

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Special Meeting of the Board of Health

March 17, 2015

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, March 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. Michael Venable, Chair; Dr. Karin Minter, Vice Chair; Dr. Annette Wilson; Mr. Kent Tapscott; Dr. William Porfilio; Commissioner Bob Byrd; Ms. Norman Thompson; Mr. Kevin Bengel

The following staff members were present: Ms Stacie Turpin Saunders, Mr. Carl Carroll, Dr. Kathleen Shapley-Quinn, Ms. Gayle Shoffner, Ms. Janna Elliott, Ms. Ariana Lawrence, Ms. Stephanie Ross, Ms. Lia Dykes, Ms. Kimberly Coble and Ms. Arlinda Ellison.

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

I. Call to Order and Introductions

Board of Health Chairman, Mr. Michael Venable called the meeting to order at 6:33 p.m. Those that were in attendance introduced themselves.

II. Oath of Office

Mr. Kevin G. Bengel, newly appointed Professional Engineer on the board and Ms. Norma Thompson, newly appointed Representative of the General Public on the board, were administered the Oath of Office by Ms. Janna Elliott.

III. Public Comments

There were no public comments made.

IV. Approval of the December 16, 2014 Board of Health Minutes

A motion was made by Mr. Kent Tapscott to approve the December 16, 2014, Board of Health minutes. The motion was seconded by Commissioner Bob Byrd and approved unanimously by the board.

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

Ms. Janna Elliott provided the Board with the Personnel Update. Ms. Elliott shared that she was recently notified that Environmental Health had two employees retiring effective July 1, 2015; Ms. Kathy Hinshaw (Administrative Assistant I) and Mr. Tommy Martin (Environmental Health Program Specialist).

PERSONNEL UPDATE***New Hires / Transfers / Resignations:***

- Arlinda Ellison began employment in the Public Health Educator III (Health Education Supervisor/PIO) position on January 7, 2015.
- Kelly Mendenhall transferred into the Public Health Nurse II – Child Care Health Consultant position effective March 1, 2015.
- Julie Gunter transferred into a Public Health Nurse I position effective March 16, 2015.
- Magdalena Cabral will begin employment in a Processing Assistant III – Intake Clerk position effective March 30, 2015.

Recruiting to fill the following positions:

- Early Childhood Mental Health Specialist – Kernodle Clinic (reviewing applications)

Vacant positions:

- Public Health Nurse I (one position)
- Processing Assistant III (three positions)
- Quality Assurance Specialist I
- Public Health Nurse III – STD ERN (vacant 02/28/15)
- Public Health Nurse II – STD Coordinator (vacant 03/16/15)

B. Budget Amendments

| BUDGET ACCOUNT CODE | DESCRIPTION | TRIAL BALANCE | STATE BUDGET | COUNTY BUDGET |
|----------------------|---|----------------|--------------|----------------|
| REVISION # | 3 | | DEPT. NAME: | HEALTH |
| STATE BUDGET: | | | TRANSFER: | |
| | | | AMENDMENT: | X |
| Expenditures: | | | | |
| 110-5150-231 | WIC EDUCATIONAL SUPPLIES | \$ (1,944.00) | | \$ (1,944.00) |
| 110-5110-608 | PROJECT LAUNCH GRANT | \$ 495,881.00 | | \$ 495,881.00 |
| 110-5110-239 | MEDICAL/SCIENTIFIC SUPPLIES | \$ (5,250.00) | | \$ (5,250.00) |
| 110-5110-260 | DEPART SUPPLIES AND MATERIALS | \$ (2,520.61) | | \$ (2,520.61) |
| 110-5110-440 | CONTRACTED SERVICES | \$ (5,000.00) | | \$ (5,000.00) |
| 110-5110-510 | CAPITAL OUTLAY-EQUIPMENT | \$ 24,357.61 | | \$ 24,357.61 |
| Revenue: | | | | |
| 310-3515-303 | WIC BF PEER COUNSELOR PROGRAM | \$ (1,944.00) | | \$ (1,944.00) |
| 310-3511-208 | PROJECT LAUNCH GRANT | \$ 495,881.00 | | \$ 495,881.00 |
| 310-3511-308 | CHILD HEALTH | \$ 11,026.00 | | \$ 11,026.00 |
| 310-3511-310 | MATERNAL HEALTH | \$ (9,467.00) | | \$ (9,467.00) |
| 310-3511-316 | HEALTHY COMMUNITIES | \$ 9,763.00 | | \$ 9,763.00 |
| 310-3511-317 | COMMUNICABLE DISEASE | \$ 7,260.00 | | \$ 7,260.00 |
| 310-3511-319 | ENVIRONMENTAL HEALTH | \$ (3,983.00) | | \$ (3,983.00) |
| 310-3511-325 | IMMUNIZATION GRANT | \$ 7,992.00 | | \$ 7,992.00 |
| 310-3511-330 | ASTHMA GRANT | \$ (11,004.00) | | \$ (11,004.00) |
| Explanation: | This budget amendment aligns our budget with DPH funding authorizations for FY 14-15. These are state and federal monies; no local match is required. | | | |
| BUDGET ACCOUNT CODE | DESCRIPTION | TRIAL BALANCE | STATE BUDGET | COUNTY BUDGET |
| REVISION # | 4 | | DEPT. NAME: | DENTAL |
| STATE BUDGET: | | | TRANSFER: | |
| | | | AMENDMENT: | X |
| Expenditures: | | | | |
| 110-5160-510 | CAPITAL OUTLAY-EQUIPMENT | \$ 3,500.00 | | \$ 3,500.00 |
| Revenue: | | | | |
| 310-3516-802 | DELTA DENTAL FOUNDATION GRANT | \$ 3,500.00 | | \$ 3,500.00 |
| Explanation: | The Alamance County Children's Dental Health Clinic was awarded \$3,500.00 by the Delta Dental Foundation to be used toward the purchase of a new panorex x-ray machine. These are entirely grant funds and do not require any local match or expenditure of any local funds. | | | |

