

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

April 17, 2012

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, April 17, 2012, 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. Donald Courtney, Chair; Mr. Kent Tapscott, Vice-Chair; Dr. Michael Blocker; Ms. Kathleen Colville; Dr. Kary Dodd; Dr. William Porfilio; Ms. Lynda Puckett; and Mr. Michael Venable.

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

I. Call to Order and Introductions

Dr. Donald Courtney, Chair, called the meeting to order at 6:30 pm.

II. Approval of the February 21, 2012, Board of Health Minutes

A motion was made by Dr. Michael Blocker to approve the February 21, 2012, Board of Health minutes. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

III. Public Comments

No public comments were made.

IV. Administrative Reports

A. Budget Amendments and Transfers

Ms. Christy Bradsher presented the Health, WIC and Dental amendments and transfers 22 - 25 for the 2011-2012 fiscal year for board approval:

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	22	-	DEPT. NAME:	Health
STATE BUDGET:		-	TRANSFER:	

				AMENDMENT: X
Expenditures:				
110-5110-220	Computer Supplies	6,325.00	6,325.00	6,325.00
110-5110-241	Small Tools & Equipment	825.00	825.00	825.00
110-5110-260	Departmental Supplies	1,098.00	1,098.00	1,098.00
110-5110-311	Travel & Training	2,796.00	2,796.00	2,796.00
110-5110-329	Communications	480.00	480.00	480.00
110-5110-510	Capital Outlay-Equipment	7,696.00	7,696.00	7,696.00
Revenue:				
310-3511-319	Environmental Health	19,220.00	19,220.00	19,220.00
Explanation: The Environmental Health Section received \$19,220 from the NC Division of Public Health for completing the required number of inspections. The funding calculation was based on the previous fiscal year's compliance with mandated inspections of food and lodging establishments. Funds will be used to support expenses related to the Food & Lodging inspections process.				
BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	23	-	DEPT. NAME:	Health
STATE BUDGET:		-	TRANSFER:	
		-	AMENDMENT:	X
Expenditures:				
110-5110-239	Medical Scientific Supplies	2,936.00	2,936.00	2,936.00
Revenue:				
310-3511-319	Environmental Health	2,936.00	2,936.00	2,936.00
Explanation: We have received one time funds from the NC Division of Public Health in the amount of \$2,936 to assist Local Health Departments in reducing the number of lead poisoned children in the state. The funds will be used to cover the cost of medical scientific supplies used in lead testing.				
BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	24	-	DEPT. NAME:	Dental
STATE BUDGET:		-	TRANSFER:	X
		-	AMENDMENT:	
Revenue:				
110-5160-260	Departmental Supplies	(500.00)	(500.00)	(500.00)
Expenditures:				
110-5160-213	Uniforms	500.00	500.00	500.00
Explanation: Transfer needed to replace uniforms of clinic staff to maintain compliance with safety standards and OSHA guidelines.				
BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY

BUDGET				
REVISION #	25	-	DEPT. NAME:	Health
STATE BUDGET:		-	TRANSFER:	
		-	AMENDMENT:	X
Expenditures:				
110-5110-____	Motivational Interviewing Training	77,000.00	77,000.00	77,000.00
Assigned By Finance				
Revenue:				
310-3511-____	Motivational Interviewing Training	77,000.00	77,000.00	77,000.00
Assigned By Finance				
Explanation:	We have received one time funds from the NC Division of Public Health in the amount of \$77,000 to cover the cost of statewide motivational interviewing training. Staff engaging in direct client services throughout the state, including nurses, care managers, and family support teams have been encouraged to participate and register. The Health Department will serve as the fiscal agent only, with no local dollars being expended.			

A motion was made by Dr. Michael Blocker to approve the Health, WIC and Dental budget amendments and transfers 22 – 25 for FY 2011-2012. The motion was seconded by Ms. Lynda Puckett and was approved by the board unanimously.

B. Personnel Report

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

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Martha Kaufman began employment as Human Services Planner / Evaluator III – Local Child Wellness Coordinator (LAUNCH) effective March 29, 2012.
- Eric Nickens resigned from his position as Public Health Educator III effective March 30, 2012.
- Ashley Paylor began employment as Dental Assistant II effective April 10, 2012, replacing Tina Wade.
- Michele Herbek has submitted notice of resignation from her position as Nutrition Program Director I effective April 19, 2012.
- Christy Bradsher has submitted notice of resignation from her position as Administrative Officer I effective April 27, 2012.

Recruiting to fill the following positions:

- Community Health Technician – CNA, replacing Lisa Miles (appointment pending)
- Processing Assistant III – WIC, replacing Maria Oakley (conducting interviews)
- Processing Assistant III – WIC, replacing Debra Lovelace (conducting interviews)
- Computing Support Technician II, replacing Karen Schwabrow (appointment pending)
- Public Health Educator III, replacing Eric Nickens (currently recruiting)

Vacant positions:

- Dentist I, replacing Roberta Osborn (requesting reclassification to Dentist II level)
- Licensed Clinical Social Worker, replacing Mary White (frozen until December 2012)
- Public Health Nursing Director III, replacing Debra Garrett (frozen until July 2012)
- Public Health Nurse I (50%), replacing Emily Barrows (frozen until November 2012)
- Public Health Nurse II – Smart Start, replacing Rhonda Rambeaut (frozen until July 2013)
- Processing Assistant III – Finance Clerk, replacing Traci Dodd (frozen until July 2012)
- Human Services Planner / Evaluator II, replacing Stacie Saunders (frozen until July 2013)
- Community Health Assistant – Breastfeeding Peer Counselor, replacing Courtnie Carter (awaiting budget notification to recruit)
- Public Health Nurse II – Post-partum Home Visit Nurse, replacing Connie Alfano (rewriting job description)
- Nutrition Program Director I, replacing Michele Herbek (requesting permission to recruit)
- Administrative Officer I, replacing Christy Bradsher (requesting permission to recruit)

V. Environmental Health Committee Update

Ms. Kathleen Colville reviewed the minutes from the March 20, 2012, Environmental Health Committee meeting:

Alamance County Board of Health

Environmental Health Committee

The Environmental Health Committee met on Tuesday, March 20, 2012, 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 and Mr. Michael Venable

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

Call to Order

Dr. Donald Courtney, called the meeting to order at 12:13 pm.

