

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

December 15, 2015

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, December 15, 2015, 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: Chairman Mr. Michael Venable, Commissioner Bob Byrd, Mr. Kent Tapscott, Dr. Karin Minter, Dr. William Porfilio, Ms. Norman Thompson, Dr. Robby Osborn, Mr. Kevin Bengel, Dr. Annette Wilson, Ms. Tina McGee and Ms. Kathy Colville.

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

The following guests were present: Dr. Ralph Houser, Ms. Kelley Kimrey, and Mr. Bryan Hagood.

I. Call to Order and Introductions

Board of Health Chair, Mr. Michael Venable called the meeting to order at 7:07 p.m. Ms. Saunders announced that the agenda would shift slightly so that all business requiring a quorum will be done in the beginning of the meeting due to board members' schedules.

II. Recognition of 2015 Board of Health and Health Director Award Recipients, and Retirees

Commissioner Bob Byrd announced that the winner of the 2015 Employee of the Year was Ms. Kelley Kimrey. Commissioner Bob Byrd also announced that the winner of the 2015 Public Health Partnership Award was Dr. Ralph Houser. Ms. Saunders announced that the Health Director's You Can Count on Me award was Ms. Ariana Lawrence. Ms. Saunders also announced the 2015 retirees; Ms. Karen Medlin, Ms. Kathy Hinshaw, and Mr. Tommy Martin.

III. Public Hearing- Repeal of The Rules Governing the Sanitary Design, Construction, Alteration, Maintenance, Operation and Use of Manufactured Home Parks/ Travel Trailer Parks in Alamance County.

A motion was made by Commissioner Bob Byrd to go into a public hearing. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

A notice of this public hearing was posted in the Times News on December 3, 2015. Ms. Saunders announced that the Planning Department incorporated the Board of Health Rules into their Manufactured Home Park Ordinance. This ordinance was adopted by the Alamance County Commissioners on November 16, 2015. The Board of Health is voting on repeal the Rules Governing the Sanitary Design, Construction, Alteration, Maintenance, Operation and Use of Manufactured Home Parks/Travel Trailer Parks in Alamance County. There were no public comments made during the public hearing.

A motion was made by Commissioner Bob Byrd to close the public hearing. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

A motion was made by Mr. Kent Tapscott to repeal the Rules Governing the Sanitary Design, Construction, Alteration, Maintenance, Operation and Use of Manufactured Home Parks/Travel Trailer Parks in Alamance County. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

IV. Approval of the October 20, 2015 Board of Health Minutes

A motion was made by Mr. Kent Tapscott to approve the October 20, 2015 Board of Health minutes as presented. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

V. Old Business

A. Approval of Employee Influenza Vaccine Policy

Ms. Gayle Shoffner shared the updates to the influenza policy. *See Attachment A* for the Influenza Policy.

A motion was made by Mr. Kent Tapscott to approve the Employee Influenza Vaccine Policy as presented. The motion was seconded by Ms. Norma Thompson and approved unanimously by the board.

VI. New Business

A. Election of 2016 Board of Health Officers

Ms. Saunders reviewed the recommendations from the Personal Health Committee for the 2016 Board of Health Officers.

A motion was made by Dr. William Porfilio to elect Dr. Karin Minter as Board of Health Chair, Dr. Annette Wilson as Board of Health vice Chair, Mr. Kevin Bengel as Environmental Health Committee Chairman and Ms. LaTina McGee as Personal Health Committee Chair for 2016. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

B. Approval of the 2016 Board of Health Meeting Schedule

A motion was made by Dr. Karin Minter to approve the 2016 Board of Health meeting schedule as proposed. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

VII. Administrative Reports

A. Personnel Report

Ms. Janna Elliott provided the Board with the Personnel Update.

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

- Candace “Candy” West was appointed to the vacant Public Health Educator II position effective November 9, 2015.
- Karen Medlin retired from her position as Administrative Assistant II – Dental Clinic effective December 1, 2015.
- Lia Dykes has submitted her intent to resign from her position as Processing Assistant V – Provider Administrative Support/CenteringPregnancy Program Manager effective December 28, 2015.

Recruiting to fill the following positions:

- Physician IIIA, replacing Isa Cheren (accepting applications)
- Public Health Nurse I, replacing Meteea Garner (conducting interviews)
- Foreign Language Interpreter II, replacing Guadalupe Olea (conducting interviews)
- Processing Assistant III – Intake Clerk (conducting interviews)
- PHN Supervisor I (conducting interviews)
- Processing Assistant IV – Health Check Coordinator (appointment pending)
- Processing Assistant V - Provider Administrative Support/CenteringPregnancy Program Manager (accepting applications)

Vacant positions:

- Quality Assurance Specialist I
- Community Health Assistant – WIC Breastfeeding Peer Counselor (frozen FY 15-16)
- Dental Assistant (requesting reclassification to Dental Assistant Supervisor)
- Administrative Assistant II – Dental Clinic (rewriting job description)

VIII. Environmental Health Committee Update

Dr. Annette Wilson reviewed the minutes from the November 17, 2015 Environmental Health Committee meeting. *See Attachment B* for the Environmental Health Committee minutes.

