

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

October 20, 2015

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, October 20, 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: Dr. Karin Minter, Vice Chairman, Commissioner Bob Byrd, Mr. Kevin Bengel, Mr. Kent Tapscott, Dr. William Porfilio and new member Dr. Roberta Osborn, DDS.

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

#### **I. Call to Order and Introductions**

Board of Health vice Chair, Dr. Karin Minter called the meeting to order at 6:33 p.m. Those that were in attendance introduced themselves. Ms. Janna Elliott provided the oath of office to new Dentist representative on the Board of Health, Dr. Roberta Osborn.

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

There were no public comments made.

#### **III. Approval of the August 18, 2015 Board of Health Minutes**

***A motion was made by Mr. Kent Tapscott to approve the August 18, 2015 Board of Health minutes. The motion was seconded by Commissioner Bob Byrd and approved unanimously by the board.***

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

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

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

### **PERSONNEL UPDATE**

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

- Spencer Hart was appointed to the Environmental Health Specialist Intern position effective August 21, 2015.
- Ryan Smith was appointed to the Environmental Health Specialist position effective August 28, 2015.

- Debra Gillom resigned from her position as Processing Assistant V – Health Check Coordinator effective September 8, 2015.
- Guadalupe Olea separated from her position as Foreign Language Interpreter II effective September 15, 2015.
- Martha Kaufman left the grant-funded Human Services Planner/Evaluator III-Project LAUNCH Director position effective September 30, 2015.
- Heather Walters will begin employment as Public Health Nurse I position effective October 23, 2015.

**Recruiting to fill the following positions:**

- Physician IIIA, replacing Isa Cheren (accepting applications)
- Public Health Nurse I, replacing Meteea Garner (conducting interviews)
- Public Health Educator II, replacing Amanda Marvin (reviewing applications)
- Foreign Language Interpreter II, replacing Guadalupe Olea (conducting interviews)

**Vacant positions:**

- Processing Assistant III
- Quality Assurance Specialist I
- PHN Supervisor I
- Community Health Assistant – WIC Breastfeeding Peer Counselor
- Dental Assistant
- Processing Assistant V – Health Check Coordinator

**B. Budget Amendments**

***A motion was made by Mr. Kent Tapscott to accept the budget amendment. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.***

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	4		DEPT. NAME:	HEALTH
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
110-5110-239	MEDICAL/SCIENTIFIC SUPPLIES	\$ 1,375.70		\$ 1,375.70
110-5110-311	CONF/SCH/SEM/TRAINING EXPENSE	\$ 2,000.00		\$ 2,000.00
<b>Revenue:</b>				
310-3511-319	ENVIRONMENTAL HEALTH	\$ 3,375.70		\$ 3,375.70
<b>Explanation:</b>				
The Alamance County Health Department was allocated \$3,375.70 by the N. C. Department of Public Health to reimburse local agencies for the cost of inspections completed 06/01/2015 – 09/30/2015 as part of the Summer Food Service Program (SFSP). These are entirely state funds and do not require any local match or expenditure of any local funds. Environmental Health Specialists conducted thirty four inspections of Summer Food Service Facilities.				

**V. Environmental Health Committee Update**

Mr. Carl Carroll reviewed the minutes from the September 15, 2015 Environmental Health Committee meeting. See attachment A for the minutes from the September 15, 2015 meeting.

At this meeting a letter to Mr. Craig Honeycutt was approved by board members to revise the county smoke free policy to include e-cigarettes. Ms. Saunders announced that the e-cigarette resolution was passed by the Board of County Commissioners at the October 19, 2015 meeting.

**VI. Environmental Health Update**

Mr. Carl Carroll reported that Environmental Health continues to see an increase request for services. He announced that they are current up about \$2,000 in revenue from this time last year. Mr. Carroll was happy to announce that the training for his new staff is going well and turnaround time for services is reducing already with having more staff on board.

**VII. Personal Health Committee Update**

Mr. Kent Tapscott provided the Board of Health with a Personal Health Committee update. See attachment B for the minutes from the September 15, 2015 meeting.

