

Subcommittee Sessions
Monday, April 24, 2017, 8:00 a.m.
Second Floor Meeting Room, Government Center

Finance and Personnel Subcommittee
Commissioners Beatty and Hunsucker

1. Environmental Health Specialist Position Request. *Presented by Public Health Director Doug Urland.*
2. Electronic Medical Records (EMR) System. *Presented by Health Director Doug Urland.*
3. Building Services Official III Position Request. *Presented by Utilities and Engineering Director Barry Edwards.*

Policy and Public Works Subcommittee
Commissioners Barnes and Butler

1. House Bill 630 Water Lines for Property Owners Within a One-Half Mile Radius of Marshall Steam Plant Coal Ash Basins. *Presented by Utilities and Engineering Director Barry Edwards.*

Other items for Monday, May 1, 2017, 9:30 a.m. Board of Commissioners Meeting

1. Public Hearing on Economic Development Agreement with Room & Board, Inc.
2. Tourism Month Proclamation.
3. Community Child Protection & Fatality Prevention Team Update

Distribution

Board of Commissioners
County Attorney
County Manager
Chief Financial Officer
Assistant County Manager Dewey Harris
Assistant County Manager Mary Furtado
County Clerk
Director of Planning and Parks
Emergency Services Director
Human Resources Director
Director of Utilities and Engineering
Budget and Management Director
Communications and Marketing Director

MEMORANDUM

To: Finance and Personnel Subcommittee

From: Douglas W. Urland, Public Health Director

Date: April 24, 2017

Subject: Environmental Health Specialist Position Request

Requested/Proposed:

In an effort to build back the Environmental Health Division and meet the continuing community demands, the Public Health Director respectfully requests the Finance and Personnel Subcommittee recommends the approval of a new Environmental Health Specialist position (a net increase of 1.0 FTE) for the On-Site Water Protection division in the current fiscal year. Public Health will utilize approximately \$4,800 from funds remaining in the Special Contingency to cover projected costs of this position.

Background/Review:

Over the last five years, Public Health has decreased staff positions considerably due to a combination of decreased workload and budget constraints. In Environmental Health two (2) field positions were eliminated. One position was added back with the hiring of a new On-Site Water Protection (OSWP) team member in January 2016. Currently, we have eight field staff to perform all necessary inspections, etc. in the county. To assist the EHS, our two Environmental Health Supervisors are now performing field work, inspections, and complaint investigations along with their administration duties.

Beyond the staffing reductions, Environmental Health has sustained increased demand for services in the Food, Lodging, Sanitation and On-Site Water Protection areas. In Fiscal Year 2015-2016, the area of OSWP permit issuance times increased nearly 300% when compared to Fiscal Year 2013-14. Environmental Health has a goal of processing 92% of all permits within 10 business days of receiving the application. Through the month of February, 78% (337 of 432) of applications year-to-date were processed within the 10-day window, which is well below the 92% target. During the month of February, the County received 96 applications for well or septic permits, the highest number of monthly applications received in the last 2 years. Increasing volume coupled with site complexity and the demands of making multiple site visits to a site in order to issue a permit continue to negatively affect turn-around times. All of these factors directly impact the permitting time and slow down our process as we welcome an increase in building/renovation activity in our community.

Recommendation:

Staff requests the Finance and Personnel Subcommittee recommends the Board of Commissioners approve a new Environmental Health Specialist position (a net increase of 1.0 FTE) for the On-Site Water Protection division in the current fiscal year. Public Health will utilize approximately \$4,800 from funds remaining in the Special Contingency to cover projected costs of this position. The total cost of this position will be included in the proposed FY 17/18 Budget.

cc: Jennifer Mace, Budget Manager
Cynthia Eades, Human Resource Director

"Leading the Way to a Healthier Community"

MEMORANDUM

To: Finance and Personnel Subcommittee

From: Douglas W. Urland, Public Health Director

Date: April 24, 2017

Subject: Electronic Medical Records (EMR) System

Requested/Proposed:

Staff requests the Finance and Personnel Subcommittee recommends:

- a) The Board of Commissioners appropriates \$88,874 from Special Contingency set aside from the sale of Home Health to fund the purchase of an Electronic Medical Records (EMR) system; and
- b) Authorize the County Manager to execute a contract with Cure MD, Inc., the provider of the EMR system selected by the EMR project team.

