

**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 August 24, 2011, at the Government Services Center Hillsborough, NC.**

**BOARD OF HEALTH MEMBERS PRESENT:** Anissa Vines, Chair; Tony Whitaker, Vice Chair; Liska Lackey; Steve Yuhasz, Commissioner Representative; Matthew Kelm; Paul Chelminski; Mike Carstens; Michael Wood; Susan Elmore; Carol Haggerty

**BOARD OF HEALTH MEMBERS ABSENT:**

**STAFF PRESENT:** Dorothy Cilenti, Interim Health Director; Wayne Sherman, Personal Health Services Division Director; Erin Langston Finance and Administrative Operations 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. New board member Liska Lackey was introduced and welcomed to the board.

**I. Approval of June 22, 2011 Agenda**

Chair Vines requested the addition of items **VII 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 August 24, 2011 as amended was made by Michael Wood, seconded by Mike Carstens, and carried without dissent.***

**II. Strategic Plan Internal Focus Areas- Erin Langston**

Erin Langston presented the Strategic Plan for FY 2012-2013

**MAJOR SERVICES**

- *Prevent and intervene in epidemics and the spread of disease*
- *Protect against environmental hazards*
- *Promoted and encourage safe and healthy behaviors*
- *Assure the quality and accessibility of health services*
- *Assure the compliance with laws and regulation that protect health and safety*
- *Assure compliance with state, federal, and local laws, program, and grant requirements*

**INTERNAL FOCUS AREAS**

- 1) **Technology**
  - a. Implement Electronic Health Record system
  - b. Support dental software and Permits Plus
  - c. Maintain IT inventory
- 2) **Workforce**
  - a. Develop leaders
  - b. Train workers
  - c. Promote cultural competency
- 3) **Finance**
  - a. Connect budget process to outcomes
  - b. Create contract management program
  - c. Improve the internal agency support services
- 4) **Quality**
  - a. Continue assurance efforts
  - b. Integrate quality improvement into operations
  - c. Communicate efforts

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

**IV. Action Items (Consent)**

- A. Minutes approval of June 22, 2011 meeting
- B. NACCHO/NALBOH/CDC Tobacco Control Award-\$5000

The Orange County Health Department applied for and was awarded \$5000 from NACCHO/NALBOH/CDC for sustaining local Tobacco Control efforts. Pam Diggs will lead a team of 10 community agencies in an intensive planning session with a resulting action plan for advancing local tobacco policies. Total award \$5000.00—distributed over a seven-month period as grant deliverables are met. Board of Health Chair Anissa Vines will represent the Board of Health.

C. Community Health Assessment Prioritization Process

By December, the Health Department will complete the 2011 Community Health Assessment (CHA).

A Community Health Assessment Leadership Team (CHALT), made up of community members and professionals from across the community, was formed to guide the assessment process. The CHALT decided to collect data from three sources: 1) a community survey, 2) focus groups, and 3) a review of secondary data in order to ensure that the assessment included both statistical data as well as perspectives from the community—especially from those traditionally hard to reach. Over the past six months, a community survey was developed and administered to 175 residents; nine focus groups were conducted; and county and state level health statistics were reviewed. Together, these sources provide a broad perspective of the health of the

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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Orange County community and help highlight by which health issues Orange County residents are most affected. The intention is to use the data gathered to identify the top priority health issues in the County. The priority issues will then serve as the foundation for the Healthy Carolinians of Orange County (HCOC) Community Health Action Plan for the next four years. Attachment 1 outlines the overall CHA process.

HCOC and the BOH will co-host five community forums and one annual meeting from mid-August until the end of September. The process for selecting the priority health issues will be as follows:

At the forums, HCOC will present the Top 10 issues in Orange County. These Top 10 issues were identified by looking at the intersection of Healthy NC 2020 state objectives, top community survey issues, top focus group issues, and top 10 leading causes of death in Orange County. At the forums, HCOC will present issue briefs for each of the Top 10 topics and a snapshot of the primary data collected. Then forum participants will break into small groups to discuss the data and share feedback. They will be asked to consider the following questions within their small groups:

- What does the data tell us? What new insights do you have?
- What doesn't the data tell us and what else might we need to know?
- What areas of need seem to arise?
- How does what you heard match up with your personal experience?
- What in your personal experience was not reflected in the data?