Dr. Minter asked for an update on how the full scale preparedness exercise went. Ms. Saunders shared that during this exercise the health department was practicing the point of dispensing (POD) protocols. The scenario was that there was an Anthrax exposure at an Elon Homecoming Game. The POD was setup at Mayco Bigelow Center at North Park. Health Department staff were there to staff the POD along with other representatives from different county departments. County employees and members of the community were there to act as individuals in need of medicine with a variety of medical issues, various ages, and different languages spoken. Ms. Gayle Shoffner added that there were nurse teams that consisted of screeners and dispensers. There was a medical screener table where the providers were available if further evaluation was needed after the nurses screened the patient. Ms. Saunders announced that law enforcement, emergency management, and reviewers from other counties were all part of this event. There was an aftermath meeting where the core team discussed strengths, weaknesses and lessons learned.

**VIII. Personal Health Update**

Ms. Shoffner announced that the Health Department has Quadrivalent vaccine available in both private and state, High dose private, Quadrivalent baby in both private and state, but flu mist is not available. As of September 24<sup>th</sup>, we have given a total of 548 doses; 223 given at the employee wellness fair and 325 given in our clinics. Last year at this time, we had given 586 doses. Ms. Shoffner gave an update on Community flu outreach:

- Letter sent to area nursing home facilities in September encouraging flu vaccine for staff and residents.
- Posters and flu vaccine information has been sent to La Comunidad as well as initial flu vaccine press releases were sent to the Spanish speaking newspapers.
- A flu information flyer has also been provided to the PIO for the ABSS school system. This information will be distributed to students and parents of the ABSS school system.

Ms. Shoffner provided an EMR update. She shared that the health department is currently four months into the EMR implementation. Currently staff is continuing to experience and work through issues

through meetings and staff workgroups. Next week there will be the first internal program audit on the new electronic medical records system.

Ms. Shoffner announced that implementation and transition to ICD 10 occurred October 1<sup>st</sup>. In preparation for this, clinic coordinators along with Carla Hampton, PA, diligently worked to crosswalk our most commonly used ICD 9 codes to the new ICD 10 code. These were printed and placed in binders as reference books for each clinical area. Our clinic encounters were also revised and are in the process of being printed for use.

Ms. Shoffner discussed the mandatory flu committee. The last meeting was August 11, 2015, it was discussed and the following agreed upon:

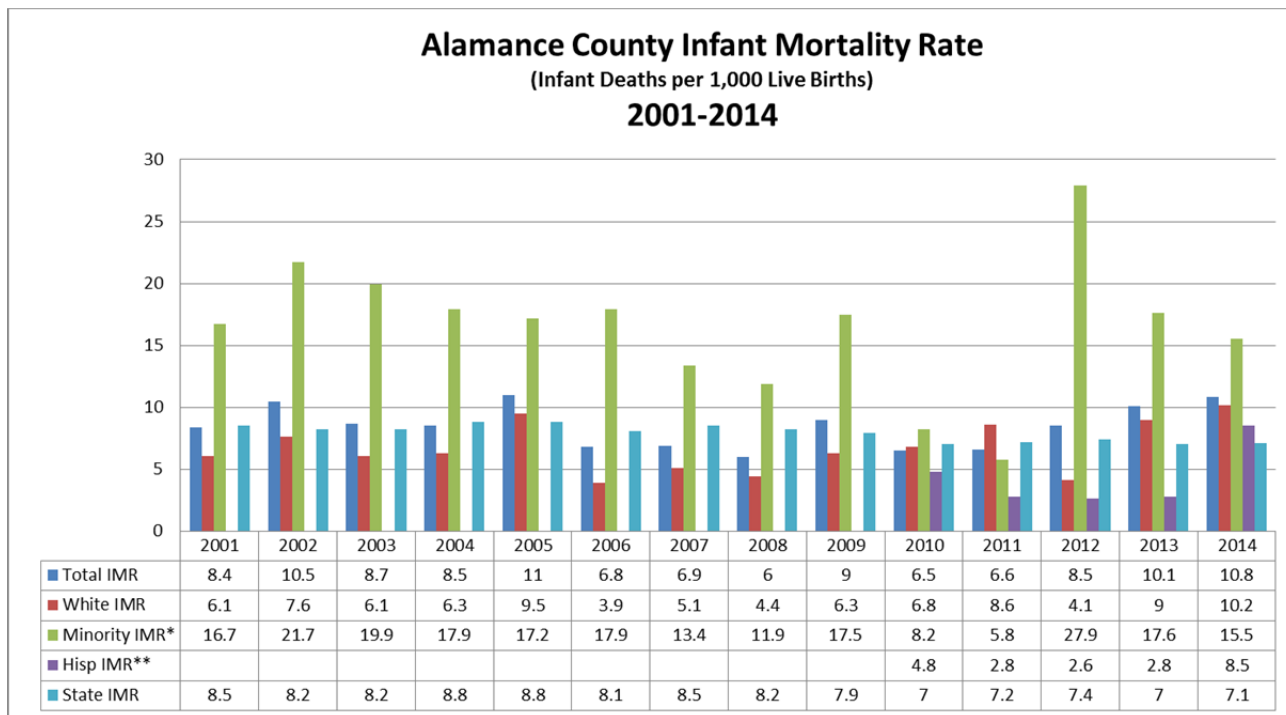
- Every year, strive for at least a 90 % vaccine acceptance status among employees by November 30<sup>th</sup>.
- Implement a flu declination form this year for staff that chose not to receive the vaccine.
- For 2015-16 flu season, plan to educate staff, search out incentives, would proceed with completing the draft policy, make it available to staff for educational awareness, propose implementation in the 2016 flu season with PPE required for staff that decline the vaccine.

