

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

April 18, 2017

The Alamance County Board of Health met at 6:00 p.m. on Tuesday, April 18, 2017, 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. Robby Osborn, Mr. Richard Blanchard, Ms. Kathy Colville, Mr. Kevin Bengel and Ms. Tina McGee.

The following staff members were present: Ms. Stacie Saunders, Ms. Gayle Shoffner, Mr. Carl Carroll, Ms. Arlinda Ellison, Ms. Janna Elliott, Mr. Zach Fisher, and Ms. Ariana Lawrence. New staff members present: LaKasha Carter and Katie Brewer-Jensen.

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

Board of Health Chair, Dr. Karin Minter called the meeting to order at 6:32 p.m. Those that were in attendance introduced themselves.

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

No public comments

#### **III. Approval of the Agenda**

***A motion was made by Dr. Robby Osborn to approve the agenda. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.***

#### **IV. Approval of the Consent Agenda**

- |           |   |
|-----------|---|
| <b>A.</b> | February 21, 2017 Board of Health Minutes – Chair                               |
| <b>B.</b> | March 21, 2017 Environmental Health Committee Minutes- EHC Chair (attachment A) |
| <b>C.</b> | March 21, 2017 Personal Health Committee Minutes- PHC Chair (attachment B)      |
| <b>D.</b> | Personnel Report- Ms. Janna Elliott (attachment C)                              |

***A motion was made by Dr. Annette Wilson to approve the consent agenda. The motion was seconded by Ms. Kathy Colville and approved unanimously by the board.***

**V. Budget Revisions FY 16/17****Budget Amendments and Transfers FY 2016-2017**

BUDGET ACCOUNT CODE	DESCRIPTION	TRIAL BALANCE	STATE BUDGET	COUNTY BUDGET
REVISION #	6		DEPT. NAME:	HEALTH
STATE BUDGET:			TRANSFER:	
			AMENDMENT:	X
<b>Expenditures:</b>				
110-5110-220	SUPPLIES - COMPUTER	\$ 7,631.64		\$ 7,631.64
110-5110-241	SUPPLIES - SMALL TOOLS, EQUIP	\$ 117.36		\$ 117.36
110-5110-540	CAPITAL OUTLAY - VEHICLES	\$ 35,000.00		\$ 35,000.00
<b>Revenue:</b>				
310-3511-319	ENVIRONMENTAL HEALTH	\$ 42,749.00		\$ 42,749.00
<b>Explanation:</b> The Alamance County Health Department was allocated \$42,749.00 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. Robby Osborn to approve budget amendment #6. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.***

**VI. Environmental Health Update**

No update.

**VII. Personal Health Update**

Ms. Gayle Shoffner reported that the Health Department is pursuing a grant opportunity with Impact Alamance to increase the long acting reversible contraceptives (LARCs) initiatives and add a teen clinic to health department services.

Ms. Shoffner shared that Regional Nurse Consultant will be conducting an audit beginning April 19. This will focus on the services provided in family planning, maternity and postpartum maternal home visit assessment.

Ms. Shoffner reported that the Minority Diabetes Prevention Program is going great. There are over 119 participants and over 76% are minority. Twelve classes being conducted in the region and the team will be starting more classes next year.

**VIII. Health Director's Report**

Ms. Stacie Saunders reported that during a recent Commissioner's meeting, the commissioners had questions regarding mosquitos and specifically about a tire business that has been reported to a commissioner as a health hazard because of potential mosquito breeding, and as an eye sore. If a complaint is received pertaining to solid waste or public health nuisance at a home or business, staff can assess the property and make recommendations on how to remedy the situation. If the problem persists, there are laws in place that could allow for further action to be taken if it is a public health hazard. Mr. Carroll explained that Environmental Health staff went out to the site with a City of Burlington staff member to assess the location. They did discover that some mosquito larvae was present in some tires. They spoke with the owner about how to reduce the prevalence of breeding mosquitos by covering the tires, putting tires under a shelter and using products to interrupt the life cycle of the mosquito. The business will

be given time to remedy situation before staff go back for a follow up assessment. Mr. Carroll said that another part of this is to quantify what constitutes a public health nuisance related to mosquitos. Mr. Carroll will get input from state entomologists about this topic. A few years ago the legislature cut the state public health entomologist positions. With the rise in concern for Zika, entomologists have been contracted through NC State, Western Carolina and East Carolina.