IX. Environmental Health Update

Mr. Carl Carroll reported that Environmental Health continues to be very busy. He shared that for the fiscal year, Environmental Health is already \$10,000 over their revenue budget. Mr. Carroll reported that environmental health staff are currently working with four different facilities in the county that have new public pools, two new restaurants, and two newly renovated restaurants. He explained that turnaround time for on-site wastewater and well program is now less than three weeks.

X. Personal Health Committee Update

Dr. Minter reviewed the minutes from the November 17, 2015 Personal Health Committee meeting. *See Attachment C* for the Personal Health Committee minutes.

XI. Personal Health Update

Ms. Gayle Shoffner reported that as of last week, the health department has given a total of 1,229 flu vaccines (9/24/2015-12/11/2015). She announced that at this time last year, staff had given a total of 1,308 vaccines. She announced that there are two upcoming flu vaccine outreach events planned; free flu vaccine to residents of the Allied Homeless Shelter this month, and free flu vaccine to the participants attending the January 28, 2016 Project Homeless Connect event. She also discussed employee flu vaccine rates for the 2015/2016 Flu season thus far:

- 100 out of 110 employees received the vaccine which is 90 % overall agency rate
- 67 out of 72 clinical staff were vaccinated which is 93 % of clinical staff
- 1 medical exemption
- received 6 staff declination forms
- 96% of nurses and providers received vaccine
- 92% of clerks and finance staff
- 92 % of WIC staff
- 90% of dental staff
- 94% of EH staff
- 100% of Administration
- 62% of contract staff
- 75% of Interpreters/Social workers/HE staff

Ms. Shoffner said that this is a vast improvement from last year. She said a special thank you to Mr. Craig Honeycutt for offering the 2 bonus hours incentive to all county staff who received the flu vaccine this year. She added that this has made a huge impact on the agency's success and the health department is now able to set an example for other county agencies and exemplify the importance of disease prevention.

Ms. Shoffner announced that all clinics, with the exception of maternity, have returned to a 100% pre-EMR schedule. Maternity remains at 70-75 % of pre-EMR schedule.

Ms. Shoffner discussed that Nursing supervisors are busy interviewing to fill vacant positions (Interpreter, health check coordinator, PHN I, and Nursing Supervisor positions).

XII. Medical Director's Report

Dr. Kathleen Shapley-Quinn shared an Outbreak Report Summary from the Communicable Disease Branch. Commissioner Byrd asked if the occurrence of outbreaks in long term care facilities were due to the increase in number of individuals in these settings. Dr. Shapley-Quinn said she would follow up with the CD Branch and report back at a future meeting about that. *See attachment D* for the outbreak report. Dr. Shapley-Quinn discussed that there has been a selection for a contract family nurse practitioner who will start two days per week in January.

XIII. Health Director's Report

Ms. Stacie Saunders reported that the county commissioner's approved the Performance Management Performance Based Budgeting on December 7, 2016. This request included:

- Bonuses for eligible staff
- Vehicle
- Flooring (cost sharing with DSS)
- Clerical window improvements

- Dentrix Enterprise software update

Ms. Saunders announced that budget planning for fiscal year 16/17 is underway. The budget will be presented for approval at the February board of health meeting.

Ms. Saunders shared that she and Ms. Ariana Lawrence went to Raleigh on December 11, 2015 to attend the Accreditation Board Meeting where the health department was awarded full accreditation.

Ms. Saunders announced that the whole Board of Health will be invited to attend the design institute for Strive Together in January.

Ms. Saunders presented the tobacco timeline to the board. *See Attachment E* for the tobacco timeline. The next step is to discuss a potential workgroup composed of the agency and county leaders. Ms. Colville stated that it will be easier and more efficient to talk about the possibility of the Human Services Center going tobacco free as a group and working together. The board discussed that the Human Services Center is comprised of many different sections of county government, and the workgroup would have to discuss who the potential policy would include. The board discussed the issue of enforcement. Commissioner Byrd said that there will never be 100% compliance, but the important thing is that an example is being set and all the agency can do is to enforce it the best we can. Commissioner Byrd said that at Alamance Regional Medical Center, they chose signs that were positive. Instead of the signs saying "NO SMOKING" the signs say "This is a Tobacco-Free Facility". Ms. Colville discussed that at ARMC, it became such an inconvenience for some workers that they quit smoking. Mr. Tapscott said that if a policy is created, it is important to consider how it is going to be enforced because we do not want to lose employees over this. Some of the suggestions for the workgroup are: health director, DSS director, board of health chair, board of health member, county manager, health department staff member, DSS staff member, tobacco consumer(s), human services consumer(s), ARMC employee, and Sherriff's Deputy at HSC. Mr. Venable wanted to define what the workgroup will be focusing on. He asked if all board members were in agreement that the workgroup would focus on the steps to make the Health Department campus tobacco free. All board members agreed that the workgroup would be tasked with focusing on that. Mr. Venable said that this will be named a Steering Committee, and that they will focus on the core tasks, and then smaller groups can be formed to get down to finer details. Ms. Saunders stated that education and marketing will be a big piece of this to let folks know why we are doing this. Mr. Bryan Hagood stated that he would send Ms. Saunders plat maps of the Human Services Center and Environmental Health with surrounding departments to be able to determine the grounds for the policy. Mr. Tapscott discussed that this can be looked at as an extension of Alamance Regional Medical Center tobacco-free policy. Ms. Saunders provided a summary that the board is agreeing that they would to form a steering committee to establish tobacco free grounds at the Human Services Center. The committee would be made up of high level staff, and workgroups would be comprised of other staff to work out finer details. The steering committee would be made up of the health director, DSS director, county manager, county attorney, board of health commissioner representative, and chair of the board of health. Mr. Tapscott added that making this campus tobacco free is to help promote and protect the individuals coming to this building for services. Ms. Saunders and Ms. Lawrence will work on contacting the steering committee members and scheduling the first meeting.