Background/Review:

The NC Division of Medical Assistance is requiring that all Medicaid providers have an EMR system selected and fully implemented by February 2018 in order to continue to receive Medicaid payments for services rendered. Over the past year, Public Health formed an EMR team consisting of several key staff, as well as two project management staff from the IT department. This team's purpose was to research and select an EMR vendor which would replace Public Health's current practice management system, Insight. Insight is server-based software based on the Microsoft SQL Server 2008R2 platform. Microsoft has announced 07/09/2019 as the 'end of support' date for SQL Server 2008R2, which includes ending security updates. Insight will not function using a newer version of SQL Server and Netsmart is not going to update Insight to do so.

The State of North Carolina has mandated that all Medicaid providers have the capability to interface with a State or regional Health Information Exchange (HIE) by February 2018. Since Public Health currently uses paper medical records, our agency knew it would need to have an EMR in place sometime in late 2017. The EMR team researched several approved vendor systems, viewed several EMR demonstrations, interviewed staff in other counties on the pros and cons of various systems and reviewed an extensive needs list to ensure the system selected could meet the requirements of Public Health. The vendor selected through these processes is Cure MD Inc.; this vendor is used in many counties throughout NC.

With the selection process complete, Public Health now moves to the implementation process. The first step is the purchase of the EMR system and the related training and hardware costs. A final quote has been received from Cure MD. This quote totals \$88,874 and has been approved by the Purchasing Department. Public Health will soon be ready to move ahead with this purchase once the contract is finalized. With the finalization of the contract, Public Health will be able to receive \$20,000 in State allocations to assist with system costs.

Public Health recently completed a strategic plan to guide its focus moving into the future. One of the strategic plan's goals is to optimize billable, fee-based, and participation-based service provision. Implementation of EMR is explicitly included as an action step critical to achieving the goal of optimizing revenues. As such, this request is in alignment with the overarching strategic plan.

"Leading the Way to a Healthier Community"

Recommendation:

Staff recommends the Finance and Personnel Subcommittee recommends:

- a) The Board of Commissioners appropriates \$88,874 from Special Contingency set aside from the sale of Home Health to fund the purchase of an Electronic Medical Records (EMR) system; and
- b) Authorize the County Manager to execute a contract with Cure MD, Inc., the provider of the EMR system selected by the EMR project team.

cc: Jennifer Mace, Budget Manager
Mary Morrison, IT Business Operations Manager

MEMORANDUM

TO: Finance and Personnel Subcommittee

FROM: Barry B. Edwards, Director of Utilities and Engineering

DATE: April 24, 2017

IN RE: Building Services Official III Position Request

REQUEST

Staff requests the Finance and Personnel Subcommittee recommends the Board of Commissioners approve:

1. A new Building Services Official III position and associated expenses; and
2. A Budget Revision in the amount of \$47,341.

BACKGROUND

As you will recall, it wasn't that long ago that we were experiencing inspection scheduling delays that ranged from two (2) to seven (7) working days. In January 2016, the Board approved 5 Building Services' FTEs to address significant increases in development activity and the subsequent delays in scheduling of inspections. Those positions brought the average number of inspections per inspector per day down from a six-month average of 16.45 in December 2015 to an average of 10.36 in July 2016, when the new hires were able to perform inspections independently. In order to stay in front of the currently burgeoning demand for service and not fall back into a multiple day delay in inspection scheduling, staff is recommending the immediate addition of a Building Services Official position.

The average number of inspections per inspector per day is now climbing back up, reaching an average of 11.86 in March with a high of 16.75 on March 14th. We are now experiencing significant growth and increasing demand for service on our Building Services Division. These new demands are being driven through attrition by the April 28th retirement of Derrell Bentley, a highly experienced BSO III, and through increased construction activity including the Bridgewater development in Sherrills Ford (D.R. Horton pulled 31 additional building permits last week alone), Highland Park Apartments, Maiden Police Station, Piedmont Plastic Surgery, Lenoir Rhyne University apartment complex, Sherrills Ford Publix, Claremont Medical Office Building, and the up fit of the DAE building, just to name a few.

In January 2016, the Board instructed staff to request additional positions when demand increased to 14 inspections per inspector per day. We are now experiencing increased demand and expect the inspections per inspector per day to reach 14 in the next few months. Additionally, the lack of qualified and experienced inspectors in the available workforce remains an issue across the state. The demand for these positions is high, as evidenced by Mecklenburg County's recent openings for over 30 inspector positions. We have been able to hire new Building Services Officials (field

inspectors) in the last 12-15 months, but they had minimal to no experience and no certifications. Due to their inexperience and lack of certification, new hires generally require 18 to 24 months of education and experience before they are able to make a significant impact in daily operations.

