

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

June 21, 2016

The Alamance County Board of Health met at 6:30 p.m. on Tuesday, June 21, 2016, 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: Chair Dr. Karin Minter, Vice Chair Dr. Annette Wilson, Dr. William Porfilio, Dr. Robby Osborn, Ms. Kathy Colville, Ms. Tina McGee

The following staff members were present: Ms. Stacie Saunders, Ms. Gayle Shoffner, Mr. Carl Carroll, Ms. Janna Elliott, Ms. Arlinda Ellison, and Ms. Ariana Lawrence. The following new staff members were present: Ms. Jasmene Eubanks, Ms. Elma Matias, Mr. Zach Fisher and Ms. Kiara Jeffries.

I. Call to Order and Introductions

Board of Health Chair, Dr. Karin Minter called the meeting to order at 6:27 p.m. Ms. Ariana Lawrence introduced the new staff members.

II. Approval of the Agenda

A motion was made by Dr. Robby Osborn to approve the agenda. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

III. Approval of the Consent Agenda

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| <p>A. April 19, 2016 Board of Health Minutes – Dr. Karin Minter (<i>attachment 1</i>)
B. Personnel Report- Ms. Janna Elliott (<i>attachment 2</i>)
C. Environmental Health Committee Update- Mr. Kevin Bengel (<i>attachment 3</i>)
D. Personal Health Committee Update- Ms. Tina McGee (<i>attachment 4</i>)</p> |
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A motion was made by Dr. Annette Wilson to approve the consent agenda. The motion was seconded by Dr. Robby Osborn and approved unanimously by the board.

IV. Environmental Health Update

Mr. Carl Carroll reported that Environmental Health continues to see an increase in requests for services. Mr. Carroll said that turnaround time to evaluate lots is two and a half weeks. Mr. Carroll mentioned that coloring books and wrist bands were given out to all 4th graders in the county schools to increase awareness about mosquitoes.

V. Personal Health Update

Ms. Gayle Shoffner reviewed the staffing changes that have occurred in the nursing section. Temporary contract staff have been hired to work on scanning medical records. Staff are working with regional

DPH Consultants to clarify the NC Medical Record retention rules that regulate the destruction of records we are no longer required to keep.

Ms. Shoffner announced that for fiscal year 16/17 MIS requested a new position that was approved. This new position will be the HIPAA Security Officer. This employee will conduct risk analysis and advise all county staff on HIPAA related issues as it relates to technology. Ms. Shoffner stated that this will be a wonderful addition to our county and will bring strength to a very specialized area.

Ms. Shoffner shared that the agency is scheduled for several State program audits over the next few months. This summer consultants will be in the agency conducting our CHC/Newborn home visiting program audits, STD program audit, and State Immunization program audit.

Ms. Shoffner discussed that our Regional Disease Intervention Specialist (DIS) from the State Department of Public Health advised that data reports show an increase in Syphilis statewide, in some of our larger bordering counties, and in Alamance County. In 2015, Alamance County reported a total of 21 cases of syphilis with 4 being diagnosed/reported in June 2015. Per our DIS in June of 2016, Alamance has 16 reported cases with 5 coming from one geographical area of the county. Ms. Shoffner shared that on June 24, 2016 Disease Intervention Specialist (DIS) from the State Department of Public Health will be providing a block screening for a couple of streets in the Burlington Community. These are areas of interest because of the increase in the number of Syphilis cases from this one area. Ms. Shoffner announced that two health department nurses would be attending this block screening and one employee from Alamance Cares. The Health Department's Physician's Assistant will be on stand-by at the health department for any individuals who need to be seen.

VI. Health Director's Report

Ms. Stacie Saunders reported that the health department's Strategic Planning retreat on June 17 was well attended. Agency staff, community partners, county management, commissioners and consumers were all represented at this retreat. The entire staff will take part in the Strategic Planning process on June 28 at the quarterly staff meeting.

Ms. Saunders announced that the County Manager's fiscal year 16/17 budget was approved at the Board of Commissioners meeting on June 20. The only change to the budget was that the allocation to the Alamance Burlington School System would be greater from the county. This additional funding is from tax revenues, decreasing the Sherriff's office operational budget and moving funds from the Performance Management Performance Based Budgeting (PMPBB) program money. Ms. Saunders shared that there is enough in the PMPBB funds to give staff a bonus in the fall if goals are achieved, but the health department would not receive funds as it did in the past for various improvements, department needs and training.