A motion was made by Mr. Kent Tapscott to create a Tobacco Steering Committee as summarized by Ms. Saunders. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

XIV. Other

The members of the board thanked Mr. Venable for serving as Chair for the Board of Health for 2015.

XV. Adjournment

With no further action or discussion, a motion was made by Ms. Kathy Colville to adjourn the meeting at 8:37pm. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Karin Minter, Chair

Ms. Stacie Turpin Saunders, Secretary

ALAMANCE COUNTY HEALTH DEPARTMENT

“COMMITTED TO PROTECTING AND IMPROVING THE PUBLIC’S
HEALTH IN ALAMANCE COUNTY”



EveryWhere.EveryDay.EveryBody.

Alamance County Health Department
Employee Influenza Vaccine Policy

APPROVAL DATE BY BOARD OF HEALTH:

SIGNATURES:

Chair, Board of Health

Health Director

Division Manager

Alamance County Health Department

Title:	Employee Flu Vaccine Policy	Policy Number:	
Approved by:	Alamance County Board of Health	Program Area:	Employee Health
Effective Date:	December 15, 2015		
Revised Date:			

Goal:

- A. The goal of this policy is to prevent the spread of Influenza Disease and associated disease complications by encouraging all Alamance County Health Department staff to receive an annual Influenza (flu) vaccine. “Because local health departments often serve as a primary point of contact when a disease is suspected in their community, health-care personnel (HCP) in these settings are at increased risk for exposure to vaccine-preventable diseases,” *(January 24, 2014 memo from Wendy Holmes RN, Acting Health, NC DHHS Immunization Branch and Megan Davies, MD, State Epidemiologist, Communicable Disease Branch, NC DHHS.)*

PURPOSE:

- A. The purpose of this policy is to establish guidelines and protocols for management and implementation of the Alamance County Health Department employee Influenza vaccination program.

REFERENCE:

- A. Center for Disease Control Morbidity and Mortality Weekly Report, (CDC) November 25, 2011; Recommendations and Reports/Vol.60/No.7.
- B. CDC Advisory Committee on Immunization Practices, Healthcare Personnel Vaccination Recommendations. www.cdc.gov/vaccines/adults/rec-vac/hcw.html
- C. January 24,2014 Memo to Local Health Directors, From Wendy Holmes RN, Acting Head, Immunization Branch, and Megan Davies, MD, State Epidemiologist, Communicable Disease Branch, NC DHHS.

DEFINITIONS: NONE.

FOCUS POPULATION:

- A. The population of focus for this policy is Alamance County Health Department employees, contract staff, students and volunteers.

POLICY:

- A. All Alamance County Health Department employees shall be encouraged to voluntarily receive an annual Influenza Vaccine. Annual Influenza vaccination goal for direct patient care staff is greater than or equal to 90%. Upon failure to reach this vaccination goal, staff declining the annual Influenza vaccine will be required to wear a surgical mask while in contact with staff and patients during the flu season. Staff with an approved medical exemption will be considered on a case by case basis.

Alamance County Health Department

Title:	Employee Flu Vaccine Policy	Policy Number:	
Approved by:	Alamance County Board of Health	Program Area:	Employee Health
Effective Date:	December 15, 2015		
Revised Date:			

IMPLEMENTATION:

A. Access to Vaccine:

1. Immunization shall begin each calendar year as soon as Flu vaccine is available and completed by November 30th.
2. Employees on leave should obtain the flu vaccine within 2 weeks of returning to work.
3. Flu vaccine will be provided to Alamance County Health Department employees at no cost.
4. Staff that prefers to have their annual Flu immunization administered by their medical provider, local pharmacy, retail location or other provider will use their individual or family insurance plan or payment as indicated. Documentation of Flu vaccine must be submitted to the Wellness Nurse by November 1st.
5. Staff not in compliance by November 1st will receive notification from the Wellness Nurse encouraging compliance by November 30th.

B. Medical Exemptions:

1. Criteria for medical exemptions will be based upon CDC, ACIP and manufacturer recommendations.
2. Requests for exemption must be submitted to the Wellness Nurse no later than November 1st. (Exemption requests must be submitted on the “Employee Medical Exemption Form”.)
3. Exemption requests will be reviewed for approval by the EMS Medical Director.
4. Persons granted an exemption may be required to wear a surgical mask in patient care areas during flu season as directed by the policy.

C. Refusals:

1. Employees that refuse or decline an annual Flu vaccine will be required to sign a declination form and wear PPE (surgical mask) while in patient care areas during flu season as directed by the policy.
2. Employees that fail to comply with the recommended PPE will be subject to disciplinary measures as outlined in the Alamance County Personnel Policy Manual.

D. Vaccine Shortage:

1. In the event of Influenza vaccine shortage, priority vaccinations groups will be determined on the basis of CDC, ACIP or NC DHHS recommendations.

