

A Regular Meeting of the Durham County Board of Health, was held February 11, 2016 with the following members present:

James Miller, DVM; Teme Levbarg, PhD, MSW; Mary Ann Fuchs, DNP, RN, NEA-BC, FAAN; F. Vincent Allison; DDS; Rosemary Jackson, MD, MPH, CCHP; Mary Braithwaite, MD, MSPH; Stephen Dedrick, R.Ph, MS and Dale Stewart, OD

Excused Absence: Commissioner Brenda Howerton; Heidi Carter, MSPH; and Arthur Ferguson, BS

Others present: Gayle Harris, Eric Ireland, Joanne Pierce, Rosalyn McClain, Dr. Arlene Sena, James Harris, PhD; Chris Salter, Melissa Martin, Marcia Johnson, Hattie Wood, Attorney Bryan Wardell, Dr. Miriam McIntosh, Mel Downey-Piper, Eric Nickens, Michele Easterling, and Will Sutton

CALL TO ORDER: Chairman Jim Miller called the meeting to order at 5:10pm with a quorum present.

Chairman Miller made a motion to adjourn into closed session pursuant to N.C.G.S. 143-381.11 (A) (3) to discuss the Health Director' 2016 Performance Evaluation. Dr. Levbarg seconded the motion and the motion was unanimously approved.

Chairman Miller made a motion to reconvene into regular session Dr. Levbarg seconded the motion and the motion was unanimously approved.

Dr. Levbarg, Chair of the Personnel Committee made a recommendation to the Board that Ms. Harris receive the maximum raise allowed by the County Manager and County Commissioners and that the Board accept the recommended changes to the MOU discussed by the County Manager appointing Ms. Harris in dual positions of Health Director and General Manager of Health & Well-Being for All.

Dr. Jackson made a motion to accept the recommendations of the Personnel Committee and to appoint Ms. Harris in the dual position of Health Director and General Manager of Health & Well-Being for All. Dr. Fuchs seconded the motion and the motion was unanimously approved.

DISCUSSION (AND APPROVAL) OF ADJUSTMENTS TO AGENDA:

Ms. Harris requested the following additions:

- Add two budget amendments to new business: \$20,000 from North Carolina Central University (NCCU) as partners of their Minority Serving Institutions (MSIs) Partnerships with Community-Based Organizations (CBOs) grant and \$42,190 from Lincoln Community Health Center as partners of their Community Focused Eliminating Health Disparities (CFEHD) grant.

Dr. Levbarg made a motion to accept the addition to the agenda. Mr. Dedrick seconded the motion and the motion was approved unanimously.

REVIEW OF MINUTES FROM PRIOR MEETING/ADJUSTMENTS/APPROVAL:

Dr. Fuchs made a motion to approve the minutes for January 14, 2016. Mr. Dedrick seconded the motion and the motion was unanimously approved.

PUBLIC COMMENTS: There were no public comments.

STAFF/PROGRAM RECOGNITIONS:

- **USPHS Volunteers in Durham—January 18-19, 2016**
Ms. Harris provided the Board with the highlights of the activities that the United States Public Health Service Volunteers participated in on January 18-19, 2016 using photos taken during the two days. The volunteers worked at Healing with CAARE, Inc., Habitat for Humanity (Spruce Street), Durham County Animal Shelter, Durham County Library, DPS Hub Farm, NC Harm Reduction, Briggs Avenue Community Garden, Welcome Baby, Veteran Services, Durham County Department of Public Health, Thomas Mentoring Academy, Boys and Girls Club of Greater Durham (formerly John Avery Boys and Girls Club) and Durham Rescue Mission.

ADMINISTRATIVE REPORTS/PRESENTATIONS:

There were no administrative presentations.

- **PUBLIC HEALTH VACANCY REPORT (Activity 37.6)**
The Durham County Board of Health received a copy of the vacancy report for January 2016 prior to the meeting. There were 19 vacant positions. There were no questions from the Board.
(A copy of vacancy report is attached to the minutes.)

- **NOTICES OF VIOLATIONS (NOV) REPORT (Activity 18.2)**
The Board received a copy of the Environmental Health Onsite Water Protection Section NOV report through the end of January 2016 prior to the meeting. Six of the violations were referred to Attorney Wardell for follow-up. There were no questions from the Board.
(A copy of February 2016 NOV report is attached to the minutes.)

Health Director's Report

Division / Program: Dental Division: Staff Training in Dentrix Software/Meaningful Use

(Accreditation Activity 24.2– Assure competent public and personal healthcare workforce)

Program description

- On January 28-29, Dental and IT team members completed training in Dentrix software programming in advance of an upgrade to Dentrix 8.0. The training was conducted by Christine Geary, a contractor with Henry Schein.

Statement of goals

- To provide training opportunity for the Dental and IT teams to receive an in-depth overview of the Dentrix upgrades,
- To improve program efficiencies by maximizing the use of the software

Issues

- **Opportunities**
 - Staff members learned how to utilize the upgraded version of the Treatment Planner, with information on registration of patients, charting procedures, entering clinical notes, and setting up global alerts (medication allergies, interpreter services required, etc.). The afternoon session on the first covered the Patient Portal. Discussion included bringing various templates to a bookmarked page to streamline registration/sign-in process for patients.
 - During the second day, the team focused on Clinical Quality Measures and Work Flows, including staff members having the

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chance to provide input on the work flow. At the end of the session, the Director of Dental Practice was provided an overview of the e-Rx process.

- **Challenges**
 - There were numerous challenges to scheduling the training; primarily having to change appointment for 1.5 days of clinic patients. This was compounded by the clinic starting late earlier in the week (due to weather) and having to work in those patients. An additional challenge was trying to bring together all staff members (across various Divisions that work with Dental), including at the scheduled starting time.

Implication(s)

- **Outcomes**
 - The Dental team gained a greater understanding of how the Patient Portal would work, and how to enter Clinical Quality Measures, and especially those being tracked for Meaningful Use.
- **Service delivery**
 - The training will help staff members maximize Dentrix software features, making operations and service delivery more efficient.
- **Staffing**
 - All Dental Division staff members participated in the training, including two processing assistants who cover the dental front desk.
- **Revenue**
 - In utilizing web-based sessions (trainer was in California) offered by Schein, the Division saved in training fees and travel.

Next Steps / Mitigation Strategies

- The team will receive the next level training on Meaningful Use (2/4/16) and will move towards planning/implementation of the Patient Portal in clinic.

