

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

August 19, 2014

The Alamance County Board of Health met at 6:00 p.m. on Tuesday, August 19, 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. Kary Dodd; Dr. Karin Minter; and Dr. Annette Wilson.

The following staff members were present: Ms Stacie Turpin Saunders, Mr. Carl Carroll, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, 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 6:01 p.m. Those that were in attendance introduced themselves.

#### **II. Public Comments**

No public comments were made.

#### **III. Approval of the June 17, 2014 Board of Health Minutes**

*A motion was made by Dr. Karin Minter to approve the June 17, 2014, Board of Health minutes. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.*

#### **IV. Administrative Reports**

##### **A. Personnel Report**

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

**PERSONNEL UPDATE**

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

- Christy Allred began employment in the Environmental Health Specialist position effective August 18, 2014.
- Stephanie Ross will begin employment in the Public Health Nurse I position effective August 25, 2014.
- Administrative Assistant I, Lisa Miles, is resigning effective August 29, 2014.
- Processing Assistant III – Medical Records Clerk, Mary Ann Watson, is retiring effective October 1, 2014.

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

- Local Health Director (conducting interviews)
- Administrative Assistant I (accepting applications)
- Quality Assurance Specialist (reviewing applications)

***Vacant positions:***

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

**B. FY 2014-2015 Budget Amendments and Transfers**

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	1		DEPT. NAME:	HEALTH
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<b><u>Expenditures:</u></b>				
110-5160-239	Medical/Scientific Supplies	\$ 5,000.00		\$ 5,000.00
<b><u>Revenue:</u></b>				
310-3516-801	NC Dental Health Endowment	\$ 5,000.00		\$ 5,000.00
<b><u>Explanation:</u></b> The Alamance County Children’s Dental Health Clinic was awarded \$5,000.00 by the NC Dental Health Endowment, a component fund of the North Carolina Community Foundation to be used to purchase new dental hand-piece equipment. These are entirely grant funds and do not require any local match or expenditure of any local funds.				

Ms. Stacie Saunders presented the budget revision #1.

***A motion was made by Dr. Annette Wilson to approve budget amendment for Fiscal Year 2014 - 2015. The motion was seconded by Dr. Kary Dodd and approved unanimously by the board.***

#### **V. Personal Health Update**

Ms. Gayle Shoffner reported that on August 14, 2014, the agency had their 2014 State Immunization Audit. They were found to be in compliance in all areas. Ms. Shoffner congratulated Christie Sykes RN, Immunization Coordinator and all staff for a job well done. Recommendations were made to purchase digital data loggers for all vaccine refrigerator units.

Ms. Shoffner was notified by the Department of Health and Human Services that pregnant women applying for presumptive eligibility are no longer required to attest to US citizenship or eligible immigration status. The staff will begin using the new DHHS presumptive forms tomorrow.

Ms. Shoffner announced she is finalizing the date for the Mandatory Flu Committee to have their first meeting. Current persons on this committee are: Dr. van Hoewyk, Dr. Minter, Ms. Glenda Linens, Dr. Shapley-Quinn, Ms. Christie Sykes, Ms. Janna Elliott, Ms. Stacie Saunders and Ms. Gayle Shoffner. Ariana Lawrence will send out a doodle poll for the committee to put in their availability for meetings.

On August 19, the agency had its State TB assessment. Ms. Shoffner reported that the agency was compliant in all areas.

#### **VI. Environmental Health Update**

Mr. Carl Carroll reported that there have been four rabies cases so far in 2014. On August 15, 2014 three dogs fought with a raccoon, and the State Laboratory of Public Health in Raleigh has confirmed that the raccoon was rabid. All three dogs were up to date on their rabies vaccinations. They were given booster shots and will need no further intervention.

