

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

December 18, 2012

The Alamance County Board of Health met at 6:00 p.m. on Tuesday, December 18, 2012, in the Educational Rooms A and B 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; Ms. Linda Massey; and Ms. Lynda Puckett.

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

The following guests were present: Mr. Marcus White, Ms. Susan Osborne.

I. Call to Order and Introductions

Board of Health Chairman, Dr. Donald Courtney, called the meeting to order at 6:06 pm. Dr. Michael Blocker offered a blessing for the meal. Those in attendance introduced themselves.

II. Approval of the October 16, 2012, Board of Health Minutes

A motion was made by Dr. Michael Blocker to approve the October 16, 2012, Board of Health minutes. The motion was seconded by Ms. Linda Massey and approved unanimously by the board.

III. Public Comments

No public comments were made.

IV. Recognition of 2012 Board of Health and Health Director Award Recipients

Ms. Linda Massey presented the 2012 Public Health Partnership Award to the Alamance Alliance for Children and Families. Ms. Susan Osborne accepted the award on the Alliance's behalf.

Ms. Massey also presented the 2012 Employee of the Year Award to both Ms. Christie Sykes and Ms. Ayo White for their outstanding work during the 2011-2012 Pertussis Outbreak.

Dr. Donald Courtney presented Dr. Michael Blocker with a plaque recognizing his nine years of service as member, Vice Chairman and Chairman of the Board of Health.

Mr. Barry Bass presented the 2012 Health Director's You Can Count on Me Award to Ms. Janna Elliott.

The meeting recessed at 6:19 pm for dinner. The meeting reconvened at 6:43 pm.

V. Administrative Reports
A. Personnel Report

Ms. Janna Elliott provided the Board with the Personnel Update.

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Candy Fuentevilla Vasquez began employment as Community Health Assistant – WIC – Breastfeeding Peer Counselor, replacing Judy Morales, effective December 10, 2012.
- Janice Putnam will begin employment as Nutritionist III, replacing Nicole Alston, effective December 31, 2012.

Recruiting to fill the following positions:

- Administrative Assistant II, replacing Janna Elliott (reviewing applications)
- Social Worker II, replacing Teresa Edwards (conducting interviews)
- Public Health Nursing Director III, replacing Debra Garrett (recruitment period ends 12/21/12)

Vacant positions:

- Quality Assurance Officer, formerly Kathy Brooks (rewriting job description)
- Public Health Nurse I (50%), formerly Dawn Green
- Public Health Nurse I, formerly Cherae Gardner
- Public Health Nurse I, formerly Carol Wood
- Licensed Clinical Social Worker, formerly Mary White (frozen until July 2013)
- Public Health Nurse I (50%), formerly Emily Barrows (frozen until July 2013)
- Public Health Nurse II – Smart Start, formerly Rhonda Rambeaut (frozen until July 2013)

- Human Services Planner/Evaluator II, formerly Stacie Turpin Saunders (frozen until July 2013)

B. Budget Amendments and Transfers

Ms. Janna Elliott presented budget amendments 4, 5 and 6 for consideration.

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	4	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT: X
Expenditures:				
110-5110-190	PROFESSIONAL SERVICES	700.00	0.00	700.00
110-5110-220	SUPPLIES-COMPUTER	2,410.00	0.00	2,410.00
110-5110-241	SUPPLIES-SMALL TOOLS, EQUIPMENT	120.00	0.00	120.00
Revenue:				
310-3511-319	ENVIRONMENTAL HEALTH	3,230.00	0.00	3,230.00
Explanation: ACHD was allocated \$3,230.00 by the N. C. Department of Public Health to reimburse local agencies for the cost of inspections completed 06/01/2012 – 09/30/2012 as part of the Summer Food Service Program (SFSP). These are entirely state funds and do not require any local match or expenditure of any local funds. As a part of this program, Environmental Health Inspectors conducted 39 health inspections.				
BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	5	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT: X
Expenditures:				
110-5110-630	ASTHMA GRANT	9,904.00	0.00	9,904.00
Revenue:				
310-3511-330	ASTHMA GRANT	9,904.00	0.00	9,904.00
Explanation: ACHD was allocated an additional \$9,904.00 by the N. C. Department of Public Health for continued implementation of the Enhancing Local Asthma Efforts Program for the period 10/01/2012 – 05/31/2013. These are entirely state funds and do not require any local match or expenditure of any local funds.				

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	6	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT: X
Expenditures:				
110-5110-641	NALBOH NCCGMP	1,500.00	0.00	1,500.00
Revenue:				
310-3511-841	NALBOH NCCGMP	1,500.00	0.00	1,500.00
Explanation:	ACHD was allocated \$1,500.00 by the National Association of Local Boards of Health (NALBOH) as a stipend in return for participation in NALBOH's North Carolina Community Guide Mentorship Program.			