Division / Program: Administration / Communications and Public Relations

Program description

- The Communications and Public Relations program provides accurate, timely, and relevant information to the residents of Durham County on key health issues as well as informing the public about department programs and services availability. Information is disseminated in many forms, included broadcast, print, and multimedia (web-based).

Statement of goals

- To increase the public's awareness and understanding of important health information and the Department of Public Health's programs and services availability
- To increase the public's utilization of the Department of Public Health's programs and services.
- To become the main, trusted and dependable choice for journalists seeking information and assistance to develop compelling and balanced stories on Public Health issues.

Issues

- **Opportunities**
 - With staff dedicated to communications and public relations, the Department of Public Health can provide more information to the public on health issues

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- Media/reporters are eager to use information provided to them by the Department of Public Health for their viewers/readers. Television and radio announcers often request follow-up information and interviews.
- **Challenges**
 - Prioritizing the topics to publicize
 - Staff balancing external media requests with internal needs to review/revise/develop new media to promote programs and services.

Implication(s)

- **Outcomes**
 - Communication surrounding various health issues and department programs and services are being publicized in a timely, organized manner and with greater frequency.
 - Visibility of public health information from the department has substantially increased.
- **Service delivery**
 - During the month of January, two (2) general public health media releases or advisories were disseminated. Staff have also responded to two (2) direct (unsolicited) inquiries from reporters. A total of 38 media pieces featuring or mentioning the Department have aired (television and/or radio), been printed in the news, or were posted to the web by local media during the month.

Topics and issues covered include:

- ❖ Extensive coverage of the Department's independent investigation of the death of an inmate at the Durham County Jail⁽¹⁾⁽²⁾⁽³⁾;
- ❖ Changes to the Durham County Board of Health Smoking Rule, now including E-cigarettes⁽¹⁾;
- ❖ Leadership Team helping to build Habitat home in East Durham;
- ❖ Distribution of free radon kits to residents;
- ❖ Health Director's plans for improving health in 2016 for Durham County residents;
- ❖ County government holiday operations, mentioning contact procedure for after hours or public health emergencies;
- ❖ December's *My Carolina Today* segment, focusing on staying fit during the holidays;
- ❖ Partnership for a Healthy Durham column in the Herald-Sun, focusing on linking residents to community resources; and
- ❖ Weekly restaurant inspection scores.

(Accreditation Activity 5.3- Health Alerts to Media, 9.1- Disseminate Health Issues Data, 9.5- Inform Public of Dept. / Op. Changes, 10.2- Health Promotion –Disease Prevention, 21.2- Make Available Information About LHD Programs, Services, Resources)

- The Department launched *Community Connections*, a free, subscription-based e-newsletter highlighting recent activities and upcoming events in the community.

(Accreditation Activity 5.3- Health Alerts to Media, 9.1- Disseminate Health Issues Data, 9.5- Inform Public of Dept. / Op. Changes, 10.2- Health Promotion –Disease Prevention, 21.2- Make Available Information About LHD Programs, Services, Resources)

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- The print edition of the Department's Annual Report was released on January 14. An e-edition was made available to the public on the Department's website shortly before the Christmas holidays. The 22-page report spotlights program and division achievements and department statistics for Fiscal Year 2015.

(Accreditation Activity 5.3- Health Alerts to Media, 9.1- Disseminate Health Issues Data, 9.5- Inform Public of Dept. / Op. Changes, 10.2- Health Promotion –Disease Prevention, 21.2- Make Available Information About LHD Programs, Services, Resources)

Next Steps / Mitigation Strategies

- Continue building/developing various communication channels as well as the Department of Public Health's delivery of information and communications.

Division / Program: Nutrition / DINE/ Durham Farm and Food Network (DFFN)

(Accreditation Activity 10.2 - The local health department shall carry out or assist other agencies in the development, implementation and evaluation of health promotion/disease prevention programs and educational materials targeted to groups identified as at-risk in the community health assessment.)

Program description

- DINE for LIFE Healthy Environments Program is a community-based nutrition program aiming to increase low income residents' access to fresh fruits and vegetables through a multi-pronged approach. **The success of this program relies on strong partnerships with community members, groups, and stakeholders.**
- The Durham Farm and Food Network (DFFN) was established in 2014 as a grass roots county-wide collaborative group tasked to serve the county on issues of food policy and food justice.
- According to their mission statement, DFFN "will use the whole systems approach to create partnerships, develop policy, educate, and advocate for improvements to the local food system to encourage a healthy community, environmental stewardship, and economic development."
- In the fall of 2014, DFFN held its first meeting to establish a taskforce to do the ground work in developing the structure of the organization. This was hosted at the DCoDPH. This was followed by two subsequent meetings designed to engage the entire Durham Community, in November of 2014, and most recently January 8, 2016.
- The DINE for LIFE Healthy Environments Program Nutritionist and Nutrition Communications Manager served as facilitators for discussion groups at the meeting held on January 8, 2016.

Statement of goals

- To increase knowledge and awareness of people and groups working on food policy and food justice in Durham County
- To establish relationships with people and groups working on food policy and food justice issues in Durham County
- To create synergy around efforts on these issues that multiple people and organizations are working on, including DCoDPH

Issues

Opportunities

- The structure of Durham Farm and Food Network is unique in that it houses all issues related to food in Durham County under one umbrella organization.
- The structure of DFFN is unique in that it is not housed under any existing government agency, nonprofit, religious entity or community group, with the goal of being open and accessible to anyone and everyone.
- **Challenges**
 - Although DFFN is open and inclusive in structure and mission, there has been difficulty reported in its ability to involve and represent the racial, ethnic and economic diversity of people in the community of Durham, NC.
 - There may be potential overlap among existing groups in Durham. For example, The Partnership for a Healthy Durham may have some overlap in mission and projects with the Health and Justice/Food Access/Hunger Action Circles of DFFN.

Implication(s)

- **Outcomes**
 - Approximately 130 people from the Durham community attended the DFFN meeting on 1/8/2016.
 - Four “Action Circles” have been designated within the Durham Farm and Food Network: Health Action Circle, Economy, Justice/Food Access/Hunger, and Farming/ Natural Resources
 - Each Action Circle will have two coordinators who will report back to the Coordinating Circle of the group
- **Service delivery**
 - Three DINE staff members have committed to regularly attend one of the Action Circle meetings in order to represent the DCoDPH and possibly be involved with projects in synergy with DCoDPH.
- **Staffing**
 - See above
- **Revenue**
 - No revenue is generated through this outreach.

