

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

June 17, 2014

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, June 17, 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. Karin Minter; Dr. Annette Wilson; and Dr. Andrew van Hoewyk.

The following staff members were present: Ms Stacie Turpin Saunders, Mr. Carl Carroll, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, Ms. Becky Perkins, Ms. Ariana Lawrence, Ms. Veronica Olmedo, and Ms. Janet Morrow.

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

I. Call to Order and Introductions

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

II. Public Comments

No public comments were made.

III. Oath of Office:

Dr. Andrew van Hoewyk, newly appointed Representative of the General Public on the board, was administered the Oath of Office by Ms. Becky Perkins.

IV. Approval of the April 15, 2014 Board of Health Minutes

A motion was made by Dr. William Porfilio to approve the April 15, 2014, Board of Health minutes. The motion was

seconded by Dr. Annette Wilson and approved unanimously by the board.

V. Administrative Reports
A. Personnel Report

Ms. Stacie Saunders provided the Board with the Personnel Update.

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Becky Rosso transferred to the Environmental Health Program Specialist–Preparedness Coordinator position effective May 1, 2014.
- Veronica Olmedo began employment as the Foreign Language Interpreter II position effective May 1, 2014.
- Darlene Wirag has submitted notice of resignation from her position as Processing Assistant III – Finance Clerk effective June 27, 2014.
- Courtnie Carter has submitted notice of resignation from her position as Processing Assistant III – Maternity Clerk effective June 27, 2014.
- Kelly Oliver will be leaving the grant-funded Public Health Education Specialist – JCPC position effective June 30, 2014.

Recruiting to fill the following positions:

- Local Health Director (reviewing applications)
- Quality Assurance Specialist (reviewing applications)
- Public Health Nurse I (reviewing applications)
- Environmental Health Specialist (recruiting until 06/27/14)

Vacant positions:

- Public Health Nurse I (two positions)
- Processing Assistant III – Admin
- Processing Assistant III- Maternity Clerk (2 positions)
- Processing Assistant III – Finance Clerk

Mr. Tapscott asked Mr. Honeycutt if the county kept statistics of how many employees leave Alamance County to work for another county due to higher pay. Mr. Honeycutt said that they do keep those statistics, and that the Board of Commissioners approved the pay in class study for fiscal year 2014-2015. This study will look at what surrounding and similar counties pay their employees and how Alamance County matches up.

B. FY 2013-2014 Budget Amendments and Transfers

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	7		DEPT. NAME:	HEALTH
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
Expenditures:				
110-5110-239	Medical/Scientific Supplies	\$ 3,600.00		\$ 3,600.00
110-5110-241	Supplies - Small Tools, Equip	\$ 2,009.00		\$ 2,009.00
110-5110-360	Freight Charges	\$ 100.00		\$ 100.00
110-5110-440	Contracted Services	\$ 2,530.00		\$ 2,530.00
110-5110-510	Capital Outlay - Equipment	\$21,585.00		\$21,585.00
Revenue:				
310-3511-319	Environmental Health	\$29,824.00		\$29,824.00
Explanation:				
The Alamance County Health Department was allocated \$29,824.00 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.				

Mr. Carl Carroll presented the budget revision #7.

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

VI. Tobacco and Smoking Policy Information Review

Ms. Saunders provided an information packet for the board that was put together by Ms. April Durr and Ms. Glenda Linens. The packet included; what the current policy is which covers the inside of buildings but not the outside, the options for consideration, preliminary steps and the board's authority. Information about other health departments and e-cigarettes was also provided.

Mr. Tapscott suggested for a survey to be created for employees in the Human Services Center building to get their opinions on tobacco and e-cigarette use on the campus, and for the results to be provided to the board at a later meeting. Mr. Tapscott asked if Ms. Colville could provide some information at a later meeting about ARMC becoming a tobacco free campus; specifically the time frames that things happened, the consequences for employees that smoke on the grounds, and how the implementation went.

VII. Personal Health Committee Update

Mr. Kent Tapscott reviewed the minutes from the May 20, 2014 Personal Health Committee.

