

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

December 20, 2011

The Alamance County Board of Health met at 6:00 p.m. on Tuesday, December 20, 2011, 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, Chairman; Dr. Donald Courtney, Vice-Chairman; Ms. Linda Massey, Commissioner; Ms. Kathleen Colville; Dr. Kary Dodd; Mr. Kent Tapscott; Mr. Michael Venable; and Mr. Charles Wilson.

The following staff members were present: Mr. Barry Bass, Ms. Terri Craver, Ms. Christy Bradsher, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, Ms. Kelly Mendenhall, Mr. Eric Nickens, Ms. Maria Oakley, Ms. Becky Perkins, Ms. Shirley Scott and Ms. Janna Elliott.

The following guests were present: Ms. April Durr and Mr. Bob Byrd with Healthy Alamance and Alamance Regional Medical Center; Mr. Chris Lavender with the Burlington Times News.

I. Call to Order

Dr. Michael Blocker, Chairman, called the meeting to order at 6:31 pm.

II. Awards and Recognition

Dr. Blocker presented the 2011 Public Health Partnership Award to Healthy Alamance, represented by Ms. April Durr and Mr. Bob Byrd.

Dr. Blocker presented the 2011 Employee of the Year Award to Ms. Kelly Mendenhall.

Dr. Blocker presented Mr. Charles Wilson with a plaque commemorating his nine years of service as a member of the Alamance County Board of Health.

Mr. Barry Bass announced that he presented the Health Director's 2011 "You Can Count on Me" Award to Ms. Elizabeth Luna.

Mr. Bass recognized Ms. Maria Oakley for her five years of service to the Alamance County Health Department, most recently in the WIC Program. Ms. Oakley will retire on December 31, 2011.

Mr. Bass also recognized Ms. Shirley Scott for her twenty-five years of service to the Alamance County Health Department's WIC Program. Ms. Scott will retire on December 31, 2011.

III. Approval of the October 18, 2011, Board of Health Minutes

A motion was made by Dr. Donald Courtney to approve the October 18, 2011, Board of Health minutes. The motion was seconded by Mr. Charles Wilson and approved unanimously by the board.

IV. Public Comment

No public comments were made.

V. Presentation of the 2011 Community Health Assessment

Ms. April Durr provided the board with the Executive Summary of the 2011 Community Health Assessment (CHA). Ms. Durr stated that the CHA was submitted to the state on December 5, 2011, and will be formally released on January 10, 2012, at a scheduled press release. The entire CHA is 232 pages and will be provided to each member once printed.

Ms. Durr explained that data was collected through a survey which was conducted through Elon University, focus groups, including new comers, Spanish speaking residents and ex-offenders from the community, and the community forums. The top health priorities are healthcare access, obesity, mental health and substance abuse. In Alamance County, 31.6% of children and adolescents are obese or overweight. The top social priorities are education, poverty, homelessness and domestic violence. The point in time count for homelessness increased from 125 in 2007 to 181 in 2011. Regarding education, the graduation rate has increased to 72.8% and the budget for education has allowed the school system to do unique things with 27% of the tax dollar going toward education. In the past several years, over 700 protective orders have been issued and the number of cases of sexual violence increased from 401 to 958. The hospital and emergency room has seen an increase in the number of visits from 18 to 24 year olds, likely due to drug and alcohol abuse. 82% of Alamance County residents have insurance coverage; however one-third are covered through public types of programs. The unemployment rate is 11.4. Immigration was also an issue that was discussed at the forums. The Spanish-speaking focus group was conducted in Spanish, primarily because the phone interview was conducted in English.

The Press Conference to officially release the Community Health Assessment will be held on January 10, 2012, at 10:00 am at the Grand Oaks Building on the campus of Alamance Regional Medical Center.

Mr. Eric Nickens discussed the process of developing the Community Health Assessment. Mr. Nickens encouraged Board Members to attend the press conference and also to review the assessment before the next Board meeting in February.

Mr. Bass commended staff and partners who collaborated on this Assessment. Alamance County has been recognized for such community collaboration and for working with ARMC to conduct the Assessment every three years.

VI. Administrative Reports

A. Personnel Update

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

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Lisa Miles transferred into the Administrative Assistant I – Clerical Supervisor position effective November 1, 2011.
- Kristi Williams began employment as Processing Assistant III – Dental Clinic effective November 1, 2011.
- Traci Dodd transferred into the Processing Assistant III – Finance Clerk position effective November 7, 2011
- Loretta Lee was separated from her position as Dental Assistant effective November 8, 2011.
- Stacie Saunders resigned from her position as Human Services Planner / Evaluator II effective November 14, 2011.
- Traci Dodd is resigning from her position as Processing Assistant III – Finance Clerk effective December 23, 2011.
- Shirley Scott is retiring from her position as Processing Assistant IV – WIC effective December 31, 2011.
- Maria Oakley is retiring from her position as Processing Assistant III – WIC effective December 31, 2011.

Recruiting to fill the following positions:

- Processing Assistant III – Finance Clerk, replacing Traci Dodd (requesting to recruit)

- Human Services Planner / Evaluator II, replacing Stacie Saunders
- Community Health Technician, replacing Lisa Miles (currently recruiting)
- Public Health Nurse I, replacing Jillian Cannon (currently recruiting)
- Processing Assistant III – WIC, replacing Maria Oakley (conducting interviews)
- Processing Assistant IV – WIC, replacing Shirley Scott (conducting interviews)
- Processing Assistant III – Maternity Clerk, replacing Traci Dodd (conducting interviews)
- Dental Assistant, replacing Loretta Lee (conducting interviews)

Vacant positions:

- Dentist I, replacing Roberta Osborn
- Licensed Clinical Social Worker, replacing Mary White (frozen until July 2012)
- Public Health Nursing Director III, replacing Debra Garrett (frozen until July 2012)
- Public Health Nurse I (50%), replacing Emily Barrows (frozen until July 2012)
- Public Health Nurse II – Smart Start, replacing Rhonda Rambeaut (funding cut)

