

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
April 27, 2011

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**ORANGE COUNTY HEALTH DEPARTMENT MISSION STATEMENT:** *To enhance the quality of life, promote the health, and preserve the environment for all people in the Orange County community.*

**THE ORANGE COUNTY BOARD OF HEALTH MET ON April 27, 2011, at the Government Services Center Hillsborough, NC.**

**BOARD OF HEALTH MEMBERS PRESENT:** Anissa Vines, Chair; Chris Harlan; Steve Yuhasz, Commissioner Representative; Christopher Cooke; Carol Haggerty; Matthew Kelm; Paul Chelminski; Susan Elmore; Mike Carstens

**BOARD OF HEALTH MEMBERS ABSENT:** Tony Whitaker; Michael Wood

**STAFF PRESENT:** Rosemary Summers, Health Director; Wayne Sherman, Personal Health Services Division Director; Donna King, Health Promotion and Education Services Division Director; Tom Konsler, Environmental Health Division Director; Lisa Smith, Administrative Assistant

**GUESTS PRESENT:** M Jewel Wray, Human Resources Manager

**Welcome and Introductions**

Anissa Vines, Chair, called the meeting to order at 7:10 p.m.

**I. Approval of April 27, 2011 Agenda**

Chair Vines requested the addition of items **V. I. Proclamation Resolution to BOCC recognizing Rosemary Summers years of service. V. J. Closed Session (ref. NCGS 143-318.11(a)(6))** to consider the qualifications, competence, performance, fitness, conditions of appointment, of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

***Motion to approve the Agenda of April 27, 2011 as amended was made by Paul Chelminski, seconded by Susan Elmore, and carried without dissent.***

**II. Strategic Planning Exercise**

Each Board member wrote their perspective of strengths, weaknesses, opportunities, and threats that relate to these internal focus areas. These will be compiled and forwarded to the staff teams developing these areas. The Board will review a draft in June.

The Board spent about 30 minutes on this item to be able to provide input and direction to the teams on:

Fiscal Responsibility and Management  
Workforce Development  
Technology  
Quality Improvement

**III. Public Comment for Items NOT on Printed Agenda none**

**IV. Action Items (Consent)**

A. Minutes approval of March 16 and March 23, 2011 meeting

The Board is required to review and approve minutes of all meetings of the Board of Health. These minutes were for the regularly scheduled meeting held on March 16 and March 23, 2011.

Commissioner Yuhasz asked for a correction to be made of the March 16, 2011 minutes. Matthew Kelm was absent from that meeting and the minutes indicate him as being present and absent. He was absent from the meeting.

***Motion to approve the minutes as corrected for the March 16, 2011 minutes was made by Steve Yuhasz, seconded by Carol Haggerty, and carried without dissent.***

B. Service Contract Renewals for 2011-2012

The amount of the contracts for most were unchanged, however the two school nurse contracts show an increase.

**Contract Renewal with UNC Family Medicine for Medical Director Services:**

OCHD has maintained a contract with UNC Family Medicine for Medical Director services for a number of years. Dr. Michael Fisher, who served in this capacity for many years, retired effective September 30, 2010. Following a national search, Dr. Julie Monaco was selected as the new Medical Director with primary back-up from Dr. Deborah Collins.

The 11-12 contract has no changes in it this year other than identifying Dr. Monaco as Medical Director and Dr. Collins as primary back-up. It continues the contract at 28 hours per week, 22 hours in clinic and 6 hours providing phone consultation, administrative duties, and back-up on-call responsibilities. The 11-12 contract does not include a cost increase. The total amount of the contract remains at \$145,416 per year.

**Contract Renewal with Robert DuPuis for Pharmacy Services:**

The issuance of pharmaceuticals through our clinics or during epidemics/disasters necessitates the services of a registered pharmacist. Robert Dupuis, Pharm. D., a Clinical Associate Professor in the Division of Pharmacy Practice at the UNC School of Pharmacy, has served as our Pharmacist for the past nine years. He has fulfilled his responsibilities well and is interested in continuing to serve in this capacity.

