

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

October 16, 2012

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, October 16, 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; Ms. Kathleen Colville; Dr. Kary Dodd; Ms. Linda Massey; Dr. William Porfilio; and Mr. Michael Venable.

The following staff members were present: Mr. Barry Bass, Ms. Terri Craver, Dr. Kathleen Shapley-Quinn, Ms. Martha Kaufman, Ms. Ann Meletzke and Ms. Janna Elliott.

The following guests were present: Mr. Mark Wilburn, General Contractor; Mr. Chris Lavender, *Times News*.

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

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

#### **II. Public Comments**

No public comments were made.

#### **III. Project LAUNCH Report**

Ms. Martha Kaufman and Ms. Ann Meletzke provided the Board with an overview of the Project LAUNCH (Linking Actions with Unmet Needs in Child Health) grant program.

#### **IV. Approval of the June 19, 2012, Board of Health Minutes**

***A motion was made by Mr. Michael Venable to approve the June 19, 2012, Board of Health minutes. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.***

**V. Fee Assessment Query**

Mr. Mark Wilburn addressed the Board to request they review the on-site wastewater fee/permitting policy. Mr. Wilburn presented a scenario in which a homeowner applied for an improvement permit for a three bedroom home. In the scenario, the homeowner paid the \$220 application fee and Environmental Health Specialists visited the site to approve or deny the permit. Upon site evaluation, Environmental Health staff denied the permit for a three bedroom home because the soil area was not large enough to support a three bedroom home (the soil area is large enough to support a two bedroom home).

The homeowner would then be required to complete another application for an improvement permit and pay an additional \$220 to build a two bedroom home. Mr. Wilburn voiced concerns that the second \$220 is over-charging because the work had already been completed and no additional site visit was necessary.

Ms. Terri Craver responded in stating that the actual situation in question happened differently. Mr. Wilburn did complete the permit for a three bedroom home; it was not denied. Environmental Health Specialists found two nonadjacent soil areas that together are suitable for a drain field to support a three bedroom home (the two soil areas together will actually support a 4 bedroom home).

Upon finding out about the extra suitable soil, the homeowner changed his mind and applied for an improvement permit for two homes, both two bedrooms. Mr. Wilburn completed the additional paperwork and paid the additional application fees, \$440 (2 x \$220). The permit for the three bedroom home was revoked and permits were then issued for two, two bedroom homes.

Mr. Wilburn requested the Board of Health consider reviewing and revising the permitting fee policy. Board members discussed this at length to obtain a better understanding of the situations and policy involved.

***A motion was made by Dr. William Porfilio to review the policy. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.***

**VI. Administrative Reports****A. Personnel Report**

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

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

- Carol Wood transferred into the Public Health Nurse II – Case Management Coordinator position, replacing Connie Alfano, effective July 2, 2012.
- Dr. James Fetner began employment as Dentist II, replacing Roberta Osborn, effective July 9, 2012.
- Brenda Walters began employment as Processing Assistant III – Finance Clerk, replacing Traci Dodd, effective July 9, 2012.
- Christy Poovey began employment as Processing Assistant III – WIC Clerk, replacing Maria Oakley, effective July 9, 2012.
- Judy Morales began employment as Community Health Assistant – BFPC, replacing Courtnie Carter, effective July 11, 2012.
- Sandra Palma began employment as Processing Assistant III – WIC Lab, replacing Debra Lovelace, effective July 17, 2012.
- Matt Smothers resigned from his position as Computing Support Technician II due to another employment opportunity effective July 20, 2012.
- Kristi Williams resigned from her position as Processing Assistant III – Dental Clinic due to another employment opportunity effective July 27, 2012.
- Teresa Edwards resigned from her position as Social Worker II to explore other employment opportunities effective July 31, 2012.
- Jack Fessler retired from his position as Processing Assistant III effective July 31, 2012.
- Kathy Brooks resigned from her position as Quality Assurance Officer due to another employment opportunity effective August 3, 2012.
- Nicole Alston transferred into the Nutrition Program Director I position, replacing Michele Herbek, effective August 6, 2012.
- Mandy Toler began employment as Community Health Technician, replacing Lisa Miles, effective August 6, 2012.
- Dawn Green resigned from her position as Public Health Nurse I (50%) effective September 27, 2012.
- Karen Schwabrow began employment as Computing Support Technician II, replacing Matt Smothers, on October 1, 2012.
- Michele Turbeville began employment as Processing Assistant III – Dental Clinic, replacing Kristi Williams, on October 2, 2012.
- Cherae Gardner resigned from her position as Public Health Nurse I due to another employment opportunity effective October 12, 2012.
- Judy Morales is resigning from her position as Community Health Assistant – BFPC due to another employment opportunity effective October 26, 2012.