A motion was made by Dr. Karin Minter to approve budget amendment # 3 and #4 for Fiscal Year 2014 - 2015. The motion was seconded by Commissioner Bob Byrd and approved unanimously by the board.

VI. Personal Health Committee Update

Mr. Kent Tapscott reviewed the minutes from the January 20, 2015 Personal Health Committee meeting.

VII. Personal Health Update

Ms. Gayle Shoffner updated the board on the electronic medical records (EMR) implementation. The two lead EMR staff, Ms. Kathleen Daugherty and Ms. Karen Schwabrow, will be attending Centricity EMR training in Pennsylvania in April. Ms. Shoffner stated that the target date to fully implement EMR is still May 2015.

Ms. Shoffner is currently working on creating a new nursing supervisor position which would allow the agency to restructure nursing/programmatic supervision. This would allow for more efficient and appropriate span of supervision. If approved, this would utilize a vacant nursing position to establish a new role. Ms. Shoffner explained that the two nursing supervisor have more than 10 staff members that they supervise and the programs that they supervise are very large, so this third nursing supervisor is a need.

Ms. Shoffner presented the following data to the board. She explained that the Cohort dates for 2014 were: Oct 2, 2011—Oct 1, 2012 for children aged 24 months. During this time frame, there were a total of 84 children in this age specifically followed and received immunizations at the ACHD. Of those 84 children, 88% met the benchmark for up to date vaccines. The Statewide Local Health Dept. Average is 86%. We were above the benchmark. For children that did not meet the benchmark, the majority of the children were missing the 4th DTaP. There were 1915 children ages 24 months receiving immunizations from other providers in the county. Of those 1915 children, 78% met the benchmarks for being up to date on immunizations. The Statewide County average is 69%. This data is pulled from the immunization records in the NCIR (North Carolina Immunization Registry). We still have one practice in town that is not entering their immunizations in the NCIR system. This data would likely improve the overall county rate. The immunization coordinator, Ms. Christie Sykes sends out letters about immunizations needed, and also reaches out to provider offices about getting all vaccine information in NCIR. Dr. Minter commented that there is a lot of double entry because offices need to enter it in their EMR, and in NCIR.

VIII. Environmental Health Committee Update

Dr. Annette Wilson reviewed the minutes from the Environmental Health Committee held on January 20, 2015.

IX. Environmental Health Update

Mr. Carroll updated the board about the property that Ms. Terri Craver reported on at the Environmental Health Committee. Environmental health staff was able to find some suitable soil once the owner requested staff look at more property. They were able to issue a permit, and Mr. Carroll is hoping the owner will cancel his appeal since suitable soil was found for the wastewater system.

Mr. Carl Carroll reported that the request for services is still increasing. Staff are about four to five weeks behind in answering requests. Mr. Tapscott asked if this was weather

related, or a lack of man hours. Mr. Carroll answered that it is both, but once the weather gets nicer this will help staff to answer these requests. Contractors will also be able to do more work as weather gets nicer, so there will be more installation inspections to be done.