There are several changes in the 11-12 Pharmacy Contract necessitated by requirements of the Family Planning Agreement Addendum with the State. These include assisting with the development of a pharmacy inventory tracking system, ensuring rotation of stock, and establishing written procedures for processing Medicaid prescriptions. The contract does not include a cost increase. The total amount of the contract remains at \$12,036 per year.

**Contract Renewal with UNC School of Dentistry for Graduate Dental Resident:**

The Orange County Health Department (OCHD) annually contracts with UNC School of Dentistry for services of one full-time equivalent graduate dental resident for four and one-half days per week. The residents serve the clinic on a rotating four week basis. The total cost of the contract for July 1, 2011 through June 30, 2012 is anticipated to be \$54,848. This amount was included in the 2011-12 dental budget. This contract cannot be fully executed until the state legislature passes their budget and the rate may be higher therefore. Dental residents are treated as employees of the School of Dentistry and as such may have increases in required insurance premiums that will be reflected in the final contract.

**Contract Renewal with Chapel Hill Training & Outreach, Inc. for Head Start Dental Services:**

In 2003, Chapel Hill Training and Outreach, Inc. approached the health department with a request to provide required dental screening and treatment services to all children enrolled in the Head Start Program located in Hillsborough. The first contract for services was developed and issued in the fall of 2003 and the program has worked well for both entities. Both parties wish to renew this contract for services for the coming fiscal year. The contract amount is \$6,000 – same as last year. We are anticipating that this may be the last year for this contract as most of the children enrolled in Head Start have a regular dentist already.

**Contract Renewal with Chapel Hill-Carrboro City Schools for School Nurses**

**Contract Renewal with Orange County Schools for School Nurses:**

Since July 2004, the Health Department has served as the conduit of Commissioner-approved funding for school health nurses for both the Chapel Hill-Carrboro and Orange County School Systems. The Health Department enters into a contract with each of the school systems to spend the funding on a specified number of direct service 10-month school nurse positions in conjunction with the annual Memorandum of Agreement. In FY 11-12, the proposed contract with CHCCS provides \$433,875 for six school health nurses – an increase of \$5843 primarily due to retirement and health insurance costs. The proposed contract with OCS provides \$200,457 for three school health nurses – an increase of \$17,760 due to retirement/health insurance costs and an increase in salary of a nurse due to her earning school nurse certification. The total for both school systems equals \$634,332, an increase of \$23,603 (4%). Per the contract, the Health Department makes quarterly payments upon submission of an invoice and provides at least three continuing education sessions to school nurses.

All contracts have been included in the proposed 2011-2012 budget that the Board of Health has approved and forwarded to the County for inclusion in the approved 2011-2012 county budget

***Motion to forward the contracts to the Board of Commissioners for approval for the fiscal year 2011-2012 as made by Chris Harlan, seconded by Christopher Cooke, and carried without dissent.***

C. Interim Health Director Contract

The County Attorney is finalizing a contract for the Interim Health Director. It is expected to be available at the first of the week. This item will be discussed in a closed session.

**V. Reports and Discussion with Possible Action**

A. Quarterly Financial Report

The financial situation of the health department is much improved over the second quarter. Second quarter revenues (as a whole) were only 41%, in the third quarter they have been steadily increasing each month and are now at 62% of budget.

Increases in Environmental Health billing and pool inspection revenues have nearly balanced that division's revenues and expenditures. Dedicated office assistants and billing unit staff are working to have all clinic encounters keyed into HIS each week. Medicaid billings are submitted weekly and flu encounters are nearly up-to-date, which has brought in significant revenues from private insurance companies.

Due to federal and state budget shortfalls, some state and federal funding has been slower to be released for draw-down from the State Controller's Office. We do expect to realize all of the state and federal funds that were budgeted by the end of the year.

With revenues at 62% and expenditures at 68%, managers are closely monitoring program budgets and are holding the line with spending so that the end of the year results in a balanced budget.