Ms. Saunders shared that Dr. Velma Taormina is serving as interim Medical Director, and Dr. Fitzgerald is serving as the TB consult. Ms. Saunders is exploring the option of contracting with UNC Family Medicine and ARMC Cone Health for the Medical Director. There are a few physicians that are interested in doing the part time position, and Ms. Saunders will continue to meet with folks who are interested in this position.

VII. Old Business

Ms. Lawrence discussed the article that she sent out regarding remote participation in meetings from UNC School of Government. Jill Moore from the School of Government said that the law does not specify if this is legal. Ms. Moore said that if a quorum was not present, but the remote participator made the meeting a quorum or casted the deciding vote, this could potentially cause issues because the law does not clearly define if an individual must be physically present in a meeting. After some discussion, the board of health members decided that they did not want to proceed with any action on this issue and will continue to run meetings as they always have.

VIII. New Business

Ms. Kathy Colville mentioned that it was so great driving to the Board of Health meeting and seeing the billboards for long acting reversible contraceptives. Ms. Saunders gave kudos to Ms. Shelby Smith for all of her hard work in getting these billboards posted throughout the community. Ms. Colville also announced that Piedmont Health Services were awarded the HRSA funding to have a dentist on site to serve the Medicaid and uninsured population.

Mr. Zach Fisher announced that on July 14 he is planning for the health department management team to ride the Link Transit bus. Prior to that he will be providing management team with a history and overview of the transit system.

IX. Closed Session Pursuant To NCGS§143-318.d11(a)(6)

The meeting went into closed session per N.C. General Statute 143-318.11 (a) (6) at 7:23 p.m. on a motion by Ms. Kathy Colville for the purpose of discussing a personnel issue. The motion was seconded by Dr. William Porfilio and approved unanimously by the board.

The closed session adjourned into open session at 7:52 p.m. on a motion by Commissioner Byrd, and seconded by Ms. Kathleen Colville.

Dr. Minter announced that the Board conducted the Health Director's annual performance evaluation, and reviewed the Health Director's job description during the closed session.

X. Adjournment

With no other business discussed the meeting was adjourned at 7:54pm.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Karin Minter, Chair

Ms. Stacie Turpin Saunders, Secretary

ALAMANCE COUNTY BOARD OF HEALTH

Minutes

Regular Meeting of the Board of Health

April 19, 2016

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The following board members were present: Vice Chair Dr. Annette Wilson, Ms. Norman Thompson, Dr. Robby Osborn, Mr. Kent Tapscott, Mr. Michael Venable, Dr. William Porfilio and Ms. Kathleen Colville.

The following staff members were present: Ms. Stacie Saunders, Ms. Gayle Shoffner, Dr. Kathleen Shapley-Quinn, Mr. Carl Carroll, Ms. Janna Elliott, Ms. Arlinda Ellison, and Ms. Ariana Lawrence. The following new staff members were present: Ms. Laura Rojas, Ms. Candy West, Mr. Ryan Langley, Ms. Elizabeth Rosario and Ms. Cassandra Webb.

I. Call to Order and Introductions

Board of Health Vice Chair, Dr. Annette Wilson called the meeting to order at 6:31 p.m. Ms. Janna Elliott introduced new staff. Ms. Saunders informed the board that Dr. Minter will be out due to a sudden medical issue and Dr. Wilson will be taking over her duties as Chair until Dr. Minter returns. Ms. Saunders presented Dr. Kathleen Shapley-Quinn a certificate of appreciation and thanked her for her 15 years of service to Alamance County Health Department.

II. Public Comments

There were no public comments made.

III. Approval of the February 16, 2016 Board of Health Minutes

A motion was made by Mr. Kent Tapscott to approve the February 16, 2016 Board of Health minutes as presented. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

IV. Administrative Reports

A. PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Laura Rojas began employment in the Processing Assistant V – Provider Administrative Support and CenteringPregnancy Program Manager position effective February 29, 2016.