Mr. Carroll discussed Senate Bill 7, which is an act allowing food stands to provide tables and chairs for customers to use while consuming drinks or food upon the premises. Mr. Carroll explained the differences between a food stand and a restaurant; a food stand does not provide seating, a public restroom, or a hand wash sink for the public to use. In the event that the food stand is on an on-site waste water system, this will increase water usage and wastewater going into the wastewater system. This can lead to repairs or revoking permit to operating if repair not feasible. In Alamance County there are currently seven food stands.

X. Medical Director's Report

Dr. Kathleen Shapley-Quinn reported that she has worked with Alamance Regional Medical Center chief of staff to put contact information for Alamance County Health Department and surrounding county health departments on their newly formed physician portal. Also included in the contact list is a copy of the legislation which mandates reporting of certain Communicable Diseases and the list of Communicable Diseases and the time frame for reporting each.

Dr. Shapley-Quinn informed the board that she has a new Administrative Assistant, Ms. Lia Dykes. She has been doing a great job and has facilitated getting a kids bookshelf and books in maternity clinic to give to toddlers who come with their mom to prenatal appointments. Lia has infiltrated the health department with improved systems to advertise and recruit Centering Pregnancy patients. She has been recruiting patients through maternity clinic as well as speaking with women who have positive pregnancy tests in women's health and nurse clinic.

Dr. Shapley-Quinn discussed that there will be two interns that will be working on projects that have been discussed at board meetings; One will work on the feasibility study for coordinated Influenza vaccine purchasing across the county. The other intern will work on determining the top 2-3 causes of child deaths in Alamance County over the past ten years. The intern will also research best practice interventions for these causes, and assess community organization commitment to implementation.

She also reported that the statewide Child Fatality Prevention Team report came out recently and a few of the tasks for this team are:

- Ban minors from using commercial/regulated tanning beds.
- Require child-proof packaging for e-cigarette/vapor nicotine liquid.
- Prohibit sale of certain chemicals (Bisphenol A; TRIS; Phthalates) in children's products.
- Support a resolution authorizing the Legislative Research Commission to examine ways to prevent suicide in youth using existing bodies of research and evidence, including the 2015 NC Suicide Prevention Plan.

XI. Health Director's Report

Ms. Stacie Saunders reviewed the final version of the tobacco survey. This survey will be sent out to the Human Services Center campus, Dental campus, Environmental Health Campus which will include Cooperative Extension, Planning and Inspections. Ms. Glenda Linens will send out the survey and Ms. Saunders is hoping to have the data to present in the April Board of Health meeting.

A motion was made by Mr. Kent Tapscott to approve the Tobacco Survey as presented. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.

Ms. Saunders reported about the Performance Management Performance Based Budgeting (PMPBB) 12/13 spring spending plan. The spending plan was approved on March 2, 2015 by the county commissioners. Ms. Saunders reminded the board that at the September 2014 staff meeting, the staff was asked to choose how they would like that money to be spent given a number of categories. The spring spending plan includes:

- Office furniture for Environmental Health
- Training room tables (shared cost with DSS)
- Lab coats for clerical, nursing, and social work employees
- Exam room privacy curtains
- Surface Pro's for the management team staff
- Mini projectors
- Two vehicles (1 minivan, and 1 sedan)
- Panorex dental x-ray machine

The amount that was requested and approved was about \$93,000, and \$76,000 has been carried over in savings. Mr. Bryan Hagood announced that he will be presenting FY 13/14 savings, and how departments are doing on their goals. Dr. Minter asked what the plan is for older equipment that the health department would not be using with all of this new technology we are getting. Ms. Saunders replied that staff will still use them, but if we did not need them we use govdeals.com for these items. Mr. Tapscott asked about what kind of security the EMR will have. Ms. Saunders and Ms. Elliott explained that the health department chose a cloud based with Centricity. Wireless access points will be installed and Wi-Fi can be used. Ms. Elliott explained that laptops will be used and they will be in locked locations after hours.

The Alamance County Children's Dental Health Center was awarded a \$3,500 check from Delta Dental. On March 13 the President of Delta Dental visited the Dental clinic and presented them with the check. News 14 attended this event and it was aired throughout a 24 hour period. The \$3,500 check is going towards the Panorex machine, and the rest will be paid for using the PMPBB savings money.