Then, taking a minute to reflect on their group discussions, personal experiences, and the data presented, each forum participant will vote for their Top 5 issues as individuals using colored dot stickers. They will be asked to represent their personal choices, but also think of choices their friends, family, or neighbors may advocate for. Individuals may place up to 2 stickers in each category and do not have to use all of their stickers. Each small group will count their dots for each category and then debrief their small group conversations with the large group. Then HCOC will tally all the individual votes from all the small groups to come up with the Top 5 issues for all forum participants.

This process will be repeated for each of the five forums, so that HCOC will have five sets of Top 5 issues. Major issues and themes from each forum will be recorded and shared at the Healthy Carolinians of Orange County Annual Meeting. Here the group will decide on the final three to five priority issues that the HCOC partnership will focus on for the next four years.

The Annual Meeting prioritization process will be slightly different. The group will take into consideration the Top 5 issues selected across the five forums and will be asked to rank the topics on two criteria: Importance and Changeability.

Importance is defined as

- Issue does not meet Healthy NC 2020 objective or goal;
- Data indicates that the issues is a problem in community - high incidence/prevalence in community;
- Issue is a significant cause of morbidity and/or mortality in community;
- Community identified issues as a need or it is perceived as a problem; and,
- Issue is not already being addressed by the community.

Changeability is defined as:

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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- Is it realistic that the HCOC partnership could effectively address the issue;
- There are resources in community to help address issue;
- There is expertise in community to help address issue;
- There is an interest by the community to work on the issue; and,
- Issue itself is amenable to intervention (i.e. changeable).

Annual Meeting participants will then engage in a brief discussion around the issues. Afterwards, each participant will be asked to vote on his/her top three priorities. Based on the results of the voting process, the top three to five priority issues will be selected.

Work groups or sub-committees will be formed to address each priority area, and sub-committee members will create actions steps to tackle each issue in the Spring of 2012.

***Motion to approve the consent agenda items was made by Steve Yuhasz, seconded by Paul Chelminski, and carried without dissent.***

**V. Action Items**

A. Planned Parenthood of Central North Carolina Contract

The Orange County Health Department will provide to Planned Parenthood of Central North Carolina (PPCNC) \$2,500 to provide low income clients access to long acting contraceptives.

Planned Parenthood of Central NC will provide women this service at its facility in Orange County. PPCNC will follow the Title X guidelines, including the current sliding fee schedule when billing for services and assure that all staff receives training required by Title X no later than October 1, 2011. PPCNC will also submit quarterly reports to the Orange County Health Director. These funds will allow PPCNC to provide service for approximately 8-10 women.

This Memorandum of Understanding will be effective September 1, 2011-June 30, 2012. Funds are available through an appropriation from the Board of County Commissioners to PPCNC.

A 20 % Admin fee will be added.

***Motion to approve contract with Planned Parenthood of Central North Carolina and forward to the Board of County Commissioner was made by Paul Chelminski, seconded by Susan Elmore, and carried without dissent.***

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

A. Health Director Recruitment Update

Four candidates were interviewed on August 17, 2011 by three panels of BOH members, Orange County Department Head Employees, and other community organizations. The BOH members discussed bringing back the two finalists for BOH members that were not able to be at the panel interviews to meet and ask questions. Jewel Wray HR manager is in the process of conducting the background checks on the two finalists. Tony Whitaker and Anissa Vines will conduct the employer reference checks. The BOH agreed to bring each finalist in next week individually to meet with each division and staff, each finalist will tour Whitted and SHSC. The finalist will then meet with

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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BOH members at 5:00 pm for dinner and a final interview process. When the BOH meets at its next meeting on September 21, they will make a recommendation and offer to hire.