- Elizabeth Rosario began employment in the Foreign Language Interpreter II position effective February 29, 2016.
- Robin Robertson retired from her position as Administrative Assistant I – WIC effective March 1, 2016.
- Spencer Carr resigned from his position as Environmental Health Specialist Intern effective March 4, 2016
- Christy Poovey resigned from her position as Processing Assistant III – WIC effective March 11, 2016.
- Debra Lovelace transferred into the Administrative Assistant I – WIC position effective March 28, 2016.
- Alva NeSmith transferred into the Dental Assistant Supervisor position effective April 1, 2016.
- Cassandra Webb began employment as a Public Health Nurse I effective April 7, 2016.
- Ryan Langley began employment in as an Environmental Health Specialist Intern effective April 11, 2016.
- Berenice Cruz began employment in a Processing Assistant III – WIC position effective April 18, 2016.
- Jasmene Eubanks will begin employment in the Community Health Technician – CNA position effective April 26, 2016.
- Dr. Kathleen Shapley-Quinn is resigning from her position as Physician IIIA – Medical Director effective May 31, 2016.

Recruiting to fill the following positions:

- Physician IIIA (50%), replacing Dr. Isa Cheren (accepting applications)
- Public Health Nurse I (one position), replacing Heather Walters (conducting interviews)
- PHN III – Immunization/Child Health Coordinator (conducting interviews)
- Processing Assistant IV – WIC, replacing Debra Lovelace (appointment pending)
- Physician IIIA – Medical Director, replacing Dr. Kathleen Shapley-Quinn (accepting applications through April 30, 2016)

Vacant positions:

- Quality Assurance Specialist I
- Community Health Assistant – WIC Breastfeeding Peer Counselor (frozen FY 15-16)
- Administrative Assistant II – Dental Clinic (rewriting job description)
- Dental Assistant (frozen until July 1, 2016)

B. FY 2015-2016 Budget Amendments and Transfers

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	8			DEPT. NAME: HEALTH
STATE BUDGET:				TRANSFER:
				AMENDMENT: X
Expenditures:				
110-5110-220	SUPPLIES - COMPUTER	\$ 2,192.00		\$ 2,192.00
110-5110-239	MEDICAL/SCIENTIFIC SUPPLIES	\$ 195.50		\$ 195.50
110-5110-360	FREIGHT CHARGES	\$ 22.50		\$ 22.50
110-5110-510	CAPITAL OUTLAY - EQUIPMENT	\$ 8,195.00		\$ 8,195.00
110-5110-540	CAPITAL OUTLAY - VEHICLES	\$ 32,800.00		\$ 32,800.00
Revenue:				
310-5110-319	ENVIRONMENTAL HEALTH	\$ 43,405.00		\$ 43,405.00
Explanation:				
The Alamance County Health Department was allocated \$43,405.00 by the N. C. Department of Public Health to be used for food, lodging and institution sanitation programs and activities. These are entirely state funds and do not require any local match or expenditure of any local funds.				

A motion was made by Dr. Roberta Osborn to accept all three budget amendments. The motion was seconded by Mr. Kent Tapscott and approved unanimously by the board.

V. Environmental Health Update

Mr. Carl Carroll announced that Environmental Health will be hosting a Rabies Clinic on April 30 9am-1pm at a cost of \$5 per dog or cat. Mr. Carroll highlighted requests received through Environmental Health:

Food and Lodging

- 6 transitional permits
- 11 plans to be reviewed
- 10 vendors to permit at 2 events this month
- 14 food facilities to permit at athletic events
- 27 public pools submitted applications for permits, most will be wanted to be opened in mid may
- 17 applications for new or renewal of tattooing permit

Healthy Homes

- 7 referrals

Complaints from the Public

- 10 trash
- 7 sewage
- 1 mold
- 2 mosquito

Animal Incidents

Since January 1:

75 animal bites

9 animals sent for rabies testing

Lead Program

3 elevated lead level investigations

February-March 2016

30 applications for new building lots

28 existing system

4 migrant housing applications

25 water samples

147 requests from realtors

353 requests from the public for information

VI. Personal Health Update

Ms. Gayle Shoffner provided the board with a Communicable Disease (CD) update. On March 23rd staff received a report of a positive Tuberculosis (TB) lab result. During the investigation of this case, one additional person was identified, tested and confirmed to also be positive. Currently, the TB Coordinator is following both of these active TB cases. The investigation of contacts to these cases is underway.

Staff are continuing to monitor the internal prenatal patients for Zika travel risk and per consult with the State CD Branch obtain permission for testing. Currently two health department prenatal patients have been tested and both results returned negative. Staff are conducting verbal Zika travel screening questions and educating all of those who have a positive pregnancy test.

