

**NCALHD ATTENDANCE ROSTER
SEPTEMBER 19, 2000**

E = Executive Committee Member
R = Regional Representative
M = Dues Paying Member

Initial County/Health Director
TMV Alamance/Tim Green
SRC Alexander/Shelley Carraway
AS Anson/James Roosen
AS Appalachain Dist/Danny Staley
BF Beaufort/Roxanne Frederick
BF Bertie/Ron Freeman
BJ Bladen/Myra Johnson (M)
M Brunswick/Don Yousey
GB Buncombe/George Bond (R)
BR Burke/David L. Rust
CP Cabarrus/Dr. William Pilkington
SW Caldwell/Douglas W. Urand
CG Carteret/Dr. J.T. Garrett
CV Caswell/Vacant
CB Catawba/Barry Blick
CS Chatham/Wayne Sherman (M)
CR Cherokee/Elaine Russell
CP Clay/Janice Patterson
CS Cleveland/Denese Stallings
MD Columbus/Marian Duncan
WS Craven/Wanda Sandele
GL Cumberland/Janet Lindbloom
CS Currituck/John B. Sledge
AT Dare/Anne B. Thomas
DC Davidson/Diane Crouse
DB Davie/Barry Bass *Scott Harrelson*
DA Duplin/Dr. ~~Harcette Duncan~~
DL Durham/Brian Letourneau
JB Edgecombe/James Baluss
FS Forsyth/Sherman Kahn, MD (M)
FP Franklin/Keith Patton
GP Gaston/Bruce Parsons (E, R)
GO Graham/Marlene Orr
GR Granville-Vance Dist/Rodwell Drake, MD
GH Greene/Douglas Harr, PhD
HG Guilford/Harold Gabel, MD (R)
CS Halifax/Chris Szwagiel, PhD
HR Harnett/Wayne Raynor
HW Haywood/Robert Wood
HB Henderson/Tom Bridges
CD Hertford-Gates Dist/Curtis Dickson
HO Hoke/Donald Womble
HM Hyde/Linda Mayo
IR Iredell/Raymond Rabe
JK Jackson/Randall Turpin
JS Johnston/L.S. Woodall, MD
JO Jones/Ruth Little
LE Lee/Mike Hanes

Initial County/Health Director
LN Lenoir/Joel Huff
ML Lincoln/Margaret Dollar
MA Macon/Ann Hyder
MD Madison/Ken Ring
MT Martin-Tyrrell-Wash Dist/Diana Bradshaw
ME Mecklenburg/Peter Safir
MO Montgomery/Kathleen DeVore-Jones
MR Moore/Robert Wittman
NR Nash/William Hill, Jr.
NH New Hanover/David Rice
NO Northhampton/Sue Gay, Acting
OS Onslow/George O'Daniel
OR Orange/Dr. Rosemary Summers (M)
PA Pamlico/Jenny Lassiter
PP PPCC Dist/Howard Campbell
PE Pender/Jack Griffin, PhD
PK Person/Marc Kolman
PI Pitt/John Morrow, MD (R)
MC Randolph/Mimi Cooper (M)
RI Richmond/Tommy Jarrell (M, E)
RS Robeson/Bill Smith
GM Rockingham/Glenn Martin
RW Rowan/Leonard Wood
RP Rutherford-Polk-McDowell Dist/Joyce Sluder
SM Sampson/John Rouse
SC Scotland/Curtis Holloman
ST Stanly/Jim Jones
SB Stokes/Colleen Bridger
SR Surry/Walter Linz, MD
SW Swain/Emma Waldroup
TR Toe River Dist/Tommy Singleton, Acting
TS Transylvania/Terry Pierce
UL Union/Lorey White, Jr.
WA Wake/Gibbie Harris
KW Wayne/Kevin Watkins, MD (M)
WM Warren/Mildred Battle, Acting
WL Wilkes/Beth Lovette
WD Wilson/Dr. Louis Latour
YB Yadkin/Gayle Brown (M)
SS Susan Smith-Wharton, NCALHD Exec. Dir.

NCALHD ATTENDANCE ROSTER
SEPTEMBER 19, 2000

OTHERS IN ATTENDANCE

Sheila Pfander NC Institute for Public Health UNC-CH SPH
Rachel Stevens " " "
Pennington Whiteside " " "
Catherine Moor ANCBH
Eleanor McGinnis ANCBH
Eugene Hines Cumberland Co.
Bill Coft NCDHHS
Leah Dullin NCDHHS
A. Dennis Harrington - Local H. Services
Malcolm Babel DEH

North Carolina Association of Local Health Directors
 Treasurer's Report
 September 18, 2000

	Checking	Savings	Money Market	CD
Account Balance Brought Forward	\$ 29,375.86	\$ 34.11	\$ 326.92	\$ 40,000.00
Receipts:				
Interest Payments: July 2000	\$ 68.21	\$ 0.10	\$ 1.21	
Federal Back-up Withholding: July 2000	\$ (25.46)	\$ (0.03)		
Maintenance/Service Fee: July 2000	\$ (1.00)			
Deposits:				
Transfer from Checking				
Transfer from Money Market				
Transfer to Checking (interest From Certificate): July 2000	\$ 188.52			
Other (NC Alliance PH-Reimb. Computer & office supplies)	\$ 1,271.58			
Dues	\$ 665.74			
Total	\$ 31,543.45	\$ 34.18	\$ 328.13	\$ 40,000