APPENDIX:

- A. ACHD Medical Exemption Form
- B. ACHD Flu Vaccine Declination Form



Stacie Turpin Saunders, MPH
Health Director

ALAMANCE COUNTY

Health Department

319 North Graham-Hopedale Road Suite B
Burlington, NC 27217-2995
www.alamance-nc.com/d/health

(336) 227-0101
FAX (336) 513-5593

Employee Medical Exemption Form

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: ____/____/____

Work Location: _____

Department: _____ Section: _____

Best Contact Phone Number: _____

Medical Exemption to Immunization

Check all that apply

Flu

Hepatitis B

MMR

Tdap

Varicella

A contraindication to immunization is a condition in a recipient that increases the risk for serious adverse reaction. A vaccine will not be administered when a contraindication is present.

Check the statement that applies:

Allergic reaction (i.e. Anaphylaxis) after a previous vaccine dose

Allergic reaction (i.e. Anaphylaxis) to a vaccine component such as an allergy to eggs

Other medical contraindication: _____

Describe details: _____

(If you have medical documentation to support this request, please attach a copy of that information)

Employee Signature: _____ Date: ____/____/____

Please return this form in a sealed envelope to: Glenda Linens BSN, RN
Wellness Nurse
Alamance County Health Department
319 N. Graham-Hopedale Rd.
Burlington, NC 27215

Medical Review Section:

Approver Signature: _____ Date: ____/____/____

Approver Name Printed _____

Exemption Status: APPROVED

DECLINED

Additional Recommendation: _____



Committed to Protecting and Improving the
Public's Health in Alamance County

DECLINATION OF INFLUENZA VACCINATION FORM

The Alamance County Health Department has recommended that I receive an influenza vaccination in order to protect the clients that I serve. The influenza vaccination recommendation is important for patient/client safety and infection prevention, because unvaccinated staff can spread influenza to patients/clients, coworkers, and family members. Everyone coming in contact with patients/clients should receive the influenza vaccination annually.

I ACKNOWLEDGE THAT I AM AWARE OF THE FOLLOWING FACTS:

- Influenza is a serious respiratory disease that kills an average of 36,000 persons and hospitalizes more than 200,000 persons in the United States each year.
- Influenza vaccination is recommended for me and all other health care workers to prevent influenza disease and its complications, including death.
- If I contract influenza, I will shed the virus for 24-48 hours before influenza symptoms appear. Shedding the virus can spread influenza infection to clients and co-workers.
- If I become infected with influenza, even when my symptoms are mild, I can spread severe illness to others.
- I cannot get the influenza disease from the influenza vaccine.
- Refusing to be vaccinated could endanger my health and the health of those with whom I have contact.

I understand that the influenza virus changes almost every year and that my immunity may decline over time and that this is why a yearly vaccination is recommended.

My reason for declining influenza vaccine today is:

I understand that I may change my mind at any time and accept influenza vaccination, if vaccine is still available.

I have read and completely understand the information set forth on this form.

Signature: _____ Date: _____

Name (please print): _____

Witness: _____

Attachment B

Alamance County Board of Health

Environmental Health Committee

The Environmental Health Committee met on Tuesday, November 17, 2015 at 12:00 pm in the Environmental Health Board Room located at 209 N. Graham Hopedale Road, Burlington, North Carolina.

The following committee members were present: Dr. Annette Wilson, and Commissioner Bob Byrd.

The following staff members were present: Ms. Stacie Saunders, Mr. Carl Carroll, Ms. Terri Craver, Ms. Arlinda Ellison, Ms. Shelby Smith, and Ms. Ariana Lawrence.

Call to Order

Dr. Annette Wilson called the meeting to order at 11:59 am.

Environmental Health Update

Mr. Carl Carroll reported that Alamance County had its fourth rabies case of the year. He shared that each rabies case this year was a different rabid animal; a raccoon, a fox, a cat, and the most recent was a skunk. He explained that two dogs were exposed to the rabid skunk, and the two dogs were not up to date on their rabies vaccine. The only decided to euthanize the two dogs. Mr. Carroll also explained another rabies case that took place since the last Board of Health meeting. A cat that was up to date on its rabies vaccine was exposed to a bat, but the cat did not receive a booster rabies vaccine. The cat was placed under quarantine for four months because the exposure did not get reported until two months after exposure. Dr. Annette Wilson expressed that she would really like it if information would be communicated more often regarding a rabies booster after exposure to a potential rabid animal.

Mr. Carroll discussed that there is one employee finishing up the second module of centralized training. He will have to go to one more module in the spring and then he will be finished with that training.

Mr. Carroll announced that the Board of County Commissioners approved the changes to the county's Manufactured Home Park Ordinance. The changes to this ordinance incorporate the Board of Health rules regarding mobile home parks. Mr. Carroll explained that the next step is for the Board of Health to hold a public hearing to rescind the Board of Health Rules governing manufactured home parks. Mr. Carroll thanked Ms. Libby Hodges for moving this forward and doing a really great job with this.

Ms. Terri Craver announced that the City of Graham acquired a piece of property on Jim Minor Road. They are going to begin construction of picnic shelters, but it will be a huge complex.