Next Steps / Mitigation Strategies

- DINE staffers will continue to be involved with the evolution of this organization and may potentially in the future seek leadership roles in the DFFN organization.
- DINE staffers will report back the thoughts and work of their respective Action Circles to their work colleagues at DCoDPH.

COMMITTEE REPORTS:

There was no committee reports.

OLD BUSINESS:

- **ANNUAL BOARD OF HEALTH POLICY REVIEW/APPROVAL (Activity 34.4)**

The Board of Health, by statute, is authorized to be the policy-making body for the local health department. While the Board does not have to directly approve all policies of the local health department (LHD), it certainly has a role in the policy making process of the LHD. This activity ensures the Board’s involvement in this process. The following policies were sent to the Board for review:

- BOH: 1-Policy/Procedure Introduction, Implementation, and Review

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- BOH: 2-Delegation of Authority to the Public Health Director
- BOH: 3-Public Contact with the Durham County Board of Health
- BOH: 4-Compliance with Public Health Laws and Regulations
- BOH: 5-Adjudication Process (Appeals)
- BOH: 6-Adopting, Amending or Repealing Durham County Board of Health Rules
- BOH: 7-Public Participation Policy
- HD: - Employee Recruitment, Retention, and Professional Development

No changes were made to the policies.

Dr. Allison made a motion to approve all eight BOH policies. Dr. Fuchs seconded the motion and the motion was unanimously approved.

- **DRAFT POLICY-CHILD FATALITY APPOINTMENT PROCESS (*Activity 34.1*)**

According to NC General Statutes, the Board of Health is required to appoint a local health care provider to the Child Fatality Prevention Team:

7B-1407. Local Teams; composition.

(a) Each Local Team shall consist of representatives of public and nonpublic agencies in the community that provide services to children and their families and other individuals who represent the community. No single team shall encompass a geographic or governmental area larger than one county.

(b) Each Local Team shall consist of the following persons:

- (1) The director of the county department of social services and a member of the director's staff;
- (2) A local law enforcement officer, appointed by the board of county commissioners;
- (3) An attorney from the district attorney's office, appointed by the district attorney;
- (4) The executive director of the local community action agency, as defined by the Department of Health and Human Services, or the executive director's designee;
- (5) The superintendent of each local school administrative unit located in the county, or the superintendent's designee;
- (6) A member of the county board of social services, appointed by the chair of that board;
- (7) A local mental health professional, appointed by the director of the area authority established under Chapter 122C of the General Statutes;
- (8) The local guardian ad litem coordinator, or the coordinator's designee;
- (9) The director of the local department of public health; and
- (10) A local health care provider, appointed by the local board of health.**

A draft of the policy and procedures for the appointment process including an application adapted from those used by the Durham County Board of Commissioners to recruit and appoint citizens to its boards and commissions was sent to the Board prior to the meeting for review

Dr. Fuchs made a motion to approve the draft policy and procedure for the appointment process adapted from the policy and procedures used by the Durham County Board of Commissioners to appoint citizens to its boards and commissions. Dr. Jackson seconded the motion and the motion was unanimously approved.

, The approved policy and procedure document and application will be included in the Board of Health Operating Procedures Manual. (*A copy of policy and procedure document and application are attached to the minutes.*)

- **ANNUAL REVIEW OF BOARD OF HEALTH OPERATING PROCEDURES MANUAL (Activities 34.1 and 36.1)**

The following documents were updated in the 2016 Board of Health Operating Procedures Manual.

- FY 16 meeting schedule
- Current BOH member roster
- Revised Durham County Board of Health Smoking Rule
- Organization Chart

Dr. Levbarg made a motion to approve the updated FY 2016 Board of Health Operating Procedures Manual. Dr. Allison seconded the motion and the motion was unanimously approved.

- **PUBLIC HEALTH AND VIOLENCE PREVENTION ACTIVITIES (Activity 14.1)**

Mr. Ireland, Deputy Health Director provided the Board with an update on the department's continued activities to work with the community to implement a public health model to address violence (shootings and homicides) in Durham.

- Provided information (i.e., program objectives and description and funding needs for the submittal for Promise Zone designation.
- Met with Assistant Chief Rick Pendergrass to brief him on the Cure Violence evidence based approach to gun violence reduction and asked for support from the Durham Police Department.
- Worked with Peter Skillern, Executive Director of Reinvestment Partners, to pursue Robert Wood Johnson Foundation funding for planning purposes around the intersection of community development and health.
- Met with Claudia McCormick and Kim Bailey on the Hospital Prevention piece of Cure Violence, seeking partnership and support.
- Continued meeting with Michelle Young to further discuss a possible partnership (MOA) with Project Build (Gang Violence Reduction) and their playing a major role in the Violence Interrupters piece of Cure Violence.
- Participated in the Gang Violence Reduction Steering Committee meeting.
- New initiative being proposed in our budget for Cure Violence (\$197,800.00, staff and contracts).

- **UPDATE-PRI COMMUNITY HEALTH WORKER (CHW) PROGRESS (Activities 41.2 & 41.3)**

Ms. Joanne Pierce, deputy health director provided an update on the development of the Mayor's Poverty Reduction Initiative Health Task Force CHW program.

In 2014 Mayor Bill Bell created the Poverty Reduction Initiative (PRI) and created 6 groups to work on ways to improve the health and well-being of the community. They focus on: finance, health, education, jobs, public safety and housing. In early 2015 the work groups, collaborated to gather the opinions of residents. That work formed the foundation for the work of the task forces. The Health Task Force is chaired by School

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Board Chair Heidi Carter, City Council Member Don Moffitt, Franklin Village resident and Community Health Worker L'Tanya Gilchrist, and Founder and Executive Director of Together for Resilient Youth Wanda Boone.

Over the past year, the Health Task Force met twice a month and accomplished the following:

- Surveyed residents
- Selected CHW program as the best strategy based on survey results and evidence base
- Defined CHW scope of service and agency to train and place CHWs
- Engaged Durham Technical Community College to develop CHW training curriculum
- Received approval from Durham County Board of Health to establish CHW certification system
- Reported accomplishments back to community and developed proposal for funding

The Task Force agreed that the selected Community Health Workers (CHW):

- Will be trusted community leaders who live in the neighborhood. (e.g., Residents often turn to these individuals for advice, support and resources.)
- Will not provide direct medical services such as nursing or nursing assistant services.

