

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

June 19, 2012

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, June 19, 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, Ms. Terri Craver, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, Ms. Stacie Saunders 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 April 17, 2012, Board of Health Minutes

A motion was made by Dr. Michael Blocker to approve the April 17, 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. Personnel Report

Ms. Elliott introduced Ms. Stacie Saunders. Ms. Saunders began employment as Public Health Educator III on June 1, 2012.

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

PERSONNEL UPDATE***New Hires / Transfers / Resignations:***

- Matt Smothers began employment as Computing Support Technician II, replacing Karen Schwabrow, on May 14, 2012.
- Stacie Saunders began employment as Public Health Educator III (Health Education Supervisor / PIO), replacing Eric Nickens, on June 1, 2012.
- Janna Elliott was transferred to Administrative Officer I, replacing Christy Bradsher, on June 1, 2012.
- Ann Meletzke will begin employment as Human Services Planner / Evaluator II – Project LAUNCH Program Manager on June 29, 2012.

Recruiting to fill the following positions:

- Community Health Technician – CNA, replacing Lisa Miles (appointment pending)
- Processing Assistant III – WIC, replacing Maria Oakley (appointment pending)
- Processing Assistant III – WIC, replacing Debra Lovelace (appointment pending)
- Nutrition Program Director I, replacing Michele Herbek (appointment pending)
- Community Health Assistant – Breastfeeding Peer Counselor, replacing Courtnie Carter (conducting interviews)
- Public Health Nurse II – Case Management Coordinator, replacing Connie Alfano (appointment pending)

Vacant positions:

- Dentist I, replacing Roberta Osborn (requesting reclassification to Dentist II level – awaiting OSP approval)
- 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 July 2013)
- 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)
- Administrative Assistant II, replacing Janna Elliott (rewriting job description)

B. Budget Amendments and Transfers

Ms. Elliott presented budget amendment 26 to the Board for consideration.

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	26		DEPT. NAME:	Health
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
Expenditures:				
110-5110-120	Salaries and Wages	15,235.00	15,235.00	15,235.00
110-5110-180	Fringe Benefits	3,575.00	3,575.00	3,575.00
110-5110-186	Workers' Compensation	300.00	300.00	300.00
110-5110-608	Project LAUNCH Grant	130,890.00	130,890.00	130,890.00
Revenue:				
310-3511-208	Project LAUNCH Grant	150,000.00	150,000.00	150,000.00
Explanation:	The Alamance County Health Department was allocated \$730,568 by the N. C. Department of Public Health to implement the Project LAUNCH Grant for the period 11/1/11 – 5/31/12. On December 19, 2011, County Budget Revision No. 73 was approved by the County Commissioners for \$132,000. An additional amendment is needed to cover expenditures through June 2012.			

A motion was made by Dr. Michael Blocker to approve the Health, WIC and Dental budget amendments and transfers 26 for FY 2011-2012. The motion was seconded by Ms. Kathleen Colville and was approved by the board unanimously.

V. Environmental Health Committee Update

Ms. Kathleen Colville reviewed the minutes from the May 15, 2012, Environmental Health Committee meeting.

Ms. Terri Craver updated the Board on the situation regarding the homeowner with the failing septic system. The soil was deemed unsuitable by an independent soil scientist; as of this date, no Environmental Health staff members have visited the site to make a determination of soil suitability. He has contacted Senator Gunn to try to change legislation regarding onsite waste water permits and systems relating to repairs of existing systems. Ms. Craver stated she met with the gentleman on this date and helped him understand the rules and why a repair

would not likely be possible. The gentleman voiced understanding and assured Ms. Craver if he pursued this further, he would have Senator Gunn present so Senator Gunn could hear the full explanation of the rules.

VI. Environmental Health Update

Ms. Craver informed the Board that Environmental Health is hosting a volunteer from Meredith College for the summer. She is a rising senior and is trying to figure out what she wants to do in life. She is shadowing staff to learn what they do; she will also do the daily entry for risk-based restaurants.

Ms. Craver stated that improvements at the Environmental Health building are almost complete. It was decided that the September Environmental Health Committee Meeting will be held in the Environmental Health Conference Room.

VII. Personal Health Committee Update

Dr. Michael Blocker reviewed the minutes from the May 15, 2012, Personal Health Committee meeting.

VIII. Personal Health Update

Ms. Gayle Shoffner stated that staff continue to monitor clinic statistics and volume and are in consultation with regional and state nurse consultants for improved clinic efficiencies and patient services.

Ms. Shoffner reported that based on the recent information obtained from internal monitoring of the open access appointment system, slight changes were made allowing schedulers increased flexibility for appointment usage. This will result in improved access to the public.

Ms. Shoffner discussed that Ms. Jodi Reber, the Regional Communicable Disease Nurse Consultant, was onsite this month performing an assessment of the STD portion of the NCEDSS electronic reporting system. She also reviewed and provided guidance for updating written protocols. This visit went very well.