Ms. Saunders reported that she is still working with Elon University in their Year of Service pilot program. This is collaborative partnership between Elon University, ARMC/Cone Health, Healthy Alamance, Impact Alamance and the Alamance County Health Department. Elon University will pay the undergraduate graduate to work in a

health agency, pay for their housing and insurance. Ms. Saunders is excited about the health department providing the professional development for these individuals. The board asked what some of the majors were for the individuals who were interviewed. Ms. Saunders answered that most were health/human services related majors, some economic and business majors, and nursing.

Ms. Saunders reported that the State of the County Health Report (SOTCH) was submitted to the state, and the board will be voting on adopting that at the April Board of Health meeting. The Community Health Assessment (CHA) will be ready mid-late April.

XII. Old Business

There were a few questions from some of the board members at previous meetings about the by-laws and operating procedures. Ms. Lawrence reached out to the county attorney, Clyde Albright for guidance on these questions. One of the questions that came up was if a board member is appointed during a partial term, does this count as a term? Clyde Albright answered that any partial term is counted as a term, and the member may serve an additional two terms on top of the partial term. Another question that came about in the review of by laws is if a general public member takes the place of a professional position, does the general public member step down immediately if a professional becomes available? Ms. Saunders stated that if that ever did happen, the conversation would be had before appointment that their seat on the board is contingent on a professional becoming available to fill that role. The last question was about the difference between the by-laws and operating procedures, and if there was a need for both. Ms. Saunders explained that the by-laws reinforce the general statute, and the operating procedures go over specifically how the Alamance County Board of Health will operate.

A. Review of By-Laws of Alamance County Board of Health

Ms. Saunders reviewed the By-Laws with the board.

A motion was made by Mr. Kent Tapscott to approve the By-Laws of Alamance County Board of Health. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

B. Review of Operating Procedures of the Alamance County Board of Health

Ms. Saunders reviewed the Operating Procedures with the board. There is a suggested revision to include the following statement:

Training: The Board of Health shall complete training related to the authorities and responsibilities of local boards of health within six months of appointment. Certificates of completion must be provided to the Secretary for accreditation purposes. All Board of Health members will receive on-going training on the work of the agency and their responsibilities toward the public health issues that could affect their residents.

There was a suggested change to move the personnel committee from a temporary committee to a standing committee in the operating procedures.

A motion was made by Dr. William Porfilio to approve the suggested changes to the Operating Procedures of Alamance County Board of Health. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.

A motion was made by Dr. Karin Minter to approve the Operating Procedures of Alamance County Board of Health with revisions. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

XIII. New Business

A. Presentation and Request for Approval of the 2015 – 2016 Fiscal Year Budget

Ms. Janna Elliott presented the Fiscal Year 2015 – 2016 budget proposals for Health, Dental and WIC as well as fees.

WIC Budget

The WIC Program is a federally funded program with our local program being reimbursed and monitored by the State. WIC's FY 15-16 agreement addendum is providing funding based on their decreased caseload. Their expenditures have been adjusted to coincide with the new allocation amount. The biggest change for WIC is in their 440 (contracted services) account. All contract staff through the Alliance has been cut effective 03/09/15. They have contracted with two temporary employees during FY 14-15. One worked in the chart room, which phased out due to WIC's transition to Crossroads – WIC's "EMR". The other was a bilingual clerk, who filled in when clerks were out on vacation leave or extended sick leave. Commissioner Bob Byrd brought up the pay class study that the county has had conducted. He asked if the decision is made to adjust salaries, how will this be done for WIC? Ms. Elliott answered that she spoke with Human Resources Director, Sherry Hook and it was discussed that since WIC is federally funded, they would either have to decide if they could afford the cost of salary changes if the pay class study is approved, or the commissioners would have to decide if they are willing to pay that cost to the WIC employees in which case WIC would not be 100% federally funded. The Dental Clinic is self-sustaining so it would be the same case for Dental Clinic employees. Mr. Venable asked questions regarding decrease amount of money spent in cleaning. Ms. Elliott answered that originally the cleaning bill was broken down that WIC paid 40% and the health department paid 60%, but the health department square footage portion is larger than WIC's, so the health department will cover more of the cost in FY 15-16.

A motion was made by Mr. Kent Tapscott to approve the proposed fiscal year 2015 – 2016 budget for WIC as presented. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

Dental Budget

The Dental budget has no direct local funds involved and is self-sustaining. The Dental Clinic is requesting to keep their total budget numbers the same as last year's \$1,007,007.00 request, with a few tweaks in some line items. In trying to increase their revenue, the Dental Clinic is proposing an increase in their minimum fee, from \$35 to \$40 per tooth and a 5% fee increase.