Total Expenses	
0831 NC Alliance PH June Salary-Susan Smith Wharton	\$ 2,691.25
0832 Tom Bridges NACCHO - Reimbursement	\$ 908.50
0833 NC Hospital Association July Rent	\$ 415.00
0834 George Bond, Jr. NACCHO - Reimbursement	\$ 572.88
0835 William Smith NACCHO - Reimbursement	\$ 1,802.46
0836 NC Hospital Association August Rent	\$ 415.00
0837 NC Hospital Association Office Machine usage	\$ 181.13

Total Expenses	\$ 6,986.22
Account Balance as of 09/18/00	\$ 24,557.23

\$ 34.18	\$ 328.13	\$ 40,000.00
----------	-----------	--------------

2000 Annual Meeting

The time draws near! It is time to focus on our Annual Meeting to be held November 1—3, 2000, at the Four Points Sheraton Hotel Raleigh Crabtree. The Arrangements, Program, and Registration Committees have been diligently working to plan the 2000 educational conference to be one that you cannot afford to miss. Our program topic this year is "2000 and Beyond.....". An agenda of the meeting is included for your information. The agenda 2000 topics are the hot topics of today's era.

I have enclosed registration and hotel reservation forms. **PLEASE NOTE THE DEADLINES** as follows:

- Hotel reservations must be made by October 12, 2000.
- Deadline for meeting preregistration is October 25, 2000.

Hotel reservations will be made directly with the Four Points and Registration Forms and fees should be mailed to Betty Bisette in Nash County.

Any updates you wish to have included in the Membership Directory are to be mailed to Carol Whitford, Nash County by September 20, 2000. A membership

directory form has been included for your convenience. The deadline for Awards and Scholarships will be October 13, 2000. Please submit any nominations to Jewel McGhee, Franklin County.

Thank you for supporting our Association with your attendance at our Education Conference. This year's conference assures you an opportunity for professional growth.

I look forward to seeing each of you in Raleigh in November. Thank you for all the assistance you have given me this year. You have afforded me the opportunity as your President to grow both professionally and personally. Personal growth has resulted in a reminder of what the Public Health Management Support Supervisors' Association family means to me because of the dedication and support of all Committee members. Professionally I have a greater understanding of what it means to accept the responsibility of becoming and officer within our association and what a privilege it has been to serve you as your president.

Sandra Wood

President

Inside this Issue:

Annual Meeting Agenda—November 1-3, 2000	2
Pre-Registration Form	3
Hotel Reservation Request Form	3
Membership Information and Directory	3
2000 Officers	4
By-Laws & Handbook Changes	4
Awards & Scholarship Nomination Info	4

Special points of interest:

• *Changes to By-Laws & Handbook*

• *Awards & Scholarship Nominations*

North Carolina Local Public Health Management Support Supervisors'
Association Annual Meeting Agenda—November 1-3, 2000

2000 and Beyond . . .

Wednesday, November 1, 2000

12:30 p.m.—1:15 p.m.

Registration

1:15 p.m.—1:30 p.m.

Welcome

1:30 p.m.—3:00 p.m.

E. Dan Shingleton, Retired, DHHS
Public Health: Past, Present, Future

3:30 p.m.—4:30 p.m.

Business Meeting

5:00 p.m.—6:00 p.m.

Social Hour

Thursday, November 2, 2000

8:30 a.m.—9:00 a.m.

Registration

9:00 a.m.—10:15 a.m.

Personnel Issues, Sexual Harrassment, Workplace Violence Issues—*Sylvia Johnson*

10:15 a.m.—10:30 a.m.

Break

10:30 a.m.—11:45 a.m.

Continuation with Sylvia Johnson

11:45 a.m.—1:00 p.m.

Lunch

1:00 p.m.—1:15 p.m.

Announcements

1:15 p.m.—2:30 p.m.

Roundtable Discussions: Problem Solving, Brainstorming & Implementing New Ideas (i.e., CPT Coding, Billing, etc.) with Administrative Procedures Consultants: *Diane Edwards, Penny Lewis, Mitzi Parris, and Libby Stevens.*

2:30 p.m.—2:45 p.m.

Break

2:45 p.m.—4:00 p.m.

Continuing Roundtable with APC's

4:00 p.m.—5:00 p.m.

Regional Meetings

Friday, November 3, 2000

9:00 a.m.—10:30 a.m.

What We Learned from Hurricane Floyd: Preparation, Economic Impact, Film

Mr. James Baluss, Health Director, Edgecombe County Health Department

10:30 a.m.—11:30 a.m.

Conversational Spanish: Short Course by *Hazel Pennington, Edgecombe County Health Department*

11:30 a.m.—12:00 p.m.

Announcements Awards Presentation, Closing Remarks

Sandra Wood, President

Installation of Officers and Adjournment

Pre-Registration Form



**Deadline for
Pre-
Registration**

**Wednesday
October 25,
2000**

Mail the enclosed Registration
Form and Fees to:

Betty Bissette, *Chairperson*
Registration Committee
Nash County Health Dept.
P.O. Box 849
Nashville, NC 27856
COURIER: 07-72-06

Four Points Hotel Sheraton

Take advantage of the Reservation Request for hotel accommodations for the NCLPHMSSA Annual Meeting to be held November 1, 2, & 3 at the Four Points Hotel Sheraton

Mail or Fax the enclosed
RESERVATION REQUEST
no later than
October 10, 2000

Membership Information and Directory

Enclosed is the Membership Information and Directory form to be completed and returned by September 20, 2000 to:

Carol Whitford
Nash County Health Department
P.O. Box 849
Nashville, NC 27856
Courier # 07-72-06

Directories will be distributed at the NCLPHMSSA Annual Meeting November 1-3, 2000.