Environmental Health Update

Mr. Carl Carroll reported the third rabies case of 2012 has been confirmed. A skunk tested positive after it was killed in a confrontation with three dogs. Two of the three dogs were up-to-date on their rabies vaccination and received boosters. The third dog has been quarantined at the owner's expense for six months. The City of Burlington will host a rabies clinic on April 14 and the Environmental Health Section will host a rabies clinic on April 21.

Mr. Carroll discussed that the Environmental Health Section, Division of Public Health/NCDHHS is proposing rule changes to the NC Food Protection Program rules by adopting the 2009 Federal Food Code as reference with some specific changes. A group of local, state and federal food safety experts and industry representatives have put in a tremendous amount of work on this and the plan is for the rules to be adopted this spring by the NC public health commission and have the effective date be October 2012. There will be town hall meetings and public hearings held during April on the proposed changes. Environmental Health Staff will work to get the word out to local restaurateurs.

Mr. Carroll discussed some of the major changes that are proposed:

- Demonstration of Knowledge by the person in charge on-site: passing an American National Standards Institute (ANSI) accredited exam – no more 2 point credit for ServSafe Certification
- Employee Health Policy – develop and adhere to a health policy which addresses employee health and diseases transmissible by food for the purpose of preventing foodborne illnesses.
- Preventing Contamination from Hands – required to refrain from handling exposed, ready-to-eat foods with bare hands
- Parasite Destruction – establishments that serve raw-marinated or partially cooked fish must ensure destruction of naturally occurring parasites prior to serving
- Potentially Hazardous Food / Time temperature controls – decrease the refrigerated cold-holding temperature for potentially hazardous foods from 45 degrees to 41 and require date marking on opened ready to eat food; this will be phased in over three years to allow facilities to purchase new equipment. Listeriosis can grow in temperatures between 45 and 41 degrees.
- Consumption of Animal Foods that Raw, Undercooked, or not otherwise processed to eliminate pathogens (Consumer Advisories) - Food establishments that wish to serve raw or undercooked foods of animal origin (oysters, eggs, hamburgers) per customer order will be required to advise consumers of the increased risk of foodborne illness.

The Food Code is the national standard for state, local, and tribal food protection programs and has been adopted by 49 out of 50 states. The major changes are directly related to the five key risk factors repeatedly identified in foodborne illness outbreaks:

- Improper cold holding
- Inadequate cooking
- Contaminated equipment
- Food from unsafe sources
- Poor personal hygiene

Mr. Carroll has estimated that this will take an extra hour of staff time per establishment during the

first year of implementation to allow staff to train restaurateurs on the new code. There are approximately 500 establishments in Alamance County this change will affect.

Environmental Health staff has already been to several trainings provided by the state and FDA and will be receiving more training. They have also been preparing for these changes by working with the FDA Regional Retail Food Specialist on the National Retail Food Regulatory Program Standards. In addition, staff are currently conducting a "Risk Factor" assessment of about 200 randomly selected establishments in Alamance County. This assessment is based on the 2009 Food Code, which gives staff additional training on the proposed rules. The assessment should establish a baseline that they can use to evaluate whether or not they have reduced the identified risk factors over time.

Ms. Terri Craver provided an update on the hunting lodge situation discussed in previous meetings. Staff visited the location this day to conduct a soil evaluation. His soil was suitable, so he was instructed to move quickly to get into compliance with Environmental Health.

Mr. Carroll discussed a suggestion for quality improvement from the accreditation site visit team was that the rate setting policy for Environmental Health and the Dental Clinic be incorporated into the Health Department's fee policy. This is in process and will be presented to the Board of Health for review and approval once complete. Mr. Carroll stated that the fee charged for the service is based on the cost of providing the service. Environmental Health has an extensive time reporting system in which staff account for 100% of their time worked as associated with programs and services offered. This is how the Cost/Revenue Analysis for calendar year 2011 was generated.

Environmental Health Program Area	% of Total Program	Hours Worked	Expenses	Local Fee Revenue	State Revenue	Federal Revenue	Local Appropriations	Local App as % of Total
On-Site Wastewater	33.14%	10,062	\$404,840.76	\$89,395.00	\$0.00	\$0.00	\$315,445.76	77.92%
Food, Lodging & Institutional Establishments	28.05%	8,318	\$342,728.63	\$6,675.00	\$18,808.00	\$1,000.00	\$316,245.63	92.27%
General EH (Solid Waste, Lead, Vector, MH Parks, Indoor Air Quality & Legal Actions)	20.91%	6,350	\$255,490.86	\$100.00	\$6,936.00	\$0.00	\$248,454.86	97.25%
Water Supplies	9.16%	2,780	\$111,857.98	\$55,950.00	\$0.00	\$0.00	\$55,907.98	49.98%
Continuing Education	3.26%	989	\$39,783.21	\$0.00	\$0.00	\$0.00	\$39,783.21	100.00%
Public Swimming Pools	2.48%	751	\$30,292.30	\$5,475.00	\$0.00	\$0.00	\$24,817.30	81.93%
Communicable Disease	2.08%	631	\$25,372.75	\$0.00	\$0.00	\$0.00	\$25,372.75	100.00%
Tattoo Establishments	0.93%	281	\$11,310.47	\$5,000.00	\$0.00	\$0.00	\$6,310.47	55.79%
TOTALS	100.00%	30,364	\$1,221,676.96	\$162,595.00	\$25,744.00	\$1,000.00	\$1,032,337.96	84.50%

