

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

April 16, 2013

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, April 16, 2013, 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: Mr. Kent Tapscott, Chair; Ms. Kathleen Colville, Vice-Chair; Dr. Jeffrey Brown; Dr. Donald Courtney; Dr. Kary Dodd; Ms. Linda Massey; Ms. Lynda Puckett; and Mr. Michael Venable.

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

The following guests were present: Julie Roeneker from Elon University.

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

Board of Health Chairman, Mr. Kent Tapscott, called the meeting to order at 6:28 pm. Those in attendance introduced themselves.

#### **II. Oath of Office for Board of Health Member Dr. Jeffrey Brown**

Dr. Jeffrey Brown, newly appointed Physician on the board, was administered the oath of office by Ms. Janna Elliott.

#### **III. Approval of the February 28, 2013, Board of Health Minutes**

*A motion was made by Dr. Donald Courtney to approve the February 28, 2013, Board of Health minutes. The motion was seconded by Dr. Kary Dodd and approved unanimously by the board.*

#### **IV. Public Comments**

No public comments were made.

**V. Public Hearing- Alamance County Board of Health Regulations Governing Construction, Repair and Abandonment of Wells in Alamance County**

The notice of the public hearing was posted in the Times News ten days before this public hearing. Mr. Carl Carroll presented a draft of changes to well regulations.

*A motion was made to vote on going into public hearing. Ms. Linda Massey voted to go into public hearing. The vote was seconded by Dr. Jeffrey Brown approved unanimously by the board.*

No public comments or questions were made.

*A motion was made to vote on going out of public hearing. Ms. Linda Massey voted to go out of public hearing. The vote was seconded by Ms. Kathleen Colville approved unanimously by the board.*

*A motion was made by Dr. Donald Courtney to accept the regulations as proposed. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.*

**VI. 75 Years of Public Health in Alamance County**

Ms. Julie Roenecker, an Elon University intern, presented a historic tribute to the 75 years of public health in Alamance County.

**VII. Administrative Reports**

**A. Personnel Report**

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

**PERSONNEL UPDATE**

***New Hires / Transfers / Resignations:***

- Gayle Shoffner transferred to the Public Health Nursing Director

position effective March 1, 2013.

- Michele Turbeville, Processing Assistant III – Dental, resigned effective March 27, 2013.
- Brenda Walters, Processing Assistant III – Finance, separated effective March 29, 2013.
- Ariana Lawrence began employment as Administrative Assistant II effective April 1, 2013.
- Kelly McCormick, Public Health Nurse I, resigned effective April 8, 2013.

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

- Social Worker II, replacing Teresa Edwards (conducting interviews)
- Public Health Nurse I, replacing Cherae Gardner (re-opening announcement)
- Dental Assistant, replacing Jamie Brown (reviewing applications)
- Processing Assistant III – Finance, replacing Brenda Walters (reviewing applications)
- Processing Assistant III – Dental, replacing Michele Turbeville (reviewing applications)

***Vacant positions:***

- Community Health Technician, replacing Mandy Toler
- Public Health Nurse I, replacing Kelly McCormick
- Public Health Nurse I, replacing Tamika Martin (frozen through June 2013)
- Quality Assurance Officer, replacing Kathy Brooks (rewriting job description)
- Processing Assistant III, replacing Jack Fessler (frozen through June 2013)
- Public Health Nurse I (50%), replacing Dawn Green (frozen through June 2013)
- Public Health Nurse I, replacing Carol Wood (frozen through June 2013)
- Licensed Clinical Social Worker, replacing Mary White (frozen through June 2013)
- Public Health Nurse I (50%), replacing Emily Barrows (frozen through June 2013)
- Human Services Planner/Evaluator II, replacing Stacie Turpin Saunders (frozen through June 2014)

**B. Budget Amendments and Transfers**

Ms. Janna Elliott presented budget amendments 9 and 10 for consideration.

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	<b>9</b>	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT:
		-	-	X
<b>Expenditures:</b>				
110-5110-540	CAPITAL OUTLAY-VEHICLES	18,824.00	0.00	18,824.00
<b>Revenue:</b>				
310-3511-319	ENVIRONMENTAL HEALTH	18,824.00	0.00	18,824.00
<p>ACHD was allocated \$18,824.00 by the N. C. Department of Public Health to be used for food, lodging and institution sanitation programs and activities. These are entirely state funds and do not require any local match or expenditure of any local funds. One of our vehicles used for making food and lodging inspections was involved in a motor vehicle accident recently and is damaged beyond repair. We would like to use these funds to purchase a replacement used vehicle so staff may continue making inspections without the use of personal vehicles requiring mileage reimbursement.</p>				
<b>Explanation:</b>				
BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	<b>10</b>	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT:
		-	-	X
<b>Expenditures:</b>				
110-5110-260	DEPART SUPPLIES AND MATERIALS	2,800.00	0.00	2,800.00
110-5110-311	CONF/SCH/SEM/TRAINING EXPENSE	1,200.00	0.00	1,200.00
110-5110-440	CONTRACTED SERVICES	3,000.00	0.00	3,000.00
<b>Revenue:</b>				
310-3511-***	YOUTH TOBACCO GRANT	7,000.00	0.00	7,000.00

<b>Explanation:</b>	ACHD is a partner of the Youth Tobacco Grant being financed through the Durham County Health Department.
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***A motion was made by Mr. Michael Venable to approve budget amendments 9 and 10 for Fiscal Year 2013 - 2014. The motion was seconded by Dr. Kary Dodd and approved unanimously by the board.***

### **VIII. Personal Health Committee Update**

Dr. Kary Dodd reviewed the minutes from the March 19, 2013 Personal Health Committee Meeting.