VIII. Personal Health Update

Ms. Shoffner informed the board that on May 23rd, the State Immunization visited the health department to educate staff and provide evidence based quality improvement recommendations. During this visit the state looked at children with the birthdate range of May 2, 2011- May 1, 2014, the two year old population. The Health People 2020 Immunization goal is 90% among young children. Based on a review of 99 ACHD client immunization records, the ACHD rate for complete immunization series for this age group was 70%. In North Carolina the overall immunization coverage rate is 75.4%. The national average is 68.4%. During our site visit, the Immunization Branch provided individual training to ensure a thorough understanding of available NCIR reports. Educational materials were left with staff to assist with evaluation of immunization coverage levels.

The Immunization Branch recommended a goal for our agency of 80% for complete vaccine coverage for this age group. The branch also recommended we schedule the next immunization or child health appointment before the patient leaves. Due to a high agency no show rate for pre-booked appointments, we will institute the following measures to be in compliance with the state recommendations.

- Staff is to review with the parent the need and recommended next vaccines.
- Provide the parent with the open access appointment line number
- On the bottom of the encounter, our staff will document the time indicated for the next vaccine.
- Our IT person will run a monthly patient report for patient needing vaccines in the following month.
- Parents/patients will then receive a reminder call advising of the need to schedule an appt.

The Immunization Branch will provide a visit later in the year to assess the effects of these measures.

IX. Environmental Health Committee Update

Ms. Kathleen Colville reviewed the minutes from the May 20, 2014 Environmental Health Committee meeting.

X. Environmental Health Update

Mr. Carroll informed the board that G&K Services, Inc., located at 610 Woody Drive in Graham (the Site), is voluntarily working with the North Carolina Department of Environment and Natural Resources (NC DENR) to conduct environmental testing in the neighborhood in and around the Site. The testing is related to historical releases of perchloroethylene (PCE), a common dry cleaning solvent, by a previous Site owner, Rental Towel and Uniform Service (Rental Towel). The testing will involve collection of water samples from water wells present in the neighborhood of the Site.

Property owners and tenants that occupy properties in the study area will be notified that G&K would like to collect a water sample from the water well(s) that may be present at the property. In the upcoming days, a representative of Geosyntec Consultants of NC (Geosyntec), G&K's environmental consultant, will be knocking on their door to confirm the presence of water well(s) at the property and to collect water samples. They will analyze those samples, at their cost, and will report the results to them in comparison with drinking water standards. They anticipate completing the sampling in August 2014 and reporting results in September/October 2014. The City of Graham, Department of Environment and Natural Resources, Environmental Health and the contractor will be meeting on July 18, 2014.

Mr. Carroll also reported that all 85 health departments in North Carolina will be accredited by the end of June.

XI. Medical Director's Report

Dr. Kathleen Shapley-Quinn reported that the person from Alamance County that was tested for MERS tested negative, and this person never had symptoms. But because this person was on a plane with someone who had MERS, all passengers had to give a blood sample to be sure they were not infected.

Dr. Kathleen spoke about the Chikungunya virus that has been in recent news. This virus is transmitted through mosquitos and is not fatal, but causes very severe joint pain and could take weeks to get better.

XII. Interim Health Director's Report

Ms. Saunders reported that the county budget was approved on June 2, 2014. The commissioners voted to reduce the tax rate from \$0.54 to \$0.53. The health department's budget was only cut about \$20,000. Ms. Saunders shared an update on the State's budget and how some proposed changes could affect public health.