They are also requesting to begin providing new services as outlined in their fee request. Mr. Venable was not in favor of the \$5 increase in the minimum fee because the people who need the services most have the biggest increase.

A motion was made by Commissioner Bob Byrd to approve the proposed fiscal year 2015 – 2016 budget and proposed fee increase for the Dental Clinic as presented. The motion was seconded by Mr. Kent Tapscott and approved by majority of the board, Mr. Venable was opposed.

Health Budget

During FY 14-15, ACHD has signed and begun implementation of electronic medical records software. Centricity's practice management platform rolled out December 1st, 2014, and work has begun to prepare for the EMR phase with a scheduled go live date in May 2015. We expect a majority of our expenditures related to Centricity to occur in FY 14-15; however, since electing to go with the cloud-based version, the monthly fees are higher than the server-based version. We will incur these fees going forward, but are able to receive updates automatically (instead of requiring MIS to install) and are able to use Centricity anywhere we have an internet connection. We have not purchased the patient portal module yet as it did not make sense to begin paying for it when we wouldn't begin using it until into year two. It has been budgeted for FY 15-16.

190: Our LabCorp fees are projected to increase significantly due to the state no longer providing PAP lab services. Also, our contract terms are likely changing with additional draw and processing fees. Also, there's the addition of PACE Analytical. This is the laboratory services provider for water samples for Environmental Health, as reviewed and approved in October due to significant increases at the state lab. We still utilize the state lab, just not as much. Water sample costs are incurred in 239 (medical/scientific supplies) because we are charged per container, not at testing time.

440: We terminated our contract with Stericycle and started using MediWaste Disposal effective 01/01/2015. We are proposing an increase in our Alliance – temporary employment – line. We have several vacant clerical positions and are hesitating to hire them based on the outcome of EMR rollout with staffing needs. We hope to utilize contract staff to help ease into EMR and then phase out those folks as we get settled in and determine our long-term staffing needs.

PERSONNEL: Environmental Health is requesting a new EHS position. This position will spend a majority of time with onsite wastewater. This position was actually previously budgeted in 07-08 and years prior. The economy was slowing down and when the position was "naturally" vacated, the decision was made to freeze the position. The economy is picking up again and so is building. There is currently a 5 week turnaround time for onsite permitting and the addition of this position will help EH keep up with the building demands.

Ms. Elliott provided the board with the Fee Schedule for their review.

A motion was made by Mr. Kent Tapscott to approve the proposed fiscal year 2015 – 2016 budget for the Health Department as presented. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.

B. Request to Approve Changes to Formulation of Policies and Procedures

Ms. Stacie Saunders presented the proposed changes to the formulations of policies policy.

A motion was made by Dr. William Porfilio to approve the proposed changes to the Formulation of Policies policy. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

C. Request to Approve Changes to Dental Policy

Ms. Stacie Saunders reviewed the proposed changes to the Dental Clinic policy.

A motion was made by Mr. Kent Tapscott to approve the proposed changes to the Dental policy. The motion was seconded by Commissioner Bob Byrd and approved unanimously by the board.

D. Request to Approve Changes to Fee Policy

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

A motion was made by Mr. Kent Tapscott to approve the proposed changes to the Dental policy. The motion was seconded by Commissioner Bob Byrd and approved unanimously by the board.

XIV. Other

Ms. Elliott and Ms. Lawrence distributed the updated Board of Health handbook. The board members were asked to either bring the books to each meeting, or leave them and the clerk to the board will bring them to each meeting. Inside the handbook includes: meeting schedule, board of health contact list, ten basic responsibilities of nonprofit boards, North Carolina General Statutes (130A-35 and 130A-39), Alamance County Board of Health By Laws and Operating Procedures, 10 Essential Services of Public Health, fiscal year 2015-2016 budget, Alamance County Health Department organizational chart, Community Assessment executive summary, and the 2011-2015 Strategic Plan.

XV. Closed Session

The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 9:14 p.m. on a motion by Dr. William Porfilio for the purpose of discussing a personnel issue. The motion was seconded by Mr. Kent Tapscott.

The closed session adjourned into open session at 10:25 p.m. on a motion by Commissioner Byrd, and seconded by Mr. Kent Tapscott.

Chairman Venable announced that the Board conducted the Health Director's six month performance evaluation, and reviewed the Health Director's job description during the closed session.

XVI. Adjournment

With no further action or discussion, the meeting adjourned at 10:27 p.m.

ALAMANCE COUNTY BOARD OF HEALTH

Mr. Michael S. Venable, Chair

Ms. Stacie Turpin Saunders, Secretary