***Recruiting to fill the following positions:***

- Nutritionist III, replacing Nicole Alston (appointment pending)
- Community Health Assistant – Breastfeeding Peer Counselor, replacing Judy Morales
- Administrative Assistant II, replacing Janna Elliott
- Social Worker II, replacing Teresa Edwards (job description rewritten; re-announcing vacancy)

***Vacant positions:***

- Licensed Clinical Social Worker, replacing Mary White (frozen until December 2012)
- Public Health Nursing Director III, replacing Debra Garrett (rewritten job description being reviewed by OSP)
- 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)
- Human Services Planner / Evaluator II, replacing Stacie Saunders (frozen until July 2013)
- Quality Assurance Officer, replacing Kathy Brooks (rewriting job description)
- Public Health Nurse I (50%), replacing Dawn Green
- Public Health Nurse I, replacing Cherae Gardner

**B. Budget Amendments and Transfers**

Ms. Elliott provided Board Members with an explanation of the Medicaid cost settlement.

Ms. Elliott presented budget amendments 1 - 3 to the Board for consideration.

BUDGET		TRIAL	STATE	COUNTY
ACCOUNT CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	1	-	-	DEPT. NAME: Health
STATE BUDGET:	830	-	-	TRANSFER:
		-	-	AMENDMENT: X
<b>Expenditures:</b>				
110-5110-630	Asthma Grant	1,100.00	1,100.00	1,100.00
<b>Revenue:</b>				
310-3511-330	Asthma Grant	1,100.00	1,100.00	1,100.00
<b>Explanation:</b> ACHD was allocated \$1,100 by DPH for continued implementation of the Enhancing Local Asthma Efforts Program for the period of 06/01/2012 - 08/31/2012				
BUDGET		TRIAL	STATE	COUNTY
ACCOUNT CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	2	-	-	DEPT. NAME: Health
STATE BUDGET:	811	-	-	TRANSFER:
		-	-	AMENDMENT: X
<b>Expenditures:</b>				
110-5110-635	LTN FP Outreach Grant	50,000.00	50,000.00	50,000.00
<b>Revenue:</b>				
310-3511-335	LTN FP Outreach Grant	50,000.00	50,000.00	50,000.00
<b>Explanation:</b> ACHD was allocated \$50,000 by DPH for continued implementation of the Title X Program for the period 06/01/12 - 05/31/13.				
BUDGET		TRIAL	STATE	COUNTY
ACCOUNT CODE	DESCRIPTION	BALANCE	BUDGET	BUDGET
REVISION #	3	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER:
		-	-	AMENDMENT: X

<b>Expenditures:</b>				
110-5110-(TBA)	BCBS of NC Foundation GRANT	4,000.00	0.00	4,000.00
<b>Revenue:</b>				
310-3511-(TBA)	BCBS of NC Foundation GRANT	4,000.00	0.00	4,000.00
<p>ACHD was awarded \$4,000 by the Blue Cross Blue Shield of North Carolina Foundation for implementation of the "Alamance County Customer Service Quality Improvement Project" for the 2012-2013 Fiscal Year. As part of our Performance Management and Performance Based Budgeting Goals, we intend to use the awarded funds to provide customer service training to all staff as well as leadership training for all supervisors and management staff.</p>				
<b>Explanation:</b>				

***A motion was made by Mr. Michael Venable to approve the Health, WIC and Dental budget amendments and transfers 1 - 3 for FY 2012-2013. The motion was seconded by Dr. William Porfilio and was approved by the board unanimously.***

## **VII. Environmental Health Committee Update**

Ms. Kathleen Colville reviewed the minutes from the September 18, 2012, Environmental Health Committee meeting.

## **VIII. Environmental Health Update**

Ms. Terri Craver discussed that 61 individuals from local restaurants are signed up to attend a seminar on October 17, 2012, that will inform them on the changes in the new food code. A second seminar will be held in November for School Food Service Staff. Mr. Bass thanked the Times-News for their recent articles concerning changes in the food code.

Ms. Craver reported that Environmental Health will be sponsoring a Rabies Clinic on November 3, 2012, from 9:00 am until 1:00 pm for \$5.00 per cat or dog. Some local veterinary offices will be holding clinics in their offices November 5-10.