B. Budget Amendments/Transfers

Ms. Christy Bradsher presented the Health, WIC and Dental amendments and transfers 10 - 12 for the 2011-2012 fiscal year for board approval:

BUDGET ACCOUNT		TRIAL	STATE	COUNTY
CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	10		DEPT. NAME: Health	
STATE BUDGET:			TRANSFER:	
			AMENDMENT: X	
Expenditures:				
110-5110-630	Asthma Grant	9,904.00	9,904.00	9,904.00
Revenue:				
310-3511-330	Asthma Grant	9,904.00	9,904.00	9,904.00
This is the second distribution of funds received from the NC Division of Public Health, Chronic Disease & Injury Branch. Funds will continue to be used to provide education, awareness, and administration of asthma prevention activities.				
Explanation:				
BUDGET ACCOUNT		TRIAL	STATE	COUNTY
CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	11		DEPT. NAME: Health	
STATE BUDGET:			TRANSFER: X	
			AMENDMENT:	
Expenditures:				
110-5110-239	Medical Scientific Supplies	(12,000.00)	(12,000.00)	(12,000.00)
Expenditures:				
110-5110-443	Computer Lease	12,000.00	12,000.00	12,000.00
Transfer needed to cover the insight server expense. This is required to support the computer system used to process and maintain health services information.				
Explanation:				
BUDGET ACCOUNT		TRIAL	STATE	COUNTY
CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	12		DEPT. NAME: Health	
STATE BUDGET:			TRANSFER:	
			AMENDMENT: X	
Expenditures:				
110-5110-____	Launch Grant	132,000.00	132,000.00	132,000.00
County Finance to Assign				
Revenue:				
310-3511-____	Launch Grant	132,000.00	132,000.00	132,000.00
County Finance to Assign				
Project Launch is a Federally funded program that promotes the wellness of children birth to 8 years of age. It defines wellness as optimal functioning across all developmental domains, including physical, social, emotional, cognitive, and behavioral health. The goal of the project is to create a shared vision for the wellness of young children that drives the development of state and locally-based networks for the coordination of key child-serving systems and the integration of behavioral and physical health services.				
Explanation:				

A motion was made by Mr. Michael Venable to approve the Health, WIC and Dental budget amendments and transfers 10 – 12 for FY 2011-2012. The motion was seconded by Mr. Kent Tapscott and was approved by the board unanimously.

VII. Personal Health Committee Report

Mr. Kent Tapscott reviewed the minutes from the November 15, 2011, Personal Health Committee meeting.

Alamance County Board of Health

Personal Health Committee

The Personal Health Committee met on Tuesday, November 15, 2011, at 6:00 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: Mr. Kent Tapscott, Chairman; Dr. Michael Blocker; Dr. Kary Dodd; and Mr. Charles Wilson.

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

Call to Order

Chairman Kent Tapscott called the meeting to order at 5:59 pm.

WIC Update

Ms. Michele Herbek provided the October 2011 WIC Report.

WIC

Departmental Monthly Report

October 2011

Clinic Activities:

1168 Clinical Nutrition contacts provided by Nutritionist

439 Hemoglobin's done in WIC

386 Nutrition Education lessons provided by WIC Clerical

Most recent report of dollar amount of WIC vouchers redeemed in Alamance County 268,193.00. Number Food Vouchers redeemed –11886. Clinic show rate –85% (743 appointments kept/1903 appointments scheduled 194 patients seen from other Health Dept. Clinics).

Clinic profile: 4585 or 99% of assigned caseload 4517

Racial Ethnic composition of caseload- 37% White- Black 25% - Hispanic 37% <1% Asian.

Grocery Store Bulletin board

WIC Staff Meeting 10/5

Clerical Staff Meeting 10/20

Vendor Stores monitored – 1

NCWA meeting in Raleigh attended by Michele Herbek on 10/10

Annual NC WIC Conference 10/24-10/26; 10/25 attended by all WIC Staff

Breastfeeding Program meeting on 10/31

CAP review completed by Nutrition Services Branch on 10/13

Breastfeeding Challenge Latch Event in Burlington on 10/1

Infant Feeding Class – 10/5, 10/6, 10/19, 10/20

Breastfeeding Café – 10/7

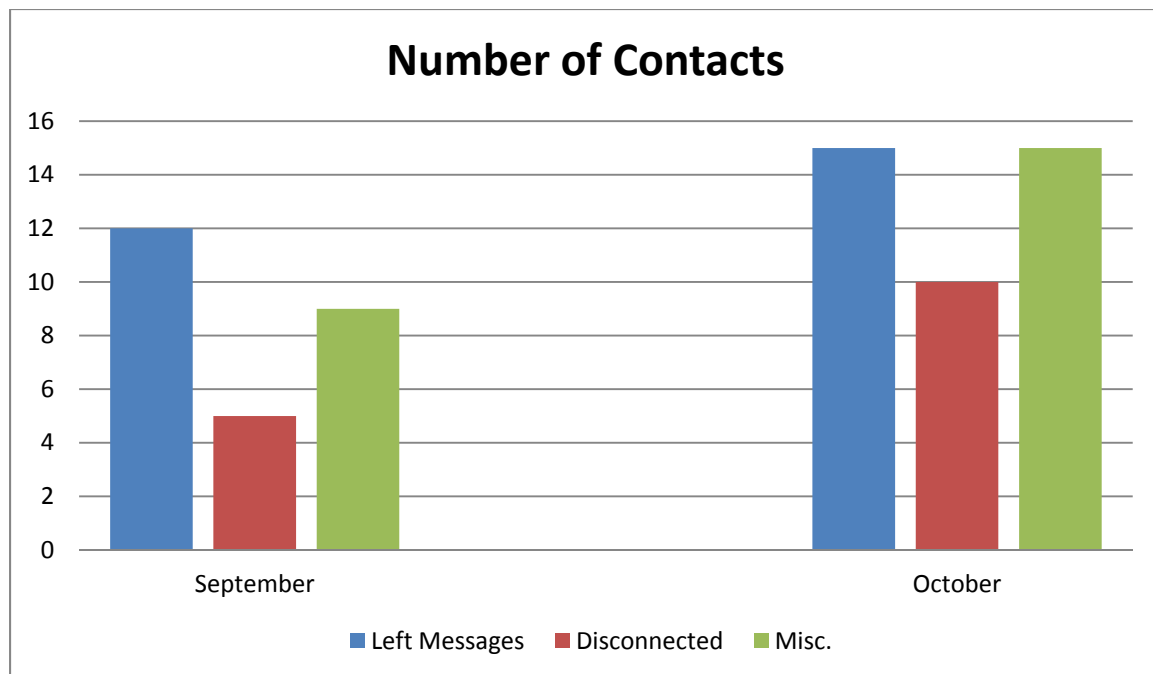
Breastfeeding Peer Counselor caseload (BFPC) 518 by 10/31/11