The Fiscal Officer provides Mr. Carroll with total expenses and he costs them out per program by percentages, then he enters revenue amounts to determine the amount of local funding used to run the programs.

Last year, Environmental Health fees were increased by 5% across the board with the exception of water testing and swimming pool permits. Swimming pools formerly were permitted with one permit regardless of the number of pools at a facility. It was approved last year to begin permitting pools individually instead of per facility. Dr. Courtney discussed the ethics of using county tax dollars for certain services and programs such as tattoo establishments. Mr. Carroll provided information regarding fees in other North Carolina counties for tattoo parlors. Some charge as much as \$500 to \$1,000 per tattoo permit. Mr. Venable suggested showing a 5-year trend for costs versus fees. This could be helpful in seeing where rule changes cause an increase in staff time.

Environmental Health Fees 2011/2012	
Soil/Site Evaluation	\$210.00
Site Revisit Fee	\$55.00
Authorization to Construct Type I, II, IIIacdefg	\$210.00
Authorization to Construct Type IIIb	\$420.00
Authorization to Construct Type IV	\$630.00
Authorization to Construct Type V	\$1,050.00
Authorization to Construct Type VI	\$1,680.00
New Well Permit	\$315.00
Replacement Well Permit	\$315.00
Well Repair Permit	\$210.00
PVC Camera Inspection	\$105.00
Manufactured Home Park Permit	\$105.00
Manufactured Home Park Existing System Check	\$55.00
Existing System Check for Change in Use	\$55.00
Existing System Check for Plat	\$55.00
Bacterial H2O Sample	\$15.00
Chemical H2O Sample	\$25.00
Nitrate H2O Sample	\$25.00
Petroleum H2O Sample	\$30.00
Volatile Organic Compounds (VOC) H2O Sample	\$30.00
Pesticide H2O Sample	\$25.00
Tattoo Permit Application	\$150.00
Swimming Pool Permit Application (each pool)	\$100.00
Swimming Pool Plan Review	\$250.00
Restaurant Plan Review	\$250.00
Temporary Food Establishment Permit Application	\$75.00
PLEASE BE ADVISED THAT ALL PAYMENTS ARE FINAL AND NO REFUNDS OR TRANSFER OF FUNDS ARE POSSIBLE. BY SIGNING AND SUBMITTING YOUR PAYMENT YOU ARE AGREEING TO THESE TERMS AND CONDITIONS.	
6/7/2011	

Health Director's Update

Ms. Janna Elliott provided the Health Director's update in Mr. Barry Bass' absence.

Ms. Elliott reported that as of March 16, 2012, Alamance County has had 113 cases of Pertussis. Restrictions have been lifted on the Tdap vaccine, which boosts immunity for tetanus, diphtheria and pertussis, so staff are now giving this free of charge to the public. Specifically, Tdap is being

targeted to anyone age 10 and older who has not already received the Tdap vaccine, especially women more than 20 weeks pregnant and caregivers of infants or anyone with compromised immune system. As of this date, staff have given more than 1,653 Tdap vaccinations, the majority have been given to individuals 45-64 years of age and 25-44 year olds. A mass Tdap clinic was conducted on March 2 at the Mebane Arts and Community Center, during which 210 vaccinations were provided. Tdap clinics have been held for school system staff in zones at Cummings High School, Southern Alamance High School and Western Alamance High School. Staff hope to hold Tdap clinics for staff and caregivers at several of the local large child care providers.

Ms. Elliott discussed that the budget approved at the February Board of Health meeting was submitted to county finance. There will be a budget retreat on April 2 at May Memorial Library so that Board of Commissioners have a chance to review the budget with the department heads and representatives.

Ms. Elliott stated that the Human Services Planner/Evaluator III position, which will be the Project LAUNCH Director, is close to being filled. A recommendation went to Graham and was approved. The state conducted an interview with the candidate last Friday; Mr. Bass hopes to have the candidate in place effective April 2, 2012.

Ms. Elliott also reported that a recommendation for the Human Services Planner/Evaluator II position is in Graham and he is awaiting word on the recommendation and salary request for the selected candidate.

Other

No other business was discussed.

Adjournment

With no further business, the meeting adjourned at 12:52 pm.

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

VI. Environmental Health Update

Mr. Carl Carroll reported that the day after the Environmental Health Committee meeting the county's fourth rabies case was confirmed in a raccoon, which fought with and was killed by three dogs. Unfortunately those three dogs didn't have their rabies vaccinations; two of the dogs had nine puppies each. Two dogs and all puppies were put down, 20 total. One of the dogs is at a local vet's office in quarantine for six months.

Mr. Carroll stated that with the Employee Health Policy requirement under the proposed new food code, each restaurant will have to have a policy in place that

requires employees notify their manager when they're sick or have certain symptoms. The policy should provide guidance on when employees are allowed to work with certain symptoms and when and for what period of time employees must remain out of work with certain symptoms or diagnosis. Environmental Health staff has a template for facilities to use or staff can provide suggestions that they can use. The purpose of the employee health policy is to ensure sick employees do not handle food.