Mr. Carroll gave an update about House Bill 734 and how some of these new laws would affect Environmental Health. There will be some definition changes related to food service facilities. Presently if a hotel or motel prepares any type of food, they are inspected as a restaurant. Under House Bill 734, these facilities would now be known as a "limited food service". There are fewer requirements for inspections under this law.

In the past year, Environmental Health has been responsible for ensuring hotels and motels have carbon monoxide detectors in any room with a fossil fuel burning heater, appliance, or fireplace and in rooms that share a wall, ceiling or floor with those spaces. House Bill 734 would put that requirement on the Fire

Marshall, and if the Fire Marshall finds the hotel/motel is not compliant, Environmental Health would be notified to take permit action against this facility. There will be definition changes in regards to on site wastewater, as well as changes to low flow fixtures. Under this new legislation, a study commission would be setup to look at local ordinances all across the state. If they are more stringent than the state rules in areas of agriculture, the Department of Natural Resources, Department of Public Health and study committee would have to decide if the county can have those rules. This may affect the county's solid waste ordinance, mobile home regulations and well regulations. This legislation would also require a standardized form for well regulations that would be used across the state. Well contractors would not need continued education in the future after initial education under this new legislation.

Mr. Carroll announced that Christy Allred is the new Environmental Health Specialist. She has taken Becky Rosso-Hall's previous job, who replaced Shannon Alley. Ms. Allred has 11 years of Environmental Health experience from Forsyth County. She will go through training and authorization to work in on site waste water and wells.

The State lab has increased their water sample fees, which will cost Environmental Health about \$2,000 extra per month. Mr. Carroll will present more about this at the September Environmental Health Committee meeting, and will have a fee change request for the October Board of Health meeting.

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

Dr. Kathleen Shapley-Quinn spoke about the Ebola virus. Dr. Shapley-Quinn explained that there are five Ebola viruses; 4 of those infect humans and 1 of those can infect non-human primates. Ebola is spread through direct contact with blood or body fluids, or contaminated objects. Symptoms of Ebola are fever, severe headache, joint and muscle pain, sore throat, weakness, diarrhea, vomiting, abdominal pain, and internal or external bleeding. Symptoms can appear 2-21 days after exposure to Ebola, but the average is 8-10 days.

The Health Department Epi Team has had two conference calls with the state. There is no active surveillance at this time. If there was a high risk case here, it would be recommended that the individual be quarantined for 21 days and a nurse would check in with that person once per day, checking temperatures twice per day and keeping a log of any symptoms occurring. Low risk cases do not have to be quarantined but do have to have their temperature checked twice per day and should monitor any symptoms they are having. Elon University has been contacted for them to be aware of any students, professors of foreign exchange students that may be traveling to or from high risk areas. Dr. Shapley-Quinn reported that 911 will be adapting an algorithm for questions regarding Ebola. Dr.

Minter said she was impressed with how proactive the health department has been with contacting Elon University about this issue.

### **VIII. Interim Health Director's Report**

Ms. Stacie Saunders reported that the tobacco survey for the staff has been drafted. The survey will be provided at the October meeting for the board to review.

Ms. Saunders reported that in July she attended the North Carolina Association of Local Health Directors meeting, they discussed the Behavioral Risk Factor Surveillance Survey (BRFSS). This survey has been used for the community assessment, SOTCH and tracking outcomes. There are no plans to have regional or local data in the future; it will just be state level. It was discussed at the health directors meeting that there needs to be a comparable tool developed to collect data.

Ms. Saunders gave an update about the 2013 SOTCH report. On June 24, 2014 a letter was received that stated that all requirements were met for the SOTCH. The sections have been assigned for the 2014 SOTCH which will be due in December. On August 26, a regional consultant will be coming to the health department to help the staff and to ensure that the staff is doing everything they need to do.

Ms. Saunders gave an update about the state budget. The General Assembly pulled the Medicaid reform until after the November elections. Some other updates pertaining to the state budget are: The School Health Nurse Initiative was kept; some contracts with DHHS were reduced; on-site wastewater moving from DPH to DENR has been pulled; vector control program and NC Incubator Collaborative were cut.