BFPC Home Visits – 16

MNT – 5

Submitted by: Michele Herbek & Robin Robertson

Ms. Herbek also provided the committee with an update regarding missed appointments.



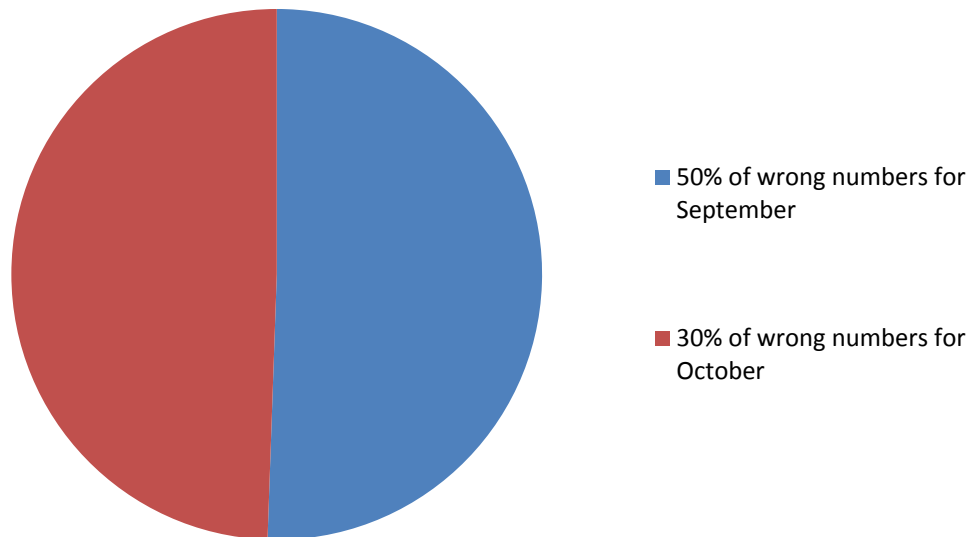
September: LM: 12; Disconnected: 5; Misc: 9

October: LM: 15; Disconnected: 10; Misc: 15

Summary:

This graph compares the reason why clients missed their appointments. Miscellaneous contains the following reasons: forgot, had another appointment to attend, car trouble etc. This line graph also shows that the number of missed appointments increased by 14.

Missed Appointment Statistics



September - 26 calls made; 12 calls - WIC was not able to get in touch with client.

October - 40 calls made; 18 calls - WIC was unable to get in contact with client.

Summary:

This pie chart shows that the percentage of missed calls went down 1% from September to October. If you compare the line graph to the pie chart, the line graph shows that the number of LM's, Disconnected numbers and Misc increased. What the pie chart shows is the percentage went down 1% because there were more calls made in October (99% of assigned caseload met) then September (100% assigned caseload met).

We continued to mail letters through October 13th, 2011. We only send letters to clients that have inquired about WIC services but have not yet been certified. We no longer send appointment letters because the caseload has been greater than 97% for the past 3 months.

WIC calls all missed appointments including the Hispanic clients. WIC has been working very diligently to maintain our caseload.

Mr. Wilson inquired how this missed appointment data compares with other counties and states. Alamance County WIC is meeting 99% of their caseload whereas some counties are in the 80% range.

Ms. Herbek hopes to have one clerk answer the telephone, schedule appointments, check voicemail and conduct voucher pickup. This will free up time for the other clerks to issue new vouchers and provide a mini nutrition lesson.

Personal Health Update

Ms. Gayle Shoffner reported that 827 flu vaccines have been given since September 19, 2011; 295 of which were given as a part of the wellness program for county employees and 522 were given to the public through the state supply and private vaccines.

Ms. Shoffner stated clinics are continuing to work to increase the number of patients seen in an attempt to increase revenue.

Ms. Shoffner noted that the CC4C and PCM programs are working on outreach initiatives. The Pregnancy Case Managers are in private clinics, Charles Drew and at UNC each week.

Medical Director's Update

Dr. Kathleen Shapley-Quinn provided clinic statistics:

ACHD MATERNITY CLINIC PAYMENT SOURCE STATISTICS

Month/Year	Total Pts	MPW/CA	Sliding Scale		Third Party
			% Pay	NC	Insurance
Jan-10	265	178	13	67	7
Feb-10	266	179	18	61	8
Mar-10	296	193	27	66	10
Apr-10	276	176	27	63	10
May-10	252	158	26	58	10
Jun-10	250	-----	-----	-----	-----
Jul-10	252	169	23	52	8
Aug-10	243	-----	-----	-----	-----
Sep-10	228	159	21	40	8
Oct-10	217	146	20	41	10
Nov-10	198	129	20	38	11
Dec-10	199	133	20	34	12

Month/Year	Total Pts	MPW/CA	Sliding Scale		Third Party
			% Pay	NC	Insurance
Jan-11	214	149	15	45	5
Feb-11	205	143	13	47	2
Mar-11	224	160	17	44	3
Apr-11	220	159	10	45	2
May-11	226	161	14	47	3
Jun-11	227	164	12	47	4
Jul-11	214	154	16	42	2
Aug-11	229	168	16	39	6
Sep-11					
Oct-11					
Nov-11					
Dec-11					

