

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

June 16, 2009

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

The following staff members were present: Mr. Barry Bass, Mr. Carl Carroll, Dr. Kathleen Shapley-Quinn, Ms. Angela Osborne, Ms. Christy Bradsher, Ms. Jennifer Burton and Ms. Janna Elliott.

I. Call to Order and Introductions

Dr. Reid Woodard, acting chairman, called the meeting to order at 6:33 pm.

Ms. Christy Bradsher introduced Health Department staff attending the meeting:

- Ms. Jennifer Burton is a Processing Assistant III in the Billing and Finance Section.

II. Approval of the April 21, 2009, Board of Health Minutes

A motion was made by Dr. Michael Blocker to approve the April 21, 2009, Board of Health minutes. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.

III. Public Comment

No public comments were made.

IV. Administrative Report

A. Personnel Update

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

PERSONNEL UPDATE

Transfers / Resignations:

- Teresa Rogers transferred into the vacant Public Health Nurse II – Postpartum Home Visit position, replacing Tammi Deal, effective May 1, 2009
- Vicki McPherson resigned from the part-time Dental Hygienist position effective May 11, 2009
- Jennifer Burton began employment as Processing Assistant III – Finance, replacing Angela Davis, effective May 18, 2009
- Cherae Gardner transferred into the vacant Public Health Nurse I position, replacing Teresa Rogers, effective June 1, 2009
- Michele Herbek will begin employment as Nutritionist III – WIC Director, replacing Doris Jefferson, effective June 22, 2009
- Debra Garrett will begin employment as Public Health Nursing Director III, replacing Marilyn Burns, effective June 29, 2009
- Jack Fessler will begin employment as Processing Assistant III – 75%, replacing Tammy Ward, effective July 1, 2009

Recruiting to fill the following positions:

- Public Health Nurse III – Quality Assurance Coordinator (internal only posting), replacing Kelly Mendenhall
- Public Health Nurse II – Tuberculosis Coordinator, replacing Cherae Gardner
- Public Health Nurse I
- Dental Assistant, replacing Angela Gilson
- Dental Assistant, replacing Jeannette Williams
- Dental Hygienist, replacing Vicki McPherson

The following positions have been frozen until January 1, 2010:

- Physician Extender II, replacing Rebecca Owens
- Environmental Health Specialist, replacing Tonya Randell

B. Budget Amendments/Transfers

Ms. Bradsher presented the Health, WIC and Dental amendments and transfers 17 – 20 for the 2008-2009 fiscal year for board approval.

Budget Amendments and Transfers FY 09

ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	17		DEPT. NAME:	Health
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
Expenditures:				
110-5110-520	Capital Outlay-Computer Equipment	-2,500.00	-2,500.00	-2,500.00
110-4210-440	MIS-Contracted Services	2,500.00	2,500.00	2,500.00
Explanation:	Transferred funds to MIS to cover a portion of the backup software needed for Insight (Computer System Upgrade).			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	18		DEPT. NAME:	Health
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
Expenditures:				
110-5110-260	Department Supplies & Materials	-900.00	-900.00	-900.00
110-5110-619	Alamance Partnership for Children	900.00	900.00	900.00
Explanation:	Transferred Smart Start funds which had been included in the Health Department's regular line items to purchase a scanner for the Smart Start Program.			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	19		DEPT. NAME:	Dental
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
Expenditures:				
110-5160-241	Supplies-Small Tools, Equipment	-8,500.00	-8,500.00	-8,500.00
110-5160-311	Training/Travel	-2,800.00	-2,800.00	-2,800.00
110-5160-351	Maint & Repair Buld & Grounds	-5,500.00	-5,500.00	-5,500.00
110-5160-352	Maint & Repair Equipment	-2,000.00	-2,000.00	-2,000.00
110-5160-443	Computer Lease	-700.00	-700.00	-700.00
Total	Total	-19,500.00	-19,500.00	-19,500.00
110-5160-239	Medical Scientific Supplies	2,200.00	2,200.00	2,200.00
110-5160-260	Department Supplies	500.00	500.00	500.00
110-5160-440	Contracted Services	13,000.00	13,000.00	13,000.00
110-5160-840	Refunds-Dental Services	3,800.00	3,800.00	3,800.00
Total	Total	19,500.00	19,500.00	19,500.00
Explanation:	Transfer needed to cover costs through June 30, 2009 in the Dental Clinic			
ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REV. NO.	20		DEPT. NAME:	Health
STATE BUDGET:			TRANSFER:	X
			AMENDMENT:	
Expenditures:				
110-5110-239	Medical Scientific Supplies	-4,250.00	-4,250.00	-4,250.00
110-5110-211	Janitorial Supplies	150.00	150.00	150.00
110-5110-313	Maternity Transspotation	1,000.00	1,000.00	1,000.00
110-5110-353	Maint & Repair Vehicles	1,000.00	1,000.00	1,000.00
110-5110-619	Alamance Partnership for Children	1,100.00	1,100.00	1,100.00
110-5110-639	Health Check Project Grant	1,000.00	1,000.00	1,000.00
Total	Total	4,250.00	4,250.00	4,250.00
Explanation:	Transfer needed to cover Health Department costs through June 30, 2009			