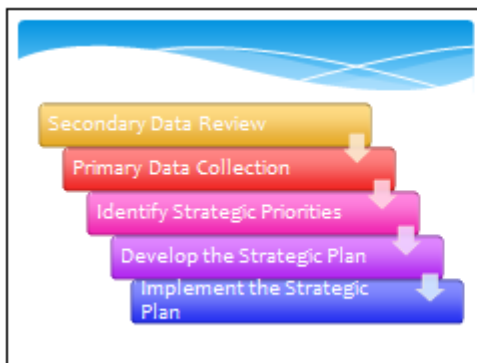
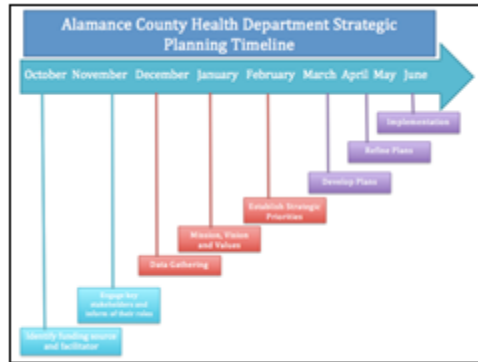
Health Director's Update

Ms. Saunders re-introduced Ms. Shelby Smith, Elon-Alamance Health Partner. Ms. Smith discussed the vision for the Health Department's next Strategic Plan. The

writing of the plan will not begin until the spring, but data will be reviewed until then.

Why create a strategic plan?

- Accreditation standard: plan that includes
 - a) Mission, vision, guiding principles/values
 - b) Strategic priorities
 - c) Goals and objectives with measurable and time-framed targets
 - d) Identification of external trends, events, or factors that may impact community health or the health department
 - e) Assessment of health department strengths and weaknesses
 - f) Link to the health improvement plan and quality improvement plan



Why an external consultant?

- *Neutral third party
- *Allows for participation of management to data collection and contributing to outcomes without influencing others
- *Enhancing our leadership and “business” culture

BOH Involvement

- Electronic survey responses in early 2016
- Key informant interviews or focus group in February/March 2016
- Retreat in April 2016 to finalize themes and products

Questions?

Shelby Smith
Elon Alamance Health Partner
shelby.smith@alamancenc.com

Ms. Smith also discussed a model that Gaston County has used to train supervisors. Leaders within the agency hold training sessions for new supervisors and future leaders of the agency. Many of the health department supervisors voiced the need for a mentor as a new supervisor. Ms. Saunders expressed that this would be great for the current management team to mentor new supervisors and future leaders of the agency. The Health Department could be the pilot for this program, and hopefully this could be implemented county wide.

Ms. Saunders announced that the accreditation site visit went really well. The site visit team is recommending us for re-accreditation. In December, Ms. Saunders and Ms. Lawrence will go to Raleigh and the Accreditation board will decide if the Health Department will be re-accredited for four years. Ms. Saunders thanked Mr. Carl Carroll for his help and knowledge as a site visitor and Ms. Ariana Lawrence for organizing the materials for the site visit.

Ms. Saunders discussed the performance management performance based budgeting spending plan. This was on the agenda for approval at the November Board of County Commissioners meeting, but the commissioners decided to table the discussion until a future meeting.

Ms. Saunders announced that Kernodle Clinic Eastown was donated to Alamance County. There have been discussions on what will go in that building, but nothing has been decided. Dr. Wilson asked why the spending was tabled because in the past it never seemed to be an issue. Commissioner Byrd explained that it was tabled because the commissioners wanted more information about salaries and how the pay in class study affected salaries.

Ms. Saunders reported that the current flu vaccine rate among clinical staff is currently at 89%.

Other

No other business was discussed.

Adjournment

With no further discussion, the meeting adjourned at 12:44 pm.

**Respectfully submitted,
Ariana Lawrence
Clerk to the Board of Health**

Alamance County Board of Health

Personal Health Committee

The Personal Health Committee met on Tuesday, November 17, 2015, at 6:00 pm in the Professional Board Room of the Human Services Building located at 319-B N. Graham Hopedale Road, Burlington, North Carolina.

The following committee members were present: Mr. Kent Tapscott, Ms. Norma Thompson, Ms. LaTina McGee and Dr. Karin Minter.

The following staff members were present: Ms. Stacie Saunders, Ms. Nicole Alston, Ms. Gayle Shoffner, Dr. Kathleen Shapley-Quinn, Ms. Ariana Lawrence, Ms. Shelby Smith, and Ms. Arlinda Ellison

Call to Order

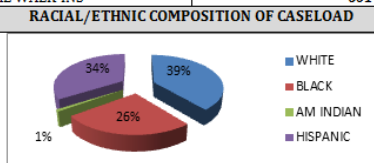
Mr. Kent Tapscott called the meeting to order at 6:05 pm.

WIC Update

Ms. Nicole Alston provided the committee with a WIC update including a monthly report a WIC outreach report. WIC continues to submit articles to the Times News, and WIC is continuing to offer great customer service and take walk in clients. The outreach committee has volunteered to help checking voicemails and returning phone calls due to complaints from patients about call backs.