Ms. Shoffner explained that the Health Department is required per State and Title X guidelines to maintain a very detailed inventory on 340 B medications. She said that this is very difficult to do accurately by hand, and staff are currently researching and obtaining price quotes for a possible automated pharmacy inventory system. Staff have viewed and obtained 4 price quotes and will be meeting this week to make a recommendation on the system that may best fit the clinic needs.

Ms. Shoffner stated that with the implementation of EMR the current clerical staff are unable to meet the needs of document scanning. Ms. Shoffner said that staff are exploring vendors and obtaining price quotes for possible outside assistance. Staff have obtained one quote so far and have meetings with two additional vendors scheduled.

VII. Medical Director's Report

Dr. Shapley-Quinn reported that electronic medical records continue to be an adjustment for all clinical staff.

VIII. Health Director's Report

Ms. Saunders announced that Ms. Janna Elliott is expecting a baby in September!

Ms. Saunders reported that Alamance Partnership for Children's Early Childhood Summit recently took place, and the Health Department was happy to help sponsor this event through money from the Maternal Child and Infant Mortality planning money. Ms. Saunders shared that April is Public Health month, and recently Executive Director of NACCHO, Dr. LaMar Hasbrouck visited the Health

Department and kicked off a walk with Health Department staff around the neighborhood. Ms. Arlinda Ellison added that every day in April there has been some activity around public health.

The strategic planning consultants have conducted key informant interviews, next a survey will be developed and sent out for all staff to take, and after that will be a retreat. There will be more to come on this in future meetings. Ms. Saunders announced that in June the Health Department will be getting a new employee from the Elon Alamance Health Partner program, Mr. Zachary Fisher who will work at the Health Department for one year. Ms. Shelby Smith who was the Health partner for 15/16 will be working under contract for the health department for one more year as a Program Manager. Ms. Saunders shared that the Health Department has been awarded Health Beginnings grant money. Ms. Ellison explained that Healthy Beginnings is a home-based case management program that is designed to address the high rates of infant mortality among minority populations. Alamance County rates #18 in North Carolina for infant mortality among the minority population. Ms. Shoffner added that the targeted population for this program will be non-Medicaid and those who do not qualify for case management programs. Ms. Ellison explained that curriculum will be provided to the case managers, and the education will start during pregnancy, and will continue until the child is two years old. Group sessions will be held to discuss healthy eating, smoking cessation, nutrition, etc.

Ms. Saunders reported that Ann Meletzke, Director of Healthy Alamance, and she will be presenting at the NCAPHA Spring conference about health in all policies. This is a continuation of the community health assessment and community health improvement plan.

Ms. Saunders gave a summary from the last Tobacco Steering Committee. Ms. Saunders discussed the committee's and Board of Health's vision of tobacco free grounds with commissioners, and the consensus from the commissioners standpoint was to not move any further with this potential policy at this time. Ms. Saunders discussed this was the Tobacco Steering Committee at their meeting on April 13, and the committee is recommending that there be no action at this time. The committee would still like to meet to create plans and work on a policy for when the time is right to proceed with this. The committee would like to explore the options that have been discussed during these meetings: making a 30 foot no smoking rule, a designated smoking area, or creating a tobacco free campus. The board was in agreement to refer this back to the Tobacco Steering Committee.

IX. Old Business

No old business was discussed.

X. New Business

A. Request to Approve Fee Policy Changes

Ms. Janna Elliott presented the changes to the fee policy (*see Attachment A for the policy*). The policy was amended several years ago to include that the board of health will be consulted before waiving or refunding fees. However, this change was not carried over through the years. Other changes to the policy include waiving fees for personal health patients with approval exclusively from the Health Director, Business Officer or their delegate. The Dental Clinic added elective dental services are charged at 100% and paid in advance of services being rendered, and added Dental Clinic sliding fee scale of 101% – 250% of poverty.

Mr. Kent Tapscott made a motion to delete the word “exclusively” and approve all other changes to the policy as presented. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.

B. Request for New Service- Liletta

Ms. Elliott explained that Liletta is a hormone-releasing IUS (otherwise known as an intrauterine device or IUD) placed in the uterus to prevent pregnancy for up to three years. The recommendation is to charge \$75.00 per J7297 code billed to patients on the sliding fee scale and to other third-party insurances. The regular Medicaid reimbursement rate for this code is \$662.50; however, since we will purchase Liletta through our 340B state contract, we will charge J7297-UD at our current expense rate, which is \$50.00 per device to Medicaid.

