

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

February 11, 2014

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, February 11, 2014, 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; Mr. Michael Venable, Vice-Chair; Ms. Kathleen Colville; Dr. William Porfilio; Dr. Kary Dodd; Dr. Annette Wilson; and Dr. Karin Minter.

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, and Ms. Ariana Lawrence.

The following guests were present: Mr. Craig Honeycutt, County Manager, and 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 6:32 p.m. Those that were in attendance introduced themselves.

A. Awards and Recognition:

Mr. Kent Tapscott announced that Dr. Donald Courtney won the Carl Durham award. The Alamance County Board of Health won the Outstanding Board of Health award. Mr. Tapscott thanked those that submitted letters of endorsement for the nomination. Mr. Tapscott recognized Mr. Barry Bass for his years of service and congratulated him on his retirement.

II. Oath of Office for Board of Health Members

Dr. Karin Minter, newly appointed Physician on the board and Dr. Annette Wilson, newly appointed Veterinarian on the board, were administered the Oath of Office by Ms. Janna Elliott.

III. Public Comments

No public comments were made.

IV. Approval of the December 17, 2013 Board of Health Minutes

A motion was made by Ms. Kathleen Colville to approve the December 17, 2013, Board of Health minutes. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

V. Administrative Reports

A. Personnel Report

Ms. Janna Elliott provided the Board with the Personnel Update

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Kimberly Greenway resigned from her position as Processing Assistant III- Finance Clerk position effective January 23, 2014.
- Tyler Womble began in the Social Worker II – CC4C position effective January 27, 2014
- Shannon Alley is resigning from her position as Environmental Health Program Specialist February 19, 2014
- Meteea Garner will begin in a Public Health Nurse I position effective February 24, 2014
- Michelle Dorminy will begin in a Public Health Nurse I position effective February 25, 2014
- Barry Bass is retiring from his position as Local Health Director effective March 1, 2014

Recruiting to fill the following positions:

- Local Health Director (application period closes February 15, 2014)
- Public Health Nurse II – CC4C/PPHV (internal announcement; application period closes February 18, 2014)
- Foreign Language Interpreter II (conducting interviews)
- Processing Assistant IV- Administration (conducting interviews)
- Processing Assistant III- Finance (reviewing applications)
- Quality Assurance Officer (reviewing applications)

Vacant positions:

- Public Health Nurse I (two positions)
- Processing Assistant III - Admin

B. FY 2013-2014 Budget Amendments and Transfers

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	5		DEPT. NAME:	HEALTH
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<u>Expenditures:</u>				
110-5110-220	Supplies – Computer	\$ 1,750.00		\$ 1,750.00
110-5110-239	Medical/Scientific Supplies	\$ 750.00		\$ 750.00
<u>Revenue:</u>				
310-3511-207	FDA National Retail Food Standards Grant	\$ 2,500.00		\$ 2,500.00
-				
<u>Explanation:</u> The Environmental Health Section received \$2,500 for participating in the FDA Voluntary National Retail Food Regulatory Program. Funds will be used to support operational needs in the Environmental Health Section.				

A motion was made by Ms. Kathleen Colville to approve budget amendment for Fiscal Year 2013 - 2014. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

VI. Personal Health Update

Ms. Gayle Shoffner reported that 1,923 flu vaccines have been administered so far this season. At this time last year, 2,200 flu vaccines had been administered. On January 30, 2014 some nursing staff had the opportunity to participate in a community outreach project “Service for the Homeless”. At this event, free flu vaccines and Tdap vaccines were given to the homeless. Nursing staff administered 23 flu vaccines, and 16 Tdap vaccines. The community participants were very grateful for this service, and the staff enjoyed providing public health service within the community.

The Electric Medical Record team along with the regional AHEC Consultant met and discussed vendor options. A recommendation was made to the Health Director, Barry Bass that Centricity seems to best fit for the agency. Currently the team is in the process of obtaining price quotes and detailed information relative to the agency needs.

To continue clinic efficiency work, different staffing has been trialed in the prenatal clinic. The duties of the CNA have expanded, and redirected appropriate duties to the maternity clerical staff. This enables nurses to focus on nursing duties, and allows for a reduction in nurse staffing.

Ms. Shoffner reported that Tyler Womble began employment as a Social Worker II in CC4C on January 27, 2014. Tyler has a Bachelor in Social Work and graduated from NC A&T State University. He has a mental health case management background where he provided services to children and adolescents. Two new members of the nursing staff have been hired. Meteea Garner RN, BSN and Michelle Dorminy RN, BSN will join the nursing staff near the end of February. Meteea joins the health department from Duke University Hospitals and Michelle joins the agency from Granville-Vance District Health Department.