The Health Task Force is currently working to:

- Develop a training program at the community college for Community Health Workers
- Create a certification process for CHWs
- Find funding for a pilot program

NEW BUSINESS:

- **NEW SLIDING FEE SCALE (*Activity 39.3*)**

Dr. Allison made a motion to accept the revised Title X Sliding Fee Schedule as the fee schedule for all clinical services with the exception of dental services effective February 1, 2016. The dental services will use the same scale but will have \$25 dollars as a minimum fee. Mr. Dedrick seconded the motion and the motion was unanimously approved.

- **ORAL HEALTH COLLABORATION (*Activity 41.2*)**

Dr. James Harris, Director of Dental Services provided the Board with an on a new collaboration with Lincoln Community Health Center. Access to dental care for uninsured, low income residents is very limited in Durham. A subcommittee of the Access to Care Committee of the Partnership for a Healthy Durham has explored options to increase the availability of dental services for these community members. Dr. James Harris, director of Dental Services and Joanne Pierce, deputy public health director have worked with staff from Lincoln Community Health Center on a plan to co-locate Lincoln Community Health Center dental services for adults and children within DCoDPH Dental Clinic. Lincoln submitted a grant proposal to Health Resources and Services Agency (HRSA). If the grant is successful, the Department and Lincoln will partner in the following ways:

1. Lincoln will hire a dentist and bilingual dental Assistant in year one. They would have access to up to two chairs from noon – 4 p.m. Monday through Friday in the Department's Dental Clinic. The dentist and assistant would then head over to Lincoln to see

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additional patients from 5 – 8 p.m. In year two, Lincoln will hire a hygienist, keeping the same schedule.

2. Lincoln will utilize the Department's equipment, including sterilization and x-ray machines. Lincoln will bring gloves, some materials, and laptop with dental and registration software.
3. Lincoln envisions seeing both children and adults at the Department. Their seeing children will help the clinic reduce the backlog of patients waiting for appointments. Lincoln's goal is to see 20-25 patients per week at the Department, and another 15-20 back at their site. This could result in an additional 1,700 appointment slots in the first year and 3,000 in the second.
4. The grant amount sought is \$350,000. If Lincoln is chosen as a grant recipient, this amount will be added to their base funding in subsequent years. This means that there would be an opportunity to continue this partnership for years to come.

• **BUDGET AMENDMENTS:**

Ms. Harris requested board approval to recognize funds in the amount of \$51,042 from the Department of Health and Human Services Division of Public Health for Family Planning Services and TANF Out-Of-Wedlock Birth Prevention Program in Durham County. These funds are to be used for Family Planning services according to Title X requirements and to implement strategies devised to serve the community's needs relative to the prevention of out of wedlock births among TANF-eligible clients and among those at risk of becoming eligible as a result of unintended pregnancies.

Dr. Allison made a motion to approve the budget amendment in the amount of \$51,042. Mr. Dedrick seconded the motion and the motion was unanimously approved.

Ms. Harris requested board approval to recognize funds in the amount of \$20,000.00 from North Carolina Central University (NCCU) as partners of their Minority Serving Institutions (MSIs) Partnerships with Community-Based Organizations (CBOs) grant. Public Health staff and the Partnership for a Healthy Durham will develop the Durham Knows Campaign which aims to decrease the stigma of getting tested for HIV and encouraging everyone to know his or her status.

Dr. Allison made a motion to approve the budget amendment in the amount of \$20,000. Dr. Fuchs seconded the motion and the motion was unanimously approved.

Ms. Harris requested board approval to recognize funds in the amount of \$42,190.00 from Lincoln Community Health Center as partners of their Community Focused Eliminating Health Disparities (CFEHDI) grant. Staff from the Health Education Division will provide diabetes education and evidence-based classes to Lincoln patients to improve health outcomes among diabetics.

Dr. Allison made a motion to approve the budget amendment in the amount of \$42,190. Dr. Fuchs seconded the motion and the motion was unanimously approved.

• **AGENDA ITEMS MARCH 2016 MEETING**

Ms. Harris presented several options for agenda items for the next meeting. The Board selected the following items:

- FY 16-17 Budget Presentation

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- Presentation on Reducing Access to Energy Drinks to Adolescents
- Update on Violence of Public Health Prevention Activities

INFORMAL DISCUSSION/ANNOUNCEMENTS:

Dr. Sena provided a brief update on the Zika virus outbreak.

Dr. Sena: Zika is a virus that is transmitted by mosquitoes (mainly Aedes mosquitoes, or Asian tiger mosquito) that has been associated with microencephaly. The main concern has been that pregnant women who have traveled to countries in Central and South America (esp Brazil) are at risk for acquiring Zika and transmitting to their infants. Zika can cause fever, muscle aches, rash, conjunctivitis very similar to other viruses transmitted by these mosquitoes, dengue and chickungunya. The state has provided several webinars regarding Zika recognition and testing.

What we have provided through the health dept so far are:

- 1) The health alerts sent via blastfax to Durham health care providers
- 2) Travel advisories and screening information through the maternal health clinic
- 3) Posting of Zika information on our website
- 4) Case investigation and facilitation of testing for suspected cases through the state lab/CDC
- 5) Dr. Sena will also provide Zika information on the Durham County show

Dr. Miller thanked Dr. Sena for the update and asked that she keep the board updated at future meetings.

Mr. Dedrick made a motion to adjourn the regular meeting at 7:06pm. Dr. Jackson seconded the motion and the motion was unanimously approved.



