

**Alamance County Board of Health  
Burlington, NC 27217**

**Tuesday, February 15, 2022, 6:30 pm  
Zoom**

**Board of Health Regular Meeting**

**AGENDA**

- I. Call to Order and Introductions – Ms. Marielena Moreno-Garcia, Chair
- II. Approval of the Agenda- Ms. Marielena Moreno-Garcia, Chair
- III. Adoption of BOH Operating Procedures and BOH Appeals Procedure and Repeal of Alamance County Board of Health By Laws- Ms. Debra Bechtel
- IV. Approval of December 14 2021 Minutes- Ms. Marielena Moreno-Garcia, Chair
- V. Approval of January 18, 2022 Minutes- Ms. Marielena Moreno-Garcia, Chair
- VI. New Business
  - A. Request for Approval of the 2022–2023 Fiscal Year WIC Budget- Ms. Janna Elliott
  - B. Request for Approval of the 2022–2023 Fiscal Year Dental Budget and Fee Schedule – Ms. Janna Elliott
  - C. Request for Approval of 2022-2023 Fiscal Year Health Budget and Fee Schedule- Ms. Janna Elliott
- VII. Environmental Health Report- Ms. Becky Rosso
- VIII. Dental Clinic Report- Dr. George Ackall
- IX. Personal Health Report- Ms. Gayle Shoffner
- X. Medical Director Report- Dr. Kimberly Newton
- XI. Personnel Report- Mr. Tony Lo Giudice
- XII. Health Director Report- Mr. Tony Lo Giudice
- XIII. Other
- XIV. Adjournment

---

**Reminders:**

The next regular meeting of the Board of Health is **Tuesday March 15, 2022 at 6:30 pm**, location to be determined

# ALAMANCE COUNTY BOARD OF HEALTH

## Minutes

### Regular Meeting of the Board of Health

February 15, 2022

The Alamance County Board of Health met at 6:00 p.m. on Tuesday, February 15, 2022 via Zoom.

The following board members attended over Zoom: Chair Marielena Moreno-Garcia, Vice Chair Richard Blanchard, Dr. Karin Minter, Dr. Annette Wilson, Ms. Eleanor Rodriguez-Rassi, Dr. Saini Kundapati, Dr. Ann Marie Riley-Caldwell, Commissioner Bill Lashley and Mr. Troy King.

The following staff members and guests attended over Zoom: Mr. Tony Lo Giudice, Ms. Janna Elliott, Ms. Ariana Lawrence, Ms. Gayle Shoffner, Ms. Arlinda Ellison, Ms. Nicole Alston, Ms. Becky Rosso, Dr. George Ackall, Ms. Debra Bechtel, Ms. Andrea Rollins and a member of the media from Fox8.

#### **I. Call to Order and Introductions**

Board of Health Chair, Ms. Moreno-Garcia called the meeting to order at 6:33 p.m. All board members, staff, and guests introduced themselves.

#### **II. Approval of the Agenda**

*Mr. Blanchard made a motion to approve the agenda. Mr. Troy King seconded the motion. The Chair called on each board member for his or her vote. The board approved the agenda unanimously.*

#### **III. Adoption of BOH Operating Procedures and BOH Appeals Procedure and Repeal of Alamance County Board of Health By Laws**

Ms. Debra Bechtel, interim county attorney, reviewed her recommended changes to the Alamance County Board of Health Operating Procedures. Board members would like to add to the public comment section that a maximum time of 30 minutes would be allotted in the public comment portion of the meeting.

Ms. Bechtel is recommending that the Board of Health repeal the Alamance County Board of Health By Laws. Ms. Bechtel shared that Boards of Health are not required to have by-laws as by laws are typically found in entities that are corporations. Ms. Bechtel explained that an Appeals Procedure is required for accreditation purposes, and the appeals process was previously outlined in the by-laws. She reviewed the Appeals Procedure as outlined in NCGS 130A-24.

*Mr. Blanchard made a motion to approve all recommended changes in Operating Procedures including board member recommended public comment change, approve Alamance County Board of Health Appeals Procedure and repeal Alamance County BOH By-Laws. Ms. Rodriguez-Rassi seconded the motion. The Chair called on each board member for his or her vote. The board approved the motion unanimously.*

#### **IV. Approval of December 14 2021 Minutes**

Dr. Wilson noted two typos in the minutes during the boards review of the minutes.

*Dr. Minter made a motion to approve the December 14, 2021 minutes with the two typos corrected. Troy King seconded the motion. The Chair called on each board member for his or her vote. The board approved the minutes unanimously.*

#### **V. Approval of January 18, 2022 Minutes**

*Dr. Minter made a motion to approve the January 18, 2022 work session minutes. Mr. King seconded the motion. The Chair called on each board member for his or her vote. The board approved the minutes unanimously.*

#### **VI. New Business**

Mr. Lo Giudice discussed a list of alternate service level requests for the next fiscal year's budget. The requests are:

1. Reclassifying a dental assistant to dental hygienist
2. Fund a frozen advanced practice provider position (APP) (decrease in Medical Director contract and decrease in contract APPs)
3. Public Health Preparedness position to come out of Environmental Health and would share the position with the Emergency Management Department as an Emergency Management Planner position
4. \$5,000 salary increase for all positions below the health director

Mr. Lo Giudice shared that other departments in the county have increased salaries across the board for employees. He used social services as an example because the health department shares similar positions (social workers, processing assistants, interpreters, finance tech etc.). He shared some of the health department positions with average salary and compared to an average of other counties salaries. This comparison was also used to support the \$5,000 raises for employees. Dr. Minter shared that there is a need to fund the health department staff appropriately and she does not think the health director should be left out of the request. Other board members agreed with Dr. Minter.

