

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

June 18, 2013

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, June 18, 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. Donald Courtney; and Dr. Kary Dodd.

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. Gloria del Cid, Ms. Janice Putnam, and Ms. Candy Fuentesvilla Vasquez.

The following guests were present: Mr. Craig Honeycutt, Alamance County Manager.

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

Board of Health Chairman, Mr. Kent Tapscott, called the meeting to order at 6:32 pm. Those in attendance introduced themselves.

Mr. Craig Honeycutt, Alamance County Manager, thanked the Board Members present for their service. He discussed that the Board of Commissioners has voted to consolidate, but he hoped the Board Members would stay on the Health Advisory Committee.

#### **II. Approval of the April 16, 2013, Board of Health Minutes**

Because a quorum was not present, members could not vote on the minutes.

#### **III. Public Comments**

No public comments were made.

#### **IV. Community Guide Training**

Ms. Kathleen Colville and Mr. Barry Bass provided a presentation and training on the use of the NALBOH Community Guide. It can be accessed at <http://www.thecommunityguide.org/link/index.html>. There is a link to this site from the Health Department's page: <http://www.alamance-nc.com/d/health/health-reports-and-statistics.html>.

**V. Administrative Reports**  
**A. Personnel Report**

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

**PERSONNEL UPDATE**

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

- Kathleen Daugherty transferred into the Public Health Nursing Supervisor I position effective May 1, 2013.
- Lorena Gomez, Community Health Assistant (WIC Breastfeeding Peer Counselor), resigned effective May 28, 2013.
- Gloria del Cid began employment as Processing Assistant III – Dental Clinic effective June 3, 2013.
- Tiera Yancey, Public Health Educator I, resigned effective June 6, 2013.
- Luisa Loayza, Foreign Language Interpreter II, resigned effective June 14, 2013.
- Janice Tilley will begin employment as Public Health Nurse I effective June 15, 2013.

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

- Dental Assistant, replacing Jamie Brown (re-opened announcement)
- Processing Assistant III – Finance, replacing Brenda Walters (appointment pending)
- Public Health Nurse I, replacing Kelly McCormick (appointment pending)
- Community Health Assistant (WIC Breastfeeding Peer Counselor), replacing Lorena Gomez (appointment pending)

***Vacant positions:***

- Foreign Language Interpreter II
- Community Health Technician (CNA)
- Social Worker II – CC4C
- Public Health Nurse III – Quality Assurance
- Quality Assurance Officer (rewriting job description)
- Public Health Educator I (rewriting job description)
- 2 - Public Health Nurse I (frozen through June 2013)
- Processing Assistant III - Admin (frozen through June 2013)
- Public Health Nurse II – Smart Start (frozen through June 2013)

***Positions cut from budget:***

- Licensed Clinical Social Worker position
- 2 - Public Health Nurse I (50%) positions
- Human Services Planner/Evaluator II position

**B. Budget Amendments, Transfers and FY 2013-14 Budget Ordinance**

There were no budget amendments or transfers presented. Ms. Janna Elliott provided the board with a status update for FY 2012-13. She approximated that the Health Department would end the current fiscal year at \$6,736,200 in actual expenses and \$3,155,481 in revenue. Budgeted amounts are \$7,351,233 and \$3,140,385 respectively.

Ms. Elliott stated that the FY 2013-14 had not been approved. The Board of Commissioners is scheduled to meet on June 25 at 11:00 am to discuss the budget and hopefully approve the FY 2013-14 budget ordinance.

**VI. Personal Health Committee Update**

Mr. Kent Tapscott reviewed the minutes from the May 21, 2013 Personal Health Committee Meeting.

**VII. Personal Health Update**

Ms. Gayle Shoffner reported that staff continue to monitor clinics for efficiencies and make adjustments as needed. The new nurse clinic continues to go well. Staff continues to cross train and expand their knowledge with the different services now offered in this clinic.

Ms. Shoffner stated that the agency continues to offer free MMR vaccine to anyone age twelve months and older who needs it. The State Immunization Branch expanded criteria for use of this vaccine in April in response to an outbreak in surrounding counties.

Ms. Shoffner reported that interviews for the two vacant PHN I positions have been completed. Ms. Shoffner was pleased to announce that Ms. Janice Tilley RN, will fill one of the vacancies, beginning on Monday, June 24<sup>th</sup>. Ms. Tilley transferred to ACHD from the Alamance County Jail Health Services. She has previous Public Health experience as she was employed by ACHD as the postpartum/newborn home visiting nurse for many years. Ms. Shoffner hopes to have an announcement on an appointment for the second vacant PHN I position very soon.

Ms. Shoffner stated that Ms. Luisa Loayza, one of the Spanish interpreters, resigned with plans to return to school to pursue a career in nursing. Her last day was June 14.

Ms. Shoffner discussed that focus will be placed on developing plans for the needed transition to electronic medical records as well as preparing for the required ICD 10 implementation.