Mr. Carroll stated staff have been working on the Environmental Health Fee Policy and will present it at the next Board Meeting. When the Board of Health reviewed the proposed Environmental Health fees in 2011, there was quite a bit of discussion with the suggestion of a 5% increase in fees annually. If some of the fees were increased so that a higher percentage of costs were being paid by those using the service, this would lessen the percentage paid overall by taxpayers.

Mr. Carroll presented the board with proposed 2012-2013 Environmental Health Fees, which represents approximately 5% increase for each item with the exception of water samples, restaurant review and temporary food establishments:

<u>Environmental Health Fees</u>	Current Fee	Proposed Fee
Soil/Site Evaluation	\$210.00	\$220.00
Site Revisit Fee	\$55.00	\$60.00
Authorization to Construct Type I, II, IIIacdefg	\$210.00	\$220.00
Authorization to Construct Type IIIb	\$420.00	\$440.00
Authorization to Construct Type IV	\$630.00	\$660.00
Authorization to Construct Type V	\$1,050.00	\$1,100.00
Authorization to Construct Type VI	\$1,680.00	\$1,760.00
New Well Permit	\$315.00	\$330.00
Replacement Well Permit	\$315.00	\$330.00
Well Repair Permit	\$220.00	\$230.00
PVC Camera Inspection	\$105.00	\$110.00
Manufactured Home Park Permit	\$105.00	\$110.00
Manufactured Home Park Existing System Check	\$55.00	\$60.00
Existing System Check for Change in Use	\$55.00	\$60.00
Existing System Check for Plat	\$55.00	\$60.00
Bacterial H2O Sample	\$15.00	\$20.00

Chemical H2O Sample	\$25.00	No Change
Nitrate H2O Sample	\$25.00	No Change
Petroleum H2O Sample	\$30.00	\$50.00
Volatile Organic Compounds (VOC) H2O Sample	\$30.00	\$50.00
Pesticide H2O Sample	\$25.00	\$40.00
Tattoo Permit Application	\$150.00	\$160.00
Swimming Pool Permit Application (each pool)	\$100.00	\$105.00
Swimming Pool Plan Review	\$250.00	\$260.00
Restaurant Plan Review *	\$250.00	No Change
Temporary Food Establishment Permit Application*	\$75.00	No Change

Mr. Carroll stated that he did not want to go up a lot on water sample fees because there are a lot of folks in Alamance County who rent homes and may have problems with their water. He does not want to put it out of their ballpark to they would not be able to afford testing if they were having a problem. Mr. Carroll is recommending increasing the fees for petroleum and volatile organic samples to be more in line with what the state charges for the tests. The fees for the restaurant plan review and temporary food establishment permit are currently at the highest rate the state will allow.

A motion was made by Dr. Michael Blocker to approve the proposed 2012 – 2013 Environmental Health fees as presented. The motion was seconded by Dr. William Porfilio and was approved by the board unanimously.

VII. Personal Health Committee Update

Dr. Michael Blocker reviewed the minutes from the March 20, 2012, Personal Health Committee meeting.

Alamance County Board of Health

Personal Health Committee

The Personal Health Committee met on Tuesday, March 20, 2012, 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: Dr. Kary Dodd, Dr. William Porfilio and Mr. Kent Tapscott.

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

Call to Order

Mr. Kent Tapscott called the meeting to order at 6:05 pm.

WIC Update

Ms. Michele Herbek informed the committee that she has submitted her resignation effective April 20. She has accepted a position in New York and will be moving at the end of April. Ms. Herbek thanked Mr. Barry Bass for the opportunity he gave her to lead the WIC Program. She stated it had been challenging to deal with county administration. Ms. Herbek voiced her concern over the county's lack of follow-through in filling vacant positions, particularly the requested salary rates. The clerical supervisor/vendor monitor has been out on leave since January. Ms. Herbek learned this date that WIC is behind on monitoring seven vendors. Although there is a vendor monitoring assistant, due to the severe staff shortage, the assistant is unable to leave the office to conduct monitoring activities. Ms. Herbek stated that she had backed out of her President-Elect position with the North Carolina WIC Association. She has filled in to help clerical staff as much as possible by answering phones, returning calls and scheduling appointments.

Ms. Herbek provided the committee with the February 2012 WIC report.

WIC

Departmental Monthly Report

February 2012

Clinic Activities:

1044 Clinical Nutrition Contacts provided by Nutritionist

442 Hemoglobin's done in WIC

329 Nutrition Education lessons provided by WIC Clerical

Most recent report of dollar amount of WIC vouchers redeemed in Alamance County

302,304.76; Number Food Vouchers redeemed - 13049. Clinic show rate – 74% (839 appointments kept/1400 appointments scheduled; 198 patients seen from other Health Dept Clinics).