If you do not currently belong to NCLPHMSSA,

PLEASE JOIN TODAY!

You must be a member of a regional association to be eligible for membership in the state association. For more information please contact:

Regional Presidents:

Eastern: Lillie Worsley 252-641-7851
Western: Sindi Sigmon 828-326-5807
North Central: Vivian Cowan 919-496-8123
South Central: Sylvia Martin 910-671-3401

NCLPHMSSA 2000 OFFICERS

Sandra Wood
President

Patricia Keeter
President-Elect

Judy Simmons
Vice-President

Betty Payne
Treasurer

Jamie Towe
Secretary

Edna Proctor
Parliamentarian

NCLPHMSSA By-Laws & Handbook

Changes to By-Laws:

- **Deleted**— Liaison Committee—
Administrative and Personnel
- **Changed**—Maternal & Child Health to
Women & Children's Health.
- **Added**—State & Local Relations and
Managed Care & Reimbursement.
- **Same changes** to the Handbook.
- **We will vote** on these changes in the
Business Session at the Annual Meeting.

Awards & Scholarship Committee

The Outstanding Member of the Year Award is awarded at the annual meeting to recognize a special member for outstanding achievement. There are many deserving members, so please keep them in mind throughout the year and make plans to nominate them.

The Scholarship Award is an award of \$300 from the Association to assist a member in furthering his/her education. This award is presented at the annual meeting.

Please review the enclosed criteria for each of these awards. *Deadline for nominations is October 13, 2000.*



Jewel McGhee, Chairperson
Awards & Scholarship Committee
Franklin County Health Department
107 Industrial Drive, Suite C
Louisburg, North Carolina 27549
COURIER # 07-03-06

PRE-REGISTRATION FORM
NORTH CAROLINA LOCAL PUBLIC HEALTH
MANAGEMENT SUPPORT SUPERVISORS' ASSOCIATION

ANNUAL MEETING

NOVEMBER 1-3, 2000
The Four Points Sheraton
(Formerly Known as Sheraton Inn at Crabtree Valley)
4501 Creedmoor Road, US 70 West
Raleigh, NC

Name-Please Print (One Participant Per Form) _____

Health Department _____

Address _____

City _____

State _____

Zip Code _____

New Member In 2000

Yes

No

Deadline for Pre-Registration: Wednesday, October 25, 2000

Registration Fees

Full Registration (Wednesday, Thursday & Friday includes luncheon on Thursday) -----	\$50.00	\$ _____
Thursday Only (includes luncheon) -----	\$30.00	\$ _____
Wednesday & Thursday (includes luncheon Thursday) -----	\$40.00	\$ _____
Thursday & Friday (includes luncheon Thursday) -----	\$40.00	\$ _____
TOTAL AMOUNT ENCLOSED		\$ _____

MAKE CHECK PAYABLE TO: NCLPHMSSA (Full refunds will be issued if cancellation is made five working days prior to the meeting.)

Mail this form and the registration fees to:

Betty Bisette, Chairperson
 Registration Committee
 Nash County Health Department
 P.O. Box 849
 Nashville, NC 27856
 Courier: 07-72-06

PLEASE SUBMIT APPROPRIATE DUES AS REFLECTED ON BACK

(Payment of Dues Prior to the Meeting Expedites the Registration Process
 and Decreases Congestion at the Registration Desk)

8

INTRODUCTION

NORTH CAROLINA LOCAL PUBLIC HEALTH MANAGEMENT SUPPORT SUPERVISORS' ASSOCIATION

The objective of the NCLPHMSSA is to establish and maintain a constant and effective coordination and professional relationship with the Regional Management Support Supervisors' Associations, the North Carolina Association of Local Health Directors, the North Carolina Conference of Nursing Administrators, the North Carolina Environmental Health Supervisors' Association, and the Department of Environment, Health and Natural Resources.

The purpose of the NCLPHMSSA is to provide an opportunity for the exchange of ideas and experiences; to promote and foster professional skills and efficiency of the members; to provide an exchange and dissemination of information on policies, interpretations, and procedures; and to promote the improvement of Management Support activities. This Association provides excellent continuing education opportunities for the membership.

A meeting of the full Association is held in the Fall of each year with a business session and a very beneficial and informative program. Various committees are established within the Association for the purpose of planning, promoting, and conducting the activities of the Association, according to the By-Laws.

For those who are not active members of the NCLPHMSSA, we would like to extend to you an invitation to join your respective Regional Association, thereby becoming eligible for membership in the State Association. Membership is open to Local Public Health Management Support employees who function in a Management Support supervisory, administrative or lead role.

