



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH  
MINUTES  
October 22, 2013**

**Members Present:** Russell Stevenson - Chair, Frank Killian MD, Emily Porter-Bowers, Teresa Murray, Molly Phillips, Commissioner Paul Higdon, David Silverstein DDS & Sheila Price RN.

Absent: Stacy Shannon, Frederick Berger MD, & Roy Lenzo DVM

**Staff Present:** Jim Bruckner, Tammy Keezer, Becky Barr, Jimmy Villiard DVM, Kathy McGaha, Tonya Hodgins, & Charlene Bellavance.

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

**Media:** Jake Flanagan from the Franklin Press was in attendance.

**Call to Order:** Chairman Stevenson called the meeting to order at 6:22.

**Approve Agenda:** Mr. Stevenson asked to add new lab fee & Youth Risk Behavior Survey letter of support to the Board of education under new business. A motion was made by Dr. Killian and Ms. Phillips to approve the agenda with the requested changes. The motion passed unanimously.

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

**Presentations:**

**NC Teen Pregnancy Reduction:** – Ms. Barr handed the Board a copy of the recent Press Release reporting that the NC teen pregnancy rates have dropped to an all-time historic low. She continued with additional data specific to Macon County collected by the state that she presented as a PowerPoint slideshow. Ms. Barr identified the Youth Risk Behavior Survey as a tool that has been used in Macon County to help identify possible contributing factors to changes in the teen pregnancy rate. Ms. Barr indicated that the 2009 Healthy Youth Act defines the parameters for what is covered in the schools in regard to reproductive and safety education. Mr. Stevenson asked what we are doing and need to keep doing in order to continue the downward trend. Ms. Barr stated that best practice interventions are being used to educate students.

**Importance of QI in Public Health:** - Ms. McGaha indicated that Mr. Bruckner asked for her to give the Board members an update of where Quality Improvement in the agency is headed in the future. She identified specifics of the requirements for best practices. This is a continuous effort toward improvement within the agency. Ms. McGaha noted that several of our employees have attended LEAN training. The Quality Improvement council is made up of employees from each section of the agency. Ideas are reviewed at monthly meetings by the QI council to decide whether or not a committee needs to be assigned, and who should be on the committee. We have had several large projects that have been completed and have made a definite improvement in the overall process of the day to day running of the agency. Ms. McGaha shared slides regarding the Quality Improvement process, what is involved and how we are using the process within the agency. A copy of this presentation is available upon request. She reported that due to the success of our agency with the Quality Improvement process some of our employees have been asked to

present at trainings being sponsored by outside entities. Ms. McGaha is looking forward to using this process for community projects in the future where the benefits are seen in the public. We have recently used some of the QI tools in connection with our rabies clinic. Ms. McGaha stated this was an excellent opportunity for the employees involved. Mr. Stevenson asked if we have a form that gives employee's the opportunity to submit their suggestions to the QI committee. Ms. McGaha stated that we actually have several avenues for employees to use in order to accomplish this. Mr. Bruckner indicated that our leadership team will also be implementing a new procedure where employees can come and speak to them directly on weekly basis about concerns or questions. Ms. McGaha mentioned that when the committee chooses a team there is always at least one member that has had no experience with the QI process. This helps keep fresh ideas coming into the QI process.

**Approve Minutes of Previous Meetings:** A motion was made by Commissioner Higdon and seconded by Dr. Killian to approve the minutes of September 24th as submitted. The motion passed unanimously.

#### **Old Business:**

**Budget Update:** - Ms. Hodgins referred the Board members to the revenue and expenses report in their packets. Mr. Stevenson asked how the new billing system was working. Ms. Hodgins reported that NCTracks was paying our dental claims now but we were still waiting on payment for medical claims.

**Updated Meeting Schedule:** - Mr. Bruckner reminded the Board members that they voted in September to have the November meeting on the 19<sup>th</sup> due to the Thanksgiving holiday. He went on to say that the Board had also decided to make the December 17<sup>th</sup> meeting a social event. He suggested that due to the recent government shutdown and the likelihood of future federal budget difficulties this FY the Board may want to consider having a regular meeting in December and wait on having a social in the sometime in the spring. A motion was made by Ms. Phillips and seconded by Dr. Killian to have a regular meeting in December and at the discretion of the Health Director hold a social event sometime after January 2014. The motion passed unanimously.

**Review/Discuss Policies:** - Mr. Bruckner noted that at the September meeting the Board had received the Delegation of Authority of the Health Director, Observing Public Health and Related Laws and Regulations, Community Involvement in Public Health, Workforce Development and Diversity Plan, Research Policy, Policy and Procedure Development, Quality Program and the Risk Management Plan policies. He reminded them to review these policies particularly the Health Directors role regarding his delegation of authority. Mr. Stevenson asked the members to let Mr. Bruckner or Ms. Bellavance know if they needed another copy of any of the policies.

**Update on September 27<sup>th</sup> Well Drillers Training:** - Mr. Patterson reported that they had given training to 17 of the local drillers and five of our Environmental Health Specialists participated. All will get CEU credits. They received a lot of positive feedback. The goal in the future will be to include some science education and groundwater protection awareness information during the training. They discussed variances to the rules, chloroform lab coliform testing methodologies because of issues they have had in the area recently, GPS/GIS, lead in private wells and other pertinent topics.