Clinic profile: 4520 or 98% of assigned caseload 4607

Racial Ethnic composition of caseload – White 33%, Black 28%, Hispanic 37%, <2% other/Asian/American Indian

Wellness Committee Meeting attended by Candace Jeffries on 2/2

National Nutrition Month preparation completed by Pandora Oliver

Grocery Store Bulletin board

Vendors monitored - 0

MNT - 1

Infant Feeding Class – 2/2, 2/16

Breastfeeding Peer Counselor caseload (BFPC) 471 by 2/29/12

Submitted by: Michele Herbek

Ms. Herbek discussed there are currently 27 vendors in Alamance County; she suggests when the county reaches 30 vendors, a separate Administrative Support Associate position be established with primary responsibility of vendor monitoring. For this fiscal year, WIC will likely return \$50,000 – \$60,000, which could have been used for personnel. Each position is key to the program's success. When any staff member is absent, some activities are not being performed and minimum standards are not being kept 100% of the time. 36% of the population served is Latino, therefore efforts have been made to employ bilingual staff. WIC currently has one bilingual employee who works for a temporary agency. Mr. Bass stated that WIC has a vacant interpreter position but Ms. Herbek does not want to go that route because her vision is that all staff become bilingual. Ms. Herbek stated that a bilingual breastfeeding peer counselor applied for and was selected for one of the vacant clerk positions; however, she eventually turned down the position due to salary. The salary offered to her was 18% higher than her current salary. It was discussed that the county does not currently recognize employees with bilingual skills with higher salary rates. Ms. Herbek stated that the WIC Program did order Rosetta Stone for staff to use for learning Spanish language; however, there was some technological issue but Ms. Herbek will look into this prior to her departure. Ms. Herbek commended the new Lead Clerk for stepping up and leading the team.

Mr. Tapscott thanked Ms. Herbek and requested she attend the April Board of Health meeting.

Personal Health Update

Ms. Gayle Shoffner reported that as of March 16, 2012, Alamance County has had 113 cases of Pertussis. Restrictions have been lifted on the Tdap vaccine, which boosts immunity for tetanus, diphtheria and pertussis, so staff are now giving this free of charge to the public. Specifically, Tdap is being targeted to anyone age 10 and older who has not already received the Tdap vaccine, especially women more than 20 weeks pregnant and caregivers of infants or anyone with compromised immune system. As of this date, staff have given more than 1,653 Tdap vaccinations, the majority have been given to individuals 45-64 years of age and 25-44 year olds. A mass Tdap clinic was conducted on March 2 at the Mebane Arts and Community Center, during which 210 vaccinations were provided. A Tdap clinic was held at Burlington Day School. Flu and Tdap vaccinations were offered at the homeless shelter. Tdap clinics have been held for school system staff in zones at Cummings High School, Southern Alamance High School and Western Alamance High School. Staff hope to hold Tdap clinics for staff and caregivers at several of the local large child care providers. Staff will provide Tdap at the March 24 Baby Fair at ARMC and on March 31 at the March of Dimes March for Babies event.

Ms. Shoffner provided statistic reports for Maternity, Women’s Health and STD Clinics:

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	240	430	104	24%	1	0%
Oct-11	225	414	96	23%	3	1%
Nov-11	230	415	93	22%	3	1%
Dec-11	229	461	96	21%	3	1%

** 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-12	222	412				
Feb-12	#	#	#		#	
Mar-12						
Apr-12						
May-12						
Jun-12						
Jul-12						
Aug-12						
Sep-12						
Oct-12						
Nov-12						
Dec-12						

** Hispanic & Asian client information now reflects number of visits and not unduplicated numbers;
percentage of total calculated using total visits
complete data not available at this time

Month/Year	Total Pts	MPW/C A	Sliding Scale		Third Party Insurance
			% Pay	NC	
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	240	173	17	45	5
Oct-11	225	158	19	41	7
Nov-11	230	167	16	37	10
Dec-11	229	157	20	42	10