Cost/Expense

The annual salary and benefits for a Building Services Official III is approximately \$67,957. A County vehicle and operational costs which includes uniforms, code books, OSHA and personal protective equipment, cell phone, jetpack wireless modem for internet connection, I-pad, printer and wiring harness, and various hand tools used during inspections totals \$42,271. For the remainder of fiscal year 2016/17, it is anticipated that the new requested position can be filled by June 1st.

Funding

A budget revision is required to fund one month of salary and benefits, a County vehicle, and operational costs which includes uniforms, code books, OSHA and personal protective equipment, cell phone, jetpack wireless modem for internet connection, I-pad, printer and wiring harness, and various hand tools used during inspections. The cost for salary and benefits for one month is \$5,070 and operational costs including a vehicle and related expenses total \$42,271. At this time, staff is projecting Fiscal Year 2016/17 Building Services revenue to be approximately \$200,000 over budgeted revenue which is more than adequate to cover the additional expenses for the fiscal year.

RECOMMENDATION

Staff recommends the Finance and Personnel Subcommittee recommends the Board of Commissioners approve:

1. A new Building Services Official III position and associated expenses; and
2. A Budget Revision in the amount of \$47,341.

Appropriations:

Revenue:

110-430100-662000	\$47,341
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Expense:

110-430100-812100	\$ 4,060
Regular Wages	
110-430100-821100	\$239
FICA	
110-430100-822100	\$237
Retirement	
110-430100-823100	\$494
Health Insurance	
110-430100-823300	\$26
Dental Insurance	
110-43100-823600	\$9
Long Term Disability	
110-430100-825500	\$6

Short Term Disability	
110-430100-831090	\$1,650
Other Misc Operating	
110-430100-831015	\$500
Uniforms	
110-430100-833015	\$1,656
OSHA Equipment	
110-430100-841020	\$130
Training Education	
110-430100-841025	\$80
Certificates Costs	
110-430100-841500	\$38
Air Card Service	
110-430100-841505	\$600
Telephone Service	
110-430100-870100	\$1,325
Small Tools & Minor Equipment	
110-430100-870150	\$1,449
Minor IT Equipment	
110-430100-984000	\$32,343
Vehicles & Accessories	
110-430200-841060	\$2,500
Banking charges	

MEMORANDUM

TO: Policy and Public Works Subcommittee

FROM: Barry Edwards, PE, Utilities & Engineering Director

DATE: April 24, 2017

IN RE: House Bill 630 Water Lines for Property Owners Within a One-Half Mile Radius of the Marshall Steam Plant Coal Ash Basins.

REQUEST

Staff requests the Policy and Public Works Subcommittee recommends the Board of Commissioners approve a contract with Duke Energy to provide public waterlines to unserved properties within one-half mile of Marshall Steam Station's coal ash basins.