Bill Name	Component of Bill	Senate Proposal	House Proposal
Regulatory Reform Act of 2014 (SB 734)	Rulemaking for public drinking water and private wells	Move rulemaking from Commission of Public Health to Environmental Mgmt Commission	Bill in House Regulatory Reform Committee. Language intact but NCLHD hopeful that it will be removed
Appropriations Act of 2014 (SB 744)	School Health Nurses	Reduction of SNFI by \$3.5M, only fund Tier 1 counties	Removed language that reduced SNFI
	NC DHHS contracts	Reduce contracts by \$16M	Reduces contracts and vacant positions by \$8M
	Medicaid Reform	Proposes to create new state agency for Medicaid. Stops DHHS Medicaid reform plan which included ACOs. Proposes MCOs and ends CCNC by 2015	Rejected Senate's plan for Medicaid Reform
	Environmental Health	Proposes to move on-site wastewater program from DPH to DENR	Removed language that moves on-site wastewater to DENR
	AIDS Drug Assistance Program (ADAP)	Reduction in funds	Reduction of funds
	Child Development Service Agencies (CDS)	Requires four (4) CDSAs to close by July 1, 2015	Not mentioned
	Tanning beds	Not mentioned	Added language to ban use by those <18 yo
	Vector Control Program	Eliminate program	Eliminate program
	NC Incubator Collaborative	Eliminate program	Eliminate program
	Vital Records	Increase funding	Increase funding
	Office of Chief Medical Examiner	Increase funding	Increase funding

Ms. Saunders gave an update about the SOTCH Report that was submitted in November 2013. According to a letter received, there was an area that was not met by standards. Those that review the SOTCH would like to see all data for priority areas, and if there is no new data to report explain why there is no new data available. These changes will be implemented in the 2014 SOTCH.

XIII. Old Business

A. Employee Health Policy and Procedure

Ms. Saunders reached out to other health departments to see what their policy was on new employee vaccinations and mandatory flu vaccine. Eleven counties responded; 5 counties require full immunizations within 30 days of employment, 5 counties require immunizations upon employment, 1 county requires mandatory flu, 10 do not require mandatory flu.

Ms. Glenda Linens provided Ms. Shoffner with the internal audit of flu vaccines for the health department staff. Last flu season, a total of 68% of health department staff received the flu vaccine. Ms. Shoffner also provided a section break down of those that received the flu vaccine last season: personal health staff 74%, 50% of Dental staff, 50% of WIC staff and 76% of Environmental Health staff received the vaccine.

Ms. Shoffner contacted the state immunization branch regarding mandatory flu vaccine. There is no formal policy about this for the state, and this is a local decision from either the Board of Health or Board of Commissioners, but they do

recommend that everyone gets a flu vaccine. Ms. Shoffner asked for the board's permission to have a workgroup to discuss the possibility of mandatory flu for employees. The board was agreeable, and Dr. Minter and Dr. van Hoewyk plan to serve on the committee.

Ms. Shoffner discussed the changes to the Employee Health Policy and Procedure. There have been changes to reflect that new employees will get necessary immunizations prior to employment. Another change is that all at risk personnel (employees working TB, maternity and STD clinics) will be tested annually for tuberculosis (TB) per the TB state guidelines. The last change is that the Employee Health Nurse will serve as back up to the County Occupational Nurse for follow up on occupational exposure to blood and body fluids. Dr. Minter asked about the requirements for Hepatitis A and Meningitis for employees. Ms. Shoffner answered that it is not required for employees to have these immunizations.

A motion was made by Ms. Kathleen Colville to accept the revisions as proposed to the Employee Health Policy and Procedure. The motion was seconded by Dr. Andrew van Hoewyk and approved unanimously by the board.

XIV. New Business

A. Orientation Policy

Ms. Saunders reviewed the proposed changes to the Orientation Policy.

A motion was made by Ms. Kathleen Colville to accept the revisions as proposed to the Orientation Policy. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

B. Title VI Compliance Policy

Ms. Saunders reviewed the proposed changes to the Title VI Policy. The names of specific employees have been taken out of the policy, and now reflect the job title.

A motion was made by Dr. Karin Minter to accept the revisions as proposed to the Title VI Policy. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.

XV. Other

XVI. Closed Session

A motion was made by Dr. William Porfilio to go into closed session at 8:12pm. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

The closed session adjourned into open session at 8:22 p.m. on a motion by Ms. Kathleen Colville and seconded by Dr. Karin Minter.

During the closed session, Mr. Kent Tapscott updated the board about the Search Committee and what the next steps were in the process.

XVII. Adjournment

With no further action or discussion, the meeting adjourned at 8:23 p.m.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. W. Kent Tapscott, Chair

Ms. Stacie Turpin Saunders, Secretary