared at each meeting.</p> <hr/> <p style="text-align:center">The Environmental Health Committee, composed of Board of Health members, meet in the Health Department Conference Room (Room 1129).</p> <p style="text-align:center"><b><u>ENVIRONMENTAL HEALTH COMMITTEE</u></b> (Third Tuesday of the Month) Tuesday, January 20, 2009, 12:00 pm Tuesday, March 17, 2009, 12:00 pm Tuesday, May 19, 2009, 12:00 pm July, 2009 (No Meeting Scheduled) Tuesday, September 15, 2009, 12:00 pm Tuesday, November 17, 2009, 12:00 pm</p>
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*A motion was made by Dr. Reid Woodard to approve the proposed 2009 Meeting Schedule for the Alamance County Board of Health as presented. The motion was seconded by Dr. Michael Blocker and was approved unanimously by the board.*

**XII. New Business**

There was no new business to discuss.

**XIII. Adjournment**

With no further action or discussion, the meeting adjourned at 7:59 p.m.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Mr. James Gooch, Acting Chairman

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Mr. Joseph B. Bass, Jr., Secretary