



Macon County  
Public Health

MACON COUNTY BOARD OF HEALTH  
MINUTES  
February 26, 2013

**Members Present:** Russell Stevenson – Chair, Frank Killian, MD, Tammy Dills, Roy Lenzo, DVM, Molly Phillips, David Silverstein, DDS, Stacy Shannon & Roberta Swank.

**Staff Present:** Jim Bruckner, Becky Barr, Barry Patterson, Kathy McGaha, Tammy Keezer, Tonya Hodgins, and Charlene Bellavance

**Media:** There were no members of the media present.

**Nomination and Election of Chair and Vice Chair:** Mr. Bruckner informed the Board that as Secretary and in accordance with the BOH Procedure the election of officers needed to take place before opening this evenings meeting. Mr. Bruckner reviewed the nominations made by BOH members at the November meeting and asked those members present if there were any additional nominations. No further nominations were made. He stated that both individuals had accepted the nomination: Russell Stevenson, Chair and Dr. Frank Killian, Vice Chair. A motion was made by Ms. Swank and seconded by Ms. Dills to accept the nominations as received at the November Board meeting and to elect Russell Stevenson Chair and Dr. Frank Killian Vice-Chair for the Board of Health. The motion passed unanimously.

**Public Comment:** There were no public comments.

**Call to Order:** Chairman Stevenson called the meeting to order at 6:17 p.m.

**Approve Agenda:** Mr. Bruckner asked to remove the topic, Review of Health Director's job description under New Business as it is on the agenda twice and will be covered under New Business, Board Training. A motion was made to accept the agenda as amended by Ms. Swank and seconded by Dr. Killian. The motion passed unanimously.

**Welcome/Intro/Departures/Recognition:** Jennifer Garrett was unable to attend this evenings meeting. Mr. Villiard commended the School Nurses for receiving an award for their 12 years of service as part of a cooperative agreement with the Lions Club.

**Presentation:** There was no presentation at this meeting.

**Approval of Minutes of Previous Meeting:** A motion was made by Ms. Phillips and seconded by Dr. Killian to approve the minutes from January 22, 2012 as presented. The motion passed unanimously.

**Old Business**

**BOH Policy Update:** Mr. Bruckner advised the board members that there are certain policies that affect the Board of Health. Chairman Stevenson signs several department policies so it is important that the Board be familiar with them. Ms. McGaha added that the staff has been working on updating the agency policies. Policies

reviewed include: The Recruitment and Retention of Staff policy - this policy includes a staff training and succession plan; The Diversity Plan policy - this policy states that we are an equal opportunity employer and identifies the priority needs for staff in order to help service the diverse community we have; and, The Public Health Laws, Rules & Regulations policy. There are several other policies that Mr. Stevenson must sign as the Board Chair. In addition, Mr. Bruckner will be giving a review of several policies during the Board Training segment of this meeting later this evening (i.e. Delegation of Authority to the Health Director). Ms. McGaha is in the process of reviewing agency policies and once complete they will be made available for review by staff.

**Committees and Boards Discussion:** Mr. Bruckner noted that at the last meeting Board members were asked to let him know if they are a participant on any regional or community boards, committees or task forces. He asked that the members let him know by way of a phone call or email. Mr. Bruckner noted that these do not have to be health related meetings that as Board members any professional interaction they have is most likely related to their role as a BOH Member.

**Budget Update:** Ms. Hodgins referred the members to her most recent report that was a handout in their packets. She indicated that the agency was 6% spent for January which was under the projected 8.33%. Revenues were at 6% earned which is under a bit for the month but we are on track for where we predicted we would be YTD.