Mr. Carroll announced that Jon Fowlkes, Environmental Health Program Specialist was nominated for the Richard Dideriksen award. Jon was announced as the winner of this award at the annual North Carolina Environmental Health Supervisor's Association meeting.

Ms. Arlinda Ellison announced that the Alamance County Health Department received two awards from the North Carolina Breastfeeding Coalition for being a "Breastfeeding Friendly Workplace" and "Breastfeeding Friendly Business".

The Board and staff congratulated Dr. Karin Minter on her winning North Carolina Doctor of the Year.

Ms. Saunders presented the changes to the letter regarding the Preventative Public Health Funds. The board reviewed the letter and were in agreement that the content was appropriate and they were supportive of it being sent to Representative Mark Walker, Senator Richard Burr and Senator Thom Tillis.

***A motion was made by Dr. Robby Osborn to approve the letter for content and sending to legislators. The motion was seconded by Ms. Tina McGee and approved unanimously by the board.***

Ms. Saunders provided a budget update to the board. The proposed budget was presented and approved by the board of health on February 21. The Health, WIC and Dental budget requests were presented to the county commissioners on April 17 with not many questions from commissioners. During Mr. Hagood's presentation on April 17, he shared that he is requesting a 1% cost of living increase (COLA) to all employees, and a full step increase for the employees who are not at mid-range salary for their pay grade. The budget that was presented to the Board of Health in February matched what the salary increase was for fiscal year 16/17 (1.5% COLA for all employees, and another 1.5% partial step increase for employees who were not at mid-range for their pay grade.) The next Board of County Commissioners meeting will have budget requests from outside agencies, then the County Manager will present his proposed budget to commissioners on May 15. Ms. Saunders is anticipating making cuts to the budget before Mr. Hagood presents his final request to commissioners. Ms. Saunders discussed the funding for the WIC Department being cut by 5%. She and Ms. Elliott looked at the WIC budget and decided to take the amount WIC pays for security out of the WIC budget and place it back into the health department budget since security would be needed on the first floor if WIC were in the building or not. By taking this out of the WIC budget, this allowed for a COLA increase of .75% for WIC staff.

Ms. Saunders spoke about the conflict of interest form that was developed for board of health members to complete. Ms. Saunders would like for board members to review the form and let her know any suggested changes prior to the June Board of Health meeting where it will appear on the agenda for approval. Ms. Saunders shared that the board's Operating Procedures will have to be amended to include wording of conflict of interest disclosure.

Ms. Saunders shared that NCPHA is advocating for the general assembly to appropriate \$7.5 million (\$75,000 to each county) for communicable disease efforts. Right now the way the language is written for this funding, the money would be used to sustain a communicable disease nurse in each county. Health directors are hoping the language will be modified so if local health departments have an existing communicable disease nurse on staff, health departments could use funds to further their efforts in communicable disease. Ms. Saunders

also shared that House Bill 608/Senate Bill 594 is supporting the regionalization of Departments of Social Services to be 30 regions in the state.

## **IX. Old Business**

### **A. Approval of the State of the County Health (SOTCH) Report**

Ms. Arlinda Ellison provided the Board of Health members with an overview of the SOTCH at the March 21, 2017 Environmental Health and Personal Health Committee meetings. Board members were sent the SOTCH report via email to review the entire document prior to approval.

***A motion was made by Ms. Tina McGee to approve the Alamance County SOTCH report. The motion was seconded by Dr. Annette Wilson and approved unanimously by the board.***

## **X. New Business**

### **A. New Fee Request Meningococcal Group B:**

Ms. Janna Elliott reviewed the fee request for BEXSERO®, a Meningococcal Group B vaccine. BEXSERO is a vaccine indicated for active immunization to prevent invasive disease caused by Neisseria meningitidis serogroup B. BEXSERO is approved for use in individuals 10 through 25 years of age.

Ms. Elliott is proposing a fee is \$175.00 per dose (two doses are required at least one month apart). Medicaid and third party insurances will be filed. Individuals presenting for this vaccine without insurance who do not meet the criteria for a free vaccine will be charged \$175.00. Below is what other counties charge and what the Medicaid reimbursement rate is.