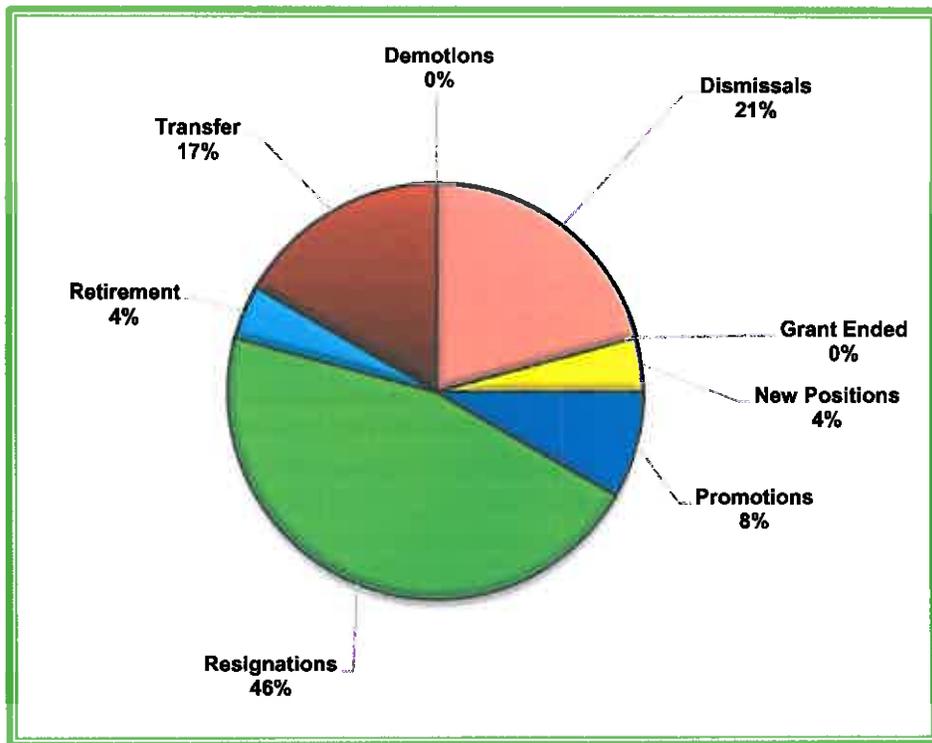
James Miller, DVM-Chairman



Gayle B. Harris, MPH, Public Health Director

PUBLIC HEALTH VACANCY REPORT
July 1, 2015 through June 30, 2016
Month Ending 1/31/2016

<u>Vacancy Reasons</u>	<u>FY 14/15 *</u>	<u>FY 15/16**</u>	<u>Total</u>	<u>%</u>
Demotions	0	0	0	0%
Dismissals	1	4	5	21%
Grant Ended	0	0	0	0%
New Positions	1	0	1	4%
Promotions	0	2	2	8%
Resignations	1	10	11	46%
Retirement	0	1	1	4%
Transfer	0	4	4	17%
	3	21	24	100%



*3 positions remain vacant from FY 14/15.

**FY 15/16 vacancies are cumulative

1 position(s) became vacant in January 15/16

19 position(s) were vacant out of 216 permanent positions, 212.52 FTE positions for January, 2016

total # of vacancies for Jan	19
total # of employees	216
% of vacancies	9%

Position Number	Position Title	Leave Date	Recruit Began Date	Recruit End Date	Start Date	Notes
40007628	Sr PH Nurse	7/25/14	8/11/14, 3/13/15, 6/22, 7/10	8/29/14, 9/5/14, 4/17, 7/24/15	10/12/15	
40006775	Dental Assistant	8/8/14	6/23/14, 10/13, 1/16, 4/6, 8/21	8/1/14, 12/19, 1/30, 4/25, 5/30, 9/18	11/9/15	
40001153	Env Health Specialist	1/15/15	1/12/15, 3/30, 10/28	1/30/15, 2/6/15, 5/15, 11/6	7/20/15	
40006525	PH Epidemiologist	2/16/15	3/16/15, 8/24, 12/10/15	3/27/2015, 9/4/15, 1/30/16		VACANT
40007626	Sr PH Nurse	2/18/15	6/29/15	7/17/2015, 7/31, 8/15/15	9/28/15	
40004426	PH Educator	3/2/15	3/16/15	3/27/15	7/6/15	
40008525	Processing Assistant	3/3/15	3/16/15	3/27/15	8/3/15	
40001161	Processing Assistant	3/27/15	4/16/15	4/24/15	7/6/15	
40001139	Sr PH Nurse	4/24/15	6/29/15	7/17/2015, 7/31, 8/15/15	11/9/15	
40008575	Nutrition Specialist	5/1/15	6/1/2015, 10/5, 10/29	6/12/15, 6/26, 10/24, 12/4		VACANT
40000989	Office Assistant	5/6/15	5/11/15	5/15/15	8/17/15	
40003878	Sr PH Nurse	5/8/15	5/6/15	5/22/15	7/6/15	
40001013	Sr Medical Lab Assist	5/18/15	6/1/2015, 7/15	6/12/2015, 7/31, 8/7	10/12/15	
40001010	IT Support Specialist	5/22/15	10/2/15	10/16/15		VACANT
40007501	PH Nurse Spec	6/24/15	6/22/15	7/17/15, 8/15/15	9/28/15	
40001082	Sr PH Nurse	7/3/15	7/13/15	7/31/15, 8/7	10/12/15	
40003879	PH Nurse Spec	7/24/15	7/20/2015, 8/28, 11/16, 12/15	7/31/15, 8/7/15, 9/18, 1/15		VACANT
40001011	Medical Lab Supervisor	8/12/15	8/31/2015, 12/21/15	9/11/2015, 9/25, 1/29/16		VACANT
40001084	Sr PH Nurse	9/4/15	8/17/15	8/28/15	11/23/15	
40007988	PH Education Spec	9/11/15	9/21/15	10/2/15		VACANT
40001154	Env Health Specialist	9/24/15	10/12/15	10/23/2015, 11/13		VACANT
40001048	Sr PH Nurse	9/25/15	10/5/15	10/16/15	12/7/15	
40003400	PH Nurse Program Mgr	9/25/15	10/5/2015, 12/13/15	10/16/2015, 12/4/15, 1/29/16		VACANT
40001119	Physician Extender	10/1/15	11/2/2015, 12/13/15	11/28/2015, 1/8/16, 1/22, 2/5		VACANT
40001153	Env Health Specialist	10/15/15	10/12/2015, 10/28	10/23/2015, 11/6		VACANT
40007630	Sr PH Nurse	10/30/15	11/9/2015, 12/15	11/27/2015, 1/8/16		VACANT
40001009	Medical Lab Technician	11/6/15	11/16/15	11/27/15		VACANT
40001140	Sr PH Nurse	11/17/15	12/15/15	1/22/16		VACANT
40001083	Sr PH Nurse	11/20/15	10/26/15	11/6/15	1/4/16	
40001052	PH Nurse Supervisor	12/4/15			1/18/16	
40001164	Env Health Specialist	12/15/15				VACANT
40001014	Sr Medical Lab Assist	12/16/15	1/11/16	1/29/16		VACANT
40001156	Env Health Specialist	12/18/15				VACANT
40001165	Env Health Specialist	12/18/15				VACANT
40001142	PH Nurse Supervisor	12/31/15	12/15/16	1/8/2016, 2/5		VACANT
40001050	PH Nurse	1/15/16				VACANT