In regards to flu vaccine, Mr. Tapscott asked if there were any specific populations that were not being vaccinated that need to be focused on. Ms. Shoffner said she did not have that data at the time, but she can provide that information at a future meeting.

VII. Environmental Health Committee Update

Mr. Carl Carroll reviewed the minutes from the January 21, 2014 committee meeting.

Mr. Carroll noted that as of January 1, 2014 establishments must have a Certified Food Protection manager on the premises at all times. If this manager is not present during an inspection, the establishment will lose two points off of their score. New establishments have 210 days to get a Certified Food Protection manager. Environmental Health is working with Cooperative Extension to schedule more ServSafe trainings. There have been trainings scheduled for March 5th and 6th, 2014 and April 16th and 17th, 2014.

VIII. Environmental Health Update

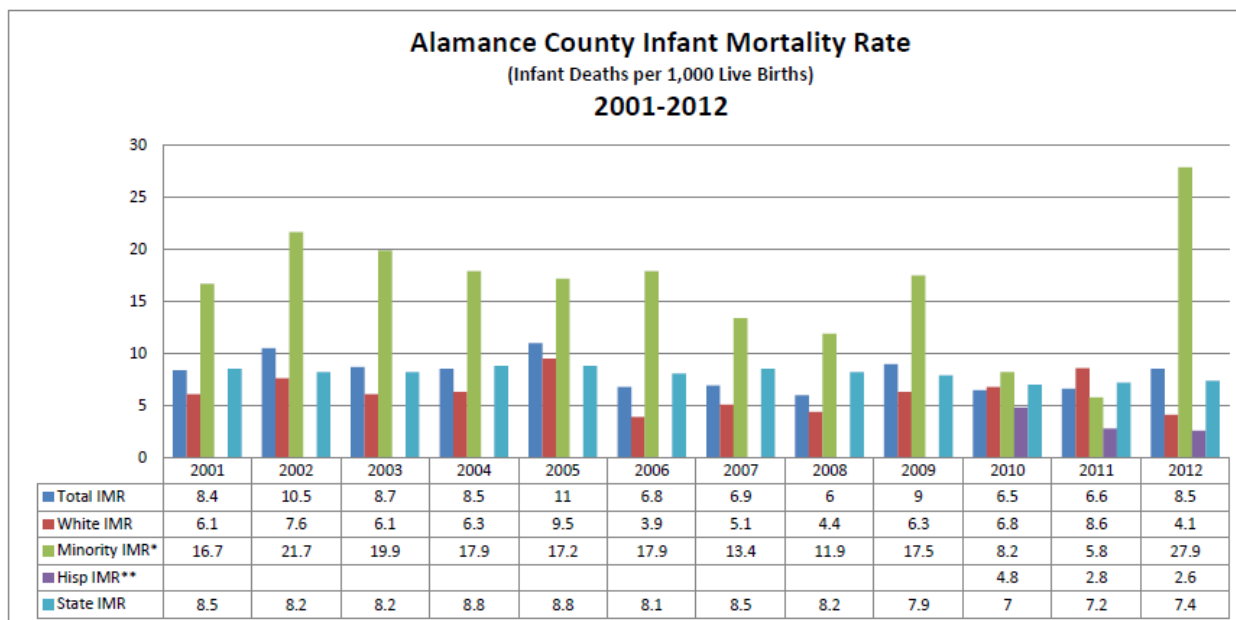
Mr. Carl Carroll reported that since January 1, 2014 there have been thirty two facilities that have not been in compliance with the new Certified Food Protection Manager requirement under the food code rules. Facilities will lose two points off of their sanitation score if the Certified Food Protection Manager is not present during the inspection.

Mr. Carroll also announced that Shannon Alley will be leaving the Environmental Health section after being an employee for seven and a half years.

Mr. Carroll provided a handout on communication received from the state preparedness section about the coal ash in the Dan River. On the handout a phone number and website were provided for any additional questions. Mr. Carroll added that the public has been contacting Environmental Health to find out if the coal ash will have any effect on drinking water in Burlington.

IX. Medical Director's Report

Dr. Shapley-Quinn presented the infant mortality rate to the board. Dr. Shapley-Quinn reported that in 2012 there was a peak of infant mortality among African Americans in Alamance County. During 2012 in Alamance County, there were 1,757 births and 15 infant deaths. Of those births 381 were Hispanic, 977 Caucasian, and 358 African American. Among the infant mortality rate 1 was Hispanic, 4 were Caucasian, and 10 were African American. The 10 African American deaths were 5 males and 5 females and 9/10 died within the first two months of birth. Five of the infants died due to premature birth complications, and two were labeled as undetermined death by the coroner. In both of the undetermined deaths, co-sleeping was involved. The other three infants died of congenital abnormalities, and all three mothers of these infants were over forty years of age. Dr. Shapley-Quinn spoke about how some of these cases could be prevented in the future. One way co-sleeping can be prevented is being part of a program called Cribs for Kids. Ms. Saunders reported that the health department has the Cribs for Kids program that gives a family who does not have a safe sleeping environment for a baby can receive a crib through this program for free. The family must go through an assessment and Safe Sleep training in order to receive the crib. Women who are over forty years old must recognize that if they conceive the chances for congenital abnormalities increases. Prematurity can be prevented by offering 17P to mother's who have previously had a premature baby, offering evidence based programs such as Centering Pregnancy that reduces the likelihood of prematurity.