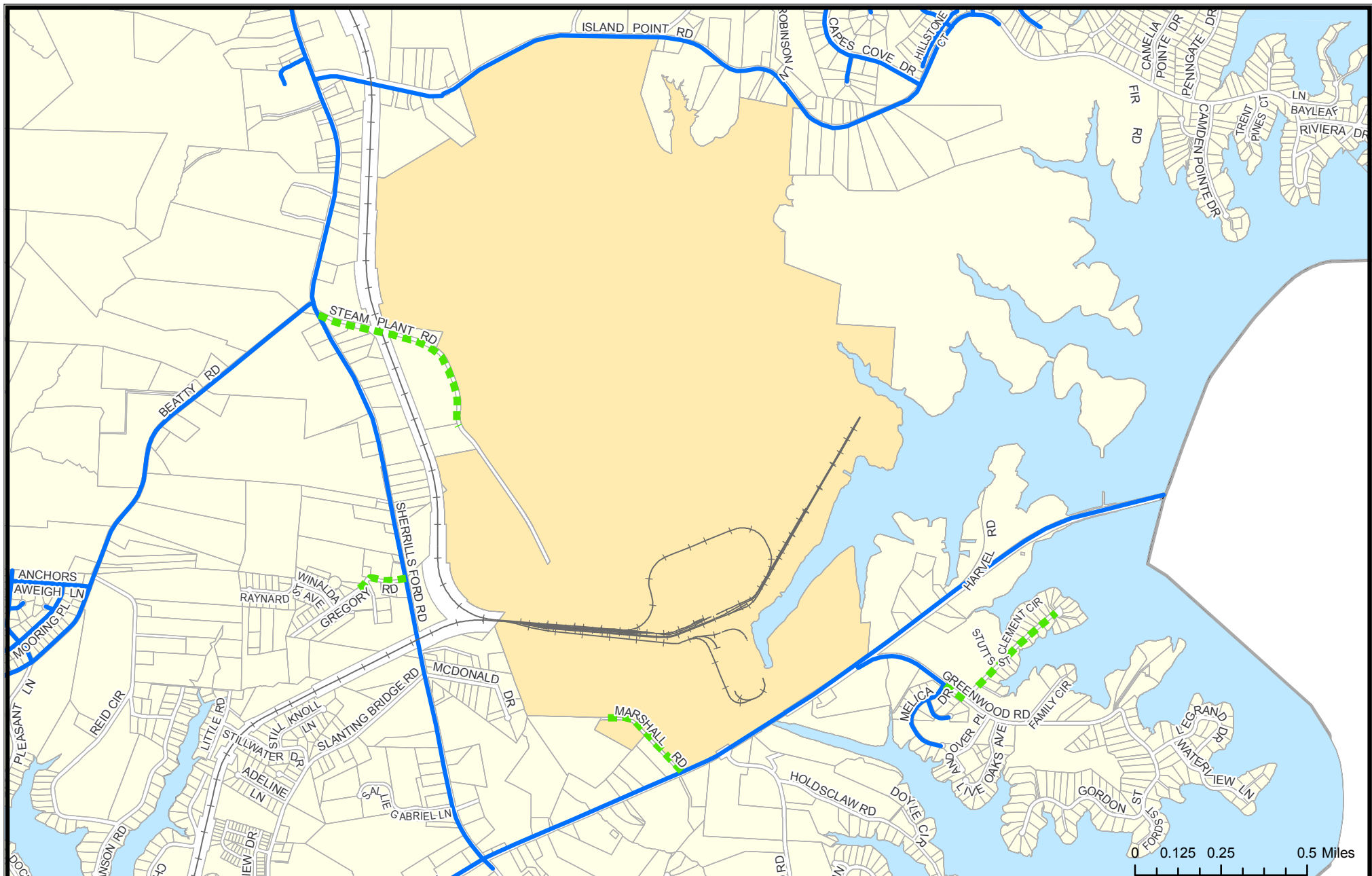
BACKGROUND

In July 2016, then Governor Pat McCrory signed into law a bill requiring owners of coal ash basins to supply permanent water solutions to all properties within one-half mile radius of the basins. This bill includes Duke Energy's Marshall Steam Station. Since the signing of the law, Catawba County and City of Hickory utility staff has met with Duke Energy and its consulting engineers, Dewberry Engineering, to determine how public water can be supplied to the households affected by the legislation. The households receiving public water must be connected by October 2018.





Catawba County staff and Duke Energy have now agreed to contract terms and are ready to move forward with the design and construction of a permanent water solution for the affected properties. The terms of the contract give Catawba County control of the project with Duke Energy reimbursing the County for all project-related expenses, including design and construction. Catawba County is in the RFQ process for selecting an engineering firm for design and construction administration. The County, in conjunction with City of Hickory, will design and construct the new waterlines. Once construction is complete and the new water lines in service, Duke Energy will fund the connection of each eligible household. The total estimate for the project is \$2,500,000 and is included as a project in the upcoming FY 2017/18 budget. As the County pays invoices from engineering firm and contractor, staff will likewise submit reimbursement requests to Duke Energy.

RECOMMENDATION

Staff recommends the Policy and Public Works Subcommittee recommends the Board of Commissioners approve a contract with Duke Energy to provide public waterlines to unserved properties within one-half mile of Marshall Steam Station's coal ash basins.



Duke Energy Water Project

-  Railroad
-  Waterlines - Proposed
-  Waterlines - Installed
-  Marshall Steam Station



This map product was prepared from the Catawba County, NC, Geographic Information System. Catawba County has made substantial efforts to ensure the accuracy of location and labeling information contained on this map. Catawba County promotes and recommends the independent verification of any data contained on this map product by the user. The County of Catawba, its employees and agents disclaim, and shall not be held liable for any and all damages, loss or liability, whether direct, indirect or consequential which arises or may arise from this map product or the use thereof by any person or entity.

Date Saved: 4/18/2017

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