ENVIRONMENTAL HEALTH
Onsite Water Protection-Notices of Violation
January 2016

NOV DATE	SUBJECT PROPERTY ADDRESS	TYPE OF VIOLATION	NOV EXPIRATION DATE	FORWARDED TO CO. ATTY?	COMPLIANCE STATUS (YES/NO)	COMPLIANCE DATE	NOTES
3/12/2014	7001 Herndon Rd	Surface discharge of effluent	4/10/2014	Y	N		3/10/2014 - Site visit, confirmed surfacing effluent. Municipal sewer available. 6/1/14 Owner has applied for sewer connection and is awaiting tap installation. Property has completed the annexation process. 4/20/2015- Public Works Engineering states no application has been received for connection to sewer. 10 day letter needed. 5/20/15 - 10 day demand letter issued by County Attorney's Office. 2/3/2016 - Requested County Attorney's Office file for injunctive relief.
3/20/2014	913 Cartman	Surface discharge of effluent onto neighbor's yard	4/20/2014	Y	N		3/20/2014 - The complaint is valid. Issued NOV 4/29/2014 - Return visit made by EH, course of action to remedy failure communicated to owner. NOV forwarded to County Attorney's office 8/14/2014. Owner has stated he will not repair the system. 6/4/2015 - 10-day demand letter issued by County Attorney's office. 2/3/2016 - Requested County Attorney's Office file for injunctive relief.
12/17/2014	3500 Interworth	Surface discharge of effluent	1/19/2015	N	N		Discharging via a culvert pipe. 3/1/15-Owner is seeking a NPDES permit from NC Div. of Water Resources. 1/19/2016 - EH has verified that NPDES permit application is currently being reviewed by NC Division of Water Resources.
5/5/2015	207 Breedlove Ave	Effluent surfacing and backing up into house	6/5/2015	N	N		Effluent is discharging to the ground surface, sewage is backing up into the basement, septic tank has tree root intrusion. Non-repairable lot. Owners have applied to NC DWR for a discharge system permit. 1/19/2016 - EH staff has verified that NPDES permit application is currently being reviewed by NC Division of Water Resources.
5/7/2015	920 Snow Hill	Surfacing effluent	6/7/2015	N	N		Surfacing effluent. Recommended a course of maintenance procedures in attempt to abate failure. EH will continue to monitor the system. 7/20/2015- Verified water use is within permit design. ENV HLTH continues working with homeowner & contractor to repair existing LPP.
6/25/2015	5114 Leesville Rd	Surfacing effluent, straight pipe from basement plumbing, and property line setback violation	7/25/2015	Y	N		Existing system crosses property line and is discharging effluent to the ground surface. Basement plumbing is discharging via straight pipe into gutter drain. Repair permit issued same day as NOV. 2/3/2016 - File forwarded to County Attorney's office for 10-day demand letter.
9/28/2015	6101 Cheek Rd	No Subsurface Operator	10/28/2015	Y	N		EH has not received system management reports as required by rule. 2/3/2016 - File forwarded to County Attorney's office for 10-day demand letter.
10/21/2015	4601 West Ave	Surfacing effluent, unpermitted repairs	11/21/2015	Y	N		Straight pipe discharge, unpermitted repair work, setback violations, septic tank subject to vehicular traffic Municipal sewer is available. 2/3/2016 - File forwarded to County Attorney's office for 10-day demand letter.
10/21/2015	2639 E Geer St	discharge, unpermitted repair work, setback violations, septic tank subject to vehicular traffic	11/21/2015	Y	N		Municipal sewer is available. 2/3/2016 - File forwarded to County Attorney's office for 10-day demand letter.
10/28/2015	1725 Infinity Rd	No Subsurface Operator	11/27/2015	N	N		EH has not received system management reports as required by rule.
10/28/2015	3050 Ruth St	No Subsurface Operator	11/27/2015	N	N		EH has not received system management reports as required by rule.

10/22/2015	3817 Cheek Rd	Unpermitted connection to Controlled Demonstration system and graywater straight pipe	11/22/2015	N	N	Residential care facility. Main house has a straight pipe discharging washing machine effluent to ground surface. Office building is served by a Controlled Demonstration System. This system now has a second, unpermitted inlet pipe of unknown origin plumbed into the septic tank.	11/24/2015 - Unpermitted connection was removed from Controlled Demonstration System. Washline is being redirected to conventional system.
11/30/2015	1912 Torredge	Surfacing Effluent	12/30/2015	N	N	System is discharging to ground surface.	
11/30/2015	6448 Guess Rd	Surfacing effluent	12/30/2015	N	N	Pressure manifold is damaged.	8/19/2015 - USPS returned NOV as non-deliverable. 11/30/2015 - NOV hand delivered.
1/6/2016	804 Hardscrabble Dr	Effluent backing up into septic and pump tanks.	2/6/2016	N	N	Issue discovered during mandated 5-year maintenance inspection.	