You can join the Association, or up-date your membership, by submitting the appropriate dues to:

STATE DUES:

(\$5.00 if paid by May 31 of each year or \$6.00 thereafter)

Betty Payne, Alexander Co.
322 1st Ave. SW
Taylorsville, NC 28681
Courier 15-83-08

REGIONAL DUES:

Eastern---\$5.00

Julie Martin, Northampton Co.
PO Box 635
Jackson, NC 27845
Courier 10-02-06

Western---\$4.00

Joyce Fuchs, Haywood County
2177 Asheville Road
Waynesville, North Carolina 28786
Courier 80-12-06

North Central---\$5.00

Jewel McGhee, Franklin Co.
107 Industrial Dr., Suite C
Louisburg, NC 27549
Courier 07-06-03

South Central---\$6.00

Gwynn Johnson, Chatham Co.
PO Box 130
Pittsboro, NC 27312
Courier 13-27-01

NCALHD COMMITTEE MINUTES

NCALHD COMMITTEE: Women's and Children's Health

CHAIR: Wanda Sandelé

DATE SUBMITTED: September 28, 2000

DATE OF COMMITTEE MEETING: September 18, 2000

COMMITTEE MEMBERS PRESENT: Wanda Sandelé (Craven), Jenny Lassiter (Pamlico), Bill Smith (Robeson), Beth Rowe-West (WCH), John Rouse (Sampson), Carol Tant (WCH), Joe Holliday (WCH), Diane Crouse (Davidson), Doris Jefferson, Glen Martin (Rockingham), Harold Gabel (Guilford), Joe Wiley, Marion Duncan (Columbus), Kim Lovenduski (WCH), Kevin Ryan (WCH)

GUESTS/OTHERS: _____

I. ACTION ITEMS:

1. The committee recommends approval of the plan for redistribution of DMA funded Health Check positions as proposed by the workgroup. (Copy attached)

Chairperson's Note: Thanks to the members of the work group for a great job with a tough assignment. Special thanks to Kim Lovenduski for staff support and Jeffrey Simms for asking in the first place.

II INFORMATION ITEMS:

1. Asthma Update: RFP going out to all counties (once again) for asthma initiatives. Counties that had submitted proposals before must resubmit. Many counties said their old proposal was no longer appropriate, so a new submission will be required. Five localities will receive \$23,000 to develop specific evaluated interventions, that is, models to see what works and have an existing coalition to work through. Another fifteen localities will receive up to \$9,000 to develop a local asthma coalition. An asthma summit is scheduled for January 9, 2001 to present the results of the 7th and 8th grade survey.

2. CSC/MCC: Discussion of follow up issues on supervision and qualification of supervisors for these programs led to a request for more detailed and in person review of the proposals. This item was deferred until the October meeting.

3. Folic Acid Plan: As part of the Governor's infant mortality reduction plan, one time funds of \$150,000 is allocated to fund a folic acid campaign to address birth defects. A program will start in the west to provide patient education. A second program will be in the Charlotte Morrisville area, the balance of the money will be for statewide education

and data collection. A suggestion was made to urge the March of Dimes to make mini grants available for vitamins.

4. Substantive Legislation: DPI is in favor of deleting the 30 day grace period for immunization. This gives children thirty days to be fully immunized after being admitted to school.

5. At the next meeting, there will be a presentation on the role of the Child Care Consultant

III NEXT MEETING

The next meeting will be on October 17th at 3:00 PM at St. Mary's Street.



The following plan is recommended by the WCH Liaison Committee for extension of Health Check services to all counties:

- DMA to assure appropriate use of funding by improving financial reporting mechanisms.
- Dick Peruzzi is committed to continue to seek additional funding, but this could not happen for another two years.
- WCH and DMA staff to work with State level Smart Start to encourage them to support local partnership's that wish to fund Health Check Coordinators without placing two year limits on funding of these positions.
- Overall, regionalization of existing positions did not work. There were too many clusters of counties with positions not located next to counties without positions to make this feasible. This required that distribution be based upon a population based model. There are a few locations where regionalization of positions would work, and those would be individually negotiated. No matter what the population, no county would be funded for more than 3 positions

<u>Allocation Plan</u>	
<u># of Eligibles</u>	<u>FTE's</u>
<2,000	.5
2,000-10,000	1
10,000-20,000	2 or # requested, if less
>20,000	3 or # requested, if less

- 6 positions are currently identified as able to be reassigned.
- Those Health Directors who recently said that they were not interested in having these positions would be polled again to be certain they understood the circumstances that prompted the question. They would also be asked if they could not house a position, would they be willing to let a neighboring county assume Health Check Coordination for them.
- Funding for each position would be cut by \$1200 in FY 01-02. This would allow DMA to fund three more positions.
- Funding for each position would remain fixed, with a minimum FTE required, but if a county could purchase more time due to low salaries, that would be permitted.
- Positions would be reduced by attrition only
- Plan to be reviewed in two years. NOTE: ASSOCIATION REVISED THIS TO ONE YEAR.