A motion was made by Dr. Blocker to approve the Health, WIC and Dental budget amendments and transfers 17 – 20 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. Bradsher reported that the Board of Commissioners approved the budget at their May 18, 2009, meeting. The Health Department's budget was approved at \$6,907,866. The Dental Clinic's budget was approved at \$860,536. WIC's budget was approved at \$656,523. This is a total of \$8,424,925.

Mr. Barry Bass stated that the budget passed by the Board of Health basically remained intact. There was a mandatory 10% cut for travel. The Dental Clinic did receive a \$3,000 salary increase for all Dental Assistants. Mr. Bass reported that although there would be no cost of living assessment (COLA), employees were given five bonus vacation days and allowed five voluntary unpaid furlough days.

Dr. Woodard inquired about the Health Department's financial auditing policies. Mr. Bass informed the board that this topic had been discussed by the Leadership Team and options include doing an internal audit of each section or ask the County's Finance Department to conduct an audit. Ms. Bradsher commented that the Health Department does have internal fiscal policies and the County contracts with an outside accounting firm to conduct an annual audit. Dr. Woodard inquired about the status of petty cash and was informed that it is recorded daily and locked in the safe.

Mr. Venable inquired about where the money to pay for salaries comes from. Ms. Bradsher replied that there is a line item in the budget for salaries and fringe benefits.

V. Personal Health Committee Report

Dr. Woodard, Chairman of the Personal Health Committee, presented the minutes from the May 19, 2009, Personal Health Committee meeting.

Alamance County Board of Health

Personal Health Committee

The Personal Health Committee met on Tuesday, May 19, 2009, at 6:00 pm, in the Health Department Conference Room (Room 1129) of the Human Services Building located at 319-B N. Graham Hopedale Rd, Burlington, North Carolina.

The following committee members were present: Personal Health Committee Chairman Dr. Reid Woodard and Mr. Charles Wilson.

The following staff members were present: Mr. Barry Bass, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner and Ms. Janna Elliott

Call to Order

Chairman Reid Woodard called the meeting to order at 6:02 pm.

Personal Health Update

Ms. Gayle Shoffner presented the committee with the WIC Program Departmental Monthly Report from April 2009. She also 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.

Ms. Shoffner discussed the Alamance County STD Demographics graph from April 2009. Dr. Kathleen Shapley-Quinn commented that there are currently no funds available to pay for Chlamydia screening on males, which is why the graph appears so skewed toward females. At the Alamance County Health Department (ACHD), partners of females testing positive for Chlamydia are treated. Dr. Shapley-Quinn stated that Dr. Peter Leone, medical director of the North Carolina HIV/STD Prevention and Care Branch, is strongly advocating getting state funding for the screening of males.

Medical Director's Report

Dr. Shapley-Quinn reported that the Alamance County Board of Commissioners passed the budget on May 18, 2009. The Physician Extender II position was approved to be unfrozen on January 1, 2010. This is good news and bad news because it does not address the immediate need for a new provider to help with patient load. The Child Health clinic may have to reduce the number of child physicals offered over the summer months or other more lucrative clinics may have to reduce their patient load. Mr. Barry Bass is in discussion with Ms. Sherry Hook, Alamance County Human Resources Director, to consider unfreezing the position effective July 1, 2009, from a financial standpoint. Dr. Shapley-Quinn informed the committee that in July 2007, ACHD received \$9,000 in family planning Medicaid funds. With the addition of provider staff and more patient appointments, that amount has been as high as \$16,000 per month. Keeping this provider position frozen is essentially costing ACHD money.