Dr. Shapley-Quinn discussed that medical directors from across the state have had their first meeting. Initial goals are to share information and have a medical director's orientation.

Dr. Shapley-Quinn thanked the board for giving all health department employees a chance to give their opinions about the future health director via surveys.

X. Health Director's Report

Mr. Barry Bass reported that the Give Kids a Smile event was held on February 2, 2014. Schools had a make-up school day on February 2, which had an impact on the numbers that were expected. There were 114 appointments scheduled and only 61 showed up for the appointment. There were a total of 399 procedures performed that totaled over \$15,800.

Mr. Bass updated the board on the Affordable Care Act. The county is still in the process of getting people enrolled and educating the public. Department of Social Services developed education material on how to enroll. There are no certified application counselors in this department, but Piedmont Health Services and Legal Aid have been navigating people through the process.

Mr. Bass informed the board that the work that Project LAUNCH is doing in private practices with Triple P may be the only place in the world that is doing this type of work.

A. IQM2 Software

Mr. Bass informed the board that there is new software that will be used for the Board of Health, Department of Social Services and Board of County Commissioners meetings. The software allows for items to be approved or

rejected by the appropriate parties before it becomes part of the board meeting packet.

XI. Old Business

There was no old business to discuss.

XII. New Business

A. Presentation and Request for Approval of the 2014-2015 Fiscal Year Budget

Ms. Janna Elliott presented the Fiscal Year 2014 – 2015 budget proposals for Health, Dental and WIC.

Health Budget:

- The Health Department budget request is budgeted to include salary, frozen positions, as well longevity as is it written in the county personnel policy.
- Computer line item has increased due to the electronic medical records that the health department will need to purchase. The initial investment is \$111,000, and then \$29,000 per year with a 5% increase annually.
- Medical supplies line item has increased due to the cost of supplies increasing. Depo-Provera was discussed specifically, that it went from one cent in 2008 per dose to \$21.85 per dose currently.
- Communications line item has increased due to MIS recommending that the county go to voice over IP for the communication system.
- Computer/copier lease line item has increased because with the electronic medical records, new computers and tablets will need to be purchased. A budget meeting was held with MIS to determine these numbers.

The proposed total budget request of \$7,831,041.09 includes a request of approximately \$4,767,186.09 in County funds.

A motion was made by Ms. Kathleen Colville to approve the proposed fiscal year 2014 – 2015 budget for the Health Department as presented. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.

Dental Budget: The Dental budget has no direct local funds involved. The Dental Clinic is self-sustaining.

A motion was made by Dr. William Porfilio to approve the proposed fiscal year 2014 – 2015 budget for the Dental Clinic as presented. The motion was seconded by Ms.

Kathleen Colville and approved unanimously by the board.

WIC Budget: The WIC budget is federally funded. Appropriated expenses are covered by federal funds at 100%.

A motion was made by Dr. Kary Dodd to approve the proposed fiscal year 2014 – 2015 budget for WIC as presented. The motion was seconded by Dr. Karen Minter and approved unanimously by the board.

B. Appointment of the Health Director Search Committee

Mr. Kent Tapscott recommended that the Search Committee consist of three to five current board members, a member of the public and a current employee at the health department. When the Search Committee interviews candidates to narrow down the search, the full board of health will interview those candidates. The management team will meet with the candidates that the full board decides to move forward with. Mr. Tapscott suggested that a poll be sent out for the board to submit their availability to interview health director candidates. The board was in favor of this process.

XIII. Other

No other business was discussed.

XIV. Closed Session

The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 8:13 p.m. for the purpose of discussing a personnel issue. A motion was made by Ms. Kathleen Colville to go into closed session. The motion was seconded by Dr. Kary Dodd.

The closed session adjourned into open session at 10:09 p.m. on a motion by Dr. Kary Dodd and seconded by Dr. William Porfilio.

Mr. Tapscott announced that Ms. Stacie Turpin Saunders would be appointed to the interim health director position effective February 28, 2014 at 5pm.

XV. Adjournment

With no further action or discussion, the meeting adjourned at 10:15 p.m.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. W. Kent Tapscott, Chair

Ms. Stacie Turpin Saunders, Secretary