Prioritize Reassignment of Positions

Since a commitment was once made by DMA that when they could expand funding, priority would be given to those counties that showed interest by finding other sources of funding, the priority would be those:

- using WCH money (1.5)
- losing Smart Start positions (4)
- low participation rates with no coordinators

Population-Based Proposal for Expansion of Health Check Coordinators
August 25, 2000

County	Medicaid Eligibles	# of DMA Funded Positions	Minimum # of HCCs Requested	Proposed Staffing	Comments
Wilkes	5,397	1	1	1	
Moore	5,379	0	1	1	
Beaufort	5,199	0	0	0	
Lee	5,013	0	1.5	1	
Stanly	4,613	1	1	1	
Hertford/Gat	4,563	3	3	1	
Bladen*	4,562	0	1	1	
Orange	4,562	2	2	1	
Appalachian	4,513	2	3.5	1.5	
Haywood	4,357	2	2	1	
Carteret	4,337	0	0	0	
Hoke	4,206	2	2	1	
Franklin	4,137	2	2	1	
Lincoln	4,101	0	1	1	
Pender	4,009	2	1	1	
Anson	3,715	0	0.75	2	* Also cover Union? An extra position allocated for additional coverage.
Northampton	3,372	1	1	1	
Toe River	3,920	2	3.5	1	
Bertie	3,228	0	1	1	
Chatham	2,827	1	1	1	
Montgomery	2,815	0	0.5	1	
Stokes	2,788	0	0.5	1	
Person	2,732	2	2	1	
Jackson	2,661	2	2	1	
Warren	2,575	1	1	1	
Macon	2,472	2	1.5	1	
Yadkin	2,420	0	1	1	
Alexander	2,378	0	Blank	0	* Indicated lack of space and funding concerns; perhaps Catawba could cover.
Cherokee	2,377	2	2	1	
Transylvania	2,298	0	1.5	1	
Greene	2,146	1	1	1	
Davie	1,938	0	1	0.5	
Caswell	1,873	0	0.5	0.5	
Madison	1,698	2	2	0.5	
Dare	1,622	0	1	0.5	
Swain	1,502	2	1	0.5	
Pamlico	1,324	0	0.5	0.5	
Jones	1,068	2	2	0.5	
Graham	898	1	0.75	0.5	
Clay	648	1	0.5	0.5	
Hyde	604	0	0.25	0.5	
Eastern Band of Cherokee Indians			0.5	0.5	
Total		94	134.25	94	

(13)

Population-Based Proposal for Expansion of Health Check Coordinators
August 25, 2000

County	Medicaid Eligibles	# of DMA Funded Positions	Minimum # of HCCs Requested	Proposed Staffing	Comments
Mecklenburg	47,215	0	2	2	
Guilford	32,153	4	4	3	
Wake	29,749	4	3	3	
Cumberland	29,676	4	4	3	
Forsyth	21,483	0	0.5	1	
Robeson	20,912	4	4	3	
Durham	17,796	3	3.5	2	
Buncombe	16,285	2	2	2	
Gaston	15,928	0	1	1	
Pitt	13,156	0	2	2	
Wayne	12,296	0	1.5	1.5	
New Hanover	12,100	0	1	1	
Onslow	11,042	2	2	2	
Davidson	11,016	0	0	0	
Rowan	10,627	0	1	1	
Catawba	10,376	2	1.5	2.5	* Co. wasn't sure how many would be needed. * Cover Alexander too? An extra position was allocated for additional coverage.
Gran/Vance	10,213	4	3	2	
RPM	10,137	0	1	1	
Randolph	9,798	0	4	1	
Edgecombe	9,590	3	2	1	
Johnston	9,514	0	0	0	
Albemarle	9,309	4	5	2.5	
Wilson	9,150	2	2	1	
Halifax	9,100	2	1	1	
Hamett	9,066	0	2	1	
Cleveland	9,022	0	2	1	
Iredell	8,340	0	1	1	
Alamance	8,278	0	0	0	
Columbus	8,228	0	1.5	1	
Craven	8,086	0	1.5	1	
Nash	8,038	2	2	1	
Cabarrus	7,993	0	1	1	
Union	7,989	0	Blank	0	* Local gov't won't approve new positions; expressed interest in another co. covering them. Recommend adding 1 position in Anson Co.
Lenoir	7,711	2	2	1	
Rockingham	7,679	0	1	1	
Burke	7,166	2	2	1	
Brunswick	7,065	0	2	1	
Sampson	7,045	1	1	1	
Richmond	6,657	0	1	1	
Henderson	6,539	0	1.5	1	
Caldwell	6,177	3	3	1	
MTW	5,863	0	2	1.5	
Scotland	5,814	2	1.5	1	
Duplin	5,660	1	1	1	
Sumy	5,464	2	2	1	

NORTH CAROLINA

ASSOCIATION of LOCAL HEALTH DIRECTORS

An Affiliate of the North Carolina Association of County Commissioners

PROPOSED SLATE OF OFFICERS FOR CY 2001

Past President – Tom Bridges, Henderson County

President – Tim Green, Alamance County

President Elect - Wayne Raynor, Harnett County

Vice-President – Jim Baluss, Edgecombe County

Secretary/Treasurer – Mimi Cooper, Randolph County

15

President

Thomas D. Bridges, MPH
Henderson County Health Department
1347 Spartanburg Highway
Hendersonville, NC 28792
Tel. 828-692-4223
Fax: 828-697-4709
NC Courier #06-92-01

President Elect

Tim Green, MPA
Alamance County Health Department
319 B Graham-Hopedale Road
Burlington, NC 27217
Tel. 336-513-5514
Fax: 336-570-6746
NC Courier #17-42-02

Vice President

Wayne Raynor, MPH
Harnett County Health Department
307 Cornelius Harnett Boulevard
Lillington, NC 27546
Tel. 910-814-0351
Fax: 910-893-9429
NC Courier #14-73-01

Secretary Treasurer

James R. Baluss, M.A.
Edgecombe County Health Department
2909 Main Street
Tarboro, NC 27886
Tel. 252-641-7511
Fax: 252-641-7565
NC Courier #07-50-01

Past President

Margaret B. Dollar, M.Ed.
Lincoln County Health Department
151 Sigmon Road
Lincolnton, NC 28092
Tel. 704-736-8634
Fax: 704-732-9034
NC Courier #09-02-04

By petition, per the NCALHD's by-laws, the below-signed individuals nominate the following as officers for NCALHD:

President, Tim Green
President-elect, Wayne Raynor
Vice-President, Jim Baluss
Secretary/Treasurer, MiMi Cooper

Said petition is filed September 19, 2000 which is 30 days from the annual meeting date (October 19, 2000) and is signed by the required nine members.