Billing Code	Medicaid Reimbursement	Orange County Fee	Rockingham County Fee	Current Cost	Proposed Fee
90620	\$173.47 per dose	\$177.00 per dose	\$174.00 per dose	\$151.00 per dose	\$175.00 per dose

Ms. Saunders reported that there was a response from the public inquiring about a vaccine for meningitis after the recent case from Elon University.

***A motion was made by Dr. Robby Osborn to approve the Meningococcal Group B vaccine fee request. The motion was seconded by Ms. Kathleen Colville and approved unanimously by the board.***

Ms. Elliott reported that Personal Health and Dental Health will have a fee review at a future meeting. Mr. Carroll reviewed Environmental Health fees. He shared that every year environmental health reviews their cost of services based upon the fees that they collect. The fees only cover about 20-25% of Environmental Health costs and the rest of the revenue comes from county appropriations and state money. Mr. Carroll explained the methodology of determining fees. Staff time is tracked under the different environmental health programs to determine how much service is being provided in particular programs. This will ensure that environmental health is not charging a fee higher than what it costs to have staff to work in that program. Surrounding counties fees are also compared to Alamance County fees to make sure the fee is reasonable compared to what other similar counties are charging. Mr. Carroll is not proposing increase in fees, but customers may choose to have an Engineered Option Permit instead of going through the Environmental Health office for a permit. The law states that Environmental Health may charge up to 30% of the cumulative total of the fees the

department has established for an Improvement Permit, Construction Authorization, and Operating Permit. Mr. Carroll reviewed what the 30% charge would be for Alamance County Environmental Health. Mr. Bengel asked how often an engineered option permit is chosen. Mr. Carroll said it has not been a popular choice, and there have been less than 100 issued throughout the state.

***A motion was made by Dr. Annette Wilson to approve the fees as presented. The motion was seconded by Dr. Robby Osborn and approved unanimously by the board.***

**B. Request to Approve Changes to Dental Policy**

Ms. Saunders reviewed the changes to the Dental Policy. Dr. Osborn had questions regarding why certain eligibility criteria was listed. Ms. Saunders explained that it was due to Title VI compliance. Dr. Osborn questioned the handicap section because in some cases depending on the severity handicap of the child, the dental service may have to be referred out based on the Dentists recommendations. Before any final changes are made to this policy, Ms. Saunders is going to research this and check with the county attorney about the wording. The policy will be tabled until Ms. Saunders receives further clarification about the wording of this policy.

**C. Request to Approve Changes to Community Education and Outreach Policy**

Ms. Saunders reviewed the changes to the policy. The major change to this policy was logging pamphlet or literature requests when the request is more than 25 copies.

***A motion was made by Dr. Robby Osborn to approve the changes to the policy. The motion was seconded by Ms. Kathy Colville and approved unanimously by the board.***

**D. Community Assessment: Annette Wilson, Robby Osborn**

Ms. Saunders reviewed the changes to the policy. There were very minor changes to this policy.

***A motion was made by Dr. Wilson to approve the changes to the policy. The motion was seconded by Dr. Robby Osborn and approved unanimously by the board.***

**E. Quality Improvement Policy: Tina, Wilson**

Ms. Saunders presented the changes to the policy. The major changes were clarifying when updates would be given to staff, management team and Board of Health, and grammar changes.

***A motion was made by Ms. Tina McGee to approve the changes to the policy. The motion was seconded by Dr. Wilson and approved unanimously by the board.***

**F. Appointment of Personnel Committee**

Ms. Lawrence suggested to have the personnel committee be a standing committee, since this is required annually for Ms. Saunders' performance evaluation. Ms. Lawrence suggested that the Chair of the Board appoint the Personal Health or Environmental health committee as the Personnel Committee, and alternate those each year much like the Nominating and Awards Committee. The personnel committee would still consist of board members, staff member and a community partner. The operating procedures will have to be amended to reflect this change is board members are agreeable.

Board members were in favor of this change. Dr. Karin Minter appointed the Personal Health Committee to act as the Personnel Committee for 2017.

**XI. Other**

No other business was discussed.

**XII. Adjournment**

With no other business discussed the meeting was adjourned at 7:58 pm.