Ms. Shoffner shared that this discussion was brought before the management team. Management team requested clarification on whom on 90% included; all Health Department staff or just those with clinical patient care functions. Dr. Shapley-Quinn suggested that the percentage be directed to clinical staff based on the CDC recommendations for clinical staff. Dr. Porfilio agreed with Dr. Shapley-Quinn. Board and staff members agreed that this percentage would include: clinical staff, clerical staff, WIC and Dental staff.

Mr. Craig Honeycutt discussed the two hour bonus time incentive that was given last year to Health Department employees. He announced that he would like to expand that to be county wide for this year. Mr. Tapscott said that this may get that employee who never gets a flu shot to try it, and then from then on will get it even if the two hour bonus time is not being offered. The board of health and staff members were very pleased with Mr. Honeycutt offering this incentive for all county employees.

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

Dr. Kathleen Shapley-Quinn presented the Infant Mortality Rate (IMR) data to board members. She pointed out that IMR has been consistently rising since 2010. There have been discussions on how to evaluate this best, and Ms. Arlinda Ellison will be helping to identify trends in IMR. Ms. Saunders discussed that IMR data is often used as a proxy to evaluate how healthy a community is.



**X. Health Director’s Report**

Ms. Saunders announced that she sent out an email outlining the tobacco timeline for the Board of Health. Since Mr. Venable is not present at this meeting, Ms. Saunders will bring it to the December meeting.

Ms. Saunders discussed the PMPBB Fall spending plan: bonuses for staff, new vehicle, Dentrix software, garage doors for clerical area, splitting the cost with DSS for new flooring.

Ms. Saunders said that she and Shelby Smith are exploring strategic planning. There will be more updates about this at future board meetings.

Ms. Saunders announced that she presented at the 2015 NCAPHA conference. She presented on the Community Health Assessment process along with Ms. Ann Meletzke. Ms. Saunders said that Alamance County is a great model for the state in regard to the CHA process, and other counties look to replicate our model. She also presented Child Fatality Data that Ashley Cobb and Dr. Kathleen Shapley-Quinn worked on. Ms. Saunders also facilitated the young professionals breakfast.

Ms. Saunders would like to email out the link to board members for them to review the Medicaid reform and bring back any questions that they may have.

Ms. Saunders shared that the Health Department’s accreditation site visit is October 22-23. Ms. Saunders thanked Mr. Carl Carroll for his hard work and sharing his knowledge of accreditation with the staff, and thanked Ms. Ariana Lawrence for all of the hard work she has done preparing materials and the agency for accreditation.

**XI. Old Business**

No new business to discuss.

**XII. New Business**

- A. Records and Retention:** Ms. Shoffner shared that this has been approved and adopted by DPH. Local health departments must present changes to Board of Health and board members must vote to approve the changes. Ms. Shoffner presented changes to the following retention schedules: Patient Clinical Records item #6, Tuberculosis Records item #10, and Employee Eligibility Records item #21.

*A motion was made by Mr. Kent Tapscott to approve all three changes to the record retention schedule. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.*

- B. Communicable Disease Policy:** Ms. Shoffner presented the changes made to the Communicable Disease Policy. Dr. Porfilio asked how the public would contact the CD Nurse. Ms. Saunders answered that the automated phone system has a prompt to report a communicable disease which will connect to the CD nurse.