### **New Business**

**Healthy Impact Survey:** Ms. Barr explained that WNC Healthy Impact is a partnership between hospitals and local health departments to conduct collaborative community health needs assessments. Why a needs assessment: For non-profit hospitals, Federal IRS rules requires a community needs assessment every three years; and NC General Statutes requires that health departments must conduct a community health needs assessment every four years. MCPH requested and has received permission from the state to change to a three year cycle to coincide with the hospital schedule. Now that we are on the same schedule as the hospitals we can collaborate with them in acquiring the information necessary to meet both the IRS and state requirements. The WNC Healthy Impact Survey is a 16 county community health needs assessment. A copy of Ms. Barr's presentation is attached to these minutes. Copies of both reports can be found on the Macon County Website under Health Department, Healthy Carolinians Program: WNC regional data report titled "2012 Community Health Assessment"; and the Macon County specific data report titled "2012 Macon County Community Health Assessment". Mr. Stevenson asked if there were any surprises in the data. Mr. Bruckner responded that one result was a spike in the suicide rate and another was the indication of an increase in lead levels in some water tests done in Macon County, but these did not change the priorities set by the community during the 2011 CHA.

**Fee Plan Update:** Ms. Hodgins referred the board to a handout to their packets that indicated some changes in our current fee plan. The Board discussed the attached fee changes. A motion was made by Ms. Swank and seconded by Dr. Killian to accept the fee plan changes as presented. The motion passed unanimously.

**Legislative Update:** Mr. Bruckner noted a few items that are making their way through the NC House and Senate. Bills of interest include: H 109 Require Safety Helmets/18 and Under - being made to change the helmet law to reflect that only those 18 years and below are required to wear a helmet when riding a motorcycle or moped; S23 Tobacco Free Community Colleges - this bill would require all community college campuses be tobacco free.

Mr. Bruckner also informed the board of several conversations and of e-mail correspondence he has had with Senator Jim Davis about Senate Bill 10. This particular bill titled the Government Reorganization and Efficiency Act originally proposed the elimination of the state Dietetics and Nutrition Board. This particular board is an all-volunteer board charged with licensing of Nutritionists and Dieticians in NC. This bill has changed since it was originally submitted and this particular board is no longer being eliminated.

Mr. Bruckner stated he and Senator Davis are both working to keep each other informed of the current legislative issues that may affect local public health.

In addition, Mr. Bruckner addressed the Federal Sequestration legislation and its possible impact on local public health. A short discussion of this particular legislation ensued and the Board instructed Mr. Bruckner to pay particularly close attention to this legislation and the potential impact it could have on our services.

**Board Training:** Mr. Bruckner covered the following topics for discussion as part of board training:

- What is Public Health (brief history of general PH, NC PH & Local PH)
- Requirements for the Provision of Local PH Services in NC - NCGS 130A-34
- The Mission and Essential Services of NC PH - NCGS 130A-1.1
- The Powers and Duties of a Local Board of Health - NCGS 130A-35
- Appointment of Local Health Director - NCGS 130A-40
- The Powers and Duties of Local Health Director - NCGS 130A-41
- The 10 Essential Services and 3 Core Functions of PH (extracted from CDC National PH Performance Standards)
- The Need for Strong PH Infrastructure
- MCPH BOH Policy on Delegation of Authority to Health Director

A copy of the PowerPoint is attached to these minutes.

In addition to Mr. Bruckner's topics and as part of board training, Ms. Keezer presented:

- The Health Director's Job Description
- MCPH Organizational Chart

Ms. Keezer informed the board that as part of the accreditation process they are required on a yearly basis to review the health director's job description. She reviewed using a PowerPoint presentation the duties and functions as outlined in the health directors job description. She indicated that Mr. Bruckner during this evenings training had already covered a majority of his job duties. In addition to Mr. Bruckner's information Ms. Keezer stated he is also responsible as the Registrar for Vital Records (birth and death certificates) for Macon County. A brief discussion of Mr. Bruckner's job description occurred and no changes were suggested. Mr. Stevenson indicated that a review of Mr. Bruckner's job description occurs annually as part of the health director's annual evaluation. He also stated that he had participated in Mr. Bruckner's last three evaluations and that the marks received were high. A copy of Ms. Keezer's presentation is attached to these minutes.