**ALAMANCE COUNTY BOARD OF HEALTH**

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Dr. Karin Minter, Chair

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Ms. Stacie Turpin Saunders, Secretary

**Alamance County Board of Health**  
**Minutes**  
**Regular Meeting of the Environmental Health Committee**  
**March 21, 2017**

The Alamance County Environmental Health Committee met at 12:00 p.m. on Tuesday, March 21, 2017, in the Conference Room of the Environmental Health Building located at 209 North Graham-Hopedale Road, Burlington, North Carolina.

The following committee members were present: Chair Mr. Kevin Bengel, Dr. Annette Wilson, Ms. Kathy Colville and Commissioner Bob Byrd.

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

**Call to Order**

Environmental Health Committee Chair Mr. Kevin Bengel called the meeting to order at 12:00 p.m.

**SOTCH Presentation**

Ms. Arlinda Ellison provided the committee with an overview of the SOTCH report. In the presentation Ms. Ellison discussed demographics, leading causes of death rates, priority areas (access to care, education and economy), current work being done in these three priority areas, new initiatives, emerging issues, and annual performance numbers for the Health Department. See attachment A for full presentation.

The committee discussed the opioid overdose issue that has been on the rise. Ms. Saunders shared that she will contact local or state workers that are experts in this field to provide the Board of Health with information at a future meeting. Ms. Saunders also announced that the health department will soon be in the process of creating a standing order to distribute naloxone.

**Environmental Health Update**

Mr. Carl Carroll presented a refund of \$365 for a well replacement permit. Per the Alamance County Health Department Fee policy, the Board of Health will be consulted before waiving or refunding fees. Ms. Saunders has approved the refund, and the board members did not have questions or concerns about this giving this refund.

Mr. Carroll announced that a packet of information was sent out to public swimming pools in the county. Information was given about Environmental Health recommending that the public pools be checked by an electrician to ensure all electrical equipment is safe around the pool. This recommendation is as a result of a lifeguard being electrocuted in Wake County last year at a public pool. Mr. Carroll said that this recommendation will be reiterated again via e-mail to all public pools.

Mr. Carroll spoke about two bills that could affect Environmental Health. Senate Bill 131- Regulatory Reform Act of 2016 and House Bill 250- Body Art Regulation Changes. Senate Bill 131 is proposing that environmental health staff would have to inspect the electrical and plumbing of wells. House Bill 250 is proposing to add body piercing, branding, scarification and subdermal implants to the statute that pertains to the tattooing law (§ 130A-283). This would require environmental health staff to inspect all of the facilities that carry out these forms of body art. Ms. Saunders shared that the health director's association has engaged the NC Medical Society about this bill because some of these procedures are surgical.

Mr. Carroll shared that request for services has continued to increase. He reported that Environmental Health is within \$9,000 of meeting their revenue budget for the fiscal year. Mr. Carroll announced that the number of lot evaluation requests has increased by 55% based on last fiscal year's numbers.

### **Health Director's Update**

Ms. Saunders announced that Dr. Karin Minter is one of the top 10 finalists for the NC Doctor of the Year award. Staff and Board of Health members have been sent information on how to cast a vote.

Ms. Saunders provided staffing updates to the committee. She shared that the county commissioners have named Mr. Bryan Hagood as County Manager. Ms. Saunders announced that Dr. Kimberly Newton has been selected as interim Medical Director for the Health Department. Dr. Newton, MPH, MD is working for Cone Health and is currently completing a fellowship with Women's Hospital in OB/GYN. Ms. Saunders shared that interviews for the Elon-Alamance Health Partner for the 2017-2018 employees are complete. Mr. Zach Fisher will be ending his year of service as an EAHP in May, and will then be attending medical school at UNC Chapel Hill.

Ms. Saunders reported that she and Ms. Tracey Grayzer presented to Durham County Board of Health about Alamance Achieves. Ms. Saunders shared that a few staff members attended a Racial Equity Institute training on March 13-14. The Health Department helped sponsor this training along with other community agencies.

Ms. Saunders spoke about the letter that has been drafted to legislators about the Prevention and Public Health funds. She will be working on updating the letter to



include the name “American Healthcare Act” and will have a final draft to present at the April Board of Health meeting.

**Other**

Commissioner Byrd shared that the Racial Equity Institute is a great training to address racism issues and begin to understand health disparities and how to address them. The hope is to have these trainings offered more often so we can begin to effectively address health disparities in this community. Commissioner Byrd was extremely grateful to the sponsors to make this training possible.