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

***Motion to close closed session was made by Steve Yuhasz, seconded by Mike Carstens, and carried without dissent.***

B. BOH Committee Assignments/BOH Vacancies

The Board annually reviews committee assignments for Board members and reviews needs for various expertises' on each of the three standing committees. The committees schedule regular meetings (once per month) but only meet when there are discussion items that warrant a meeting.

There are currently two vacancies on the Environmental Health Committee and two vacancies on the Awards, Nominating, & Bylaws Committee. BOH members are needed to fill these committee vacancies.

The Board should also review the charges for each Committee and reaffirm that the charges are correct and do not need to be changed.

With the recent reorganization of the Health Department and formation of the Finance and Administrative Operations Section, the Board should discuss the formation of a corresponding committee or inclusion of the FAO into one of the existing committees. Any resulting changes should be reflected in a revision of the policy. Tony Whitaker announced that Liska Lackey and Susan Elmore have agreed to join the Environmental Health Committee. The current vacancies on the Nominating Committee will be held until the at large position is filled. The Board agreed to add Erin Langston FOA Division Director to the Environmental Health Committee and the Clinical & Community Program Committee during budget time.

***Motion to approve charges and assignment sand appoint committee representatives was made by Tony Whitaker, and seconded by Susan Elmore and carried without dissent.***

C. 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.

a. Health Director Report

- The NC Association of Local Health Directors will be convening a task force on public health structure in September to consider the various legislative bills impacting local health departments and local Boards of Health. It is anticipated that legislators will again consider regionalization of local health departments and/or consolidation of human services as options for local government.
- A new schedule of charges for services will be developed for consideration by the Board of Health in the next few months as a result of changes to the methods for calculating

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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cost settlement. Beginning FY 2011-2012, the Medicaid cost settlement will be dependent on the fees/charges for units of service provided. This is a major change for health departments that have historically set fees lower than actual costs in order to improve access and affordability for low-income clients. The cost settlement for administrative activities will no longer be available (accounted for approximately \$8 million annually statewide).

- The Health Department received notice that the state/federal funds for preparedness have been reduced by \$12,000. While this reduction will have a slight impact on this fiscal year's budget, staff will make alternate plans to address a shortfall for next year should the funds not be reinstated.
- Kate B. Reynolds has extended the grant to implement a Diabetes Self-Management and Education program through December 2012. Health Promotion is currently recruiting for a nutritionist and program coordinator, and has been working with state consultants to improve our services and increase integration of the program across the various areas of the health department.
- The Health Department has received a second request to home quarantine a dog whose rabies vaccination had lapsed and was potentially exposed to a rabid fox. This request was not granted, and the dog remains under a six-month quarantine at a veterinary facility until the end of August.
- The Health Department was one of six counties to receive the NCEDSS Surveillance and Reporting Certificate of Recognition. The certificate is given to health departments for demonstrating commitment to assuring timely entry of required data to support state communicable disease surveillance activity through NCEDSS. The award was presented by the NC Communicable Disease Branch.
- The Health Department received an additional award for assuring that greater than 90% of children served were age-appropriately immunized by age 2. This award was given by the NC Immunization Branch. Kudos to Joan Taylor who conducts tracking for the health department.
- The Health Department will be partnering with the UNC Gillings School of Public Health on an initiative to expose incoming public health graduate students to public health practice. The event, called "Pathways to Practice" will take place on Friday, August 26. Students will convene in Chapel Hill that morning for several presentations and then take a bus to Hillsborough to meet with staff, learn about the activities of the health department, and then participate in a scavenger hunt as part of their learning activities.
- Renovations update - the Whitted medical clinic reopened for business on July 21. Renovations to the second floor of the A building are currently on hold until the BOCC approves the change orders for the bathrooms, classroom, and BOH conference room. This agenda item is on the Board of Commissioners for Aug. 23. Assuming approval, the additional renovations should be complete by October 15. A future BOH meeting will include a tour of the new space.
- Dental update: The Carr Mill clinic closed permanently on August 16, with time for staff to move out before the lease expires September 1st. Clinic renovations at Whitted began mid-July. There will be eight operatories and an expanded sterilization area to more efficiently treat clients in the consolidated clinic. All construction/renovation activities in the consolidated dental clinic will end on August 30. The new space will reopen fulltime on August 31.
- September is National Preparedness Month. The Health Department will partner with Orange County Emergency Services to sponsor a public information campaign to promote emergency preparedness. Staff will launch a video contest in September called "Ready in 60 Seconds" as the main campaign activity. The challenge is for residents