Bill Smith
Benny Bass
W. Angeli
W. Waters
Mononop
King Hattman
Bill Hill
Greg White
W. K.
Blair Martin
Larry Brown
Margaret Colley
George Daniel
J. E. Stevens
Jane M. Zinfelton
Bill [unclear]

Proposed Language for NCALRD Endorsement of the Public Health Automation

System Legislative Proposals

Whereas local health departments and the Division of Public Health share a mutual interest in ensuring that quality and affordable public health services are provided throughout the State of North Carolina; and

Whereas automation systems are required for the provision of services, for the sharing of individual health information across jurisdictional boundaries, for allowing of reporting of vital health information, for assessing and evaluating program outcomes and financial analysis reporting, and for providing secure methods to access critical and confidential health information; and

Whereas the current existing public health automation systems are aging, fragmented and provide limited management information to either local or state public health entities and would require in excess of \$35 million and more than 36 months to meet federally- mandated HIPAA requirements (see below); and

Whereas Congress enacted legislation, in 1996, known as the Health Insurance Portability and Accountability Act (HWAA) mandating the health industry to adopt, no later than 2002, national standards for electronic transactions in the delivery of health services and for privacy and security safeguards to protect access to citizen health information; and

Whereas local health departments and the Division of Public Health require a comprehensive technology plan endorsed by all public health stakeholders and the NCALHD and the Department of Health and Human Services have entered into a formal agreement to coordinate and oversee the development and implementation of this plan.

Therefore, the NCALHD wishes to express full endorsement of the following DPH expansion budget requests:

"Modernization of Public Health Data System," and

"Implement a HIPPA Compliant Enterprise Public Health Information System,"

by implementing a comprehensive public health information system with the following characteristics:

1. captures vital health information not currently captured
2. improves coordination of service delivery across jurisdictional boundaries
3. improves identification of public health risks across North Carolina
4. increases citizen access to public health services for all population groups
5. provides program outcome and financial analysis reporting
6. ensures confidentiality of and secure access to individual public health information
7. complies fully with federal HMPA regulations.



10/6/00 11:57 AM

MEMORANDUM OF AGREEMENT
BETWEEN THE DIVISION OF PUBLIC HEALTH
THE DIVISION OF INFORMATION RESOURCE MANAGEMENT
THE DIVISION OF ENVIRONMENTAL HEALTH
THE NORTH CAROLINA ASSOCIATION OF LOCAL HEALTH DIRECTORS

This Memorandum of Agreement (MOA) is established among the Division of Public Health (DPH) within the Department of Health and Human Services (DHHS), the Division of Information Resource Management (DIRM) within DHHS, the Division of Environmental Health (DEH) within the Department of Environment and Natural Resources (DENR), and the North Carolina Association of Local Health Directors (NCAALHD) for the purpose of developing an enterprise vision for the public health enterprise and an automation implementation plan to realize that vision. Both local and State hardware, software and other resource needs are to be addressed as part of this vision. The plan would involve all listed groups as full partners. Efforts conducted under this MOA must conform to both State Information Resource Management Council (IRMC) and Health Insurance Portability & Accountability Act (HIPAA) standards and procedures. This MOA replaces the previously approved HSMS-SC Charter adopted July 15, 1999 by the NCAALHD.

The efforts to be conducted under this MOA and its future revisions are divided into the following four (4) phases. A best attempt has been made to estimate time frames for completion of each phase based on current knowledge. However, circumstances may prevail that causes need to adjust these elapsed time frames. All parties shall be informed of these changes and shall approve of the need for these changes.

Phase I: Assessment.

During this phase all stakeholders (as identified by the co-chairs of the steering committee defined below) will develop a vision for the public health enterprise of the future. This vision will address the changing nature of local and state responsibilities, as well as the benefits that state of the art automation can bring to enabling that new vision. A high-level description of architecture supporting the vision will be developed. This phase is estimated to take approximately 3 to 4 weeks elapsed time. It will be led by an expert in business visioning approved by the Steering Committee (see below) and will consist primarily of facilitated sessions involving senior members of the stakeholder community.

Phase II: Understanding.

In this phase, the stakeholders will document the processes and information required to realize the new vision. The gap between the current and future processes, information and supporting automation will be examined in order to identify specific targets of opportunity (quick hits) and larger, foundation projects required to initiate implementation of the vision as quickly as possible. These potential projects will be prioritized, funding secured and initial projects approved. This will result in an **"Action Plan for the Public Health Enterprise"** (hereinafter "plan") to be approved by the Steering Committee. This plan shall include specific details for approval and sign-off of project deliverables including who has authority and at what points in time, including interim and final approvals. This plan shall also address local planning and resource issues including hardware and implementation requirements. This phase is estimated to take approximately four (4) months.

