

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

August 20, 2013

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, August 20, 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; Dr. Kary Dodd; Ms. Linda Massey; Dr. William Portfilio ; and Mr. Michael Venable.

The following staff members were present: Mr. Barry Bass, Mr. Carl Carroll, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, Ms. Becky Perkins, Ms. Stacie Turpin Saunders, Ms. Ariana Lawrence, Ms. Ismari Molina Berrios; Ms. Janice Tilley; and Ms. Christine Kellum.

The following guests were present: Mr. Bryan Hagood, Assistant County Manager.

I. Call to Order and Introductions

Board of Health Chairman, Mr. Kent Tapscott, called the meeting to order at 6:30 pm. Those in attendance introduced themselves.

II. Approval of the April 16, 2013 and June 18, 2013, Board of Health Minutes

Because a quorum was not present for the June 18 2013 meeting, members could not vote on the April 16, 2013 minutes.

A motion was made by Dr. Donald Courtney to approve the April 16, 2013, Board of Health minutes. The motion was seconded by Dr. William Portfilio and approved unanimously by the board.

A motion was made by Ms. Linda Massey to approve the June 18, 2013, Board of Health minutes. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.

III. Public Comments

No public comments were made.

IV. Administrative Reports

A. Personnel Report

Ms. Becky Perkins provided the Board with the Personnel Update.

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Ismari Molina-Berrios began in the Community Health Assistant (WIC Breastfeeding Peer Counselor) position effective June 26, 2013.
- Christine Kellum began in the Public Health Nurse I position effective July 22, 2013.
- Gail Michael retired from her position as Processing Assistant III – Intake Clerk effective August 1, 2013.
- Danny Huffman resigned from his position as Registered Environmental Health Specialist (Food & Lodging) effective August 2, 2013.
- Alisa Moser transferred into the Registered Environmental Health Specialist (Food & Lodging) position effective August 5, 2013.
- Franceska Wallace began in the Dental Assistant position effective August 5, 2013.

Recruiting to fill the following positions:

- Processing Assistant III – Finance Clerk, replacing Brenda Walters (candidate declined offer; re-advertised position; conducting interviews)
- Processing Assistant III – Intake Clerk, replacing Gail Michael (reviewing applications)
- Community Health Technician (CNA), replacing Mandy Toler (reviewing applications)
- Registered Environmental Health Specialist (Onsite), replacing Alisa Moser (conducting interviews)
- Public Health Education Specialist (JCPC), replacing Tiera Yancey (conducting interviews)

Vacant positions:

- Foreign Language Interpreter II (rewriting job description)
- Public Health Nurse III – Quality Assurance (rewriting job description)

- Quality Assurance Officer (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)
 - Social Worker II – CC4C
- Positions cut from budget:**
- Licensed Clinical Social Worker position
 - 2 - Public Health Nurse I (50%) positions
 - Human Services Planner/Evaluator II position

Ms. Kathleen Colville asked Mr. Carl Carroll how long it has been since there has been a resignation in Environmental Health. Mr. Carroll replied that this is the first resignation in seven years. He explained the Mr. Danny Huffman had been driving 180 miles roundtrip every day for a year since he has lived in his new residence, and has found a job closer to his new residence.

B. Budget Amendments and Transfers

Ms. Becky Perkins presented budget amendments 1 and 2 for consideration.

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	1	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT
		-	-	: X
Expenditures:				
110-5110-616	INTERNATIONAL WALK TO SCHOOL DAY GRANT	500.00		500.00
Revenue:				
310-3511-816	INTERNATIONAL WALK TO SCHOOL DAY GRANT	500.00		500.00
Explanation:	Alamance County Health Department was awarded a \$500 grant from Safe Kids for International Walk to School Day (IWTSD) on October 9, 2013. Safe Kids Alamance County is the recipient of one of 200 grants awarded nationwide to coalitions that will conduct International Walk to School Day events and enhance awareness of key pedestrian safety messages. Safe Kids Alamance County will invite FedEx volunteers to participate in events at one designated school and we are welcome to offer events at more than one school without FedEx participation.			