Dr. Shapley-Quinn commended Ms. Shannon Alley, the agency's Preparedness Coordinator, on her amazing leadership over the past several weeks. Ms. Alley put together an informational presentation regarding the Novel Influenza A H1N1 virus for the committee to review. Dr. Shapley-Quinn informed the committee that currently there are no cases in Alamance County. There are 12 confirmed cases in North Carolina: Carteret County (2); Craven County (7); Onslow County (2); and Rutherford County (1). The current World Health Organization (WHO) phase of pandemic alert is 5. Dr. Shapley-Quinn discussed a brief history of pandemics in the country. She informed the committee that Alamance County has activated its Emergency Operations Center (EOC) so that if the virus does become widespread in Alamance County, everyone will be prepared and there will be little to no lag-time in response. The major focus of the EOC at this time is community education. Dr. Shapley-Quinn added that along with good hand washing practices and cough etiquette, social distancing should also be practiced if one is not feeling well or in the close proximity of someone who does not seem to feel well.

Health Director's Report

Mr. Bass reported that at the Board of Commissioners meeting held on May 18, 2009, the budget did pass with no cost of living increase for county employees. Five bonus vacation days were given to employees for use during the 2009-2010 fiscal year. There will be no layoffs or mandatory furloughs. The Dental Clinic did receive the Processing Assistant III (75%) position it requested along with a \$3,000 per year salary increase for each of the Dental Assistant positions. \$300,000 was taken from ACHD's fund balance, but according to Mr. Bass' conversation with Finance Director, Amy Weaver, earnings will offset this.

Mr. Bass commended Dr. Shapley-Quinn, Ms. Shoffner, Ms. Angie Osborne, Ms. Tammi Deal and all Health Department staff for their efforts during the Novel Influenza A H1N1 pandemic. Mr. Bass informed the committee that he issued seven isolation orders to individuals that were suspect Novel Influenza A H1N1 cases. All tests yielded negative results. It takes approximately 48 hours to get results from these tests. The median age for individuals contracting this virus worldwide is 15 years of age, while those succumbing to the virus tend to be very young, elderly or have some other underlying health condition. Health Department staff has increased surveillance through the parks and recreation department, schools and especially child care centers, thanks to Ms. Rhonda Rambeaut. Mr. Bass commended all community partners for their efforts. Dr. Shapley-Quinn stated that Barnes and Noble called to offer assistance with information distribution to their hundreds of daily customers.

Adjournment

With no further business, the meeting adjourned at 6:39 pm.

**Respectfully submitted,
Janna Elliott
Clerk to the Board of Health**

VI. Personal Health Update

Ms. Angela Osborne informed the board that the Child Health Clinic (CHC) will not be scheduled as heavily this summer as it normally is due to staff shortages and recent communicable disease issues. CHC will decrease the number of appointments offered for well child physicals, which requires three to four Registered Nurses and one provider. This will not effect immunizations. Ms. Osborne stated that similar action was taken last year and community pediatricians assisted with completing kindergarten physicals.

VII. Environmental Health Committee Report

Mr. Carl Carroll presented the minutes from the May 19, 2009, Environmental Health Committee meeting.

Alamance County Board of Health**Environmental Health Committee**

The Environmental Health Committee met on Tuesday, May 19, 2009, at 12:00 pm in the Health Department Conference Room (Room 1129) of the Human Services Building located at 319-B N. Graham Hopedale Road, Burlington, North Carolina.

The following committee members were present: Dr. Donald Courtney, Mr. Chad Huffine, Ms. Kara Marshall and Mr. Michael Venable.

The following staff members were present: Mr. Barry Bass, Mr. Carl Carroll, Ms. Terri Craver, Ms. Shannon Alley and Ms. Janna Elliott.

The following guest was present: Mr. Holden Huffine.

Call to Order

Acting Chairman Donald Courtney called the meeting to order at 12:09 pm.

Novel Influenza A H1N1 Virus Response

Ms. Shannon Alley provided the committee with an informational presentation regarding the Novel Influenza A H1N1 virus. Currently there are no cases in Alamance County. There are 12 confirmed cases in North Carolina: Carteret County (2); Craven County (7); Onslow County (2); and Rutherford County (1). The current World Health Organization (WHO) phase of pandemic alert is 5. Ms. Alley discussed a brief history of pandemics in the country. She informed the committee that Alamance County has activated its Emergency Operations Center (EOC) so that if the virus does become widespread in Alamance County, everyone will be prepared and there will be little to no lag-time in response. The major focus of the EOC at this time is community education.