A motion was made by Dr. Michael Blocker to approve budget amendments 4, 5 and 6 for Fiscal Year 2012 - 2013. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

VI. Environmental Health Committee Update

Ms. Kathleen Colville reviewed the minutes from the November 19, 2012 Environmental Health Committee Meeting.

VII. Personal Health Committee Update

Dr. Michael Blocker reviewed the minutes from the November 20, 2012 Personal Health Committee Meeting.

VIII. Personal Health Update

Ms. Gayle Shoffner reported that the state changed their eligibility guidelines for state supplied vaccines.

Ms. Shoffner discussed that beginning December 6, 2012, ACHD began offering the flu vaccine for free because the state removed restrictions for state supplied vaccine. Clinic staff administered more than 100 flu vaccines in the two days that followed the fee change.

IX. Environmental Health Update

Mr. Carl Carroll discussed that approximately 650 animals were vaccinated against rabies at local veterinary offices during the first week of November. 164 dogs and cats were vaccinated at the Environmental Health Building during their clinic on November 3, 2012.

Mr. Carroll reported that two Environmental Health staff was to receive Healthy Homes training in relation to the Enhancing Local Asthma Efforts Grant. That training was cancelled; however, Mr. Carroll has been in touch with a professor at NCSU who has agreed to come to train staff onsite at no charge.

X. Medical Director's Report

Dr. Kathleen Shapley-Quinn reported that work to improve clinic efficiencies and create an integrated clinic model is still going strong.

XI. Health Director's Report

Mr. Barry Bass discussed that monthly breakfasts with local legislators will begin again in January. This is a good time to advocate for Public Health as well as Social Services and Mental Health issues. Those who generally attend are Mr. Bass, Ms. Susan Osborne, Ms. Linda Massey, Mr. Craig Honeycutt and other community partners.

XII. Old Business

A. Approval of By-Laws of Alamance County Board of Health

Mr. Barry Bass presented the Personal Health Committee's recommended changes to the By-Laws for the Board to review.

A motion was made by Dr. Michael Blocker to approve changes to the By-Laws of Alamance County Board of Health as presented. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

B. Approval of Operating Procedures of the Alamance County Board of Health

Mr. Barry Bass presented the Environmental Health Committee's recommended changes to the Operating Procedures for the Board to review.

A motion was made by Dr. Michael Blocker to approve changes to the Operating Procedures of the Alamance County Board of Health as presented. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

XIII. New Business**A. Request for Approval of the 2012 State of the County Health Report**

Ms. Stacie Turpin Saunders presented the Board with the 2012 State of the County Health Report for review. Ms. Colville commented that this is an exceptional document and a very strong reflection of work done at ACHD.

A motion was made by Ms. Kathleen Colville to approve the 2012 State of the County Health Report. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

B. Request for Approval of the 2011 – 2015 ACHD Strategic Plan

Ms. Stacie Turpin Saunders presented the Board with a revised 2011 – 2015 Strategic Plan. The Strategic Plan was revised to include data and findings from the 2011 Community Health Assessment. Going forward, the Strategic Plan will be a three-year plan to coincide with the Community Health Assessment.

Ms. Colville voiced approval of the strengths and weaknesses listed within the plan as well as the new format. She commented that the Board of Health should consider space issues and try to influence changes as appropriate. Ms. Colville also discussed that the strategies to gain a 10% reduction in adolescent obesity rates could use stronger community partnership, including the school system and policy-driven strategies. Overall, Ms. Colville was pleased with the plan.

A motion was made by Mr. Kent Tapscott to approve the 2011 – 2015 ACHD Strategic Plan. The motion was seconded by Dr. Kary Dodd and approved unanimously by the board.

C. Election of 2013 Board of Health Officers

Dr. Donald Courtney reviewed the nominations for 2013 Board of Health officers.

A motion was made by Dr. Kary Dodd to elect Mr. Kent Tapscott as Board of Health Chairman, Ms. Kathleen Colville as Board of Health Vice Chairman, Mr. Michael Venable as Environmental Health Committee Chairman and Dr. William Porfilio as Personal Health Committee Chairman for 2013. The motion was seconded by Dr. Michael Blocker and approved unanimously by the board.

D. Approval of 2013 Board of Health Meeting Schedule

Dr. Donald Courtney reviewed the proposed 2013 Board of Health Meeting Schedule.

A motion was made by Ms. Kathleen Colville to approve the 2013 Board of Health meeting schedule as proposed. The motion was seconded by Dr. Kary Dodd and approved by a majority of the board members, with Dr. Michael Blocker abstaining.

XIV. Other

Ms. Massey informed the Board about the Board of Commissioners' meeting on December 17 and that the vote to approve the \$1,500 NALBOH budget amendment was split.

Ms. Massey also stated that the Board of Commissioners is aware of recent activities of House Bill 438.

XV. Adjournment

With no further action or discussion, the meeting adjourned at 7:34 pm.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Donald Courtney, Chair

Mr. Joseph B. Bass, Jr., Secretary