*A motion was made by Dr. Minter to approve the changes made to the Communicable Disease Policy. The motion was seconded by Mr. Bengel and approved unanimously by the board.*

- C. Confidentiality and Release of Medical Records Policy:** Ms. Janna Elliott reviewed the suggested changes to this policy.

*A motion was made by Commissioner Bob Byrd to approve the changes made to the Confidentiality and Release of Medical Records Policy. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.*

- D. Continuing Education and Training Policy:** Ms. Janna Elliott reviewed the suggested changes to this policy.

*A motion was made by Dr. Karin Minter to approve the changes made to the Continuing education and training policy. The motion was seconded by Mr. Kevin Bengel and approved unanimously by the board.*

- E. Personnel Policy:** Ms. Janna Elliott reviewed the suggested changes to this policy.

*A motion was made by Dr. Karin Minter to approve the changes made to the Personnel Policy. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.*

- F. Service Eligibility Policy:** Ms. Janna Elliott reviewed the suggested changes to this policy.

*A motion was made by Commissioner Bob Byrd to approve the changes to the Service Eligibility policy. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.*

- G. Client and Community Survey:** Ms. Arlinda Ellison reviewed the suggested changes to this policy.

***A motion was made by Dr. William Porfilio to approve the changes to the Client and Community Survey. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.***

- H. Adoption of the Community Health Assessment:** Ms. Arlinda Ellison had presented an overview of the Community Health Assessment at the September 22, 2015 Personal Health and Environmental Health subcommittee meetings. Ms. Saunders announced that a copy of the Community Health Assessment will be available on the Health Department's website.

***A motion was made by Mr. Kent Tapscott to adopt the 2015 Community Health Assessment. The motion was seconded by Dr. Karin Minter and approved unanimously by the board.***

- I. Nominating Committee for Election of 2016 Officers**

Dr. Karin Minter appointed the Personal Health Committee to serve as the Nominating Committee for 2016 Officers.

- J. Awards Committee for 2015 Award Recipients:**

Dr. Karin Minter appointed the Environmental Health Committee to serve as the Awards Committee for 2015 award recipients.

**XIII. Other**

Ms. Saunders announced that she and Mr. Craig Honeycutt discussed that they would like the Board of Health and Board of County Commissioners have a joint meeting to present the Community Health Assessment and for board members to become more familiar with one another. The board of health members were agreeable to this and thought it was a great opportunity.

**XIV. Adjournment**

With no further action or discussion, the meeting adjourned at 7:54pm

**ALAMANCE COUNTY BOARD OF HEALTH**

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Mr. Michael S. Venable, Chair

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Ms. Stacie Turpin Saunders, Secretary

**Attachment A**  
**Alamance County Board of Health**

**Environmental Health Committee**

The Environmental Health Committee met on Tuesday, September 15, 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, Mr. Kevin Bengel and Commissioner Bob Byrd.

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

**Call to Order**

Dr. Annette Wilson called the meeting to order at 12:01 pm.

**Presentation of the Community Health Assessment**

Ms. Ellison provided an overview in a PowerPoint presentation of the 2015 Community Health Assessment. See Attachment A for the PowerPoint presentation. Commissioner Byrd mentioned that this community is very collaborative community, and it has been shown through this presentation.

**Environmental Health Update**

Mr. Carroll reported that all vacant Environmental Health positions have been filled. Tara Hart started August 13, 2015 and previously worked with Guilford County Health Department, Spencer Carr recent graduate of NC State started on September 21, 2015. Spencer is the first intern Environmental Health has hired in about 10 years. Ryan Smith starts on September 28, 2015 and he worked with Rockingham County Health Department. Commissioner Bob Byrd asked Mr. Carroll if the changes from the pay and classification study helped with this recruitment process. Mr. Carroll said that it helped, and Environmental Health also offers a career ladder for employees which helps with recruiting as well.

Mr. Carroll gave an update about the Manufactured Home Park (MHP) rules. The Board of Health approved to move forward with staffs request for the Planning Board to consider taking over the administration of the MHP program and eliminate the MHP Board of Health rules. Mr. Carroll attended a Planning Board meeting where Planning Director Libby Hodges presented the proposed draft of changes. There were a few minor changes proposed during the Planning Board Meeting, which Mr. Carroll explained and after a consensus from the Environmental Health Committee, the proposal of the rule change will go back to Planning Board in October, and then it will go before the Commissioners.