ENVIRONMENTAL HEALTH
Onsite Water Protection-Compliant Violations
January 2016

NOV DATE	SUBJECT PROPERTY ADDRESS	TYPE OF VIOLATION	NOV EXPIRATION DATE	FORWARDED TO CO. ATTY?	COMPLIANCE STATUS (YES/NO)	COMPLIANCE DATE	NOTES
12/23/2015	310 N Fork Lane	Repair area destroyed by construction of pond	1/23/2016	N	Y	2/3/2016	Area reserved for repair has been destroyed by construction of a pond. An intent to revoke Improvement Permit has been issued. **2/3/2016 - Revised Improvement and Operation Permits have been issued by EH.**
4/9/2015	2515 E Club Blvd	Surfacing effluent	5/11/2015	N	Y	2/3/2016	Surfacing effluent, non-repairable lot. Owner directed to NC DWR. **EH verified that house is vacant and is currently being used as a storage building only. PVC pipe located on ground surface is a sump pump discharge for crawl space water.** 5/7/2015 - Owner contacted EH and stated the house would be vacated on May 30th.
4/16/2015	826 Colonial Height	Surfacing effluent	5/18/2015	N	Y	1/14/2016	Surfacing effluent **EH staff verified that failure has abated, most likely due to reduced water use.** 5/16/2015 - Non-repairable lot. Owner referred to NC DWR for NPDES permit.
3/10/2015	3912 Swarthmore	collapsing tank	4/10/2015	N	Y	1/13/2016	Old septic tank is collapsing and needs to be properly abandoned. House served by sewer since 1978. **1/13/2016 - EH staff verified tank hole has been backfilled.**
11/19/2015	102 Hardscrabble Ln	No Subsurface Operator	12/19/2015	N	Y	1/13/2016	EH has not received system management reports as required by rule. **Management reports received by EH**
11/25/2015	518 Pleasant	Surfacing Effluent & Unpermitted Repair Work	12/26/2015	N	Y	1/13/2016	Failing Low Pressure Pipe system has been excavated without permit. **Repaired by Certified Septic Contractor.**
12/21/2015	8405 NC HWY 751	Surfacing effluent	1/21/2016	N	Y	1/7/2016	Massive drainfield failure. Municipal sewer is available on the lot. **1/7/16- Drainline blockage removed by certified septic contractor.**
3/26/2015	6903 Iron Gate	Surfacing effluent	4/27/2015	N	Y	12/16/2015	Surfacing effluent **12/16/2015 - NPDES System has been installed** 3/26/2015 - Non-repairable lot. Owner referred to NC DWR for NPDES permit. 10/13/2015 - NCDWR has issued an Authorization to Construct for a NPDES system (NCG551667).
12/10/2014	2612 Cooksbury	Sewer disconnection	1/10/2015	N	Y	12/7/2015	Sewer disconnected **12/7/2015 - City of Durham Public Works confirmed house is connected to sewer.** 4/20/2015 - House is unoccupied
10/28/2015	7728 Grace Cove Ln	No Subsurface Operator	11/27/2015	N	Y	12/7/2015	EH has not received system management reports as required by rule. **12/7/2015 - EH has received operation and maintenance reports from the Certified Operator.**

5/5/2015	715 Hebron	Damaged septic tank	6/5/2015	N	Y	11/30/2015	Septic tank lid has collapsed. 5/19/2015 - Repair permit issued. ** Septic tank replaced**	
11/6/2014	2800 Ferrand	Surface Discharge of effluent & building addition over septic tanks	12/6/2014	N	Y	11/30/2015	Surface discharge of effluent. An unapproved two-story deck addition previously built over septic tanks. Lot is non-repairable, municipal sewer is available. **11/30/2015 - Parcel is connected to municipal sewer. Building Inspections has parcel condition on permit for subsurface analysis due to tank placement.**	2/25/2015-Property has been sold and acquired by a real estate company. Agent has stated they will pursue connection to municipal sewer. 6/2/2015 - Sewer installation is in progress, owner is consulting with Building Inspections for guidance on septic tank abandonment procedures. House remains unoccupied. 7/31/2015 - House is now connected to sewer, awaiting response from City/County Building Inspections regarding septic tank abandonments.
10/28/2015	8307 N Roxboro Rd	No Subsurface Operator	11/27/2015	N	Y	11/27/2015	Little River Community Complex - EH has not received system management reports as required by rule. **11/30/2015 - Report has been received by Environmental Health.**	
10/28/2015	9008 Quail Roost Rd	No Subsurface Operator	11/27/2015	N	Y	11/9/2015	Mangum Elementary School - EH has not received system management reports as required by rule. **11/9/2015-EH has received operation and maintenance reports from the Certified Operator.**	
10/28/2015	3103 Page Rd	No Subsurface Operator	11/27/2015	N	Y	10/30/2015	EH has not received system management reports as required by rule. **10/30/2015 - EH has received operation and maintenance reports from the Certified Operator.**	
10/28/2015	1002 Andrews Chapel	No Subsurface Operator	11/27/2015	N	Y	10/29/2015	EH has not received system management reports as required by rule. **10/29/2015 - Owner notified EH that mobile home was destroyed by fire. System not in use.**	
6/4/2015	4317 Kerley Rd	Surfacing effluent & property line setback violation	7/4/2015	N	Y	10/23/2015	Existing system crosses property line and is discharging effluent to the ground surface. **10/23/2015-New septic system installed.**	6/11/2015 - Repair application received by Environmental Health 6/18/2015 - Repair permit issued. House is unoccupied.

12/31/2014	4129 Guess Rd	Septic tank structurally unsound, building addition over septic tanks	1/31/2015	N	Y	10/22/2015	Heavy root intrusion in tank, deck footing on tank, probable unpermitted gravel conventional line added at some point, sand filter on property. Unoccupied house. Owner referred to NC Div of Water Resources for NPDES permit. **10/22/2015 - House is vacant and existing septic system has been properly abandoned.**	4/20/2015 - House remains unoccupied
2/12/2015	1302 Thompson	Effluent surfacing at start of drainfield	3/12/2015	N	Y	9/29/2015	Surfacing effluent **9/29/15 - Root blockage repaired in existing system**	8/20/2015 - EH staff contacted owner. Owner stated that she will proceed with hiring a septic contractor. 9/10/2015 - EH staff met with septic contractor onsite. Existing system is clogged with tree roots. Owner is cooperating with EH for evaluation of parcel for repair.
12/17/2014	5126 Leesville Rd	Collapsing septic tank	1/19/2015	N	Y	9/23/2015	Collapsed septic tank. Revised NOV 1/28/2015. House is unoccupied, existing system is non-repairable, owner referred to NC Div. of Water Resources for an NPDES permit. **9/23/2015 Property has changed ownership. New owner has obtained an Improvement Permit for pretreated subsurface drip irrigation.**	
8/19/2015	6703 Isham Chambers Rd	No Subsurface Operator	9/19/2015	N	Y	9/15/2015	EH has not received system management reports as required by rule. **9/15/2015 - Owner has contracted with a certified operator.**	
8/19/2015	8116 Willardville Station Rd	No Subsurface Operator	9/19/2015	N	Y	9/2/2015	EH has not received system management reports as required by rule. **9/2/2015 - Owner has contracted with a certified operator.**	
8/20/2015	203 Epperson	No Subsurface Operator	9/20/2015	N	Y	8/26/2015	EH has not received system management reports as required by rule. **8/26/2015 - Owner has contracted with a certified operator.**	
5/21/2015	209 Bacon	Collapsed Tank	6/21/2015	Y	Y	8/20/2015	Collapsed septic tank. NOV forwarded to County Attorney's office 8/14/2014. Has undergone change of ownership, no longer bank owned. **8/20/2015 - Septic tank lid was replaced by owner**	5/21/2015 - New NOV issued to current owner per guidance from County Attorney's Office. 7/14/2015 - EH contacted owner via telephone. Owner stated the original concrete lid for the tank is on the property and that he would reinstall it. EH staff will verify via site visit.