A motion was made by Dr. Roberta Osborn to approve the new service. The motion was seconded by Ms. Norma Thompson and approved unanimously by the board.

C. Fee Request for LabCorp

Ms. Elliott reviewed the fee request for LabCorp services (*see attachment B for fee request*). She explained that Labcorp charges Medicaid and third party insurance for the lab fees, and if they are indigent Labcorp will write this off as charitable care. Ms. Elliott explained that if LabCorp applied their fees to patients without insurance who do not slide to zero, the fee would be extended at 100% and patients would be sent to collections for failure to pay. The Health Department is requesting to handle the fees for patients on the sliding scale, and patients would be billed according to the sliding scale and we would follow ACHD's collection process. Some of the board members questioned why a lab test for B12 was \$22 and Folate lab test was \$57, but if you get B12 and Folate tested together the cost is \$126. Mr. Tapscott requested for this to be looked at to see if the \$126 B12 and Folate test can be eliminated since it is less expensive to have the two labs done separately, and to see if any other lab tests are combined that could be eliminated if the cost is more.

Mr. Tapscott made a motion to approve the fee request as presented. The motion was seconded by Ms. Kathy Colville and approved unanimously by the board.

D. 2011-2015 Strategic Plan Report

Ms. Ellison reviewed the 2011-2015 Alamance County Health Department Strategic Plan (*see Attachment C for report*).

E. Alamance County Health Department Annual Report

Ms. Ellison reviewed the Alamance County Health Department Annual Report (*see Attachment D for Annual Report*).

A motion was made by Ms. Kathy Colville to approve the Alamance County Health Department Annual Report. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.

F. Presentation of the Community Health Assessment Action Plan

The Health Improvement process will be focusing on three main areas: access to care, education and economic issues (*see Attachment E for the draft action plan*). The final plan will be presented to the Board of Health for approval at a later meeting.

G. Appointment of a Personnel Committee

Dr. Wilson created a personnel committee to evaluate the health director's job performance. This committee will be comprised of health department staff, board of health members, county administrations and community partners. The following members have been appointed to this committee: Dr. Annette Wilson, Mr. Kent Tapscott, Ms. Kathleen Colville, Commissioner Bob Byrd, Mr. Bryan Hagood, Ms. Gayle Shoffner and Ms. Rebecca Rosso. Ms. Lawrence will send out a doodle poll for committee members to submit their availability for a meeting before the June board of health meeting.

H. Proposed New Board of Health Agenda Structure

Ms. Saunders proposed to have a consent agenda to cut down on some of the meeting time. The items will be sent out to review prior to the meeting, and the items under consent agenda could be approved with just one vote. After some discussion, the board decided that if any one board member wanted an item pulled from the consent agenda for discussion that is allowed. The board had questions about electronic voting or remote participation for meetings. Ms. Saunders will bring information back to a future meeting to address remote participation for board meetings. The board was in favor of the consent agenda including: approval of board of health minutes, review of sub-committee minutes, and personnel report.

A motion was made by Mr. Kent Tapscott to approve the board of health agenda to have consent agenda items of approval of board of health minutes, review of subcommittee minutes, and personnel report. The motion was seconded by Mr. Michael Venable and approved unanimously by the board.

XI. Adjournment

With no other business discussed, a motion was made by Mr. Kent Tapscott to adjourn the meeting at 8:36pm. The motion was seconded by Ms. Kathy Colville and approved unanimously by the board.

ALAMANCE COUNTY BOARD OF HEALTH

Dr. Karin Minter, Chair

Ms. Stacie Turpin Saunders, Secretary

PERSONNEL UPDATE

New Hires / Transfers / Resignations:

- Jennifer Scott transferred into the Processing Assistant IV – WIC position effective May 2, 2016.
- Jennifer Moore resigned from her position as Dental Assistant effective May 6, 2016.
- Kiara Jeffries began employment in a Dental Assistant position on June 1, 2016.
- Ayo White transferred into the Public Health Nurse III – Child Health/Immunization Coordinator position effective June 1, 2016.
- Becky Amash transferred into a Public Health Nurse I position effective June 1, 2016.
- Michelle Dorminy transferred into the Public Health Nurse II – Tuberculosis Coordinator position effective June 1, 2016.
- Stephanie Ross transferred into the Public Health Nurse II – Communicable Disease Coordinator position effective June 1, 2016.
- Francescka Wallace resigned from her position as Dental Assistant effective June 15, 2016.