There will need to be an in-depth analysis of service data along with the impacts that the new Health Information System has had on the services provided by the department. The analysis will depend on the ability of the new system to yield helpful reports for management purposes. Reports are projected to be developed and functional sometime this summer.

B. Board Term Vacancies

There are three upcoming term of service vacancies for the Board as of June 30, 2011.

Chris Harlan has served as the nurse representatives for two full 3 year terms plus a partial term. She is not eligible for another term.

Michael Wood has served one full term as a community representative and is eligible for an additional three year term.

Susan Elmore has served one year as the veterinarian representative on the Board. She has served the final year of Dewana Anderson's term that was due to expire June 30, 2011. Dr. Elmore is eligible to serve two additional full three year terms.

The Board generally considers vacancies and appropriate applicants from the county data base in April to allow for recruitment efforts should they be needed. This allows for a reasonable time for consideration of those who have applied and provides a timely recommendation to the Board of Commissioners for appointment prior to the Commissioners summer break.

There are currently two applicants on the county data base for the Board of Health that are nurses.

Chris Harlan spoke of Liska Lackey and her qualifications and what an asset she would be to the board.

***A motion was made to forward to the BOCC Michael Wood and Susan Elmore for consideration to be reappointed to an additional term of service for the period July 2011-June 30, 2014 and a recommendation to appoint Liska Lackey for the upcoming vacancy on June 30, 2011 was made by Paul Chelminski, seconded by Chris Harlan, and carried without dissent.***

C. Agenda Topics for Joint Meeting with DSS Board

Nancy Coston, the Social Services Director has informed the Health Director that the Social Services Board believes that it is an excellent idea to meet with the Board of Health. They have accepted the invitation to meet at a dinner meeting on May 25 from 5:30 to 6:30 to discuss topics of mutual interest.

It would be a good idea for this first session to start with information sharing about points of intersection between the two departments and to share information about each Board's duties and responsibilities.

The two directors will prepare a brief summary of client, program, and staff intersections for presentation to the Boards.

This is the opportunity for the Board to identify any specific topics that they would wish to discuss with the Social Services Board and then the two directors will build a brief agenda based on the input from both Boards.

Christopher Cooke would like to hear what DSS board and staff members are thinking about a possible Health and Human Services consolidation. Suggestions were also made by other Board members to discuss collaboration of staff where there may be redundant services and what challenges they are facing as a program agency. Information on where they see gaps in health services for their clients and information on what are the DSS required services.

D. Health Director Recruitment

Work has continued on the recruitment process for the health director. The Board made changes to the draft posting, including asking to have the starting salary range posted to the mid-point of the range, and asked Ms. Wray to make the final changes and post the position by May 2 with a closing date that provides 5 weeks of recruitment. After much discussion, it was agreed to limit the supplemental materials to the curriculum vitae and a 1-2 page narrative asking the applicant for a summary statement of accomplishments that directly references responsibilities as outlined in the job description.

A list of recruitment venues for the posting was discussed and agreed to by the Board.

The revised job description was approved and was asked to be linked to the posting.

The Board discussed a draft timetable for receiving and screening applications, creating the interviewing process, developing questions, interviewing, bringing finalists back, and then finally checking references. The Board requested that a draft timetable for the entire process be created so that the Board can plan the work that needs to be accomplished in order to meet a goal of having a director in place by October 1. Ms. Wray agreed to have a draft timetable developed for discussion at the May Board of Health meeting.

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Chair Vines proposed forming a subcommittee to go through the applications and select those to be interviewed and asked that any board members that were able to assist with this to let her know. There were no Board members that volunteered for this task.

E. Budget Public Hearings

The Manager's recommended county budget is scheduled to be released to the Board of Commissioners and the public on May 17, 2011. There are two public hearings scheduled on the budget:

May 19 at Hillsborough Commons (DSS Building) in Hillsborough  
May 24 at Southern Human Services Center in Chapel Hill

Both hearings begin at 7 pm.

Typically, the Board has sent Board representatives to speak on topics of special interest in the budget for the health department. This is the Board's opportunity to speak and provide input on the budget as a whole.