7/15/2015	3518 E. Geer St	Collapsed septic tank, property line setback violations	8/15/2015	N	N	8/4/2015	House is unoccupied. Existing tank has collapsed, NCOWCICB certified septic inspector report indicates illicit drain field installed across property lines, site has been classified Unsuitable for repair. Owners referred to NCDWR. **8/4/2015 - Septic tank has been properly abandoned and house is vacant**
1/2/2015	2714 Red Valley Dr	Surfacing effluent in 3rd line	2/2/2015	N	Y	7/22/2015	Repair permit issued 1/13/15, no contact from owner since **7/22/2015 - Plumbing leak was repaired and septic tank is properly sealed.**
5/27/2015	2903 Constance Ave	Surfacing effluent	6/27/2015	N	N/A	System not under DCoDPH Jurisdiction	Anonymous complaint received by EH regarding septic system failure at this address. System failure verified during site visit. **7/14/2015 - Staff discovered the system is a discharging sandfilter under NCDENR jurisdiction. NC Division of Water Resources was notified by letter.**
6/26/2015	2615 Joe Ellis Rd	Malfunctioning effluent pump	7/26/2015	N	Y	8/24/2015	Effluent pump is malfunctioning and needs to be replaced. **8/24/2015- Proper pump was installed, system repairs have been completed and Leaks corrected. System is functioning properly.
7/6/2015	325 Latta Rd	System Partially Destroyed	8/6/2015	N	Y	8/27/2015	System was partially destroyed by driveway construction. Repair permit for septic system issued same day as NOV. **8/27/2015- System repairs have been completed and confirmed by ENV HLTH. A pump final will follow but system has been properly installed/repaired.

		<h2>Public Health</h2>
Policy Name:	Appointment of Local Health care Provider Member to Durham County Child Fatality Prevention Team	
Policy Number:	BOH:	
Effective Date:		

Policy: The Board of Health by statute shall appoint a health care provider to the Child Fatality Prevention Team (CFPT). The Board of Health will follow the Board of County Commissioners guidelines for term limits.

Purpose: To assure that a process is in place to recruit and appoint a qualified health care provider for the Child Fatality Pretention Team.

Procedures:

1. The Health Director, secretary to the Board of Health, shall administratively publicize the availability of the CFPT health care provider member position. The notice of the available position will be published on the Durham County website, community websites, and in newspapers having general circulation throughout the County once a week for two weeks beginning fourteen (14) days in advance of the deadline for submitting applications.
2. Applicants must meet the following eligibility requirements:
 - a. Be a resident of Durham County;
 - b. Be 18 years of age or older
 - c. Meet the requirements of a local health care provider; and
 - d. Have all Durham County and City taxes in current status.
3. Applicants must complete the provided application and may attach an up to date resume.
4. When the advertising or re-advertising for the position does not produce an appointee within the timeframe prescribed to fill the vacancy, the Health Director will re-advertise for an additional period of up to 90 days. The serving member may continue to serve and vote until a new appointment is made. If there is no serving member, the Board of Health may name a person to serve until an appointment is made.
5. The Health Director shall also administratively solicit interested qualified citizens through professional organizations and health care facilities.

6. Twenty-five (25) days prior to the expiration of the term, a notice will be mailed to the current CFPT member, if eligible for reappointment, requesting an indication of his or her interest in continuing to serve. If the individual is not eligible for reappointment, he or she will be notified and given the reason for being ineligible.
7. At least twelve (12) days prior to the appointment by the Board of Health, all applications for the vacant position must be in the hands of the Health Director who will check each applicant for eligibility.
8. A copy of the applications submitted will be sent to all Board of Health members at least seven (7) days prior to the meeting at which action will be taken.
9. The Board of Health, by majority vote, may request interviews with applicants as necessary.
10. The Child Fatality Prevention Team may submit recommendations for the appointment but the Board of Health is not under any obligation to appoint the recommended individual.
11. The Chairman of the Board of Health shall prepare a letter of notification of appointment or non-appointment to the applicants and a copy for the CFPT, notifying each of the appointment or non-appointment.
12. The appointee shall serve no more than four (4) consecutive two (2) year terms consistent with term limits of other CFPT members.
13. After the appointment by the Board of Health, the appointee shall contact the Health Director to be sworn in and receive the Code of Ethics and a date to attend new member orientation. The new member orientation will be provided by the CFPT Review Coordinator
14. The Health Director shall inform the appointee of attendance requirements.
15. The CFPT Review Coordinator shall be responsible for keeping an attendance record and notifying the Health Director of unacceptable attendance.
16. If the appointee has absences (excused or unexcused) which constitute more than 50% of the meetings in any calendar year, he or she is obligated to resign.
17. The Health Director shall notify the Board of Health when the limit of absences by the appointee has been reached and the appointee does not resign.
18. The Board of Health shall hold a hearing at a regular scheduled meeting to remove appointee from the CFPT. The appointee shall be given the opportunity to appeal the decision at the time of the hearing. The Board may, at its discretion, allow the appointee to remain on the CFPT or remove the appointee.

References: NCGS 7B-1407(b) (10)

CHANGE HISTORY:

Version	Date	Comments
A		Original document.
Annual Review		

Approved By:	Program Area(s) Affected:
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DRAFT



Application for Local Health Care Provider Position on the Child Fatality Prevention Team

Profile

First Name

Last Name

Email Address

Street Address

Suite or Apt

City

State

Postal Code

What district do you live in?

Primary Phone

Alternate Phone

Qualifications for local health care provider category:

Occupation:

Employer

Job Title

Business Address

Business Telephone Number:

Business Fax Number:

In which zip code area do you reside?

Education:

Name of any Durham County or City of Durham Board/Commission/Committee on which you presently serve:

If reapplying for a position you presently hold, how many consecutive terms have you served?

Based on your qualifications and experiences, briefly describe why your services on the Child Fatality Prevention Team will be of benefit.

Are your City and County property and motor vehicle taxes paid in full on a current basis?

Other information you consider pertinent: (i.e., civic memberships, related work experience, etc.):
Select one of the following

- answer 1
- answer 2
- answer 3

How did you find out about this vacancy? *

- Newspaper
- Social Media (Twitter/Facebook)
- Durham County Website
- Email
- Flyer
- Word-of-Mouth
- Other

Interests & Experiences

Upload a Resume

Why are you interested in serving on this team?

Ethnicity

Gender