



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH  
MINUTES  
August 26, 2014**

**Members Present:** Russell Stevenson – Chair, Frank Killian MD - Vice-Chairman, Teresa Murray, Roy Lenzo DVM, Emily Bowers, and Sheila Price RN.

Absent: Nathan Brenner DDS, Molly Phillips, Commissioner Paul Higdon, Stacy Shannon Pharm. D, & Frederick Berger MD.

**Staff Present:** Jim Bruckner, Tammy Keezer, Tonya Hodgins, Diane Keener, Becky Barr, Barry Patterson, Jimmy Villiard, Kathy McGaha, Sheila Corbin & Charlene Bellavance.

**Public Comment:** There were no members of the public present.

**Media:** There were no members of the press in attendance.

**Call to Order:** The meeting was called to order at 6:25 by Chairman Stevenson.

**Approve Agenda:** Mr. Bruckner asked to have three things added to the agenda: Problem Property under New Business; Fair Schedule added under Announcements, and Board Planning Retreat under Board Training & Information. A motion was made by Dr. Killian and seconded by Ms. Bowers to approve the agenda as amended. The motion passed unanimously.

**Welcome/Intro/Departures/Recognition:**

Mr. Villiard recognized Sheila Corbin for her work for the agency regarding the children's immunization program. Because of her efforts our agency is approximately 30% higher than the state average for children's immunizations. The agency received an award from the State Immunization Branch for Excellence for Immunization Assessment Rates for Children 0 – 24 months.

**Presentations:**

**Community Care Clinic Update:** Ms. Tyler introduced herself and noted she was the director of the Community Care Clinic here in Franklin. This is our local medical free care clinic that was started in 2010. They have been independent from the Highlands clinic since the middle of 2013. They continue to work here out of the health department's clinic. They have been fortunate this year in that they have been able to attract more medical care providers. There are also some physicians who volunteer from Angel Medical. They are currently seeing patients on Monday evenings. They are completely dependent upon grant money to run this clinic. In 2013 they were able to raise \$30,000 and this year they were able to get money from the county and other money has come from grants. The question was asked whether or not they have discussed applying for the same grant that they had during the original three years of the clinic. Ms. Tyler indicated that they are looking at this possibility. They are also able to

offer free lab services up to \$1,000 per month. There was a question that was asked about whether Ms. Tyler knew what the operating costs were of the clinic. She indicated that they are approximately \$98,000 annually.

**Approve Minutes of Previous Meeting:** A motion was made by Ms. Price and seconded by Dr. Killian to approve the minutes of the July 22, 2014 meeting as presented. The motion passed unanimously.

#### **Old Business:**

**Budget Update:** Ms. Hodgins reported on the month of July expenses and revenue. A copy of her report is attached to these minutes.

**EMR Update:** Ms. Keener reminded the board that at the last meeting we had suggested two different companies and had made our recommendation for Patagonia. We informed the Board of County Commissioners of the selection made at their most recent meeting. In support of our recommendation Sheila Price, from this Board, along with Lynn Wright and Andy Muncey from County IT, attended the commissioner's meeting. We have had further discussion about the contract with Patagonia and they have agreed to lower the annual maintenance fee and lock it in for 3 years.

**Cost Settlement Update:** Mr. Bruckner indicated that we received our check for \$449,920 yesterday. The money has to be used in the programs it was earned. He has discussed the information he is sharing with the County Manager and County Finance Officer who are in support of this budget amendment. We will be presenting this at the September 9, 2014 Board of County Commissioners meeting and asking them for their support/approval of this budget change. The breakdown of what we are requesting is to: apply \$223,915 against last year's purchases (\$8,000 more than was originally budgeted as revenue in FY14); \$98,000 to be applied toward our upcoming EMR purchase and the retrofit of the molar roller; and \$127,684 to be used for part time staff (.5 FTE Clerk, 1 FTE Dental Assistant, and 1 FTE Nurse), and operating supplies/equipment for the adult dental clinic and administration. Mr. Bruckner reminded the Board that they had voted to support this budget request at their June 24, 2014 meeting.