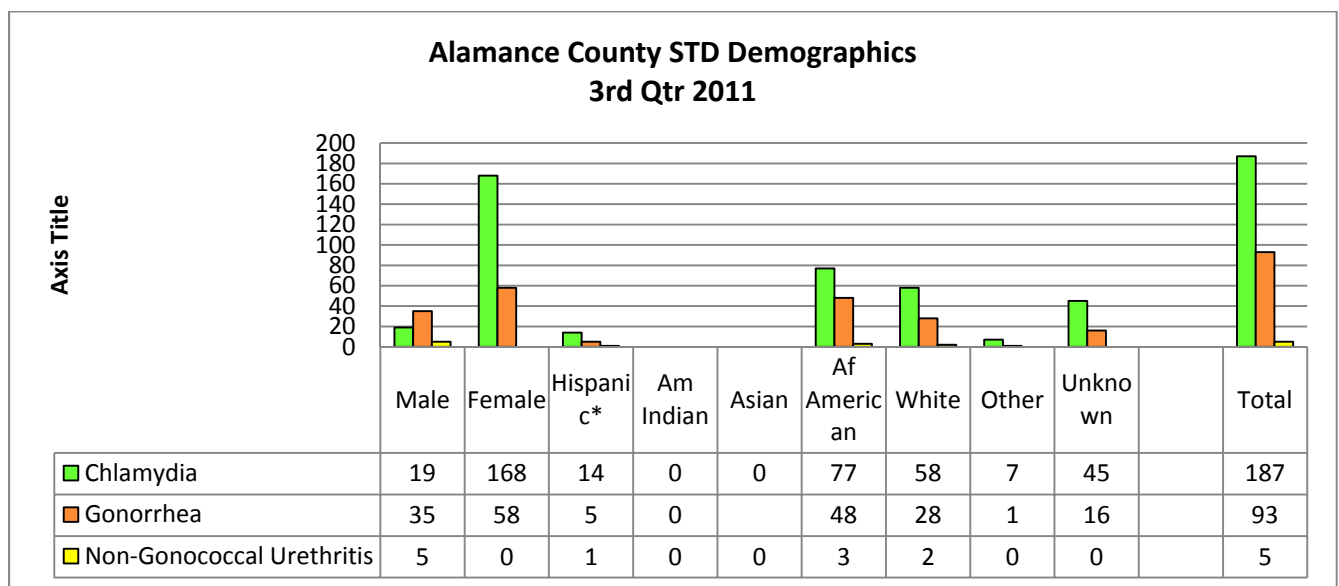
ACHD MATERNITY CLINIC VOLUME STATISTICS

Month/Year	Total Pts	Total Visits	Hispanic Client Visits	% Of total	Asian Client Visits	% of total
Jan-10	265	459	232	51%	6	1%
Feb-10	266	453	239	53%	8	2%
Mar-10	296	538	262	49%	12	2%
Apr-10	276	500	246	49%	12	2%
May-10	252	443	200	45%	16	4%
Jun-10	250	507	228	45%	11	2%
Jul-10	249	480	219	46%	11	2%
Aug-10	243	472	231	49%	2	0%
Sep-10	226	437	180	41%	0	0%
Oct-10	217	376	173	46%	0	0%
Nov-10	198	362	165	46%	0	0%
Dec-10	197	364	170	47%	0	0%

** Hispanic & Asian client information now reflects number of visits and not unduplicated numbers; percentage of total calculated using total visits

Month/Year	Total Pts	Total Visits	Hispanic Client Visits	% Of total	Asian Client Visits	% of total
Jan-11	214	371	161	43%	3	1%
Feb-11	205	343	155	45%	3	1%
Mar-11	224	404	194	48%	3	1%
Apr-11	220	404	192	48%	3	1%
May-11	226	443	220	50%	6	1%
Jun-11	227	447	198	44%	7	2%
Jul-11	214	405	193	48%	1	0%
Aug-11	229	444	106	24%	1	0%
Sep-11						
Oct-11						
Nov-11						
Dec-11						

** Hispanic & Asian client information now reflects number of visits and not unduplicated numbers; percentage of total calculated using total visits