WIC
DEPARTMENTAL MONTHLY REPORT
September 2015

CLINIC ACTIVITIES:		
CLINICAL NUTRITION CONTACTS PROVIDED BY NUTRITIONISTS	1,056	
HEMOGLOBINS DONE IN WIC	421	
*WIC PARTICIPATION:		
*NSB REPORT OF MONTHLY PARTICIPATION	MAY 2015	4,102
	APRIL 2015	4,152
	MARCH 2015	4,178
*NSB REPORT OF MONTHLY PARTICIPATION BY CATEGORY FOR MAY 2015	PN-389	INFANTS-998
	PP BF-251	CHILDREN-2,153
	PP NON BF-311	
CLINIC SHOW:		
APPOINTMENTS KEPT	626	
APPOINTMENTS SCHEDULED	1071	
CLINIC SHOW RATE	58%	
VOUCHER ISSUANCE ONLY	171	
TOTAL WALK-INS	601	



SPECIAL MEETINGS	OUTREACH COMMITTEE MEETING 9/29; HD STAFF MEETING 9/24; NA@PHC 9/15; NA@HMHB 9/1
SPECIAL EVENTS	EVENING CLINICS 1 st 4 MONDAYS; CONTINUING DAILY LUNCH CLINICS; TIMES NEWS ARTICLES; FB POSTS; SATISFACTION SURVEYS MAILED WEEKLY; WIC CONFERENCE 9/17-9/18; JP@DSS RESOURCE FAIR 9/29; JP@MEBANE WELLNESS FAIR 9/30; JP COOKING CLASSES@CRUMP VILLAGE 9/14
BULLETIN BOARD	OUTREACH COMMITTEE- OUTREACH BOARD
VENDORS MONITORED	34 TOTAL VENDORS
MNT	6 REFERRALS; 3 APPOINTMENTS (1 WAS A FOLLOW-UP)
INFANT FEEDING CLASS	10/15/15
BREASTFEEDING PEER COUNSELOR CASELOAD	415

SUBMITTED BY: Nicole Alston, 10/20/15

Disclaimer: The numbers for clinic show are estimated using Crossroads. Official numbers will be reported as they are provided by the Nutrition Services Branch

**Official data from the NSB.*

Personal Health Update

Ms. Shoffner was not in attendance, Ms. Saunders provided her update. Ms. Saunders reported that interviews are being conducted for the Health Check Coordinator position, Public Health Nurse I position, re-advertising the Foreign Language Interpreter position, and recruiting for a new Public Health Nursing Supervisor position. Flu vaccine rate is at 89% for clinical staff at this time. County employees are responding well to the two hour bonus time that Mr. Honeycutt has offered if employees get a flu shot. Staff is continuing to work through issues with electronic medical records and the clinical management team is working on quality improvement efforts.

Medical Director's Update

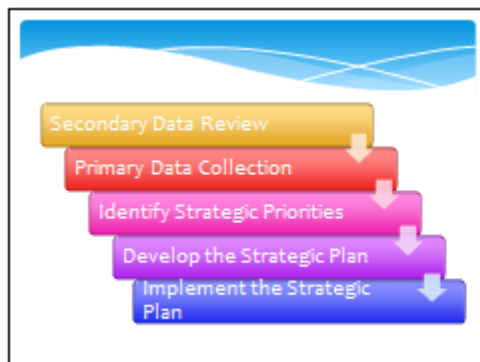
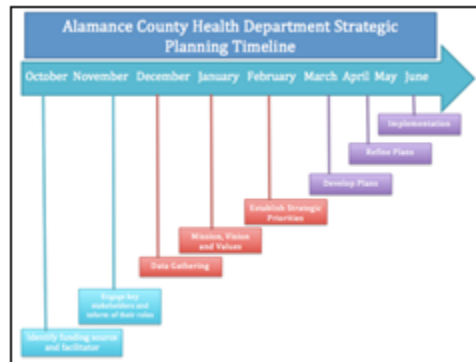
Dr. Shapley-Quinn announced that Centering Pregnancy was reapproved by Centering Healthcare Institute through their accreditation process. She thanked Ms. Lia Dykes for all of her hard work during the process.

Health Director's Update

Ms. Saunders re-introduced Ms. Shelby Smith, Elon-Alamance Health Partner. Ms. Smith discussed the vision for the Health Department's next Strategic Plan. The writing of the plan will not begin until the spring, but data will be reviewed until then.

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Elon Alamance Health Partner
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Ms. Smith also discussed a model that Gaston County has used to train supervisors. Leaders within the agency hold training sessions for new supervisors and future leaders of the agency. Many of the health department supervisors voiced the need for a mentor as a new supervisor. Ms. Saunders expressed that this would be great for the current management team to mentor new supervisors and future leaders of the agency. The Health Department could be the pilot for this program, and hopefully this could be implemented county wide.

Ms. Saunders announced that the accreditation site visit went really well. The site visit team is recommending us for re-accreditation. In December, Ms. Saunders and Ms. Lawrence will go to Raleigh and the Accreditation board will decide if the Health

Department will be re-accredited for four years. Ms. Saunders thanked Mr. Carl Carroll for his help and knowledge as a site visitor and Ms. Ariana Lawrence for organizing the materials for the site visit.

Ms. Saunders discussed the performance management performance based budgeting spending plan. This was on the agenda for approval at the November Board of County Commissioners meeting, but the commissioners decided to table the discussion until a future meeting.