#### **New Business:**

**Fee Plan Change:** Ms. Hodgins referred the members to the handout in their packets. The proposal was to increase the immunization fee by \$5.00 and reduce the administration fee by \$5.00. Our reimbursement from insurance is better for the vaccine than it is for the administration fee. There is a fee for MI-Paste that we realized we were billing at less than our cost. Mr. Bruckner referred the board members to the handout of Environmental Fee Schedule in their packets. There is an Environmental Health renewal fee on the fee schedule that we are charging to renew a permit before it expires. We were told by the state that there was no such thing in N.C.G.S. as a renewal permit. They advised us that when a permit expires, a new permit must be issued. The same goes if it is about to expire and a request is made for a new permit; the active permit must be revoked prior to a new permit being issued. In addition, Mr. Bruckner referred the board to the handout with the State Lab water testing fees. He informed the Board that the state lab made some significant changes in their fees for water sampling/testing based on a new legislative mandate. Mr. Bruckner requested that the board accept these fee changes as recommended. After a short discussion the Board asked for Mr. Patterson to contact some private labs to see if we can get a cheaper price from a local source. A motion was made by Ms. Price and seconded by Dr. Killian to approve the fee schedule changes as presented. The motion passed unanimously

**Billing Guide:** Ms. Hodgins referred the board members to the billing guide in their packets. She noted that pages with changes were tagged. She indicated that most of the changes were due to changes in Title X requirements. After a short discussion, a motion was made by Ms. Bowers and seconded by Ms. Murray to accept the billing guide as presented. The motion passed unanimously.

**Flu Season Plan:** Mr. Villiard reported that we have only received 360 doses of private purchased vaccine to date. No state supplied vaccine has been received. We are planning two main off site flu clinics, one at the fair September 20<sup>th</sup> from 9:00 to 9:00 and one on October 8<sup>th</sup> at the Highlands Cashiers Hospital. We have many targeted flu clinics scheduled for businesses, and city and county agencies also. Due to high demand the last couple of years, we have

ordered more of the high dose vaccine this year for people over 65 years of age. We ordered quadravalent for the staff and trivalent for the public. Mr. Stevenson asked if they were able to predict what type of flu season we would have this year. Mr. Villiard said according to his sources it looks, at this time, like it will be a normal influenza season.

**Employee Immunization Policy:** Mr. Bruckner informed the Board that it is time to review health department policies and the employee immunization policy is one the Board has been involved in developing and reviewing. He told the Board Members that he had been recently asked the question “why do hospitals (Angel being one) require all employees to have an annual flu vaccination and the health department does not”. In surveying NC health departments Mr. Bruckner found that only 10% of health departments that responded required their employees to get the flu vaccination. In determining what vaccinations are recommended for Health Care Workers, in this case health department employees, we use the following resources: Center for Disease Control (CDC), Advisory Committee on Immunizations Practices (ACIP) and Occupational Safety and Health Administration (OSHA) websites. Ms. Keezer informed the Board that both agencies support the recommendation that all employees designated as health care workers be vaccinated against the flu virus. She reminded the Board Members that the current employee Immunization Policy already requires all health department employees to have all of the CDC, ACIP and OSHA recommended vaccinations for health care workers and we have consistently achieved 100% compliance. Mr. Bruckner informed the Board Members that last year the health department achieved approximately 72% compliance for flu vaccinations among health care workers employed. Of those that did not, to our knowledge, receive the flu vaccination 11 work 100% time face to face with clients/patients, 2 work in positions with limited client/patient contact, and 2 work in positions with limited general public contact, and 2 work in positions with significant general public contact. Mr. Bruckner said that because of the mission of the health department all Public Health Employees, regardless of daily job function, should be classified as health care workers. As public health employees they must all be available for work during public health emergencies and therefore should be vaccinated as recommended by CDC & ACIP. All public health workers due to our mission are at times at risk for exposure to serious, and potentially deadly, diseases and should be appropriate vaccines to reduce the chance that you will get or spread vaccine-preventable diseases. Ms. Keezer said that our biggest concern and why we wanted to discuss this with the Board is that our agency employees are the first line of defense in the event of an outbreak. Mr. Bruckner asked the board for their input and suggestions. After a brief discussion, opinion as to which employees should be required to get an annual flu vaccination was varied among Board Members and that prior to making the determined that all employees were required to get the annual flu vaccination, employee concerns about the vaccination would need to be addressed. In addition to Board Member comments, several staff were given the opportunity to voice their opinions. The biggest concern voiced was that it should not result in termination if an employee makes the decision not to get the flu vaccine, there should be other alternatives available for them. Another concern was related to vaccine safety research that is being done in Europe. Dr. Lenzo indicated that in his opinion you have to weigh the pros and cons of getting the flu vs getting the shot. He stated that some 36,000 people die from the flu every year and getting the shot can prevent this. He also said that these people chose to work in public health and that public health is one of the first lines of defense in an outbreak and staff need to be available to provide services. Mr. Stevenson suggested that the agency develop a question and answer survey analysis for employees to give information and try to assuage some of the concerns. He asked Mr. Bruckner and the health department leadership team, that once research is completed, to bring that information back to the Board as we get closer to a final decision.