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	2	-	-	DEPT. NAME: Health
STATE BUDGET:		-	-	TRANSFER: AMENDMENT
		-	-	: X
Expenditures:				
110-5110-615	UNITED WAY PARC PASSPORT	5,000.00		5,000.00
Revenue:				
310-3511-815	UNITED WAY PARC PASSPORT	5,000.00		5,000.00
Explanation:	<p>The Alamance County Health Department was awarded a \$5,000 grant from United Way of Alamance County for the PARC Passport Program. Alamance PARC (Physical Activity & Recreation Challenge) Passport Program is a community based initiative focused on increasing physical activity and improving engagement in the natural built environment such as parks and recreation centers through a scavenger hunt-like activity. The PARC Passport program will utilize technology such as social media to guide participants to an area within a designated park. Once reached, the participant will collect a virtual stamp of completion. Completion of activities will result in prizes for participants. PARC is a way to relieve stress, increase physical activity, help lose a few extra pounds, maintain a healthy weight, lower blood pressure, and decrease the risk of chronic diseases such as cancer, heart disease, and diabetes. Additionally, PARC Passport is a way for families and friends to come together and explore new recreational activities. Alamance County has a lot to offer from walking trails to beautiful rivers and lakes, and exciting sports! Funds will be used for technology needed to create the scavenger hunt program, virtual stamps and advertise the new and improved PARC Passport Program. (Booklets will be available for folks who do not have mobile devices.)</p>			

Dr. William Portfilio asked how the schools would be selected for the Safe Kids for International Walk to School Day. Ms. Stacie Saunders explained that the Safe Kids coordinator will reach out to different schools and they will volunteer.

Mr. Kent Tapscott questioned how the PARC Passport would be promoted. Mr. Barry Bass described that social media and local media will be used. Ms. Saunders explained that the promotion will be very interactive. The program will have its own Facebook page and it will utilize Foursquare.

A motion was made by Dr. William Portfilio to approve budget amendments for Fiscal Year 2013 - 2014. The motion was seconded by Dr. Donald Courtney and approved unanimously by the board.

V. Personal Health Update

Ms. Gayle Shoffner informed the board that they have two new nurses, Ms. Janice Tilley and Ms. Christine Kellum.

Ms. Shoffner reported that an EMR (electronic medical records) team will visit two counties to learn about their experiences with EMR. In September the team will travel to Cabarrus County where they use Insight, and then to either Wilkes or Watauga where they use Patagonia.

Ms. Shoffner discussed that pertussis is still active throughout the state. She shared a press release from DHHS that was released Monday August 19, 2013. The press release stated that “as of August 14, state public health officials had tracked 326 cases of pertussis, including 50 cases in infants. State law requires that kindergartners and all rising 6th graders be up to date on pertussis vaccination before going to school.” Ms. Shoffner also shared from the press release that the T-dap vaccination is extremely important for the following groups:

- women who are pregnant or may become pregnant
- all close contacts of infants under 12 months of age (parents, siblings, grandparents, household contacts, child care providers)
- anyone with pre-existing, chronic respiratory disease; and
- healthcare providers

Davidson, Forsyth and Rockingham counties are offering the vaccine for free due to high numbers of pertussis cases in those counties.

Ms. Gayle Shoffner reported that the health department has not yet received their flu vaccines, but she expects they will receive them in a couple of weeks. More options are available for the flu shot this year at the health department. Flu vaccines that will be available are trivalent, quadrivalent FluMist and FluBlok.

Ms. Linda Massey asked Ms. Shoffner to explain the differences between the vaccines. Ms. Shoffner explained that the trivalent protects against three strains and is recommended for babies and older adults, and quadrivalent protects against four strains. FluBlok can be given to those with an egg allergy, and the FluMist is a non-injectable vaccine.

VI. Environmental Health Update

Mr. Carl Carroll reported that staff met with representatives from the North Carolina Department of Environment and Natural Resources (DENR) Dry-Cleaning Solvent Cleanup Act Program. This program has a financial mechanism setup for dry cleaning businesses that can be used to remediate groundwater contamination and vapor intrusion in indoor environments. These representatives met with staff so they would become aware of this program and to discuss a site in Alamance County that they are working with. Contamination of dry cleaning products were found when testing the ground water in the Glen Raven area. Wells are being tested in that area, but fortunately most of the wells in that area are not used for drinking water. Mr. Carroll explained some of the concerns when these chemicals are released into the ground. Dr. Portfilio asked is this was an issue of illegal dumping of these products. Mr. Carroll answered that it could've been, but it could have also been an unintentional spill. Mr. Tapscott asked if there is a way that the county monitors how the chemicals get disposed. Mr. Carroll explained that DENR is responsible for monitoring sites and the county assists with education and sampling if needed.

Two more rabies cases have been identified in Alamance County making a total of 6 this year. One incident was a skunk, and the other was a raccoon that attacked unvaccinated dogs. As a result, four dogs had to be put to sleep. There have been a total of about 250 cases in North Carolina this year so far.

Mr. Carroll reported that the health department will be going through accreditation again in about two years. A workgroup has been formed, and they have met twice already. The workgroup has started gathering documents for accreditation.