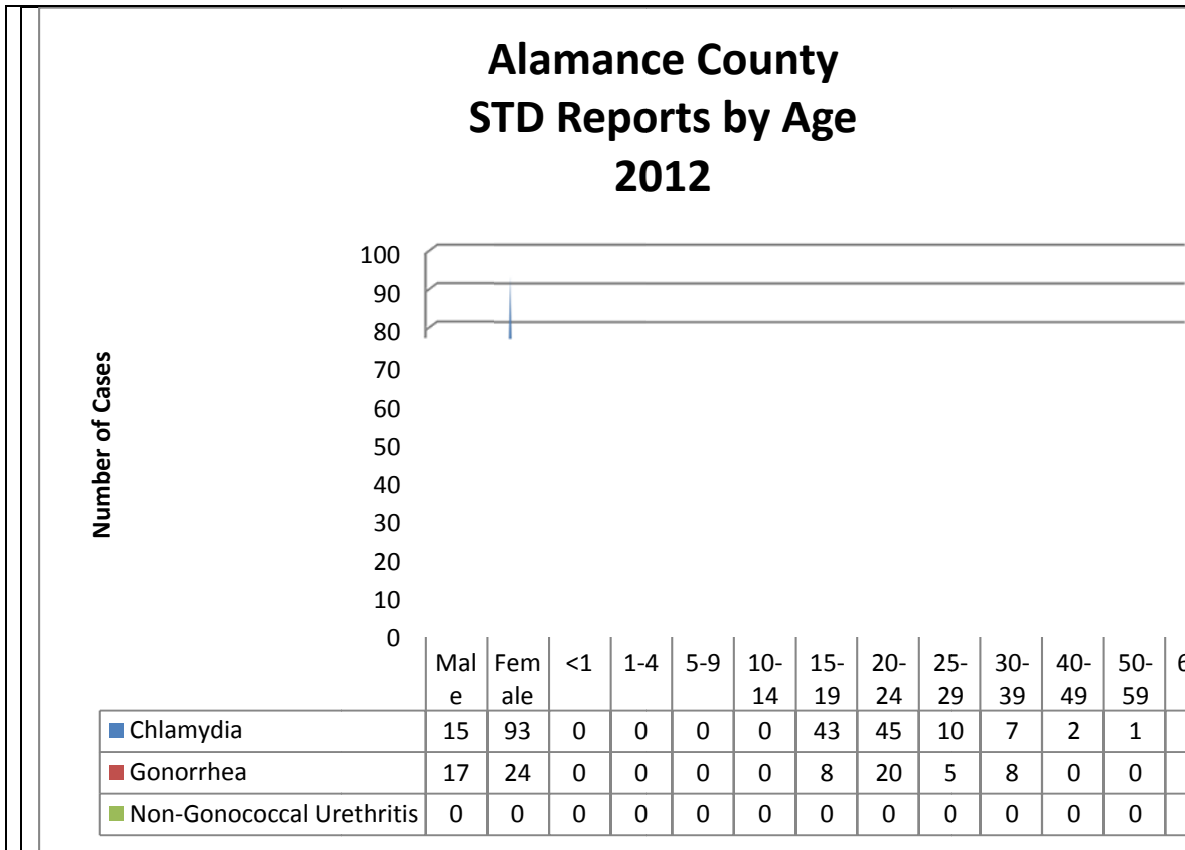
Sliding Scale Third

Month/Year	Total Pts	MPW/C A	% Pay	NC	Party Insurance
Jan-12	222	161	17	35	9
Feb-12	#	#	#	#	#
Mar-12					
Apr-12					
May-12					
Jun-12					
Jul-12					
Aug-12					
Sep-12					
Oct-12					
Nov-12					
Dec-12					

complete data not available at this time

Women's Health Clinic													
Month/Year	Total Visits Completed	Total Visits STD Clinic	STD visits by sex		STD visits by race & sex								
			Females	Males	Asian-F	Asian-M	Black-F	Black-M	Hispanic-F	Hispanic-M	White-F	White-M	Other
Jan-12	519	282											
Feb-12	470	277											
Mar-12													
Apr-12													
May-12													
Jun-12													
Jul-12													
Aug-12													
Sep-12													
Oct-12													
Nov-12													
Dec-12													
TOTAL					0	0	0	0	0	0	0	0	0

Pregnancy Test Clinic													
Month/Year	Total	PT's completed		All Positive PT's to receive care at ACHD				PT's completed under age 17					
		Negatives	Positives	Total	% of total Pos	Teens	Non-Teens	Total	Negatives	Positives			
Jan-12	94	13	81	31	33%	0	31	2	0	2			
Feb-12	79	8	71	35	44%	0	35	2	0	2			
Mar-12													
Apr-12													
May-12													
Jun-12													
Jul-12													
Aug-12													
Sep-12													
Oct-12													
Nov-12													
Dec-12													



Medical Director’s Update

Dr. Kathleen Shapley-Quinn discussed the median age of pertussis cases is 10 for confirmed and 9 for probable cases. All of the individuals less than 18 years of age who had had pertussis have been up-to-date on their vaccines. The state announced on this date that Tdap vaccine would be provided free throughout the state.

Dr. Shapley-Quinn discussed a proposal for a medical consultant to come in to the Health Department to report on ways to increase efficiencies. The proposal is for \$14,000 and is from a firm that Kernodle Clinic has used in the past. Dr. Shapley-Quinn stated that Christy Bradsher had spoken with Mike Lunsford with Kernodle Clinic and he is willing to review our practices and provide feedback. Dr. Shapley-Quinn also noted that the Medical Director’s job description states the Medical Director “plans, organized, and directs a comprehensive program of public health services” and so addressing efficiencies could come under the Medical Director’s duties if so determined by leadership. This would involve some decisions almost certainly unpopular to staff. Dr. Porfilio commented that it may be better, in that case, to hire outside consultants. Dr. Shapley-Quinn also stated that, prior to hiring a consultant, leadership should be prepared to strongly consider any recommendations made. A previous consulting team strongly recommended using medical assistants and LPNs to reduce costs but that, and

other recommendations, have not been implemented. It was discussed that private practices have more flexibility to charge patients for not showing. The Maternity Clinic has a 30% no-show rate and other clinics are higher. It is hard to create the right balance between the number of appointments offered in advance and through open access. The number of pre-booked appointments has been doubled to plan for patients not showing. Dr. Porfilio suggested going through charts for patients who have not been in for more than a year and calling them to schedule appointments. It was discussed that it is hard to find staff time to take on additional duties such as this. Dr. Shapley-Quinn stated that the Patient Flow Assessment from January 2011 showed the Women's Health Clinic clerical staff almost always has completed patient duties for patients in clinic by 3:00 pm, therefore these staff could do at least some of these tasks after 3:00. It was also discussed that it is hard for Residents from local Schools of Medicine to help alleviate patient loads due to the requirement from Medicaid that staff providers also see the patients and sign off on charts.

Dr. Shapley-Quinn and Ms. Shoffner noted that several Alamance County EMS Paramedics assisted with several Tdap clinics and did a wonderful job. This helped the Health Department keep more RNs at clinic to see patients and prevented blocking appointments. The Health Department is thankful for EMS's assistance.

Adjournment

With no further business, the meeting adjourned at 7:24 pm.

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

Mr. Bass stated the agency had looked at the possibility of paying for a consultant to come in and do an evaluation of services and patient flow. At this time the agency will not enter into an agreement with this consultant due to budgetary constraints. Several state consultants are willing to evaluate and provide suggestions and options to improve patient flow and efficiency. This is a process so the consultants with the State will come in and have them do their assessment but certainly this is part of our total quality improvement initiative, looking at services offered, how they are rendered and if they are being provided efficiently.

