



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH  
MINUTES  
November 18, 2014**

**Members Present:** Russell Stevenson – Chair, Frank Killian MD - Vice-Chairman, Teresa Murray, Emily Bowers, Carole Peterson MD, Dr. Roy Lenzo, Nathan Brenner DDS, and Molly Phillips

Absent: Stacy Shannon Pharm. D. & Commissioner Paul Higdon

**Staff Present:** Jim Bruckner, Tammy Keezer, Becky Barr, Barry Patterson, Tonya Hodgins, Kathy McGaha, & 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 6:15 by Chairman Stevenson.

**Approve Agenda:** Mr. Bruckner indicated that Paula Ledford needed to be removed under the Welcome section as she will not be officially appointed until after the commissioner's meeting this evening. We need to add under Old business budget update. The Approval of Board 2015 Meeting Dates will be postponed until the December meeting. A motion to approve the agenda with noted changes was made by Ms. Bowers and seconded by Dr. Killian. The motion passed unanimously.

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

**Presentations:**

Ms. Keezer referred the board members to a PowerPoint presentation with information relative to the Health Director's job description. A copy of her presentation is attached to these notes. Ms. Keezer reviewed the health director's job description and a short discussion followed. Mr. Stevenson asked when Mr. Bruckner was hired by the agency. Mr. Bruckner responded that he was hired in August 2007. Mr. Stevenson indicated that Mr. Bruckner was in contact with legislators and other elected officials at all levels of government on a regular basis and that this was a key factor in communicating the agency needs to our elected representatives. Dr. Killian asked who was responsible for updating his job description. Mr. Bruckner indicated that this Board responsibility. Ms. Keezer indicated that agency supervisors as part of an employee's annual evaluations, the employees job description is reviewed. The Board of Health Personnel Committee is made up of two to three board of health members who meet with Mr. Bruckner to discuss items, ask questions and give feedback and the information is brought back to board members either in an open or closed Board meeting. Mr. Bruckner gives each committee member a note book which contains a copy of his last evaluation, his self-evaluation, a copy of

his current job description, and a list of state/county/elected/community individuals that he has had interaction with in the last year for the personnel committee to speak to and obtain input and feedback.

**Approve Minutes of Previous Meeting:** Dr. Killian noted that Dr. Brenner's name was spelled incorrectly on the second page. A motion was made by Dr. Peterson and seconded by Dr. Killian to approve the minutes of the October 28, 2014 meeting as amended. The motion passed unanimously.

### **Old Business:**

**Review and Discussion of October 28<sup>th</sup> Board Retreat:** - Mr. Stevenson mentioned that a small number of the board members had met with Mr. Bruckner and the department leadership team to dive a little deeper into the input and goals and to clarify the information and changes that the Board had discussed at the training meeting. They discussed reformatting the agenda and the items that are given out be organized in a notebook with dividers separating the items as well as including the organizational chart and information on each of the leadership team members. Ms. Phillips had suggested at the small group meeting that we give them a list of those items that are mandated/required to meet our accreditation requirements. Mr. Stevenson reiterated that the discussion that happened around the agency immunization policy was the type of engaging conversation that should be happening at the regular Board meetings. He indicated that he would like for Mr. Bruckner to continue the conversations with the other Board members and for him to set-up two additional small group meeting. Mr. Bruckner also indicated that it would be beneficial to have these small group meetings to better clarify and meet the needs of the Board Members with regard to regular meetings. Mr. Bruckner commented on the need for the Boards input regarding meeting content/flow. He also mentioned how as Board Members they represented not only their current position on the Board, but the community at large. He said members of the Board are all currently active in the community either in their professional work, as business owners, etc. Charlene will be contacting the individual Board members to schedule a time to meet.

**Budget Update:** Ms. Hodgins referred the members to the handout in their packets with the YTD financial information for both revenue and expenditures. A copy of her report is attached to these minutes. Dr. Killian asked if there were any items that they should be concerned about. Ms. Hodgins indicated there was a discrepancy based on the Medicaid Cost Settlement and the adult dental clinic billing. Ms. McGaha indicated that they were currently working on the process for the adult dental & child dental programs to help streamline the paperwork and billing processes. We need to grow our patient base in order to generate additional revenues.

Ms. Bowers asked about the possibility of having a dental service go into the elderly care facilities. Ms. McGaha said they had actually discussed and tried this when they first received the Molar Roller but it never caught on. There is a dentist here in Franklin who does this type of work already.

There was a question regarding our signage on highway 441 for the adult dental clinic. Mr. Bruckner indicated that he had spoken with the president of Macon Bank, who owns the land, and they gave him permission to put up a sign. Mr. Villiard is talking to the Town of Franklin Planner about where it can be placed and is working on getting a quote.