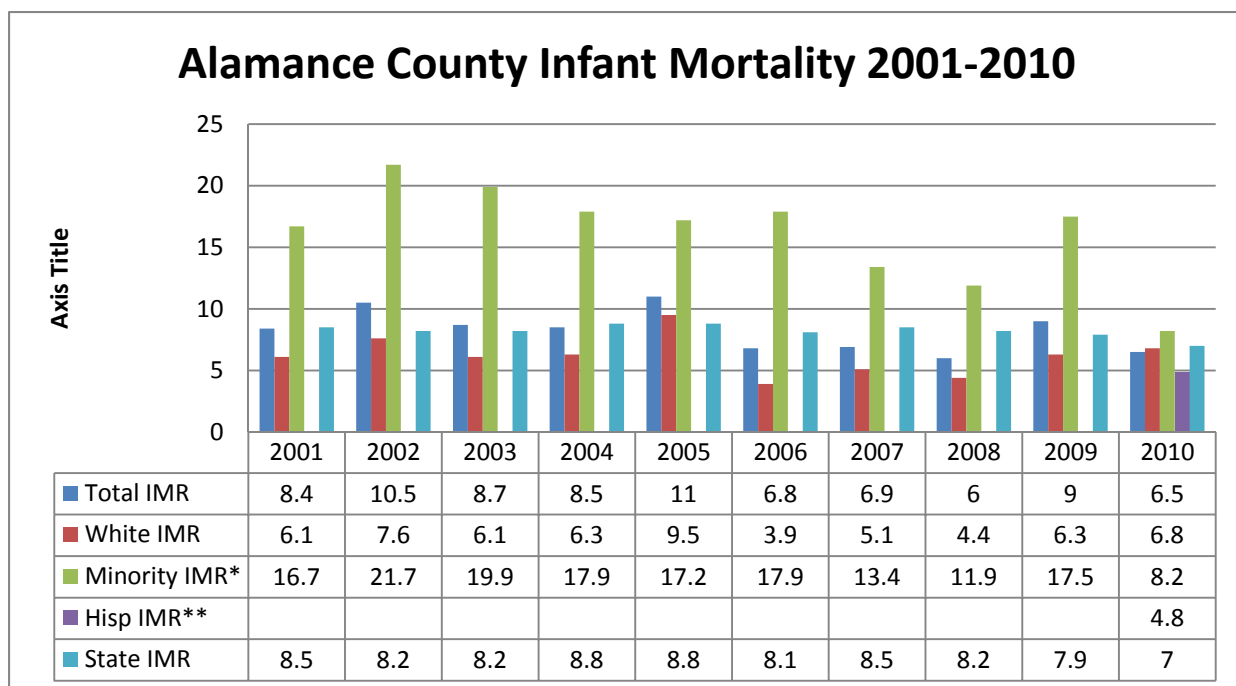
Women's Health/STD Clinic																
	Total Visits	# Depo		Total Visits	STD clinic visits by sex			STD visits by race & sex								
Month/Year	Completed	given		STD Clinic	Females	Males	Asian-F	Asian-M	Black-F	Black-M	Hspanic-F	Hspanic-M	White-F	White-M	Other-F	Other-M
		*see note below														
Jan-11	458	179		250	140	110	0	0	72	63	10	11	54	34	4	1
Feb-11	417	163		235	138	97	0	0	71	49	11	20	50	28	6	0
Mar-11	514	0		273	160	113	3	0	86	60	11	9	58	43	2	1
Apr-11	426	0		230	132	98	0	0	70	56	6	14	55	27	1	1
May-11	492	0		304	199	106	2	0	106	60	10	8	78	36	3	2
Jun-11	480	0		296	178	118	1	0	93	56	18	15	64	47	2	0
Jul-11	445	0		303	185	118	2	0	91	66	14	14	70	35	8	3
Aug-11	511			350	197	120	1	0	102	64	14	18	73	36	7	0
Sep-11																
Oct-11																
Nov-11																
Dec-11																
TOTAL	3743	342		2241	1329	880	9	0	691	474	94	109	502	286	33	8
*monthly depo stats no longer being tracked on this report							Asian-F	Asian-M	Black-F	Black-M	Hspanic-F	Hspanic-M	White-F	White-M	Other-F	Other-M
Pregnancy Test Clinic																
	PT's completed			All Positive PT's to receive care at ACHD				PT's completed under age 17								
Month/Year	Total	Negatives	Positives	Total	% of total Pos	Teens	Non-Teens	Total	Negatives	Positives						
Jan-11	79	11	68	41	60%	3	38	3	0	3						
Feb-11	70	9	61	31	51%	6	25	6	0	6						
Mar-11	98	13	85	41	48%	2	39	8	4	4						
Apr-11	62	11	51	20	39%	1	19	5	2	3						
May-11	92	13	79	39	49%	5	34	10	2	8						
Jun-11	81	7	74	39	53%	4	35	5	1	4						
Jul-11	78	15	63	34	54%	1	33	7	4	3						
Aug-11	89	14	75	36	48%	1	35	3	0	3						
Sep-11	93	17	76	39	51%	2	37	7	3	4						
Oct-11																
Nov-11																
Dec-11																

Dr. Shapley-Quinn continued the discussion regarding establishing a primary child health clinic at the health department. Dr. Shapley-Quinn has not heard back from Dr. Johnson; however, she did contact Bob Byrd with ARMC as suggested by Dr. Blocker. A study from 2009 showed that Alamance County had about 13.5 FTE pediatricians and that, if all of the care provided for Alamance County children was provided within the county, there would be a need of about 18 pediatricians. Since many kids get care outside of Alamance County, for reasons such as living close to the county lines or having children with special needs, Mr. Byrd thought Alamance

County would benefit from two more FTE pediatricians in the county. While there were about 13.5 FTEs in the county, some of them were very near retirement age so typically wouldn't be included in the head count.

Dr. Shapley-Quinn discussed current research the health department is participating in. 1. The Family Planning Counseling Aid (FPCA) project in conjunction with the Research Triangle Institute will develop and test a computer-based family planning counseling tool. Two rounds of pilot testing will be in February and April 2012, and final revisions will be completed by June 2012. The experimental trial will begin in the summer of 2012 and be completed by the end of 2012. 2. The Parejas project in conjunction with Duke will test the effect of couple-based counseling for smoking cessation among Latino expectant fathers and to improve how the couple communicates. 3. The ABC grant in conjunction with UNC will measure breastfeeding intention, initiation, duration, and reasons for weaning in a longitudinal cohort of WIC participants at the health department, quantify the effect of newly established WIC breastfeeding support programs on these outcomes by measuring changes over the duration of the study and determine barriers to breastfeeding initiation and duration through focus groups with African-American, US-born Hispanic and non-US-born Hispanic women.

Dr. Shapley-Quinn reported that Infant Mortality Rates in Alamance County continue to decrease. Of particular celebration, the minority infant mortality rate has dropped significantly. The Hispanic rate is being reported separately in 2010. In 2009, the Hispanic rate would have been included in the white rate.



Health Director's Update

Mr. Barry Bass reported that the county took the money that was put on the table during the budget crisis talks plus an additional \$300,000. Dr. Blocker had voiced concern at the October Board of Health meeting regarding the county's use of the health department's designated fund. Mr. Bass asked permission from committee members to seek input from the Division of Public Health's attorney on this practice. The funds could be used to buy an additional county car for the health department's use and also to help implement moving staff offices throughout the entire first floor, but the funds cannot be used to buy additional sheriff vehicles. Mr. Bass stated that the health department has given 30% of the cut amounts, which is unfair distribution of cuts.

Mr. Bass stated that many county employees attended the Board of Commissioners meeting in October during which these budgetary issues were discussed. The County Manager felt that several of the employees made inappropriate comments. There were health department employees in attendance; however, they were not deemed disrespectful.