The Performance Management Performance Based Budgeting (PMPBB) for 2014-2015 has been submitted to county administration. The Health Department has seven goals:

- 1. The Alamance County Health Department will implement the practice management platform of the electronic medical records software by January 31, 2015*
- 2. By June 30, 2015, 80% of the Alamance County Health Department clinical staff will have completed the practice management platform training of EMR*
- 3. By September 2014, the Alamance County Health Department purchasing team will make only one order per vendor per week*
- 4. The Alamance County Children's Dental Clinic will reduce the number of delinquent accounts by 30% by June 30, 2015*
- 5. By June 2015, client satisfaction survey will demonstrate at least 90% of customers indicate that environmental health services are provided in a timely manner*
- 6. By June 2015, client satisfaction survey will demonstrate that at least 97% of customers indicate that Environmental Health staff's explanations of procedures and answers to questions are acceptable*

*7. 100% of well grout inspections and wastewater installation inspections will be done on the day of notification (Contractors are required to notify Environmental Health by 9:00 am)*

Ms. Saunders reported that Mr. Bryan Hagood gave a presentation at the Board of Commissioners meeting about the 2012-2013 savings from PMPBB. This report can be found on the county's website under the county manager tab. This program allows departments to set goals and if those goals are met and money is saved, the departments get to keep this money. For fiscal year 2012-2013, the health department saved roughly \$267,000. A spending plan must be created for each department, and the plan must be approved by the commissioners. Some options for spending this money are: saving it (up to 8% of total agency budget), or it can be spent on equipment, vehicles, building improvements, and bonuses for staff. No permanent staff positions or creation of staff positions is allowed. Ms. Saunders has asked management team to brainstorm about some ideas on how to spend the money, and the staff will be asked to provide some ideas as well. Ms. Saunders the Alamance County Asthma Coalition is being absorbed into the School Health Advisory Council. Ms. Saunders thanked Carl Carroll, Kenneth Greene and Kelley Kimrey for their success in this coalition. Ms Saunders also thanked Mr. Kent Tapscott for attending the ribbon cutting for the Mebane Medicine Drop box, and Ms. Kathleen Colville for attending the ribbon cutting for the Burlington Medicine Drop box.

#### **IX. Old Business**

There was no old business to discuss.

#### **X. New Business**

Mr. Kent Tapscott reported that Dr. Andrew van Hoewyk had to resign from the Board of Health since he moved out of Alamance County. To serve on the board, members must be an Alamance County resident.

##### **A. Board of Health Applicant**

Ms. LaTina McGee had submitted an application for the nurse position on the Board of Health. The board was impressed with her application, and unanimously agreed to put the application forward for approval by the county commissioners.

#### **XI. Other**

Mr. Tapscott announced that the board would be interviewing two candidates for the health director position. He explained that the Search Committee had worked very hard over the last six months. There were 76 applicants for the health director position, and the Office of State Personnel qualified 24 applicants. Seven interviews were conducted, and the top two candidates were being interviewed at this meeting.

## **XII. Closed Session**

***A motion was made by Mr. Kent Tapscott to go into closed session for the purpose of considering qualifications of prospective employees at 7:02 pm. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.***

***The closed session adjourned into open session at 9:20 p.m. on a motion by Ms. Kathleen Colville and seconded by Dr. Karin Minter.***

During the closed session, the board interviewed two candidates for the health director position.

***A motion was made by Dr. Annette Wilson to offer the Local Health Director position to Ms. Stacie Saunders effective August 25, 2014. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.***

## **XIII. Adjournment**

With no further action or discussion, the meeting adjourned at 9:28 p.m.

## **ALAMANCE COUNTY BOARD OF HEALTH**

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Mr. W. Kent Tapscott, Chair

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Ms. Stacie Turpin Saunders, Secretary