Environmental Health Update

Mr. Carroll reported that the second rabies case for Alamance County in 2009 was documented recently in a raccoon. A gentleman driving a motor vehicle hit the raccoon and stopped to move the remains from the road. Unbeknownst to the gentleman, the raccoon had not expired and actually bit him. The gentleman is being treated for post-exposure. This rabies case is the 98th documented case of rabies in Alamance County since 1997.

Mr. Carroll informed the committee that there has been several rabies clinics offered in the community over the past several weeks. Area veterinary offices held clinics for a week. The Environmental Health office and Adoption Clinic sponsored rabies clinics at their locations on April 25, 2009, during which over 500 animals were vaccinated.

Mr. Carroll mentioned that Environmental Health staff recently conducted a ServeSafe course in conjunction with Cooperative Extension. Thirty people, including restaurant owners and managers, signed up for this course, which they try to offer two to three times annually.

Health Director's Update

Mr. Bass commended Ms. Alley for her hard work during this Novel Influenza A H1N1 pandemic. He also thanked Mr. Carroll for his efforts in restructuring her position to include preparedness. Mr. Bass commended all other Health Department staff for the major team effort this pandemic has required.

Mr. Bass informed the committee that he issued seven isolation orders to individuals that were suspect Novel Influenza A H1N1 cases. All tests yielded negative results. It takes approximately 48 hours to get results from these tests. The median age for individuals contracting this virus worldwide is 15 years of age. The survival time for the virus outside of the body has been found to be up to 24 hours. Disinfectants and hand sanitizers such as Lysol, Clorox, Purell, germ-x and general soap and water are effective at cleaning and preventing the spread of this virus.

Adjournment

With no further business, the meeting adjourned at 12:43 pm.

**Respectfully submitted,
Janna Elliott
Clerk to the Board of Health**

VIII. Environmental Health Update

Mr. Carroll reported that the third rabies case for Alamance County in 2009 was documented recently in a bat. A family, including several children, is being treated for post-exposure. Dr. Blocker mentioned that there was recently a study in Canada about the cost-effectiveness of providing prophylaxis for rabies exposure.

Mr. Carroll stated that over 1,000 food and lodging facilities are being reassigned to staff in an effort to maintain quality assurance. This major reassignment happens every 24 months.

IX. Medical Director's Report

Dr. Kathleen Shapley-Quinn reported on the status of the Novel H1N1 Flu. According to the Centers for Disease Control and Prevention (CDC), there are currently 17,855 cases in the United States and all 50 states have cases. 45 people have died from 15 states. People in the 5 – 24 year old age range are primarily affected. In North Carolina, there are 108 cases, four hospitalizations and no deaths. The median age is 12. 53% of cases in NC are in the 5 – 24 year age range. Only one case is greater than 55 years of age. In Alamance County, there are six confirmed cases and many probable cases. Dr. Shapley-Quinn stated that confirmatory testing is being done only if individuals are hospitalized or if there is a potential public health risk. There are confirmed cases at three elementary schools: Newland, Blessed Sacrament and South Mebane. Alamance County has activated its Emergency Operations Center (EOC). People across the county are meeting on a regular basis to plan and prepare for a pandemic. A pandemic flu would create staffing issues: one third of staff will be out sick at any one time. Alternate care sites are being considered so that hospitals are not the main place for evaluation/treatment. It is expected that an outbreak will occur in three

waves sending 4,000 individuals to outpatient clinics. 2,000 are expected to see their primary care physician; 1,000 are expected to be uninsured; 1,000 are expected to not seek medical attention. EOC members are planning and preparing education materials for the public, including a video on the county's website. Dr. Blocker inquired about the use of prophylaxis. Dr. Shapley-Quinn stated that prophylaxis is available for individuals deemed medically high risk. Treatment for the uninsured comes from the Strategic National Stockpile (SNS). If the local pharmacies run out, we are allowed to provide treatment from the SNS free of charge.