**Adjournment**

The meeting was adjourned at 1:16 pm.

## **Alamance County Board of Health**

### **Personal Health Committee**

The Personal Health Committee met on Tuesday, March 21, 2017, 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: Chair Dr. Robby Osborn, Dr. Karin Minter, Mr. Kent Tapscott, Dr. William Porfilio and Mr. Richard Blanchard.

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**

Dr. Robby Osborn called the meeting to order at 6:02 p.m.

#### **WIC Update**

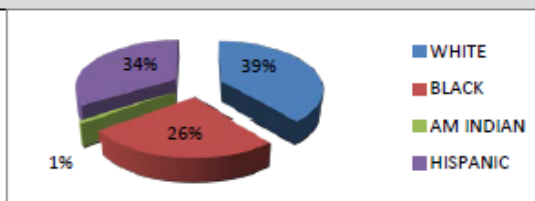
Ms. Nicole Alston reviewed the monthly WIC report. Ms. Alston reported that staff have continued to do community outreach to increase the WIC participant numbers. WIC stays open during lunch, has evening clinic every week, and accepts walk in's to accommodate clients' needs. Ms. Alston shared that next year WIC will be implementing an EBT card to replace WIC paper vouchers. An app will also be created so clients can scan items in the grocery store to determine if the item is WIC approved. Currently items have to be separated when checking out at a grocery into WIC and non-WIC items, and the new card will allow everything to be rang up at the same time. Ms. Alston reported that WIC recently had their review that went well. She announced that WIC continues to celebrate National Nutrition Month and have been engaging staff with quizzes and informational emails.

WIC  
DEPARTMENTAL REPORT

February 2017

CLINIC ACTIVITIES:		
CLINICAL NUTRITION CONTACTS PROVIDED BY NUTRITIONISTS	982	
HEMOGLOBINS DONE IN WIC	413	
*WIC PARTICIPATION:		
*NSB REPORT OF MONTHLY PARTICIPATION (SEPTEMBER - NOVEMBER)	SEPTEMBER 2016	95.6%
	OCTOBER 2016	95.36%
	NOVEMBER 2016	94.3%
*NSB REPORT OF MONTHLY PARTICIPATION BY CATEGORY FOR NOVEMBER 2016	PN-395	INFANTS-964
	PP BF-288	CHILDREN-1,943
	PP NON BF-296	
CLINIC SHOW:		
APPOINTMENTS KEPT	629	
APPOINTMENTS SCHEDULED	1,138	
CLINIC SHOW RATE	55%	
VOUCHER ISSUANCE ONLY	147	
TOTAL WALK-INS	500	

RACIAL/ETHNIC COMPOSITION OF CASELOAD



SPECIAL MEETINGS	HMHB 2/6; HD STAFF MEETING 2/8, WIC STAFF 2/6;BF TEAM 2/28
SPECIAL EVENTS	EVENING CLINICS 1 <sup>st</sup> 4 MONDAYS; DAILY LUNCH CLINICS; TIMES NEWS ARTICLES; FB POSTS; SATISFACTION SURVEYS MAILED WEEKLY;NNM PREP;BFPC QUART TRAINING 2/21
BULLETIN BOARD	OUTREACH COMMITTEE & STUDENT VOLUNTEER- OUTREACH BULLETIN BOARD UPDATE PLANNED FOR MARCH D/T NNM
VENDORS MONITORED	37 TOTAL VENDORS (0 PENDING APPLICATIONS) VENDOR MONITORING 2/14, 2/23, 2/28
MNT	21 REFERRALS, 15 APPOINTMENTS (14 NEW, 1 F/U) IN FEB
INFANT FEEDING CLASS	2/2/17 & 2/16/17
BREASTFEEDING PEER COUNSELOR CASELOAD	406 Total

SUBMITTED BY: Nicole Alston, 3/15/17

*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.*

**SOTCH Presentation**

Ms. Arlinda Ellison provided the committee with an overview of the SOTCH report. In the presentation Ms. Ellison discussed demographics, leading causes of death rates, priority areas (access to care, education and economy), current work being done in these three priority areas, new initiatives, emerging issues, and annual performance numbers for the Health Department. See attachment A for full presentation. Ms. Saunders shared that the Environmental Health committee was interested in having experts come to a future Board of Health meeting and discuss the opioid overdose issues.