Mr. Bass discussed Alamance County has received the Project LAUNCH grant and is moving forward as quickly as possible. The grant will be closely tied with the SAMHSA Early Childhood grant and will provide mental health specialists and Family Partners onsite at Burlington Pediatrics and Charles Drew Clinic. It will result in approximately \$460,000 for three years and will target children from birth to age 8. The health department will hire a local program coordinator and a local program manager while the mental health professionals will work under contract.

Mr. Bass informed the committee about a staff member who has had difficulty in obtaining an appropriate respirator due to allergies. As a result, patients with suspect airborne illness (such as tuberculosis or pertussis) are seen by this staff member at the picnic table located at the WIC, or old EMS, entrance. Mr. Bass asked the committee to designate this area as non-smoking. Dr. Donald Courtney suggested the Board of Health make a recommendation to the Board of Commissioners for the entire HSC campus to be smoke-free. In the meantime, Mr. Bass will research the Board of Health's jurisdiction to determine if they may designate this one area as smoke-free. Also, he will determine the origination of the "30 feet rule" and if it means 30 feet from building or 30 feet from entrance. A recent press release discussed the decreased incidence of heart disease since the Smoking in Public Places Law went into effect.

Mr. Bass called the committee's attention to the invitation for a meeting on Thursday, November 17, 2011, concerning public transportation.

Jump on the BUS!

You're invited to learn more about *Transportation*
Presented by Mr. Hodges from Thomasville, NC

Thursday, November 17th 2011
4-5pm

Alamance Regional Medical Center, Grand Oaks Conference Room
DID YOU KNOW? Thomasville is a small urban area that has implemented a free fixed route bus loop!

RSVP To: April Durr, Healthy Alamance (336) 513-5590 ADurr@armc.com OR
Patrick Harman, FAST (336) 508-2703 patrickatserve@aol.com
THIS IS A FREE EVENT, Refreshments will be served!

FAST
Friends & Advocates for Sustainable Transportation
A Grassroots Initiative of Alamance County, NC

Adjournment

With no further business, the meeting adjourned at 6:54 pm.

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

VIII. Personal Health Update

Ms. Gayle Shoffner discussed that recent correspondence from the North Carolina Immunization Branch has expanded the state supply of the influenza vaccine to anyone over the age of six months regardless of insurance status. Beginning January 2, 2012, ACHD will offer flu shots for free to the public.

Ms. Shoffner reported that on December 10, 2011, ACHD received notification that ten residents at a local residential care facility were ill. Nursing and environmental health staff visited the facility. Stool samples tested positive for norovirus. The facility stopped admissions until the situation had resolved. Dr. Blocker inquired about the decision to halt admissions. Dr. Kathleen Shapley-Quinn recommended that to the facility. Dr. Blocker commended the decision as the number of patients with this virus at the hospital and community did not expand from the facility. Dr. Blocker also recommended sharing this positive news with the facility.

IX. Environmental Health Committee Update

Ms. Terri Craver reviewed the minutes from the November 15, 2011, Environmental Health Committee meeting.

Alamance County Board of Health

Environmental Health Committee

The Environmental Health Committee met on Tuesday, November 15, 2011, 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: Mr. Chad Huffine, Personal Health Committee Chairman; Ms. Kathleen Colville and Dr. Donald Courtney.

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

Call to Order

Chairman Chad Huffine called the meeting to order at 12:07 pm.

Environmental Health Update

Mr. Carl Carroll updated the committee on Environmental Health revenues. Currently, they have collected approximately \$8,000 more than they had collected at this time last year. They are still slightly below budget on revenue collections; however, this is good news and they hope the upward trend continues.

Mr. Carroll reported that he and Mr. Barry Bass recently met with the County Manager, Assistant County Manager, the MIS Director and Inspections Director to discuss the Central Permitting process, progress and potential. Mr. Carroll provided the committee with highlights of the Central Permitting program. It was designed initially to integrate Planning, Inspections and Environmental Health data into one system to better serve clients. Environmental Health has twelve or thirteen applications for services, all of which are available on the website. Approximately 30% of applications received now are downloaded from the website and either

mailed, emailed or faxed in to the office. Credit cards may be used for payment in office or over the telephone. Staff are able to review the database from their desk computer when seeking information instead of looking through a physical folder. There are 35,000 – 45,000 files in the Environmental Health office. With the integration of this information into the database, questions may be answered more efficiently without locating a file. Approximately 700 inquiries are received each year for histories of properties, 50% of these are from realtors. The public may now fax, mail, email or telephone in requests for information on properties. Staff are able to look up the requested information and fax or email it back to the requesting party. In the future, the hope is to have this information available through the county's website. In the past, if a permit was issued for wastewater or well systems, the client had to pick up their permit from the Environmental Health office and take it to the Inspections office. Now, the client just travels to the Inspections office where Inspections staff can view permits in the Central Permitting database. Through all of these tools, better customer service is achieved for our clients. MIS is currently researching how staff can more efficiently input historical data into the Central Permitting system. It will likely be two to three years before the public is able to visit the College Street Office for all permitting needs.

Mr. Carroll provided the committee with an update on preparedness activities. Ms. Shannon Alley, Preparedness Coordinator, is currently working with local partners and her regional counterpart to complete this year's agreement addendum requirements for the community assessment based on the national preparedness competencies. November's assessment included forty functions, skills and equipment along with four target capabilities: operations management, mass fatality, mass care and medical surge. Ms. Alley has also been working with other county partners on a community exercise related to an active shooter. The public health role will be limited due to the nature of this particular exercise, but she will still participate. She participated in a webinar for pre-positioning of the strategic national stockpile (SNS) assets. Ms. Alley, Mr. Bass and Mr. Carroll recently had a meeting with City of Burlington staff related to plans for the SNS and will hopefully move forward with a memorandum of understanding with them soon. Ms. Alley and other health department staff have been working on the Respiratory Protection Plan. Fit Testing is ongoing; all staff must be tested annually. Social Services recently offered Disaster Shelter training for all county staff. County management encourages all county employees to understand they could be asked to assist when disasters occur.