Dr. Blocker commented on the flu response and preparations at Alamance Regional Medical Center (ARMC). There has been an increase in outpatient testing so ARMC has taken the following measures:

- There are manned stations at entrances with hand-washing and masks
- The Medical Mall has a designated area for respiratory illnesses
- The Emergency Room (ER) has a triage area that can initiate a stepwise triage and place a barrier in the ER waiting room
- ARMC has six rooms for air isolation for H1N1 patients. After the initial six rooms are filled, a ward will be designated for containment.

Dr. Shapley-Quinn reported that there has been a confirmed case of Pertussis in a high school student who rode the bus to school and went to work everyday while sick. Because of this, 62 people received prophylaxis.

Dr. Shapley-Quinn informed the board that four staff and one volunteer in Hospice have had positive TB tests. All of the referenced individuals had negative testing within the last two years. Health Department staff is going to Hospice to review records and examine close contacts to try to determine the source and possibly conduct mass testing.

X. Health Director's Report

Mr. Barry Bass informed the board that he received a phone call from a County Commissioner regarding the ethnicity of the individuals that tested positive for H1N1. Mr. Bass stated that historically, this information has not been collected. Mr. Bass was then asked if there was a law prohibiting information dissemination. Mr. Bass was requested to attend the Board of Commissioners meeting on June 15, 2009. The Commissioner called the state and was told that the information could be shared; however, Mr. Bass had asked the same question without direct response. Mr. Bass asked the Board of Health if they are

comfortable waiting to hear from the state's legal department on this or if he should share the information. The board suggested Mr. Bass tell the Commissioner that Alamance County Health Department does not have this information and to explain the process. Suggest that the Commissioner obtain desired information from the state.

Mr. Bass reported that the Public Health Improvement Plan (PHIP) was contained in the state house budget that was passed. In Alamance County, local tax payers contribute nearly 2/3 of ACHD's total budget. Potentially under the PHIP, Alamance County would still contribute the same level of local funding but not be able to control how the money is spent. Statewide the state's share of public health funding is less than 7% of the total received by local Health Departments. The Board of Commissioner's approved of the Resolution:

<p>RESOLUTION</p> <p>-----</p> <p>OPPOSING THE "PUBLIC HEALTH IMPROVEMENT PLAN" AS CONTAINED IN SENATE BILL 202</p> <p>WHEREAS, Section 10.26 of Senate Bill 202 contains a provision entitled, "Public Health Improvement Plan," and</p> <p>WHEREAS, the Public Health Improvement Plan was proposed with no input from local government officials or local and State public health professionals, and</p> <p>WHEREAS, the plan sets out an unreasonable timeline for such reform of the current public health system, and</p> <p>WHEREAS, the plan calls for no additional funding for public health and redistributes the existing, insufficient funds with no defined distribution formulas, and</p> <p>WHEREAS, the plan calls for the creation of a Public Health Improvement Plan Task Force which is a duplication of the existing Public Health Task Force, and</p> <p>WHEREAS, many North Carolina counties are in the process of rebuilding the Mental Health infrastructure requiring greater contributions of local funds, and</p> <p>WHEREAS, the same North Carolina counties can ill afford alteration of the public health infrastructure requiring greater local funding to provide core public health services, and</p> <p>NOW, THEREFORE BE IT RESOLVED THAT, WE, THE ALAMANCE COUNTY BOARD OF HEALTH, are opposed to Section 10.26 of Senate Bill 202 or any other budget provision entitled, "Public Health Improvement Plan," and stands opposed to any efforts to reform public health absent appropriate planning and input from local government officials and local public health professionals.</p> <p>ADOPTED, this <u>sixteenth</u> day of <u>June</u>, <u>two thousand nine</u>.</p> <p>_____ JAMES GOOCH, CHAIRMAN</p>
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Mr. Bass discussed the state's budget. Medicaid reimbursement is recommended to be cut by 5.5%. Historically, local Health Departments have been excluded from such reductions, but that does not appear to be the case this year. This would cut case management and other Medicaid wraparound services, which for ACHD is Maternal Care Coordination (MCC) and Child Service Coordination (CSC). This reduction could possibly lead to a reduction-in-force.

Mr. Bass stated that Fire Marshal David Leonard has requested that Mr. Bass and Ms. Kathy Colville attend a National Incident Management Structure (NIMS) course in October in Alabama. Ms. Shannon Alley and Mr. Kenneth Greene are attending this course in August in Georgia. It is fully funded by a Federal Emergency Management Agency (FEMA) grant. The board agreed by consensus for Mr. Bass to attend the training.