### **VIII. Environmental Health Committee Update**

Mr. Carl Carroll reviewed the minutes from the May 21, 2013, Environmental Health Committee Meeting.

### **IX. Environmental Health Update**

Mr. Carl Carroll and board members further discussed biosolids/biosludge.

Mr. Carroll reported that he is working to reassign food and lodging assignments for staff. This is done every other year.

Ms. Stacie Saunders reported that as part of her Adaptive Leadership goals, she rode along with environmental health staff to learn about their processes and procedures. She accompanied both onsite and food and lodging staff. During her ride-along with food and lodging staff, a restaurant had to be closed down due to backed-up septic. The restaurant worked to correct the problem and was able to reopen. Ms. Saunders appreciated the opportunity and learned a lot from the experience.

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

Dr. Kathleen Shapley-Quinn discussed CenteringPregnancy with the Board. CP is a multifaceted model of group care that integrates the three major components of care: health assessment; education; and support, into a unified program within a group setting. Eight to twelve women with similar gestational ages meet together, learning care skills, participating in a facilitated discussion, and developing a support network with other group members. Each pregnancy group meets for a total of 10 sessions throughout pregnancy and early postpartum. The practitioner, within the group space, completes standard physical health assessments. Through this unique model of care, women are empowered to choose health-promoting behaviors. Health outcomes for pregnancies, specifically increased birth weight and gestational age of mothers that deliver preterm, and the satisfaction expressed by both the women and their providers, support the effectiveness of this model for the delivery of care. Dr. Shapley-Quinn reported ACHD's outcomes; most notable is the decrease in low birth weight births. In ACHD's traditional maternity clinic, the rate is about 9%, the same as the state's. ACHD's CP rate is about 2%.

Dr. Shapley-Quinn reported that within the last one and a half weeks, two new confirmed cases of active tuberculosis have been identified in Alamance County

residents. A third case of suspect tuberculosis is also under investigation. One of these cases will require a fairly large contact investigation due to the possibility that this patient has had active tuberculosis since January 2013.

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

Mr. Barry Bass discussed the Active Routes to School Grant. It is a regional grant and Mr. Bass volunteered Alamance County to be the recipient of the grant. It would employ one individual who would work with nine counties in the region to encourage children to walk and bike to school. It is a three year grant and would work closely with the folks working with the Community Transformation Grant. Mr. Bass will communicate confirmation of the grant with the board.

Mr. Bass stated that the WIC Program was recognized as the most improved Breastfeeding Initiation Rate in the state.

## **XII. Old Business**

### **A. Consolidation of Governance Functions by Board of Commissioners**

Mr. Bass stated at the May 20 Board of Commissioners meeting, the Board voted to implement the consolidation option which will keep ACHD and DSS as separate agencies, but will abolish the individual boards. ACHD and DSS would report to the Board of Commissioners. Mr. Honeycutt stated that the Board of Commissioners will discuss this further at their July meeting and potentially pass a resolution. Mr. Honeycutt stated that he appreciated staff's assistance in gathering information in regards to consolidation. Mr. Tapscott inquired about how the function of the Board of Health would change. Mr. Honeycutt stated he hoped it would remain the same in the Health Advisory Committee and that the recommendations of the Board of Health would be presented to the Commissioners. Mr. Honeycutt stated that he was thankful for opportunity to attend this meeting and knowing the good work that has been done and is being done. Mr. Honeycutt stated that he or Mr. Bryan Hagood, Assistant County Manager, will be attending Board of Health meetings in the future. Mr. Honeycutt stated that staff, including the directors, would remain subject to the Office of State Personnel. Ms. Colville inquired about the timeframe of abolishment of the Board of Health and establishment of the Health Advisory Committee. Mr. Honeycutt stated that he hoped it would be a deliberate process to ensure everyone knows what their responsibilities are.

## **XIII. New Business**

**A. Dental Clinic Change of Fees Request**

Ms. Elliott presented a request from the Dental Clinic to increase its minimum fee by \$5.00 to \$35.00 and increase its fee schedule by six percent. Because a quorum was not present, members were unable to vote on this request. Members agreed that an email vote would be appropriate.

**XIV. Closed Session Pursuant To NCGS§143-318.11(a)(6)**

*The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 8:05 p.m. on a motion by Dr. Donald Courtney for the purpose of discussing a personnel issue. The motion was seconded by Ms. Kathleen Colville.*

*The closed session adjourned into open session at 8:18 p.m. on a motion by Dr. Kary Dodd and second by Ms. Kathleen Colville.*

Mr. Tapscott announced that Mr. Bass updated the Board on a confidential personnel matter during the closed session.

**XV. Other**

No other business was discussed.

**XVI. Adjournment**

With no further action or discussion, the meeting adjourned at 8:21 pm.

**ALAMANCE COUNTY BOARD OF HEALTH**

---

Mr. W. Kent Tapscott, Chair

---

Mr. Joseph B. Bass, Jr., Secretary