VIII. Personal Health Update

Ms. Gayle Shoffner summarized Tdap clinics held thus far. Since March 2nd, Alamance County Health Department (ACHD) staff has provided community and ABSS school clinics, child care, health fair and community outreach efforts: 210 vaccinations were given at the mass community clinic held in Mebane; 281

vaccinations were administered to school employees and families at Cummings High, 167 at Southern High and 128 at Western High. Staff also provided Tdap clinics at four large area child care facilities, the homeless shelter, a health fair at Burlington Day School, the Baby Fair at ARMC, the March for Babies event at Alamance Crossing, and a staff clinic for the Alamance ENT practice. Since February 16, a total of 2,170 Tdap vaccines have been given, in clinics and off-site. Flyers and posters promoting the free Tdap vaccine have been distributed for ARMC to use on the Mother/Baby Unit. A free Tdap clinic will be offered at Southern Middle School's Sixth Grade orientation on April 23. Alamance County jail staff will receive the vaccine, as well as staff of Burlington Manor. Twin Lakes will host a POD for staff, families and residents.

Ms. Shoffner reported that staff continue to monitor clinic statistics and open access schedules for efficiencies and needed improvements. Staff are also monitoring and keeping a log of unavailable appointment needs as reported by appointment schedulers. This information will be used for improvement changes in schedules.

Ms. Shoffner stated that Labcorp recently underwent changes to their printing system for some test results and encountered a few problems. Labcorp staff have worked closely with ACHD staff for a resolution.

IX. New Business

A. Request for Approval of New Procedure and Associated Fee Dental Clinic

Mr. Bass presented a request for approval of new procedures and associated fees for the Children's Dental Health Clinic.



ALAMANCE COUNTY

Health Department

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Joseph B. Bass, Jr., MSW
Health Director

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

MEMO TO: Alamance County Board of Health Members

FROM: Joseph B. Bass, Jr., Health Director

DATE: April 12, 2012

SUBJECT: Request to Approve New Procedure and Associated Fees

The Children’s Dental Health Center would like to add new procedures to our elective dental treatment list. Since the inception of the Dental Clinic we have referred our adolescent patients needing 3rd molar extractions to Private Practicing Oral Surgeons or UNC School of Dentistry. We now have a Dentist that is working with us that would like to perform less invasive surgical procedures. We view this as an opportunity to provide efficient and adequate care to our patients. Each procedure will be billed as a flat rate. Fees will not slide based on the NC Federal Poverty Level Scale. Medicaid and private insurance will be billed accordingly.

<u>ADA Code</u>	<u>Procedure</u>	<u>Medicaid Rate</u>	<u>Fee</u>
D7220	Extraction-impacted/soft tissue	\$113.00	\$125.00
D7230	Extraction-impacted/part. Bony	\$173.00	\$188.00
D7240	Extraction-impacted/compl. Bony	\$202.50	\$225.00
D7960	Frenectomy	\$185.22	\$210.00
D7310	Alveoloplasty w/extract/quad	\$102.93	\$125.00
D7311	Alveoloplasty w/ext 1-3 quad	\$100.80	\$125.00
D7320	Alveoloplasty w/o ext/quad	\$150.18	\$165.00



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Mr. Bass explained that the Dental Clinic has a Dentist working on contract who has the ability to perform third molar extractions as well as other procedures listed. These would be new procedures for the Dental Clinic as well as the proposed fees that coincide with them. The clinic has been referring patients to other providers, so allowing these procedures would provide a service to our patients.

Mr. Bass also explained that the Dentist I position is in the reclassification process to hopefully be classified as a Dentist II which would allow for recruitment of a qualified candidate within an appropriate salary range.

Dr. Michael Blocker questioned the fees listed and how they were set. He suggested looking at the private insurance allowable reimbursement amounts

for these procedures and setting fees based on that rather than the Medicaid rate so that the Dental Clinic is able to capture all the money the insurance companies are willing to give. Mr. Bass explained that the Dental Clinic sees patients who do not have insurance and they pay on a sliding scale. These fees would affect those clients who pay out of pocket. Dental Clinic patients do not slide to zero; they have a minimum fee of \$30. A suggestion was to make a sliding scale for these procedures that would start at the established fee, which would be the private insurance rate, and stop at the Medicaid rate, so the minimum amount for these procedures would be the Medicaid rate. Ms. Elliott stated that, according to the Dental Clinic Office Manager, these fees will not slide because they are considered elective and are more invasive. Providing these procedures at the Dental Clinic allows the public an opportunity to get the service at a cheaper rate than with private providers. It was decided that a representative from the Dental Clinic should attend the Committee meetings in May to present additional information and answer any questions Board Members may have. The Board decided to vote on the proposed fees contingent upon clarification from Dental Clinic staff. Ms. Kathleen Colville stated that she would like to know what percentage of clients have private insurance, the difference between an insurance top rate and Medicaid rate and whether or not the difference between the two is worth establishing a higher fee. Dr. Dodd stated the only problem he would have with this is making sure the dentist does not get in over his head with an extraction that should be referred out to an oral surgeon. He stated that he felt the dentist would only provide this service to patients he feels confident with. Ms. Colville inquired that if oral surgeons charge much more than these recommended fees and a patient slides down to \$20, would it be worth the volume of patients for the increased number of patients who slide down to the minimum.