### **New Business:**

**Annual Board/Department Policy Review:** Mr. Bruckner indicated that we have two policies that need board discussion. One is the Immunization policy and the other is the Tobacco policy for the agency. Ms. Barr referred the members to the handouts in their packets regarding legislation and tobacco policy. In the past the board had approved a tobacco free policy for this agency. Ms. Barr reviewed the changes that we are recommending due to the new vapor products that are becoming popular. She indicated that the reason we are able to restrict the use of vapor products is because we have a no tobacco policy. Dr. Killian asked what they do if the person does not agree to stop using the product within the building. Mr. Bruckner said we ask the person to leave the building. He indicated that if necessary the Sheriff's Department can be called to remove

the person from the premises if they become belligerent. Dr. Lenzo indicated his feeling is that it will become the norm once they realize the policy is in place and being enforced in the building. A motion was made by Ms. Bowers and seconded by Dr. Lenzo to approve the policy including the new restriction regarding the use of vapor products in or within 50 feet of the health department building. The motion passed unanimously.

Mr. Bruckner opened the discussion regarding the employee vaccination policy. He indicated that they would be amending the immunization policy to include an employee's ability to request a religious and/or medical exemption from having to receive vaccinations. The addition of the flu vaccination was discussed at a previous Board meeting and has been researched by the department leadership team. Mr. Bruckner said based on their findings, the leadership team are all in agreement that the flu vaccination should be required for all MCPH employees. The precedent has been set; many hospitals/hospital systems, including the state hospital system and several local health departments across the state for health care/public health workers to be vaccinated against the flu virus. The new policy will require all employees to be in compliance by the end of December of this calendar year and by November 1<sup>st</sup> in future years. Ms. Bowers recommended that all employees get the flu vaccination prior to the holidays to protect our patients, staff and their family members.

Dr. Peterson asked if we give the thimerosal free vaccine. Ms. Keezer said we don't have thimerosal free vaccine at this time. Mr. Bruckner noted that Dr. Lenzo had stated in a prior meeting that the community expects that public health will step up and make sure they are ready to serve the public in the event there is an outbreak. There were also many other reasons within the literature Ms. Barr provided to Mr. Bruckner that supported getting the flu shot.

Dr. Killian asked about the one employee that had concerns based on a study of a vaccine from the past that was bad. Mr. Bruckner indicated that he was relying on this one study and has had no other concerns regarding any of the other vaccines being required by the agency. We are following the CDC recommendations and they say that all public health staff should be vaccinated. Mr. Bruckner said that currently we have only nine employees that have not received their flu shot. Several have expressed interest in the preservative-free vaccine so we have ordered ten doses of the preservative free vaccine for those employees who want it.

Mr. Bruckner stated that all of the literature that Ms. Barr had compiled for him indicated that once it becomes policy that it appeared not be an issue. A motion was made by Dr. Brenner and seconded by Dr. Lenzo to approve the employee vaccination policy with the addition of the flu vaccination to the list of mandatory employee vaccinations. The motion passed unanimously.

Ms. McGaha asked the Board members to take home the four policies in their folders for review prior to the December meeting. The documents included the following policies: Policy and Procedure Development, 24/7 Public Health Response, Quality Program, and Hours of Operation. She indicated that leadership will be looking for input and approval from the Board at the next meeting.

**Nomination of Chair & Vice-Chair:** Mr. Bruckner indicated that he is soliciting for nominations for the chair and vice chair for the board of health next year. Mr. Stevenson stated that he would be stepping down as Chair and would be glad to discuss what his role with anyone interested in becoming the Board Chair. Dr. Killian indicated that if there were no other nominations for Chair he would be more than happy fill the role. Mr. Bruckner asked members to send him any nominations before the next scheduled Board meeting, but to be sure they discussed it with their nominee beforehand.

**Board Training and Information:** Ms. Bellavance asked the members to bring their notebooks to the next meeting. Ms. Bowers asked Ms. Bellavance to please remind them when she emails the agenda.

**Announcements:** Mr. Bruckner indicated there were several retirements happening this month and Ms. Bellavance will send the board the information on those. Dr. Peterson asked about the replacement for Mr. Polanski in the clinic as the Physician Assistant. Mr. Bruckner stated that we only had one applicant but our

salary was not competitive. Dr. Peterson also asked who would be doing some of the procedures that Mr. Polanski had been doing. Mr. Bruckner said that they were certainly concerned that this would be difficult and that they were considering a contract provider. Ms. Phillips asked if it would be beneficial for the Board to make a recommendation to the commissioners. Mr. Bruckner said he has had conversation with the County Manager already, but that the way it has worked in the past is we have to fail at the recruiting process for a period of time and then come back to the Board with the information and a recommendation for the Board of Commissioners. Dr. Brenner asked about loan repayment programs for those who might be coming right from college. Mr. Bruckner indicated we do have this option. We are definitely looking for a family nurse practitioner. We are also hoping that with a family nurse practitioner we will be able to increase the number of patients served and additional revenue to support the position.

**Next Meeting Date: December 16, 2014**

**Adjourn** – A motion to adjourn at 7:00 was made by Dr. Peterson and seconded by Ms. Bowers. The motion passed unanimously.

Respectfully submitted,

Charlene Bellavance

These minutes were approved on December 16, 2014 with a motion by Dr. Peterson and seconded by Ms. Bowers. The motion passed unanimously.