Mr. Barry Bass reported the health ranking for the county for the year 2012. He will provide the health ranking for 2013 at the committee meeting on May 21.

### **IX. Personal Health Update**

Ms. Gayle Shoffner reported that the nurse clinics are going well and the staff seems pleased with the changes. Directional color coded stripes have been very useful in orienting patients around the clinics.

Ms. Kathleen Colville asked for clarification on what exactly the nurse clinic is. Ms. Shoffner explained that the nurse clinic deals with visits that just involve a nurse (immunization, lab visit etc.).

Ms. Shoffner stated that throughout the past two weeks, Alamance County has been dealing with two separate cases of foodborne illness. On April 8, 2013, nursing staff worked on getting information from patients who ate food from the first establishment. The second case of illness was handled by the state sending out survey monkeys to the sick individuals. Environmental health staff conducted site visits to ensure proper procedures were being used when handling food.

### **X. Environmental Health Committee Update**

Mr. Carl Carroll reviewed the minutes from the March 19, 2013, Environmental Health Committee Meeting.

### **XI. Environmental Health Update**

Mr. Carl Carroll reported that Environmental Health will be having a rabies clinic on April 27, 2013 from 9am-1pm. The rabies clinic will be held at the Environmental Health Office. Mr. Carl Carroll wanted to congratulate Dr. Donald

Courtney on the success of the rabies clinic he participated in at the adoption center. At this event, 437 dogs and cats were vaccinated in 4 hours.

Mr. Carroll spoke about the ground water contamination around the Faircloth Store area in Southern Alamance County.

Mr. Kent Tapscott asked Mr. Carl Carroll to explain the purification process with water that has been contaminated. Mr. Carroll explained the process of purification with the board. The purification process first depends on what the product of contamination is. The state must be notified of the contamination and then an investigation takes place. A contractor is hired for assessing the contamination and reporting back to the state with a plan of action for cleanup. Then the state must approve the plan before cleanup takes place. Alternative water can be funded, if necessary, through the Leaking Underground Storage Tank Trust Fund.

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

Dr. Kathleen Shapley-Quinn also spoke about the foodborne illness that occurred. She reported data from the first case of foodborne illness.

<b>Food Item</b>	<b>Likelihood of Foodborne Illness</b>
Pepperoni or Cheese Pizza	Not likely to experience symptoms.
Salad Dressing	Four times more likely to experience symptoms.
Salad	Twelve times more likely to experience symptoms.

Mr. Carl Carroll described the Food Code requirements related to bare hand contact with foods. He reported that bare hand contact is not allowed with ready to eat foods.

A discussion was held among the board about buffet regulations. Mr. Carroll explained that sneeze guards are required on buffets to help protect food and employees must monitor those buffets to make sure that customers that make returned visits to the buffet use a clean plate, that temperatures are properly maintained and that clean utensil are provided.

Dr. Jeffrey Brown discussed that foods should be rotated every two hours to ensure that no bacterial growth has occurred.

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

Mr. Barry Bass spoke about the article that appeared in the newspaper regarding the health department's budget. Mr. Bass described that there was a reduction of 2% of local dollars used, but because of grant money being funded to the health

department it appeared that the budget was higher. Mr. Bass thanked his staff for their continued cooperation with limiting travel when possible and reducing expenditures.

Mr. Bass thanked Ms. Kathleen Colville and Mr. Kent Tapscott for their success at the Mebane City council meeting that resulted in a unanimous decision to keep fluoride in the city's water.

Mr. Bass reported that the city of Burlington was having a meeting about the issue of bio solids.

Mr. Barry Bass spoke about the public hearing set to take place May 20<sup>th</sup> about the consolidation issue. The public has been notified of this hearing.

**XIV. Old Business**

No old business was discussed.

**XV. New Business**

**A. Dental Clinic Fee Request- Dr. James Fetner**

Dr. James Fetner presented a Dental Clinic fee request. Dr. James Fetner brings a different skill set to the Dental Clinic that allows him to offer additional services to patients.

***A motion was made by Ms. Kathleen Colville to accept the fee request as proposed. The motion was seconded by Dr. Kary Dodd and approved unanimously by the board.***

**XVI. Adjournment**

With no further action or discussion, the meeting adjourned at 8:46 pm.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Mr. W. Kent Tapscott, Chair

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Mr. Joseph B. Bass, Jr., Secretary