Mr. Carroll told the board that the health department has done many events over the past few months to improve morale. Recently, Environmental Health hosted an Ice Cream Social and had over 75 staff members attend.

Mr. Carl Carroll reviewed House Bill 74 and the changes that may come about if the bill is signed by the Governor. Mr. Carroll reported that this bill would affect two Alamance County Board of Health Rules; wells rules and mobile home park rules, and also the Alamance County Solid Waste Ordinance could be affected.

Following were some other topics that Mr. Carroll discussed from House Bill 74:

- Bed and Breakfasts Homes would be allowed to serve three meals per day instead of just the breakfast meal. Bed and Breakfast Homes only have to

have a domestic sink and do not need commercial equipment to cool and store food properly. But these facilities would still have to be inspected.

- All lodging establishments must have carbon monoxide detectors.
- The definition of a private club in the Bar and Restaurant Smoking rules may be changed.
- Provide for low-flow design alternatives for wastewater systems. This will allow for reduction of the estimated waste water flow from septic systems.
- Local health departments will issue a permit or deny an application for construction, repair or operation of a well within 30 days of application. If the health department does not act within 30 days, the well is deemed “permitted”.
- DENR, Environmental Review Commission, and others to study review of engineering work.

Mr. Carroll also reported that Environmental Health is still on target for budgeted revenue and that request for services continues to pick up.

VII. Medical Director’s Report

Dr. Shapley-Quinn shared the results from the patient evaluation that took place is maternity and women’s health. Patient comments were very complimentary about providers, nurses and clerical staff. One negative was that patients reported that they waited too long. Nearly 100% of patients said that they would refer clients to the health department for services.

Dr. Shapley-Quinn spoke about the adaptive leadership training that she and the Management team received. Out of this adaptive leadership, each member of management team has come up with 3-4 goals that they would like to work on. Dr. Shapley-Quinn shared that one of her goals was having someone from EAP (employee assistance program) talk to management team about how to deal with conflict.

VIII. Health Director’s Report

Mr. Barry Bass explained the Active Routes to School grant to the board. He promoted Alamance County as the regional site for the project, and thought it a great opportunity to improve physical activity among school children and improve pedestrian and cycling access to public schools. The first year would be \$79,000 which would cover the cost of a coordinator that would cover the nine county region. The commissioners voted 3-2 to not accept the funding.

IX. Old Business

Mr. Bass reviewed the May 20th, 2013 decision from the Board of Commissioners to adopt human services consolidation model one, which keeps the two agencies separate, abolishes both boards and the Board of Commissioners become the

governing body. In June, the Board of Commissioners were scheduled to adopt a resolution moving forward with implementation, but voted to table the issue. Ms. Kathleen Colville asked Mr. Hagood about the future of this issue. Mr. Hagood responded that until the state removes this option, it will always be an option for the Board of Commissioners. Mr. Hagood said that he is happy to attend the Board of Health and Board of Department of Social Services meetings and ensure there is always open communication. Mr. Tapscott had concerns about how the board is to operate and if the board should be recruiting for the two open positions. Mr. Hagood responded that the board should operate as it always has.

X. New Business

A. Policy Updates

Ms. Stacie Saunders presented changes to three policies. The following policies were proposed to the board for approval:

- *Community Education and Outreach Policy*
A motion was made by Dr. Donald Courtney to accept the revisions as proposed to the Community Education and Outreach Policy. The motion was seconded by Ms. Linda Massey and approved unanimously by the board.
- *Policy on Community Health Assessment*
A motion was made by Dr. William Portfilio to accept the revisions as proposed to the Policy on Community Health Assessment. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.
- *Media Relations Policy*
A motion was made by Ms. Linda Massey to accept the revisions as proposed to the Media Relations Policy. The motion was seconded by Dr. William Portfilio and approved unanimously by the board.

B. Flu Fee Request

Ms. Becky Perkins read the flu fee request memo to the board.

A motion was made by Dr. Donald Courtney to accept the flu fee request as presented. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

XI. Other

Mr. Barry Bass reminded the board about the April 16, 2013 Dental fee request from the meeting. A quorum was not present to vote on this request so an e-vote was taken, and this fee was approved by the board.

XII. Closed Session

The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 7:48 p.m. on a motion by Mr. Michael Venable for the purpose of discussing a personnel issue. The motion was seconded by Ms. Kathleen Colville.

The closed session adjourned into open session at 8:36 p.m. on a motion by Dr. Donald Courtney, and seconded by Ms. Linda Massey.

The health director's annual performance review was conducted during the closed session.

XIII. Adjournment

With no further action or discussion, the meeting adjourned at 8:42 pm.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. W. Kent Tapscott, Chair

Mr. Joseph B. Bass, Jr., Secretary