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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(ages 18 and older) to submit an original video explaining the following points in 60-seconds or less: (1) the importance of creating a household/family emergency plan; (2) the importance of having an emergency plan for pets/animals; (3) ideal supplies for a 72-hour emergency kit; and (4) the types of emergencies that could occur in Orange County. The "Ready in 60 Seconds" contest will run from September 1 to October 15. A panel of judges will select the three most creative and accurate videos. Winners will receive an award package at the end of October that includes emergency preparedness supplies. Emergency Services will place winning videos on the ReadyOrange.org web page for public access.

b. Landfill Area Water Assistance Fund Update

On June 1, 2011, notification letters were mailed out to the 82 owners of wells that are within 3000 of the Orange County Landfill. The letter urged owners to fill out an application if they were experiencing problems with their well water. Since that mailing, 27 people have sent in applications for water samples. To date, we have received laboratory results for 18 of the homes and have reported those initial results. Environmental Health is currently working with the Finance Department to get quotes from contractors who will implement repairs or further investigation of the wells.

c. Status Report on Debt Collection-EH Fees

A status report was provided showing results of the collection effort that Environmental Health has undertaken to recover the delinquent fees associated with the wastewater treatment management program (WTMP). This collection batch reflects all accounts that were overdue as of January 15, 2011. The remaining delinquent accounts were referred to the County Attorney office on August 9 for further notification and pursuit of the funds.

d. Media Clips

Media clips of current events relating to the Health Department and its activities were provided for information.

## **VII. Board Comments/Announcements**

Susan Elmore briefly mentioned the quarantined dog case that was brought to court. A Chapel Hill woman filed a lawsuit against the county so her dog could finish his 6 month quarantine at home. Her dog's rabies vaccination was 46 days overdue when a raccoon that was retrieved by animal control tested positive. The dog was outside where the raccoon was found, though Garrett never saw her dog come into contact with the raccoon. According to N. C General Statute 130a-197, if the local health director reasonably suspects an animal of being exposed to the saliva or nervous tissue of another proven or suspected animal, the animal is considered to have been exposed to rabies. If a pet suspected to have been exposed is not up to date on its rabies vaccination, the county requires that the animal be quarantined at an approved facility for up to six months. Owners who cannot afford quarantine have the option of euthanizing the animal. Garrett had asked for a home quarantine and was denied. The dog was under quarantine at a local vet when the case went to court. The judge residing in the case made a

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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ruling granting Garrett preliminary injunction providing for home confinement of her dog for the remainder of the quarantine period. Animal Control will do an on-site inspection and perform a final health inspection on the dog in order for the quarantine to be completed and lifted. Garrett will be responsible for the isolation of the dog in a secured locked room. The owner will assume total responsibility for her family's health.

**VIII. Adjournment**

***Motion to adjourn the meeting at 9:35 p.m. was made by Steve Yuhasz, seconded by Paul Chelminski, and carried without dissent.***

**The next Board of Health Meeting will be held September 21, 2011 at the Southern Human Services Center Chapel Hill, NC at 7:00 p.m.**

**Respectfully submitted,**

**Dorothy Cilenti, MPH, MSW, DrPH  
Interim Health Director  
Secretary to the Board**

MINUTES  
ORANGE COUNTY BOARD OF HEALTH  
August 24, 2011

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