Recruiting to fill the following positions:

- Physician IIIA (50%), replacing Dr. Isa Cheren
- Physician IIIA – Medical Director, replacing Dr. Kathleen Shapley-Quinn
- Public Health Nurse I (two positions), replacing Michelle Dorminy and Stephanie Ross
- Dental Assistant, replacing Francescka Wallace

Vacant positions:

- Quality Assurance Specialist I
- Community Health Assistant – WIC Breastfeeding Peer Counselor (frozen FY 16-17)
- Administrative Assistant II – Dental Clinic (rewriting job description)
- Dental Assistant (frozen until July 1, 2016)
- Processing Assistant III – WIC (frozen FY 16-17)

Alamance County Board of Health

Environmental Health Committee

The Environmental Health Committee met on Tuesday, May 17, 2016 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:

The following staff members were present: Mr. Kevin Bengel, Dr. Annette Wilson and Ms. Kathy Colville.

Call to Order

Mr. Kevin Bengel called the meeting to order at 11:57 am.

Environmental Health Update

Mr. Carroll announced that Environmental Health hosted a rabies clinic on April 30th. At this event, 93 dogs and cats were given rabies vaccine. Mr. Carroll said that this number has decreased over time, in the past this event would vaccinate 300+ dogs and cats. Mr. Carroll indicated that the public is utilizing the animal shelter low price clinics. Commissioner Byrd asked if the rabies cases have decreased over time. Mr. Carroll responded that the rabies cases are up and down throughout the years.

Mr. Carroll shared that Environmental Health has been providing education to clients about mosquito control, and assessments for mosquitos has begun to increase. Mr. Carroll shared that Environmental Health has gotten two new Honda Civics with Food and Lodging money that they received for completing 100% of their inspections. Mr. Carroll shared that an individual has built a house and installed a septic system without having an inspection. The owners have decided that with the cost that they will incur to have the inspections done, they have decided to use it as a farm building. Mr. Carroll reported that staff are also working with a situation that is a primitive camping/wedding/food service facility. Mr. Carroll said that staff will meet with this individual to find out their plans for this facility and work with them to make sure they are in compliance. Mr. Carroll shared that Twin Lakes contacted Environmental Health because they served a recalled food to residents and received a phone call that the food had been voluntarily recalled after they served it. Staff went out to ensure the food was cooked properly, and medical staff at Twin Lakes are on alert to watch for side effects.

Health Director's Update

Ms. Saunders reported that she presented the 2016/2017 budget to the Board of Commissioners workshop on May 11. She shared that after the Finance office adjusted the budget, it came out to be a 1.2% increase from last year's budget due to personnel and fringe benefits. She said that there were some questions about the Environmental Health position and the purpose of the position. The Dental Clinic was discussed, and Commissioner Smith had great things to say about the Dental Clinic.

Ms. Saunders announced that the Health Department's Strategic Planning session is scheduled for Friday June 17 8am-5pm. Some staff members, community partners, county management and Board of Health members have all been invited to attend his event. The entire staff will be involved in the Strategic Planning on June 28 at the quarterly staff meeting.

Ms. Saunders announced that all Board of Health members were signed up as members of NALBOH and should have received an email mid-April to log in to their profile. There are a lot of resources available through this website as a board member. Ms. Saunders also announced that the NALBOH national conference in 2017 might be in North Carolina, and if this does happen she would like a few board and staff members to attend this conference.

Ms. Saunders updated the board about the Medical Director position. She has reviewed the applications that have been received, and she has finalized the contract with the Physician's Solutions group. A tentative start date for an interim Medical Director is May 25, and Ms. Saunders hopes to have a permanent Medical Director by October 1.

Ms. Stacie Saunders shared that she saw a presentation about Practice Management that DHHS has used in a other counties and will be working with staff to implement the model in the health department. Christie Sykes will take the lead on this project as her position has quality improvement piece to it. Ms. Saunders expressed that she is excited for this to happen and this dashboard will allow staff to see measurable outcomes, expectations, and will show clinic fiscal responsibility.

Other

Ms. Kathy Colville updated the committee about the tobacco issue for those members who were not present at the last Board of Health meeting. The Board of Health will not take any action at this time, but the Tobacco Steering Committee will continue to meet.