Ms. Saunders announced that the Board of County Commissioners approved the changes to the county's Mobile Home Park Ordinance. The changes to this policy incorporate the Board of Health rules regarding mobile home parks. Ms. Saunders explained that the next step is for the Board of Health to hold a public hearing in December to rescind these rules since they will all be covered by the county's ordinance. Ms. Saunders announced that Kernodle Clinic Eastown was donated to Alamance County. There have been discussions on what will go in that building, but nothing has been decided.

Other

No other business was discussed.

Adjournment

With no further business, the meeting adjourned at 6:34 pm.

**Respectfully submitted,
Ariana Lawrence
Clerk to the Board of Health**



Outbreak Report Summary: 2012 - 2014



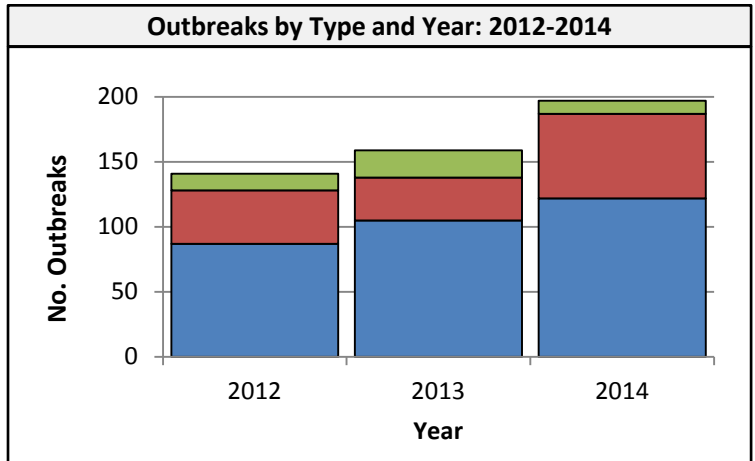
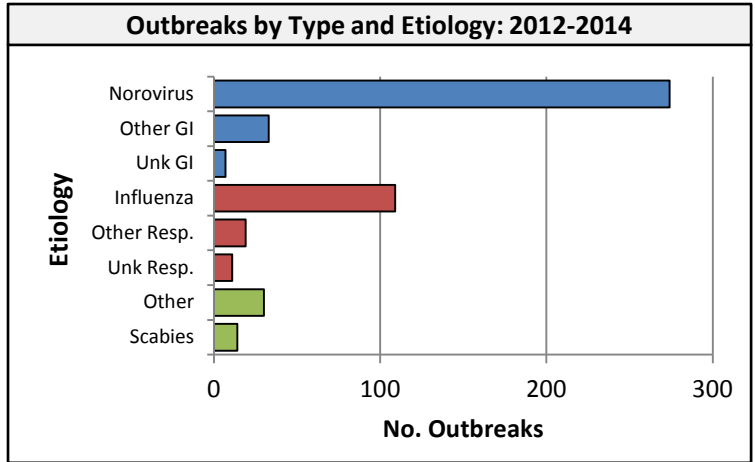
A total of **497** outbreaks were reported to the Communicable Disease Branch (CDB) from January 1, 2012–December 31, 2014; an average of 166 per year. Details of those outbreaks are presented below.

As required by North Carolina Administrative Code (10A NCAC 41A .0103), local health departments must submit a written report of the investigation within 30 days of the end of the outbreak. Outbreak reports were received for 78% of 2012 outbreaks, 91% of 2013 outbreaks and 61% of 2014 outbreaks. The median time to report receipt by the CDB from initial outbreak notification was 55 days in 2012, 27 days in 2103 and 129 days in 2014. While timeliness and completeness of reporting increased between 2012–2013, it decreased in 2014. This can be attributed to the burden of work that the global Ebola crisis placed on local programs.

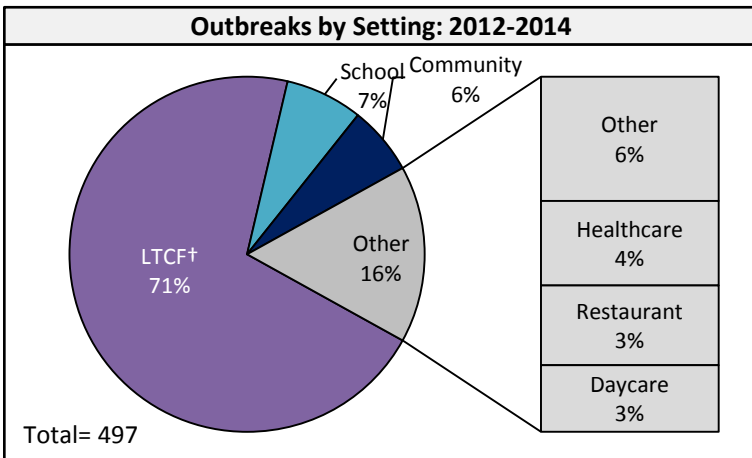
TYPE AND ETIOLOGY

Type	Etiology	2012	2013	2014	Total	%
Gastrointestinal (GI) Causes						
63%	Norovirus	80	90	104	274	87%
	Salmonella	3	5	5	13	4%
	Shigella	0	2	7	9	3%
	Other GI	4	4	3	11	4%
	Unknown	0	4	3	7	2%
	Total		87	105	122	314
Respiratory Causes						
28%	Influenza	29	23	57	109	78%
	Pertussis*	8	4	1	13	9%
	Legionella	0	0	5	5	4%
	Other Respiratory	1	0	0	1	1%
	Unknown	3	6	2	11	8%
Total		41	33	65	139	
Other Causes						
9%	Other	8	16	6	30	68%
	Scabies	5	5	4	14	32%
	Total	13	21	10	44	
Total Outbreaks		141	159	197	497	