A motion was made by Dr. Michael Blocker to add these procedures to the dental clinic conditional to getting more information regarding the percentage of people that would be insured, the amount that they would get from a representative insured payer, such as Blue Cross Blue Shield, and an explanation of why they would not want a sliding scale going from their set fee as the minimum to the Blue Cross Blue Shield rate as the maximum. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

B. Request for Approval of the Proposed Quality Improvement Plan

Mr. Bass presented the Board with recommended changes to the Quality Improvement Plan. Ms. Kathy Brooks is the Quality Officer who is overseeing this process. The original plan was approved in 2006; the recommended

changes are trying to refine the plan to make sure it aligns with where the agency is today and along with the desired improvements as part of the Quality Improvement initiative.

A motion was made by Dr. Michael Blocker to approve the Quality Improvement Plan as presented. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.

X. Medical Director's Report

Dr. Kathleen Shapley-Quinn reported that, as of April 12, 2012, Alamance County has had 129 total cases of pertussis; 62 of those were confirmed and 67 were probable. Only five children less than one year of age have been diagnosed with pertussis and there have been no deaths resulting from this outbreak. Dr. Shapley-Quinn explained that the epidemiology has remained unchanged. The median age is 9 years with those between 6 and 11 years of age being the most affected. There have been no new reported cases since April 12. Dr. Shapley-Quinn stated that one good thing to come from this outbreak is the increased immunization efforts throughout the community. Board members inquired why there were so many cases in children who were up-to-date on immunizations. Dr. Shapley-Quinn explained that pertussis is given in a series of vaccines. When 4 and 5 year olds are fully immunized, they are about 99% immunized, but over the next five years, it decreases to 71% effectiveness. At that point, kids get a booster as rising Sixth Graders. There was a vaccine that was believed to be more effective that was used up until about 20 years ago in the United States, but it caused more side-effects. The current vaccine is probably a little less effective. The message now is to get a vaccine to make you less sick, not for prevention. It was discussed that, unless they have a medical or religious exemption, all children should have the diphtheria, tetanus and pertussis vaccines as well as other vaccines in order to enter school. One variation now is, because of this outbreak across the state of North Carolina, Tdap is being given to 10 year old children, instead of waiting until age 11 and 12.

Dr. Shapley-Quinn stated that the flu season has been mild this year. 121 cases have been reported: 42 were AH1N1; 75 AH3N3; 4 were B. Flu vaccines are still being given, but the hope is it will remain a mild flu season.

XI. Health Director's Report

Mr. Barry Bass invited Board Members to attend a town meeting hosted by the Alamance County Youth Advisor Council looking at the issue of underage drinking. The meeting will be held at May Memorial Library on May 3 from 6:00

until 7:30. The presenter is going to be Dylan Mulrooney-Jones who is the head of the preventive underage drinking coordinator in North Carolina. Ms. Colville stated that she had attended this meeting several years ago and it was really powerful. Teenagers provide their thoughts about alcohol and why their peers do this. Ms. Amanda Marvin coordinates this group.

Mr. Bass also invited Board Members to the Public Health Month free movie event on Thursday, April 19, from 6:30 until 9:00. May Memorial Library is hosting a screening of the movie, *Contagion*. Following the movie, Dr. Shapley-Quinn will lead a discussion about how things play out in the movie as compared to reality.

Mr. Bass provided the board with a budget update. Staff have not received a salary increase since July 2008. The County Manager is proposing a 2% cost of living increase. Department Heads had to make a 2% cut in their budget proposal to fund the 2% salary increase. All personnel and capital requests were cut from the proposed budget as well. The Health Department's designated fund balance is more than one million dollars. Mr. Bass was unsure how much the county will use of this balance by year end on June 30. As part of the Health Department's 2% cut, several positions were temporarily frozen and \$100,000 was provided from the fund balance.

Mr. Bass stated he has been very involved in the Community Transformation Grant, This grant is how the federal government is restructuring how agencies do business on the local level. Mr. Bass reminded the Board that the agency used to receive health promotion and disease prevention money. All of that preventative block grant has gone away so now they are structuring it in a similar way as Project LAUNCH. There is going to nine counties with one regional coordinator, who will likely be based out of Greensboro. All the employees will be hired under Guilford County. The fiduciary agent is Person County. Two other positions will likely be hired as well: one dealing with tobacco and tobacco policy and the other dealing with healthy eating, reducing incidents of obesity, putting up farmer's markets and co-ops and other ways of bringing fresh food for people to change dietary habits. Instead of sending each county \$20,000, they will send \$400,000 to be split among the region.

Mr. Bass updated the Board on the Project LAUNCH grant. He and Ms. Martha Kaufman, Local Child Wellness Coordinator, are in the process of changing the project's evaluator from UNC-G to Duke. Duke has been doing the evaluation piece for the System of Care without any problems. They are ready to begin implementation of LAUNCH by working with primary care practices Charles Drew Health Clinic and Burlington Pediatrics. These sites will have an early childhood mental health specialist and family partner on-site. The evaluation piece has been budgeted at \$114,852 from November through September. Mr. Bass commended Ms. Kaufman as well as Ms. Ann Meletzke, Mr. Gary Ander and Ms. Linda Jones for their work and partnership in this initiative.

Mr. Bass informed the Board that he was approved to be among the six people who will be going Orlando in July to present the System of Care Grant to their transitions group at a national conference. Mr. Bass will be presenting a part regarding Project LAUNCH.

XII. Old Business

No Old Business was discussed.

XIII. Other

No other business was discussed.

XIV. Adjournment

With no further action or discussion, the meeting adjourned at 7:46 pm.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Donald Courtney, Chair

Mr. Joseph B. Bass, Jr., Secretary