Adjournment

With no further discussion, the meeting adjourned at 12:32 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, May 17, 2016, 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: Ms. Tina McGee, Dr. William Porfilio, Dr. Robby Osborn, Ms. Norma Thompson, and Mr. Kent Tapscott.

The following staff members were present: Ms. Stacie Saunders, Ms. Ariana Lawrence, Ms. Gayle Shoffner, Ms. Nicole Alston and Ms. Arlinda Ellison.

Call to Order

Ms. Tina McGee called the meeting to order at 5:58 pm.

WIC Update

Ms. Nicole Alston provided the committee with the February and March Clinic Reports. She reported that WIC is meeting 95.96% of their assigned caseload. WIC is focusing on outreach to children since that is the biggest percentage of the population they serve. They have begun to give out birthday cards to those children who are turning one year old to remind parents/guardians to make their next appointment and that children could be eligible to receive WIC until they are five years old. Staff have also been asking clients that are present with their babies if there are other children in the home to make sure that they are capturing any children that are not there during the time of another appointment. Ms. Alston reported that each month they have had over 500 walk ins. Ms. Alston shared that there are a total of 36 WIC vendors in Alamance County and currently there are three pending applications.

Personal Health Update

Ms. Gayle Shoffner reported that Ms. Ayo White has been appointed to fill the PHN III CHC/Immunization Coordinator role effective June 1. Also Becky Amash has requested to transition to a PHN I position leaving the TB Coordinator position vacant. This will also be effective June 1. Ms. Shoffner said that she is recruiting for applicants for these positions.

Ms. Saunders has approved 30 hours/week temporary contract nursing hours from June to August to assist with staffing as we transition nursing roles.

Ms. Shoffner announced that four patients have been tested for Zika virus. To date all tests have been negative. Staff will continue screening the prenatal population and their partners for travel with potential Zika infection risks.

Ms. Shoffner shared that the health department has received quotes from three different vendors regarding medical record scanning assistance, but all quotes were too expensive. Staff developed a plan to address the most pressing need which is the back log of current patient charts that need scanning in Centricity. Staff estimated the average daily productivity, the amount of needed scanning, a time frame for completion and the cost for staffing. This cost was presented to the BOCC as a part of the PMPBB spending request for May and was approved. Two temporary contract staff will work 40 hour per week for 12 weeks. Ms. Shoffner is hoping this will address the back log of active charts requiring Centricity scanning. A plan for other inactive patient charts will be developed at a later date.

Ms. Shoffner announced that the Tuberculosis (TB) Clinic is very busy now with 2 active TB cases and 1 new suspect with potential active TB. Clinic is now providing LTBI treatment for 24 persons which seems more than in the past.

Medical Director's Update

No report.

Health Director's Update

Ms. Saunders reported that she presented the 2016/2017 budget to the Board of Commissioners workshop on May 11. She shared that after the Finance office adjusted the budget, it came out to be a 1.2% increase from last year's budget due to personnel and fringe benefits. She said that there were some questions about the Environmental Health position and how much that was needed. The Dental Clinic was discussed, and Commissioner Smith had great things to say about the Dental Clinic.

Ms. Saunders announced that the Health Department's Strategic Planning session is scheduled for Friday June 17 8am-5pm. Some staff members, community partners, county management and Board of Health members have all been invited to attend his event. The entire staff will be involved in the Strategic Planning on June 28 at the quarterly staff meeting.

Ms. Saunders announced that all Board of Health members were signed up as members of NALBOH and should have received an email mid-April to log in to their profile. There are a lot of resources available through this website as a board member. Ms. Saunders also announced that the NALBOH national conference in 2017 might be in North Carolina, and if this does happen she would like a few board and staff members to attend this conference.

Ms. Saunders updated the board about the Medical Director position. She has reviewed the applications that have been received, and she has finalized the contract with the Physician's Solutions group. A tentative start date for an interim Medical Director is May 25, and Ms. Saunders hopes to have a permanent Medical Director by October 1.

Ms. Stacie Saunders shared that she saw a presentation about Practice Management that DHHS has used in a few counties. In June there will be a clinical management analysis, and Ms. Christie Sykes will take the lead on this project as her position has quality improvement piece to it. Ms. Saunders expressed that she is excited for this to happen and this dashboard will allow staff to see measurable outcomes, expectations, and will show clinic fiscal responsibility.

Other

No other business was discussed.

Adjournment

With no further business, the meeting adjourned at 6:26 pm.

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