Mr. Carroll reported staff recently visited a child care center to approve an additional room and discovered a potential lead paint hazard. Staff is accompanying regional consultants to that facility for further testing. If it is found there is a lead hazard within the facility, letters will go home to parents of each child recommending blood lead testing. If any of those tests result in a child with an elevated blood lead level, all children will be required to be tested. Testing may be conducted at the Health Department or at the child's pediatrician's office.

Ms. Terri Craver stated the Fire Marshal's Office called the Environmental Health office to discuss a hunting lodge in the southern part of the county. Environmental Health issued a permit for two bedrooms and twenty hunters, who would meet at the lodge, go out to hunt, return to the lodge and then go home. The owner would live there and cook for the hunters, but none of the hunters would be using the showers or staying overnight. The property is advertised as a beautiful hunting lodge with three bedrooms and a bunk room to sleep eleven people. The owner is in violation of his operation permit. It was permitted as a residential property and is now a business. Building Inspections and the Fire Marshal's Office will take the lead on this violation. The facility should probably be permitted as a lodge; the septic is out of compliance. To come into compliance, the owner will have a majorly expensive undertaking, but Environmental Health will work with him as best they can.

Health Director's Update

Mr. Barry Bass reported that the county took the money that was put on the table during the budget crisis talks plus an additional \$300,000. Dr. Blocker had voiced concern at the October Board of Health meeting regarding the county's use of the health department's designated fund. Mr. Bass asked permission from committee members to seek input from the Division of Public Health's attorney on this practice. The funds could be used to buy an additional county car for the health department's use and also to help implement moving staff offices throughout the entire first floor, but the funds cannot be used to buy additional sheriff vehicles. Mr. Bass stated that the health department has given 30% of the cut amounts, which is unfair distribution of cuts.

Mr. Bass stated that many county employees attended the Board of Commissioners meeting in October during which these budgetary issues were discussed. The County Manager felt that several of the employees made inappropriate comments. There were health department employees in attendance; however, they were not deemed disrespectful.

Mr. Bass discussed Alamance County has received the Project LAUNCH grant and is moving forward as quickly as possible. The grant will be closely tied with the SAMHSA Early Childhood grant and will provide mental health specialists and Family Partners onsite at Burlington Pediatrics and Charles Drew Clinic. It will result in approximately \$460,000 for three years and will target children from birth to age 8. The health department will hire a local program coordinator and a local program manager while the mental health professionals will work under contract.

Mr. Bass informed the committee about a staff member who has had difficulty in obtaining an appropriate respirator due to allergies. As a result, patients with suspect airborne illness (such as tuberculosis or pertussis) are seen by this staff member at the picnic table located at the WIC, or old EMS, entrance. Mr. Bass asked the committee to designate this area as non-smoking. Dr. Donald Courtney suggested the Board of Health make a recommendation to the Board of Commissioners for the entire HSC campus to be smoke-free. In the meantime, Mr.

Bass will research the Board of Health's jurisdiction to determine if they may designate this one area as smoke-free. A recent press release discussed the decreased incidence of heart disease since the Smoking in Public Places Law went into effect.

Other

Guilford County won the appeal by Gate City Billiards in regards to the Smoking in Public Places Law. The North Carolina Supreme Court would not hear the case; therefore, Gate City Billiards may be appealing to the United States Supreme Court.

Adjournment

With no further business, the meeting adjourned at 12:45 pm.

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

X. Environmental Health Update

Ms. Craver reported that Environmental Health revenues are approximately \$14,000 more than this time last year.

Ms. Craver discussed that Environmental Health staff will be meeting with One Source, a document management company, to discuss scanning the 45,000 records.

Ms. Craver provided an update regarding the potential lead hazard at a local child care facility. Tests were positive for lead; staff are working with the facility to send information to parents recommending the children be tested for elevated lead levels through a finger prick.

Ms. Craver reported that the County Attorney sent a letter to the local hunting lodge informing the owner of his violation of the building code and environmental health permit.

XI. Health Director's Report

Mr. Bass stated that ACHD received notification of funding for the LAUNCH Grant and also received the first allocation. The total grant will be about \$750,000 annually. Initially, the grant proposed \$450,000 for activities to be completed at ACHD along with locally contracted services. An early behavioral specialist will be placed in two local pediatric offices to do a "warm

handoff.” Two positions have been approved, Local Wellness Coordinator and Program Manager. Staff are working with the Office of State Personnel to get the positions classified appropriately, then recruitment will begin. The state is the grantee for this and ACHD is under significant time constraints. The interim in this position was able to get started, but will be moving out of state.

XII. Medical Director’s Report

Dr. Shapley-Quinn informed the board about a child testing positive for pertussis. Close contacts of that child received prophylaxis; a number of those close contacts had symptoms of pertussis to they were treated. Treatment and prophylaxis for pertussis is the exact same. Several children had classic symptoms, therefore staff swabbed those individuals for testing. They also found out today of another positive test result. Dr. Blocker inquired if ACHD is notified through the NCEDSS reporting system or if the state notifies staff directly. The NCEDSS system is being used but not by every provider consistently. Dr. Blocker also discussed meaningful use and electronic medical records as it relates to communicable disease reporting.

Dr. Shapley-Quinn discussed a child care facility that has one room used infrequently that had one positive lead sample. Letters are going home to parents with this information and recommending they get their child(ren) tested through a finger prick.

XIII. Old Business

A. Election of 2012 Officers

Dr. Blocker reviewed the minutes from the Nominating Committee meeting.

Alamance County Board of Health

Nominating Committee

The Nominating Committee met on Tuesday, October 18, 2011, at 9:00 pm, in the Professional Board Room of the Human Services Center located at 319-B North Graham-Hopedale Road, Burlington, North Carolina.

The following committee members were present: Dr. Michael Blocker, Mr. Michael Venable and Mr. Charles Wilson

The following staff members were present: Ms. Janna Elliott.