Mr. Carroll announced that a dog that was in 6 month quarantine will be released at the end of September. The dog was in a fight with rabid raccoon and was not current on its rabies vaccination, and has been in confinement for 6 months.

**Health Director's Update**



Ms. Elliott reported that Stacie Saunders is at the NCPHA Conference. The Health Department has received notification that fiscal year 10/11 is being reviewed before the 10% holdback is given back to the Health Department.

Ms. Saunders drafted a letter to Craig Honeycutt based on the meeting in August regarding adding e cigarettes to county tobacco policy. There were no recommended changes to the letter from the Environmental Health Committee.

**Other**

No other business was discussed.

**Adjournment**

With no further discussion, the meeting adjourned at 12:37 pm.

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

## **Attachment B**

### **Alamance County Board of Health Personal Health Committee**

The Personal Health Committee met on Tuesday, September 15, 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, Dr. Karin Minter, and Ms. LaTina McGee.

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

#### **Call to Order**

Mr. Kent Tapscott called the meeting to order at 6:02 pm.

#### **Presentation of the Community Health Assessment**

Ms. Arlinda Ellison provided the committee with an overview of the Community Health Assessment. See attachment A for PowerPoint slides.

#### **WIC Update**

Ms. Nicole Alston provided the committee with a WIC update. See attachment B for the report.

#### **Personal Health Update**

Ms. Shoffner reported that ICD 10- staff are currently preparing for ICD 10 implementation. They are training and cross walking ICD-9 codes to the new ICD-10 system for the most frequently used clinic code.

Ms. Shoffner shared that staff are continuing to meet and discuss work flow issues that arise. Clinic schedules are not up to 100% yet, but they are currently at about 80-90%. She also discussed that on August 25<sup>th</sup> the Health Department received notification of a West Africa traveler. Staff initiated monitoring on August 26<sup>th</sup> and completed this September 13<sup>th</sup> as the person returned to their home country.

The Health Department is preparing for a planned full scale Bioterrorism Preparedness response event on Sept 23<sup>rd</sup>. Staff is aware that the event is planned but unaware of the details. Staff will be notified Tuesday afternoon regarding details of the event and will implement and test our current SNS Plan for the response.

Staff also continues to work preparing for the October accreditation site visit.

Ms. Shoffner reported that this year the Health Department and Dr. Shapley-Quinn provided EpiPen prescriptions for each school in the ABSS school system and for the 3 charter schools. On Sept 28<sup>th</sup>, Glenda Linens and Ms. Shoffner will provide the yearly EpiPen/allergic anaphylaxis protocol training for the charter schools. Each school will send 2-3 staff to attend this training. This is to meet the requirements for NC EpiPen law which was passed in the fall of 2014.

Mr. Tapscott asked if there are any outreach efforts for flu shots that are targeting the Hispanic community. Ms. Shoffner replied that there is nothing planned as of right now, and we are still waiting to receive the bulk of vaccines. Mr. Tapscott asked if the health department has been in touch with any nursing homes to provide education or monitor that they are giving flu vaccines. Ms. Shoffner announced that the nursing homes have their own flu vaccines and they are responsible for monitoring that. Dr. Shapley-Quinn suggested that

it would be a good idea to find out who the Medical Directors are for each nursing home to be able to provide a letter about flu vaccine and the importance of it. Dr. Shapley-Quinn suggested getting information about putting out a robo-call to parents regarding flu vaccine.

**Medical Director's Update**

Dr. Kathleen Shapley-Quinn announced that all health department staff have been really busy preparing for different things. Dr. Shapley-Quinn presented data to the board (Women's health visits per month, Maternity visits per month, Pregnancy Test data per month and STD visits per month). See Attachment C for data.

**Health Director's Update**

Ms. Elliott reported that Stacie Saunders is at the NCPHA Conference. The Health Department has received notification that fiscal year 10/11 is being reviewed before the 10% holdback is given back to the Health Department.

Ms. Saunders drafted a letter to Craig Honeycutt based on the meeting in August regarding adding e cigarettes to county tobacco policy. There were no recommended changes to the letter from the Personal Health Committee.

**Other**

No other business was discussed.

**Adjournment**

With no further business, the meeting adjourned at 7:02 pm.

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