Ms. Craver stated that there are 3 additional children being screened for lead poisoning. Investigations have resulted in to two properties being abandoned, one clearance and three investigations are pending.

**IX. Personal Health Committee Update**

Mr. Kent Tapscott reviewed the minutes from the September 18, 2012, Personal Health Committee meeting.

**X. Personal Health Update**

Dr. Kathleen Shapley-Quinn provided the Personal Health Update in Ms. Gayle Shoffner's absence.

Dr. Shapley-Quinn stated that staff is continuing to provide Tdap vaccine for free on a walk-in basis. The Immunization Branch has notified staff that effective October 1, 2012, changes will go into effect regarding the state supplied vaccines. Staff will continue to distribute the Tdap free of charge until the supply runs out. There are approximately 200 doses left.

Dr. Shapley-Quinn reported that staff is continuing to meet with the State Child Health Nurse Consultant to discuss clinic changes. The staff is committed to making system changes by improving efficiencies and planning to move forward with implementing a general nurse clinic for nurse only visits. This effort is an attempt to decrease the costs associated with our provider clinics.

Dr. Shapley-Quinn noted that staff will review another vender demo for Electronic Medical Records on October 23.

**XI. Medical Director's Report**

Dr. Shapley-Quinn provided an update on the Pertussis outbreak. There have not been any new cases since August. ACHD has been recognized for its outstanding response during this public health event. Dr. Shapley-Quinn has given a presentation and Ms. Ayo White and Ms. Christie Sykes presented a poster board, for which an award was given, illustrating the event. Ms. White and Ms. Sykes also presented at the NCPHA Annual Educational Conference.

Dr. Shapley-Quinn reported that there are no known cases of fungal-meningitis in Alamance County from the New England Compounding Center that has distributed many drugs across the country. Methylprednisolone acetate was initially suspected to be the only drug causing disease. As of October 15, 2012, 15 people had died, 214 people have been infected, most with meningitis, but two with joint infections. The primary pathogen is *Exserohilum rostratum*. A patient who received a triamcinolone acetonide injection with medication from the same pharmacy may have meningitis. Two transplant patients also received

cardioplegic solution for cardiac surgery and have acquired *Aspergillus fumigatus* infection, from meds compounded at NECC.

## **XII. Health Director's Report**

Mr. Barry Bass reported that Dr. Teme Levbarg called him last week about interest in participating in the NALBOH sponsored NC Community Guide Mentorship Program that provides training to a Board of Health member and the Health Director to work with another Board of Health. For participation, ACHD would receive \$1,500. Ms. Colville has agreed to participate in the training.

***A motion was made by Mr. Kent Tapscott to approve Mr. Bass' and Ms. Colville's participation in the NALBOH NC Community Guide Training. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.***

## **XIII. Old Business**

### **A. Review of By-Laws of Alamance County Board of Health**

Mr. Bass presented the By-Laws of the Alamance County Board of Health for review.

### **B. Review of Operating Procedures of the Alamance County Board of Health**

Mr. Bass presented the Operating Procedures of the Alamance County Board of Health for review.

***A motion was made by Ms. Linda Massey to assign review of By-Laws and Operating Procedures to sub-committees. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.***

The Environmental Health Committee will review the Operating Procedures and the Personal Health Committee will review the By-Laws. Recommendations for approval or changes will be presented at the December Board of Health meeting.

## **XIV. New Business**

### **C. Request for Approval of Proposed Fees (Flu) for Fiscal Year 2012 - 2013**

Mr. Bass presented a request to increase the fee for seasonal flu vaccine from \$20.00 to \$25.00. It was discussed that most pharmacies are charging \$25.00 and other local Health Departments are charging about the same fee.

***A motion was made by Mr. Kent Tapscott to approve the Fee Request as presented. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.***

**XV. Other**

No other business was discussed.

**XVI. Closed Session**

***The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 8:43 p.m. on a motion by Dr. William Porfilio for the purpose of discussing a personnel issue. The motion was seconded by Mr. Kent Tapscott.***

***The closed session adjourned into open session at 9:17 p.m. on a motion by Ms. Linda Massey and second by Dr. Kary Dodd.***

Dr. Courtney announced that a personnel matter, the health director's annual performance review, was conducted during the closed session.

**XVII. Adjournment**

With no further action or discussion, the meeting adjourned at 9:18 pm.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Dr. Donald Courtney, Chair

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Mr. Joseph B. Bass, Jr., Secretary