Call to Order

Chairman Michael Blocker called the meeting to order at 9:01 pm.

Nominations

The committee nominated Dr. Donald Courtney for Chairman of the Board of Health, Mr. Kent Tapscott as Vice-Chairman of the Board of Health, Ms. Kathleen Colville as Chairman of the Environmental Health Committee and Dr. Michael Blocker as Chairman of the Personal Health Committee.

Adjournment

With no further business, the meeting adjourned at 9:10 pm on a motion by Mr. Charles Wilson and second by Mr. Michael Venable.

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

A motion was made by Mr. Charles Wilson to elect Dr. Donald Courtney for Chairman of the Board of Health, Mr. Kent Tapscott as Vice-Chairman of the Board of Health, Ms. Kathleen Colville as Chairman of the Environmental Health Committee and Dr. Michael Blocker as Chairman of the Personal Health Committee. The motion was seconded by Ms. Linda Massey and approved unanimously by the board.

XIV. New Business

A. Fee Change Request



ALAMANCE COUNTY Health Department

319 North Graham-Hopedale Road Suite B
Burlington, NC 27217-2995
www.alamance-nc.com/d/health

Joseph B. Bass, Jr., MSW
Health Director

(336) 227-0101
FAX (336) 513-5593

TO: ACHD Board of Health
FROM: Christy Bradsher
DATE: December 20, 2011
SUBJECT: Fee change request

Alamance County Health Department is requesting approval to revisions of the following fees to be updated on our fee profile:

Service	Medicaid Rate	Current Fee	Proposed fee
TB Skin Testing (PPD)	n/a	\$10.00	\$20.00 *
Rabies Antibody Screen	n/a	\$35.00	\$45.00 **
Vaccine Administration	\$13.71	\$0.00	\$13.71 ***

Thank you for your consideration.

- * Research has shown that other health departments in this region charge between \$10.00 and \$33.00. We feel that an increase to \$20.00 is fair and stays within these boundaries.
- ** We have received an increased charge from the Kansas State Laboratory which performs this test for us. The new charge to us is \$42.00.
- *** Since October 2010 we have not charged any payer a vaccine administration charge. This decision was made due to the changes in the state vaccine program which eliminated certain vaccines from their program and required us to purchase vaccines we had previously received free from the state program. It was felt that an administration charge, in addition to the increased vaccine charges, would create a burden and possible barrier to care so it was eliminated at that time. We are requesting to reinstate the administration charge according to the guidelines set forth by the NCDPH Immunization Branch (unable to charge more than the Medicaid rate to any payer, including patient pay, and must not charge if client states they are unable to pay and this can be verified through the eligibility process). We feel that in these difficult economic times the reinstatement of this charge will generate a substantial amount of revenue, particularly from Medicaid and patient pay.



**Committed to Protecting and Improving the
Public's Health in Alamance County**

A motion was made by Dr. Donald Courtney to approve the change to fees as presented. The motion was seconded by Mr. Kent Tapscott and approved by majority of the board with one opposition.

B. Request for Approval of Changes to Service Eligibility Policy

Mr. Bass presented changes to the Service Eligibility Policy. Changes include verification of address at each visit and additional acceptable forms for proof of income.

A motion was made by Ms. Linda Massey to approve the Service Eligibility Policy as presented. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

C. Request for Approval of Changes to Media Relations Policy

Mr. Nickens presented changes to the Media Relations Policy. The only change to the policy is the phone number for the on-call PIO.

A motion was made by Mr. Charles Wilson to approve the Media Relations Policy with the correct spelling of Deputy on page 3 and remove the phone number entirely. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.

D. Approval of 2012 Board of Health Meeting Calendar

Dr. Blocker presented the proposed 2012 Board of Health meeting calendar.

<p style="text-align: center;">2012 MEETING SCHEDULE ALAMANCE COUNTY BOARD OF HEALTH</p>

The Board of Health meetings are held in the Professional Boardroom
(Room S-118) of the Human Services Center.

BOARD OF HEALTH
(Third Tuesday of the Month)
Tuesday, February 21, 2012, 6:30 pm
Tuesday, April 17, 2012, 6:30 pm
Tuesday, June 19, 2012, 6:30 pm
Tuesday, August 21, 2012, 6:30 pm
Tuesday, October 16, 2012, 6:30 pm
Tuesday, December 18, 2012, 6:30 pm

The Personal Health Committee, composed of Board of Health members, meets in the Health
Department Conference Room (Room 1129).

PERSONAL HEALTH COMMITTEE
(Third Tuesday of the Month)
Tuesday, January 17, 2012, 6:00 pm
Tuesday, March 20, 2012, 6:00 pm
Tuesday, May 15, 2012, 6:00 pm
July, 2012 (No Meeting Scheduled)
Tuesday, September 18, 2012, 6:00 pm
Tuesday, November 20, 2012, 6:00 pm

This committee serves as the Quarterly Family Planning Review Committee. Information relating to
the Family Planning Program will be shared at each meeting.

The Environmental Health Committee, composed of Board of Health members, meets in the Health
Department Conference Room (Room 1129).

ENVIRONMENTAL HEALTH COMMITTEE
(Third Tuesday of the Month)
Tuesday, January 17, 2012, 12:00 pm
Tuesday, March 20, 2012, 12:00 pm
Tuesday, May 15, 2012, 12:00 pm
July, 2012 (No Meeting Scheduled)
Tuesday, September 18, 2012, 12:00 pm
Tuesday, November 20, 2012, 12:00 pm

A motion was made by Mr. Charles Wilson to approve the 2012 Board of Health Meeting Schedule. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

XV. Other

Mr. Bass discussed that ACHD received full accreditation and thanked the *Burlington Times News* for the article they published.

Mr. Wilson stated that he enjoyed his time working with the board.

XVI. Adjournment

With no further action or discussion, the meeting adjourned at 7:55 pm.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Michael Blocker, Chairman

Mr. Joseph B. Bass, Jr., Secretary