Phase III: Initiate.

As shown in Appendix I below, this phase initiates implementation of the action plan developed in Phase II. **Those quick hit and foundation projects classified as having the greatest urgency will be put on a fast track.** This phase will consist of multiple projects resolved into smaller modules for rapid, iterative delivery. This phase is estimated to take six (6) to twelve (12) months.

Phase IV: Accelerate.

When the first group of projects is nearing completion, the stakeholders will refine the public health enterprise vision and associated automation requirements. Based on then current priorities, the plan will be updated and a new round of quick hits and foundation projects begun. This is Phase IV. The same rapid fire, iterative delivery method adopted for Phase III will be followed. From this point forward, the public health enterprise should establish a regularly planned refinement to the enterprise vision and to the associated action plan.

This MOA as signed and dated on page 7 below covers only phases I and II above. This MOA will be revised during Phase II after the development of an agreed upon plan for Phase III.

Roles and Responsibilities:

Steering Committee

A. Purpose and Scope.

A Steering Committee shall be established (hereafter referred to as "the committee") to provide guidance on all issues pursuant to the efforts carried out under this MOA. This committee will serve as the executive-level committee

responsible for providing oversight to the Project Director and the Project Advisory Committee (see Figure 1). The committee will serve as a forum to set direction, share information, prioritize deliverables and resolve resource issues, including those resources required at both the local and State levels for implementation of these deliverables.

B. Steering Committee Functions.

1. Establish goals and approve budgets and timelines.
2. Review, approve, and monitor the project plans.
3. Define stakeholders and select project participants.
4. Review and approve project deliverables.
5. Make recommendations to the North Carolina Association of Local Health Directors Executive Committee, the Department of Health and Human Services and the Department of Environment and Natural Resources.
6. Facilitate the exchange and sharing of information regarding the public health enterprise vision and associated action plan with all North Carolina Local Health Departments, Alliances, Developmental Evaluation Centers, and other State and Federal Organizations.

C. Membership.

1. **Co-Chairs.** NCALHD President, the State Health Director and the Deputy Secretary DHHS will serve as Co-Chairs.
2. **Members.** The Co-Chairs shall appoint or dismiss committee members, except that the NCALHD President shall appoint all NCALHD and local health department members. The committee shall be comprised of ten voting members. In addition to the Co-Chairs, voting members shall include: DPH Director, DIRM Director, representative of DEH, representative of NCALHD Technology Committee and three representatives of local health departments.
3. **Decision Authority.** The committee shall strive to reach consensus on all issues. If consensus cannot be reached, decisions shall be reached through majority vote and the following voting rules shall apply. Voting privileges shall be extended to committee members only and cannot be designated to alternates. All votes require a quorum of six or more members and shall be appropriately documented in meeting minutes.
4. **Ex-officio Members.** Each Co-chair shall appoint or dismiss ex-officio members as required to serve the needs of the committee.

D. Chair Responsibilities.

1. Call and chair committee meetings.

2. Seek and represent consensus on issues relating to the public health enterprise vision and associated action plan to local, state and other stakeholders.
3. Establish working groups, as required, to support efforts carried out under this MOA.
4. Review and approve committee agenda submitted by the Project Director in consultation with the Project Advisory Committee.

E. Member Responsibilities.

1. Advise the co-chairs on issues relating to efforts carried out under this MOA.
2. Facilitate implementation of committee decisions.
3. Provide representation to working groups as required.

F. Operation.

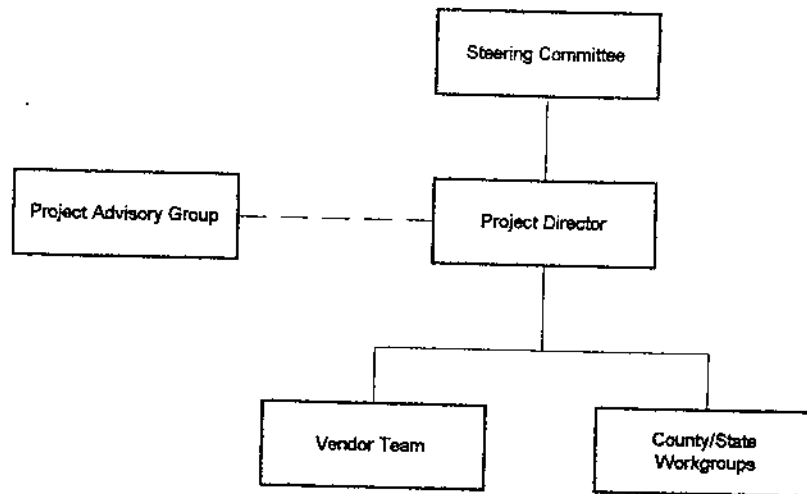
1. The co-chairs shall establish a regular meeting schedule.
2. The committee shall maintain records of decisions and assigned actions.
3. Decisions are made by majority vote of the committee.

G. Deliverables.

1. Summaries of the Steering Committee meetings will be prepared by the Project Director, reviewed by committee members, approved by the Co-Chairs and distributed to members and relevant stakeholders.
2. A Project Advisory Committee shall be formed. Members shall include members and ex-officio members of the former HSMS Steering Committee.

The following organization chart provides a high-level depiction of committee management and reporting relationships:

Figure 1. Management and Reporting Relationships.