Ms. Keezer referred the board to the organizational chart that was a handout in their packets. She reviewed the color coded boxes and what each box represented (the function/responsibilities of each major section, program, and position on the chart). Ms. Phillips asked why Ms. Keezer's title was in red. Ms. Keezer indicated that we were attempting to re-classify her position through the Office of State Personnel and thus far had not been successful. Mr. Bruckner added that as part of the county classification and salary review we were hoping to get some information from the agency with which the county had contracted the survey, but they did not look at health department job descriptions as part of the survey process. Mr. Bruckner indicated that he and Ms. Keezer are continuing to work on the re-classification of several positions in the department (Becky Barr, Jimmy Villiard, Diane Keener, and Tammy Keezer). A copy of the organizational chart is attached to these minutes.

**FY 14 Budget & Program Rankings:** Mr. Bruckner referred the board members to the handouts in their packets. His presentation covered the:

- FY 13 Projected Expenses & Revenues and the FY14 Requested Expense & Projected Revenue Budgets; and
- Budget Cover Letter (outlining the changes in FY 13 vs. 14 expenses and revenues budgets/projections along with the FY 13 accomplishments & 14 goals)

The Board discussed the information presented by Mr. Bruckner. Dr. Silverstein asked if a financial plan was done for the move to the new adult dental clinic. Mr. Bruckner indicated that the Board of Commissioners had approved using funds earned from the provision of dental services in the previous FY (Medicaid cost settlement dollars) to cover the cost of the renovation and move. Mr. Bruckner also indicated that we are continuing to see



self-pay patients in the children's dental clinic, but more than ever are sliding to the minimum which is requiring us to use more and more of our cost settlement dollars to cover the revenue gap.

Mr. Bruckner indicated that there was one item he would need Board input into before he included it in the FY 14 budget. He informed the Board that by December 31, 2015 it is required that we have an electronic health record in place and that it meet the federal meaningful use requirements. Macon, along with several other counties, has been waiting for the State to get their system up and running. We now feel that this may not come to fruition. So we have started looking at possible electronic records systems. There are many options available and they range in costs from \$25,000 to \$100,000. There is a very limited pot of meaningful use dollars available from the federal government that we may be eligible to receive. Mr. Bruckner asked the Board to consider giving him the go ahead to move forward and not continue waiting on the state so he could move ahead with quotes from different vendors. Mr. Stevenson asked if they could give the commissioner's a head's up about this event. Mr. Bruckner stated that as part of last year's budget we had presented this to both this Board and the Board of Commissioners. A motion was made by Ms. Dills and seconded by Dr. Silverstein to pursue quotes for electronic health record systems as part of this year's budget and ask that the commissioner's appropriate an amount of funding to be determined by these quotes and that the funds come from the county general fund. The motion passes unanimously.

**Registered Nurse Recruitment:** Ms. Keezer advised the board that currently the department is staffed with 5 school nurses, 5 clinic nurses and 2 community health nurses. We are having some recruitment and retention issues with these positions. Part of the challenge is related to compensation and the quality of the applicant pool. The current salaries are below the marketable rate. Two of the three nurses that recently left mentioned salary as an issue. For the most recent three nurse postings we received a total of three applications: The first posting we received two applications and neither applicant qualified for the position by Office of State Personnel (not licensed in NC and no PH experience); the second posting we received no applications; the third posting we received an application from an internal candidate only. Moving internal candidates fills the vacant position, but perpetuates the vacancy; we have now had the equivalent of one nurse position vacant since last July. After a short discussion the Board requested that Mr. Bruckner and Ms. Keezer meet with the County Manager to discuss possible solutions.

**Next Meeting Date:**

A motion was made by Ms. Swank and seconded by Ms. Dills not to adjourn this meeting of the Board, but as we were unable to get to all of the items on tonight's agenda that we continue this meeting until March 11, 2013 at 6:00 p.m. The motion passed unanimously.

**Meeting to reconvene: March 11, 2013 at 6:00 p.m.**

**Board Training and Information:** See above

**Announcements:** Adult Dental Open House – Planned for Thursday, April 25.

Respectfully submitted,



Charlene Bellavance

These minute were approved on March 26, 2013 with a motion by Dr. Killian and seconded by Ms. Phillips. The motion passed unanimously.