The Health Director, Wayne Sherman, Letitia Burns, and Anne Hill met with the County Manager and the Financial Services team to review the health department's request. The Manager did not indicate that any aspect of the budget was an issue or that any reductions would be made to the budget. The entire team acknowledges however, that we do not yet have enough information about what the state legislative impacts will be.

Rosemary Summers agreed to provide some public hearing bullets for the board to consider. Chris Harlan and Paul Chelminski agreed they would be able to make one of the hearings while others indicated they would check on their availability to make one of the hearing dates.

F. Legislative Items

Two spreadsheets were given to board members containing bills with public health significance. If Board members have an interest in a specific piece of legislation, they can access the full text directly through the NC Legislature website [www.ncga.state.nc.us](http://www.ncga.state.nc.us).

A particular piece of legislation can be found quickly if you have one of the two bill numbers, i.e., SB 335 or HB 648 (examples only).

This was an opportunity for the Board to discuss any particular pieces of legislation that they would like to educate legislative members about.

In follow up to last month, the Board of Commissioners (BOCC) also passed the resolution asking for additional Aid to County funds for public health also opposing the cuts proposed by the Governor. The BOCC also added a provision to the resolution requesting the ability to establish and charge fees for the food and lodging program.

G. County Health Rankings Presentation *Postponed until the May25, 2011 meeting*

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H. Informational Items

Informational items are provided to the Board to cover topics that Board members should be aware of or for general interest. Items are not discussed during the meeting unless Board members ask for discussion. No informational items presented were selected for discussion or questions at this meeting. A synopsis of the items follows.

1. Enclosed is the 2009-2010 Annual Report "Highlights" for the Health Department. Candice Watkins-Robinson has again done a fabulous job with this report. She has utilized Public Health Month Activities to spread the word about the report and our activities.
2. UNC Health Care held the groundbreaking for UNC Hospitals Hillsborough Campus Hospital April 20. They expect the initial facility to be completed and accepting patients by late 2013. The Health Director attended the groundbreaking and had the opportunity to discuss possible future collaborations.
3. The Health Department has been notified that the Centers for Disease Control (CDC) have selected us to be matched with a Public Health Associate. We should be notified in late May if we have been selected by an Associate. As you will recall this will provide a staff position for two years funded by CDC; with no obligation to continue the post. We have selected two projects for the Associate to work on, the first year will be on a social marketing campaign under the direction of Candice Watkins-Robinson and the second year on education and outreach for sexually transmitted diseases under the direction of Judy Butler. This could be an excellent tool for recruitment of young, well trained staff.
4. Cora and Paul Harrison, an Orange County couple are funding a special project on adolescent immunizations under the direction of our Community Services Section. April is adolescent immunization month and the Harrison's were interested in honoring their daughter Julia, who died from meningococcal disease when she was a student at Tulane by helping assure that adolescents and their parents know how important these vaccinations are. The school nurses in collaboration with the Health Department planned the project and will be hosting several vaccination opportunities. Please see the attachment for the announcement that went out to the Orange County Schools. A similar one was distributed to the Chapel Hill Carrboro Schools.
5. The Health Director presented the County Health Rankings presentation to the Board of Commissioners on April 19. There were several excellent questions and a fair amount of interest expressed in the report.
6. Media clips of the release of the county health rankings.
7. Pending and Recurring Items for the Board's review of upcoming agendas.

VII. **Board Comments/Announcements**

VIII. **Adjournment**

***Motion to move into closed session was made by Matthew Kelm, seconded by Paul Chelminski, and carried without dissent.***

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***Motion to adjourn the meeting at 9:35 p.m. was made by Chris Harlan, seconded by Matthew Kelm, and carried without dissent.***

**The next Board of Health Meeting will be held May 25, 2011 at the Southern Human Service Center Chapel Hill, NC at 7:00 p.m.**

**Respectfully submitted,**

**Rosemary L. Summers, MPH, DrPH  
Health Director  
Secretary to the Board**

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