**Personal Health Update**

Ms. Shoffner shared the most recent flu surveillance from the CDC. Flu activity showing a decrease throughout the state. The number of flu deaths statewide for March 5 through March 11th was 20, and 110 for this flu season.

Ms. Shoffner reported that on March 6, the health department received notification of an Elon student being admitted to Alamance Regional Medical Center on March 5 with a history of five days of fever, rash, headache and photophobia. The individual was admitted with the diagnosis of bacterial meningitis. The State Communicable Disease Branch was notified and communication began with Dr. Zach Moore State CD Epidemiologist, Dr. Archinal at Elon University to obtain information needed regarding close contacts. Ms. Shoffner reported that the decision was made on March 6 to initiate prophylactic antibiotic treatment to the immediate close contacts. Dr. Archinal and Elon Student Health Services notified and provided chemoprophylaxis to 5 direct contacts. March 7th, a conference call was held with the State CD Branch, Dr. Zach Moore, Dr. Archinal, Elon University staff, Stacie Saunders, and the ACHD CD Staff. Dr. Archinal and Elon University requested approval and chose to provide antibiotic prophylactic treatment to an additional secondary set of 29 contacts. This was not recommended but was approved by Dr. Zach Moore and the NC Communicable Disease Branch. The final culture results showed no growth. Streptococcus Pneumoniae Antigen was negative, N. Meningitis Antigen was negative.

Ms. Shoffner reported that staff have been busy orienting and training new personal health staff: LaKasha Carter FNP-BC and Katie Brewer-Jenson RN both began employment on Feb 27th. Both are training in maternity clinic and doing very well. Ms. Shoffner shared that interviews are underway for the two vacant PHN I positions and the postpartum newborn home visiting position.

Ms. Shoffner announced that payment has been made for the selected Centricity Point of Sale Pharmacy Inventory Module. The vendor is in the process of building the product, and she anticipates implementation sometime in this summer

**Health Director's Update**

Ms. Saunders announced that Dr. Karin Minter is one of the top 10 finalists for the NC Doctor of the Year award. Staff and Board of Health members have been sent information on how to cast a vote.

Ms. Saunders provided staffing updates to the committee. She shared that the county commissioners have named Mr. Bryan Hagood as County Manager. Ms. Saunders announced that Dr. Kimberly Newton has been selected as interim Medical Director for the Health Department. Dr. Newton, MPH, MD is working for Cone Health and is currently completing a fellowship with Women's Hospital in OB/GYN. Ms. Saunders shared that interviews for the Elon-Alamance Health Partner for the 2017-2018 employees are complete. Mr. Zach Fisher will be ending his year of service as an EAHP in May, and will then be attending medical school at UNC Chapel Hill.

Ms. Saunders reported that she and Ms. Tracey Grayzer presented to Durham County Board of Health about Alamance Achieves. Ms. Saunders shared that a few staff members attended a Racial Equity Institute training on March 13-14. The Health Department helped sponsor this training along with other community agencies.

Ms. Saunders spoke about the letter that has been drafted to legislators about the Prevention and Public Health funds. She will be working on updating the letter to include

the name “American Healthcare Act” and will have a final draft to present at the April Board of Health meeting.

**Other**

No other business was discussed.

**Adjournment**

With no further business, the meeting was adjourned at 6:28 pm.

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

## **PERSONNEL UPDATE**

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

- Julie Garris resigned from Public Health Nurse I position effective March 10, 2017.
- Betsy Meeks position as Environmental Health Program Specialist was reclassified to Environmental Health Supervisor I effective April 1, 2017.
- Cassandra Webb will transfer into the Public Health Nurse II – Post Partum Newborn Home Visiting position effective May 1, 2017.

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

- Public Health Nurse I, replacing Nekaya Harrelson (appointment pending)
- Public Health Nurse I, replacing Julie Garris
- Public Health Nurse I, replacing Cassandra Webb

### ***Vacant positions:***

- Quality Assurance Specialist I
- Community Health Assistant – WIC Breastfeeding Peer Counselor (frozen through FY 17-18)
- Processing Assistant III – WIC (frozen through FY 17-18)
- Patient Account Representative IV – Dental (frozen through FY 17-18)
- Physician Extender II