**January 28<sup>th</sup>, 2014 BOH Meeting:** - Mr. Bruckner indicated that we will be holding a public forum at the January 28<sup>th</sup> Board of Health meeting and will be asking that the members be there at 5:30. We will be inviting local veterinarians as well as the public to talk about the fees for the rabies vaccination clinics. We will begin public notification after the holidays.

#### **New Business:**

**Addition of Lab Fee:** - Ms. Hodgins reported that the federal Clinical Laboratory Improvement Act (CLIA) now mandates a physician perform a Quality Control (QC) review on a certain number of Pap tests each quarter performed at a CLIA certified laboratory. LabCorp who is our primary referral lab is charging us a \$20.00 for each of these reviews. Therefore, we would like to establish a fee to be charger to those clients impacted. Mr. Price asked what the approximate number of tests per year would require physician review. Mr. Bruckner responded that we have only had one so far, as this is a new requirement. He went on to say that based on the fact the change took effect a few months ago and we have only had one thus far, we expecting to see maybe 5 – 10 per year. Dr. Silverstein expressed concern as to why a lab would pass along a charge for a required QC. He suggested we either absorb the cost of the QC review or increase the general fee for a pap to cover the cost of the QC since they occur so infrequently. A motion was made

by Commissioner Higdon and seconded by Dr. Silverstein, for the agency to absorb the cost of this additional test and review it in the future at a time the Health Director feels it is necessary. The motion passed unanimously.

**Nominations of Officers:** - Mr. Bruckner asked the Board for nominations of their chairman and vice chairman for the 2014 meeting year. Commissioner Higdon nominated Mr. Stevenson as Chairman and Dr. Killian as Vice-Chairman for the 2014 calendar year. Ms. Phillips seconded his nomination. A motion was made by Dr. Silverstein and seconded by Ms. Price to accept the nominations as presented. The motion passed unanimously.

**Federal Shutdown:** - Mr. Bruckner reported that he presented our potential plan of action to the Board of Commissioner's in the event the federal shutdown continued past the end of October. He indicated that this plan will be used moving forward in the event this happens again after January 15th. He reviewed a Power Point presentation outlining the options the leadership team recommended in the event our federal money is cut in the future. Mr. Bruckner stated if any of the Board members would like more specifics regarding any of these options he would be happy to meet with them. In addition, he reported that they have included all employees in meetings in the agency to communicate information regarding the federal shutdown. Mr. Stevenson asked what percent of employees were spread out over several programs. Mr. Bruckner indicated that the majority of Health Department employees had a percentage of their position spread across more than one program budget.

**Youth Risk Behavior Letter of Support:** Ms. Barr reported that Dawn Wilde had gone before the Board of education in Highlands and asked for them to allow us to go into the schools to administer this survey. The Board of education is taking this into consideration. They asked the principals to give them ideas of how this information would be presented and how the parents would be notified that this survey was going to be given to their student. Ms. Barr indicated that she would like to ask the Board of health to send a letter of support of the survey to the Board of education. Mr. Higdon asked if he could get a copy of the survey to review the questions. Ms. Barr said she could send that to him and that there is a link on the county website under the Healthy Carolinians tab where the survey can be accessed. Ms. Barr indicated that the value of the survey is to identify whether or not the interventions that are being used are working. She referred to the Tobacco Prevention program. The YRBS allowed us to see that tobacco use was declining with the implementation of the Teen Tobacco Prevention and Cessation project. Without the YRBS, we would not have had data to demonstrate the program's effectiveness. Mr. Bruckner indicated that the money for this survey is currently dependent upon grant money. Either a parent or student may choose to opt out of the survey. A motion was made by Ms. Porter-Bowers and seconded by Ms. Phillips to send the letter of support to the school Board. The motion passed with Commissioner Higdon abstaining.

**Mr. Bruckner's Nomination to be an Officer in the NC Association of Local Health Directors (NCALHD):** - Mr. Bruckner reported to the members that he has been nominated to serve as an Officer for NCALHD and asked for support of this nomination from the Board of Health members. He indicated that this was a five year commitment on his part and that he already attends all of the required meetings so it would not involve any additional time to fulfill his obligation. A motion was made by Ms. Price and seconded by Dr. Killian to support the nomination of Mr. Bruckner as an Officer for NCALHD. The motion passed unanimously.

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

Center for Public Health Quality & Quality Improvement in NC's Public Health Departments (Handouts)

#### **Announcements:**

There will be a hayride at Parker Meadows on Saturday, October 26<sup>th</sup>, to help raise money for Special Olympics. Volunteers are needed so please contact Jennifer Garret at 371-1404 if you are interested.

The employee Thanksgiving lunch sponsored by the Board of Health and the leadership team is planned for Tuesday, November 19<sup>th</sup> at Noon. All Board of Health members are cordially invited to attend.

**Next Meeting Date:** November 19, 2013 at the Environmental Services Building

**Adjourn** – A motion was made by Commissioner Higdon and seconded by Ms. Price to adjourn the meeting at 7:50 pm. The motion passed unanimously.

Respectfully submitted,

Charlene Bellavance

These minutes were approved on December 17, 2013 with a motion by Dr. Killian and seconded by Ms. Price. The motion passed unanimously.