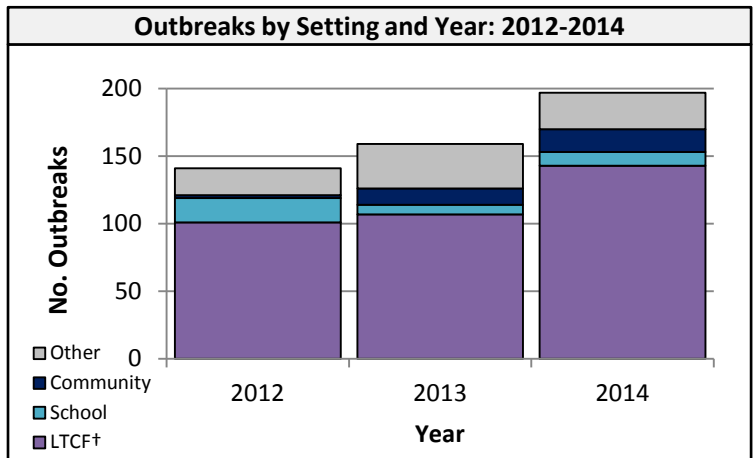
*Pertussis was at epidemic levels in 2014, therefore individual outbreaks were not reported.



SETTING



†Long-term care facility (LTCF) includes nursing homes and adult care homes



Tobacco Policy Discussion Timeline – A Retrospective
Alamance County Board of Health
April 2014-June 2015

Summary: The Alamance County Board of Health began discussing tobacco policy in April 2014. From April 2014-September 2015, the Board has focused on two separate but related issues:

1. Revision of existing indoor tobacco/smoking policy to include prohibiting the use of e-cigarettes inside county buildings
2. Exploration of tobacco-free grounds at the Alamance County Health Department

In those discussions, the Board approved a recommendation letter to the County Manager to revise the existing tobacco/smoking policy to include language prohibiting the use of e-cigarettes in county buildings. This letter was submitted and will be presented to the Board of Commissioners October 19, 2015. The Board of Health continues to discuss and explore options for a tobacco-free campus.

Timeline of Events:

April 15, 2014

- April Durr and Glenda Linens presented an overview of the Community Transformation Grant work.
- CTG efforts regarding Tobacco Policy were discussed.
- Discussion regarding e-cigarettes led to further discussion about Alamance County Health Department policies regarding 1) e-cigarettes in the building and 2) tobacco/smoking use on campus (not just within buildings)
- Alamance County had a policy prohibiting tobacco/smoking within the buildings. There is no policy regarding smoking/tobacco on the grounds.
- Mr. Tapscott asked if the health department would bring some information to a future meeting regarding policies from other health departments.

June 17, 2014

- Information packet presented to the board.
- The packet included: what the current indoor tobacco policy, options regarding e-cigarettes, the options for consideration of tobacco-free grounds, preliminary steps and the board's authority.
- Information about other health departments and e-cigarettes was also provided.
- Tobacco use on grounds was discussed.
- Board recommended 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.

August 19, 2014

Tobacco Survey was drafted.

October 21, 2014

- Examples of worksite survey presented.
- All Human Services Center (HSC) staff would be surveyed, not just Health Department staff.
- Discussed that the purpose of requesting a survey was to determine how staff feel about a potential policy.
- Ms. Elliott stated that this topic came to the board because of complaints she receives on a weekly basis from staff that smell smoke in their offices and within maternity clinic, due to proximity of smokers to the building.
- Board suggested changes and changes were communicated to workgroup.

December 16, 2014

- Reviewed draft worksite survey
- Suggestion to add the question “if HSC was a tobacco-free facility, would it affect your desire to be employed here?”

March 17, 2015

- Reviewed final version of survey.
- Survey sent out to the Human Services Center campus, Dental campus, Environmental Health Campus which will include Cooperative Extension, Planning and Inspections.

April 21, 2015

- Provided the board with the results from the Tobacco survey. The board reviewed the responses and additional comments that employees submitted.
- Discussion about the hospitals’ transition to tobacco-free.
- Discussion about Board of Health Rules and Board of Commissioner input and approval.
- Suggestion to invite regional tobacco consultant. Board approved.

August 18, 2015

- Regional Tobacco Consultant presented tobacco and e-cigarette statistics, general Board of Health authority, and rule making processes.
- Board approved construction of recommendation letter to county manager suggesting revision of existing policy to include prohibition of e-cigarettes within county buildings.
- Health Director will draft letter. Board Chair and Health Director will sign.

September 2015

- Recommendation Letter completed and signed by Health Director and Board Chair.
- County Manager received letter and invited Health Director to present at upcoming Commissioner meeting.
- Health Director scheduled to present recommendation to Commissioners on Oct 19, 2015 at 7 p.m.
- County Attorney drafting proposed revision to resolution which includes e-cigarettes.