Mr. Charles Wilson inquired if press releases were released to Hispanic populations. Mr. Bass stated that he had an on air interview with a gentleman from QuePasa newspaper and radio earlier today.

XI. Old Business

There was no old business to discuss.

XII. New Business

The Policy on Community Outreach and Education was reviewed:

ALAMANCE COUNTY HEALTH DEPARTMENT

“COMMITTED TO PROTECTING AND IMPROVING THE PUBLIC’S
HEALTH IN ALAMANCE COUNTY”



POLICY ON COMMUNITY OUTREACH AND EDUCATION

APPROVAL DATE BY BOARD OF HEALTH:
July 1, 2006

SIGNATURES:

Chair, Board of Health

Health Director

Division Manager

Alamance County Health Department

Title:	Community Education and Outreach	Policy Number:	
Approved by:	Alamance County Board of Health	Program Area:	Health Education and Health Promotion
Effective Date:	July 1, 2006		
Revised Date:	June 2009		

- I. GOAL
 - A. This policy establishes the system for the Alamance County Health Department to use for community education and outreach in Alamance County.

- II. PURPOSE
 - A. The purpose of this policy is to ensure that public health employees provide community outreach and education services in order to meet the essential services of public health and the mission of the Alamance County Health Department.

- III. REFERENCES
 - A. Policy supplements the North Carolina Public Health Statutes (N.C.G.S. 130A-1.1. Mission and essential services of Public Health – Promoting healthy lifestyles; preventing health risks and disease; identifying and reducing health risks in the community; promoting a safe and healthful environment; promoting the availability and accessibility of quality health care services through the private sector; and providing quality health care services when not otherwise available)

- IV. DEFINITIONS
 - A. Underserved Population Groups – Populations that have barriers to health services as identified by the most current community assessment.

- IV. FOCUS POPULATION
 - A. The population of focus for this policy is residents of Alamance County.

- V. POLICY
 - A. It shall be the policy of the Alamance County Board of Health and Alamance County Health Department to ensure that its workforce conducts a community assessment on a quadrennial basis, that it conducts health promotion activities (as outlined by the State Health Promotion Branch), provides access to local county health data, and provides community education and outreach services to underserved populations.

- VI. SERVICE PLAN
 - A. Staff members of the Health Education and Health Promotion Section shall ensure that a community health assessment is conducted on a quadrennial basis and results are reported to the community.
 - B. Health Education and Health Promotion Section staff members shall conduct health promotion activities that focus on developing policy and environmental level strategies and activities that support healthy lifestyles. Health promotion activities must include but are not limited to physical inactivity, poor diet, and

Alamance County Health Department

Title:	Community Education and Outreach	Policy Number:	
Approved by:	Alamance County Board of Health	Program Area:	Health Education and Health Promotion
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Revised Date:	June 2009		

tobacco use, which are all risk factors contributing to poor quality of life due to chronic disease.

- C. Staff members of the Health Education and Health Promotion Section shall assure that the Health Department has a mechanism by which the public can access current community data and health status information maintained in the agency in accordance with applicable laws and rules.
- D. Staff members of the Health Education and Health Promotion Section shall work with community partners to assure that underserved populations receive health education and outreach services to assist them in accessing health care services, in preventing health disparities, and in planning programs intended to reach underserved population groups.
- E. Community Assessment & SOTCH reports are shared with health department staff for their review as a mechanism to make staff aware of health disparities within the community. These documents are also available on the health department website for future reference by staff.
- F. All staff members of the Alamance County Health Department are strongly encouraged to plan and participate in community education and outreach initiatives throughout the year.
- G. The Board of Health and staff members shall assure that residents, agencies, and organizations have the opportunity to participate in the community health improvement process.

A motion was made by Mr. Michael Venable to approve the Policy on Community Outreach and Education as presented. The motion was seconded by Dr. Michael Blocker and approved unanimously by the board.

XIII. Other

There was no other business to discuss.

XIV. Closed Session

The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 7:52 p.m. on a motion by Dr. Blocker for the purpose of discussing a personnel issue. The motion was seconded Ms. Kara Marshall.

The closed session adjourned into open session at 8:04 p.m. on a motion by Dr. Blocker and second by Mr. Wilson.

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

XV. Adjournment

With no further action or discussion, the meeting adjourned at 8:05 p.m.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. James Gooch, Chairman

Mr. Joseph B. Bass, Jr., Secretary