Ms. Shoffner informed the board that the case management staff continues to provide outreach and in-services opportunities to community agencies regarding the available case management services to pregnant women and children ages 0-5. Referrals from outside providers are increasing and case management services are very busy.

IX. Medical Director's Report

Dr. Shapley-Quinn had nothing to report.

X. Health Director's Report

Mr. Barry Bass invited Board Members to attend the Employee Appreciation Cookout to be held on July 12th from 11:30 – 1:30. The Management Team is hosting and cooking for this event to show appreciation to staff for their hard work. Mr. Bass reminded the Board that the county has not been able to provide salary increases for staff since July 2008.

Mr. Bass discussed the proposed Resolution Supporting the Development of Fixed Public Transit in Burlington sponsored by the Children's Executive Oversight Committee (CEOC). Mr. Bass explained that the CEOC is made up of executives and directors throughout Alamance County. The issue of public transit was brought to the CEOC by Friends of Sustainable Transportation. Riders of the Elon Bio-bus are 60% public and 40% Elon students. Mr. Bass shared that the agency has a budget line item for transportation to assist patients in getting to appointments. DSS spends more than \$700,000 per year in transportation assistance to their clients. Ms. Colville inquired about how much the agency budgets for transportation.

Mr. Bass reported that he attended the Board of Commissioners' meeting held on June 18, 2012. The County Manager presented his budget based on the June 6 meeting, during which the Commissioners voted to leave the property tax rate at \$0.52 per \$100. County employees will not receive a pay increase, but they will not have to take mandatory furlough days. Employees will also receive five bonus vacation days. Two positions from the agency have been frozen for the 2012 – 2013 fiscal year: the Human Services Planner/Evaluator II position and the Public Health Nurse I (50%) position. Other positions that were previously frozen will be unfrozen on July 1, 2012.

Mr. Bass informed the Board that Senate Bill 433 passed on this date in the senate. This is the bill which will allow counties to abolish the Board of Health and Board of Social Services and form a Human Services entity. In a conversation Mr. Bass had with the County Manager on this date, Mr. Honeycutt stated that he did not want to make changes to the county's Human Services at this time. Mr. Bass explained the bill's history to the board. He also discussed the proposed make-up of a Human Services Board; currently Boards of Health are non-political, but a Human Services Board would likely be more political. It was discussed how Environmental Health staff often use best judgment and could be told how to make a judgment.

XI. Old Business

No old business was discussed.

XII. New Business

A. Review and Request for Approval of Proposed Changes to Fee Policy

Mr. Bass presented changes to the Fee Policy. Both the Personal Health and Environmental Health Committees reviewed proposed changes during their May meetings without any additional recommendations for change.

A motion was made by Mr. Kent Tapscott to approve the Fee Policy as presented. The motion was seconded by Dr. Michael Blocker and approved unanimously by the board.

B. Review and Request for Approval of Proposed Changes to HIPAA Workforce Designation Policy

Mr. Bass presented suggested changes to the HIPAA Workforce Designation Policy. Changes were made to the policy based on a recommendation from the Accreditation site visit team to include more than Personal Health Staff. A very lengthy discussion ensued regarding who this policy pertains to, if it should list positions in greater detail and if it includes Board of Health members.

Board Members want to be sure they address concerns expressed by the Accreditation site visit team by ensuring Environmental Health staff are included in this policy. They also want to ensure Board of Health members are included as well as all administrative staff for access to and keeping HIPAA protected information confidential.

Health Department staff will gather additional information and present a newly revised policy at a future meeting.

C. Request for Approval of Proposed Fees for Fiscal Year 2012 – 2013

Ms. Elliott and Mr. Bass presented Board Members with a schedule outlining current and proposed fees illustrating 5% and 10% increases to current fees. The schedule also included costs to perform services as determined through the Medicaid Random Moment Time Reporting and Cost Study. Board members inquired about actual costs to provide services and how those numbers are determined. Discussion also included questions about the

Medicaid Cost Settlement, how the annual settlement is determined and why the Health Department gets this settlement. Members inquired about how the sliding scale works and how much is being collected from percent pay patients. Members also expressed concern about ensuring vital services such as vaccines and birth control are provided to patients regardless of ability to pay.

A motion was made by Dr. Donald Courtney to approve a 5% fee increase as presented and reassess in six months. The motion was seconded by Mr. Kent Tapscott and approved by a seven to one vote.

XIII. Other

Dr. Courtney requested that all members of the Board be prepared to conduct Mr. Bass' performance evaluation during the August Board of Health meeting.

XIV. Adjournment

With no further action or discussion, the meeting adjourned at 8:29 pm.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Donald Courtney, Chair

Mr. Joseph B. Bass, Jr., Secretary