#### **A. Request for Approval of the 2022–2023 Fiscal Year WIC Budget**

Ms. Elliott discussed that WIC has two funding sources; breastfeeding peer-counseling program and WIC program. She shared that the personnel increase is accounted for in the salaries and wages, increase in retirement percentage and a possible increase in health premiums. The total amount requested for WIC is \$876,113.00.

*Dr. Minter made a motion to approve the WIC budget. Dr. Kundapati seconded the motion. The Chair called on each board member for his or her vote. The board approved the WIC budget unanimously.*

#### **B. Request for Approval of the 2022–2023 Fiscal Year Dental Budget and Fee Schedule**

Ms. Elliott presented the Dental budget request of \$1,810,000. She shared that Dental will receive a greater amount in Medicaid Cost Settlement money next fiscal year. The Duke Endowment grant will continue next fiscal year and the Dental Clinic hopes to get school bound dental services started. Professional services reduced due to reduction in contract dentist hours used, Dentrix Enterprise software this year increase in annual maintenance cost, and increase in training expenses to be in line with other sections training allocations. Ms. Moreno-Garcia recommended that job announcements include a

statement that training costs are covered. Ms. Elliott stated that she would make sure that she will make sure this is on all of the health department job announcements. Ms. Elliott presented the dental fee schedule, and after cost analysis and comparing fees to other counties; no change to fees are recommended for the next fiscal year.

***Mr. Blanchard made a motion to approve the Dental budget and fee schedule. Dr. Riley-Caldwell seconded the motion. The Chair called on each board member for his or her vote. The board approved the Dental budget and fee schedule unanimously.***

### **C. Request for Approval of 2022-2023 Fiscal Year Health Budget and Fee Schedule**

Ms. Elliott reviewed the Health budget request of \$9,739,115.81. She shared that the county funds account for about 50% of health budget funding. There is no fee change being recommended for Environmental Health after Environmental Health did a cost analysis and comparison to other counties. For the clinic fees, there were a few fees identified during a cost analysis that are recommending to increase: Hep A, Gardasil Prevnar 13, MMR, IPV, Td, Varivax, Pneumoc. Poly, Flu High Dose and Flu Blok. The cost of Medical Nutrition Therapy is recommended to increase to be in line with salary and time spent with clients. The Rabies Administration fee is proposed to increase to \$21, which is in line with other vaccine administration fee.

***Dr. Riley-Caldwell made a motion to approve the Health budget and fee schedule with recommended changes. Dr. Minter seconded the motion. The Chair called on each board member for his or her vote. The board approved the Health budget and fee schedule unanimously.***

### **VII. Environmental Health Report**

No report given.

### **VIII. Dental Report**

Dr. Ackall shared dental has temporarily relocated to the former Open Door Clinic space while the Dental Clinic is undergoing renovations.

### **IX. Personal Health Report**

Ms. Shoffner reported about an ongoing odor in the clinic space, which has resulted in canceling clinic appointments and relocating staff. The county maintenance and safety manager are investigating the issue.

### **X. Medical Director Report**

No report given.

### **XI. Health Director Report**

Mr. Lo Giudice shared a new digital format for staff to submit ideas. Staff may get as detailed as they would like and this can be an anonymous idea submission. The ideas will be discussed at each leadership team meeting and assigned if needed to various committees in the health department to pursue.

Mr. Lo Giudice shared a COVID update discussing Alamance County statistics regarding cases, deaths, vaccination, hospitalizations and changes to the K-12 exposure guidance. He reported that the health department has given out of 32,000 N95 masks and has ordered more for distribution in the community. The vaccine clinic will be altering the schedule to be Mondays 8am-5pm and Fridays 8:30am-5:30pm only.

Mr. Lo Giudice provided a summary of data collected for the retention survey that was sent to all employees. He discussed that these results are a good starting point in developing employee satisfaction surveys and taking a deeper dive into some of the responses.

## **XII. Personnel Report**

Mr. Lo Giudice discussed the positions that the health department is recruiting for and the status of those positions. A new processing assistant began employment on January 24, and two new employees will begin employment in February filling a WIC processing assistant position and a Social Worker position.

## **XIII. Other**

Dr. Wilson discussed the letter she drafted for the Board of Health to consider supporting. The letter is in reference to advocating for transfer of vaccine technology. Ms. Lawrence will email the letter to the full board to review and it will be discussed at a future meeting.

## **XIV. Adjournment**

*Dr. Minter made a motion to adjourn the meeting at 8:50pm. Dr. Kundapati seconded the motion. The Chair called on each board member for his or her vote. The board approved to adjourn the meeting unanimously.*

---

Ms. Marielena Moreno-Garcia, Chair

---

Mr. Tony Lo Giudice, Secretary