**Fiscal Compliance Plan Priorities:** Ms. Keener previously presented the Fiscal Compliance Plan to the board and is now reporting on the committee recommendations of top five risk areas.

1. Developing a tool for the QI committees to use
2. Cash drawer compliance will begin implementing random cash drawer monitoring
3. Cash collection audit – Develop and implement a policy to collect payments for services provided off-site and transport collections safely for storage.
4. Auditing of time sheets for accuracy, consistency for not only time worked but for services and programs provided through Cost Settlement reporting requirements.
5. County vehicle usage specifically for county use.

Mr. Stevenson asked if our employees didn't punch a time clock. Mr. Bruckner mentioned that we have discussed the issue of all staff being here from 8:00 to 5:00 and that this is not feasible for our agency. Several of our

employees have schedules where they have to be at an inspection on a weekend or first thing in the morning and others who are at off-site programs.

**Planned Staff Departures:** Mr. Bruckner mentioned there were several employees who are getting ready to retire in the fourth quarter of this year. We have been having discussion with the County Manager and County Commissioner's to see what can be done in order to fill the positions sooner than later. However, the current policy does not let us hire an individual until the retired individual leaves. Mr. Bruckner will be taking this issue to the County Manager for discussion. Additionally, we are also having discussion with the hospital to see about the coverage in the lab during the interim when Debbie Reeves retires; and, we are talking with Locum Tenants groups to discuss contract staff when Stan Polanski retires. Ms. Keezer indicated that we have budgeted for these planned retirements.

**Problem Property:** Mr. Patterson indicated an absentee landlord who has property with a sewer system that failed last fall. They had illegally hooked up two structures to an existing system and it overloaded it causing a failure (raw sewage spilling out onto the property). The owner has failed to comply with Notices of Violation and has not completed system repairs. We have been in contact with the County Attorney and he is in the process of filing an injunction against the property owner. Unfortunately, one of the homes has occupants who will have to relocate. The same property is involved in a foreclosure proceeding.

### **Board Training and Information:**

**Board Planning Retreat:** Mr. Bruckner indicated he had talked with leadership regarding having discussion with the board to talk about strategy and getting direction from the board for agency priorities. It was also suggested that there may be some board training with a facilitator. He is suggesting that we try to do this in October possibly on the same evening as the regular meeting. A motion was made by Ms. Price and seconded by Dr. Killian to schedule the October meeting as a Board Planning session. The motion passed unanimously.

**Announcements:** Ms. Barr handed out the preliminary Fair Schedule for the board to review. She did indicate that there could be changes due to staffing limitations.

The Bedroom Project presented by the Peace Project through the Project Lazarus grant, will be here September 4<sup>th</sup>. The presentation will be at Tartan hall at 10:00 am and 6:30 pm. This is an adult only presentation.

We will have a booth at Pumpkin Fest on October 24<sup>th</sup> and 25<sup>th</sup> WIC will be registering clients.

We received a \$30,000 grant from the WNC Community Foundation for the MountainWise Healthy Corner Store's project.

**Next Meeting Date:** September 23, 2014

**Adjourn** – A motion to adjourn was made by Ms. Price and seconded by Dr. Killian. The motion passed unanimously.

Respectfully submitted,  
Charlene Bellavance

These minutes were approved on September 23, 2014 with a motion by Ms. Bowers and seconded by Dr. Killian. The motion passed unanimously.