North Carolina Association of Local Health Directors (NCALHD)

NCALHD shall provide the following:

- Co-Chair for the committee.
- Other representation on the committee (as appropriate).
- Seek appropriate funds to support efforts defined under this MOA.
- Coordination among local health departments, contracted care providers and others acting as stakeholders in efforts defined under this MOA.
- Interim approval of deliverables produced by efforts defined under this MOA.
- Medicaid maximization funds allocated by the NCALHD on 11/20/97. Authorization for use of these funds is to be made by the NCALHD.

Local Health Departments

Local Health Departments shall provide the following:

- Staff for work groups and other forms of participation in efforts defined under this MOA.
- Seek appropriate funds to support efforts defined under this MOA.
- Interim approval of deliverables produced by efforts defined under this MOA.

Department of Health and Human Services

DHHS shall provide the following:

- Two (2) co-chairs for the committee.
- Seek appropriate funds to support efforts defined under this MOA.

- Retain an amount of Medicaid maximization funding approved by the NCALHD in a protected interest bearing trust fund designated for public health.

Division of Public Health

DPH shall provide the following:

- Representation on the committee.
- Staff for work groups and other forms of participation in efforts defined under this MOA.
- Interim approval of deliverables produced by efforts defined under this MOA.
- Funds will be matched with the NCALHD as required to complete Phases I and II of this MOA.

Division of Information Resource Management

DIRM shall provide the following:

- Representation on the committee.
- Sign-off on the Project Director and other appropriate staff selected for efforts defined under this MOA.
- Sign-off on work plans and project timelines.
- Interim sign-off on deliverables produced by efforts defined under this MOA.
- Staff for work groups and other forms of participation in efforts defined under this MOA.
- Sign-off on architecture and technical design related to efforts defined under this MOA.
- Coordination of presentations to IRMC and other state bodies whose approval is required for efforts defined under this MOA.

Other Divisions of DHHS

Other divisions may be designated as participants in efforts defined under this MOA. Such divisions shall provide the following:

- Representation on the committee (as appropriate).
- Staff for work groups and other forms of participation in efforts defined under this MOA.
- Interim approval of deliverables produced by efforts defined under this MOA.

Division of Environmental Health

DEH shall provide the following:

- Representation on the committee.
- Staff for work groups and other forms of participation in efforts defined under this MOA.
- Interim approval of deliverables produced by efforts defined under this MOA.

Modification

This MOA will require modification during Phase II to encompass efforts defined by the “Action Plan for the Public Health Enterprise”. The parties to this Agreement concur that the MOA will be periodically reviewed and updated to reflect the necessary framework for effective and efficient implementation of that plan.

This Memorandum of Agreement is effective this ____ day of _____, 2000.

Thomas Bridges, Director, Henderson County Health Department
President, North Carolina Association of Local Health Directors

Dr. A. Dennis McBride, MD, MPH
State Health Director / Acting Director, Division of Public Health

Jim Edgerton
Deputy Secretary, Dept. of Health and Human Services

William S. Cox
Director, Division of Information Resource Management

Linda C. Sewall
Director, Division of Environmental Health

NORTH CAROLINA ASSOCIATION of LOCAL HEALTH DIRECTORS

An Affiliate of the North Carolina Association of County Commissioners

NCALHD LEGISLATIVE GOALS AND PRIORITIES 2001

September 19, 2000

1. Reunite at the state level the Department of Environment and Natural Resources Division of Environmental Health with the Department of Health and Human Services Public Health Division.
2. \$15.0 million to fund local core and essential public health services including assessment, policy development and assurance of services. Included also in this funding would be a thirteen county tier one demonstration project.
3. \$3.75 million to continue Healthy Carolinian funding to support local partnerships, mobilize resources to address North Carolina's Health Objectives for 2010, to coordinate county level assessment and health and safety initiatives.
4. It is generally recognized that computer technology is one of the crucial foundations for efficient and effective operation of any large system of human service delivery programs. There are now more than twenty-five distinctly different, fragmented public health information systems employed in providing and managing public health services among the county health departments and developmental evaluation centers across the state. The NCALHD supports and will actively pursue the development of a joint state/local public health management information system with technical and management responsibilities lodged with the state.
5. Concentrated Animal Feedlot Operation (CAFO) to be recognized as a business rather than as an agricultural operation.

27

President
Thomas D. Bridges, MPH
Henderson County Health Department
1347 Spartanburg Highway
Hendersonville, NC 28792
Tel. 828-692-4223
Fax: 828-697-4709
NC Courier #06-92-01

President Elect
Tim Green, MPA
Alamance County Health Department
319 B Graham-Hopedale Road
Burlington, NC 27217
Tel. 336-513-5514
Fax: 336-570-6746
NC Courier #17-42-02

Vice President
Wayne Raynor, MPH
Harnett County Health Department
307 Cornelius Harnett Boulevard
Lillington, NC 27546
Tel. 910-814-0351
Fax: 910-893-9429
NC Courier #14-73-01

Secretary Treasurer
James R. Baluss, M.A.
Edgecombe County Health Department
2909 Main Street
Tarboro, NC 27886
Tel. 252-641-7511
Fax: 252-641-7565
NC Courier #07-50-01

Past President
Margaret B. Dolar, M.Ed.
Lincoln County Health Department
151 Sigmon Road
Lincolnton, NC 28092
Tel. 704-736-8634
Fax: 704-732-9034
NC Courier #09-02-04