

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
January 12, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; Anthony Fisher; Ben Lamm; Kelvin Phillips; Linda Schieve; Hooper Williams
Members Absent	PJ Boatwright
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Angela Leopard, Business Officer Anita Glance, QA/QI Coordinator Jim Boyer, Environmental Health Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infant Children) Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Ms. Lamm made a motion; Dr. Fisher seconded a motion to approve the consent agenda. The vote was unanimous.

III. Public Comments (None)

IV. Health Director Report

1. The full-scale medical countermeasures exercise is scheduled for January 25-26, 2016. This is a requirement of local public health departments every 5 years. The planning and collaboration has been extensive over the past 6 months, but all indicators point to an engaged and positive exercise.
2. On January 25, 2016, county leadership has scheduled a meeting to discuss and review improvements to the safety plans and measures for the Community Services Building.
3. Dialogue and negotiations are resuming post-holiday with DMA regarding the Medicaid Cost Settlement payment delays.
4. Local and regional meetings are occurring with county leadership teams and Smoky Mountain LME. Locally, Smoky will meet with Transylvania County leadership and key department heads January 15, 2016, to discuss service and access to mental health/substance abuse/developmental disability services within the county. Regionally, Smoky will meet with Region 1 and 2 health directors on January 14, 2016, to discuss service needs being identified through public health programs and the Community Health Assessment (CHA) process.
5. The next strategic plan for the agency will be developed mid to late CY2016, and a final review of the current strategic plan will also occur. It will be an internal development process by agency staff and the BOH.

6. All county stakeholders to the “State of the Young Child Report” will convene on January 27, 2016, to discuss strategies, collaboration, and opportunities to respond to the report.

V. Old Business

1. Medical Counter Measures Exercise Update

Ms. Glance gave an update on the medical countermeasures exercise and the requirements the health department must meet during the exercise.

VI. New Business

1. Budget Briefing FY 16-17

- a. Personnel: No new personnel positions will be requested in FY16-17. However, if the new Fair Labor Standards Act (FLSA) is enacted, the agency has seven exempt positions that will be impacted. The interpretation of the new FLSA ruling for the county pay plan will be determined by county administration. It affects pay to exempt employees with salaries less than \$50,440. Possible solutions include creating a new minimum salary of \$50,440 for all exempt employees OR retaining the existing salary plan, creating a new employment designation of “salaried non-exempt,” and paying overtime to employees with salaries below \$50,440.
- b. Capital: The agency must consider addressing part of the vehicle fleet at this time. Administrative and clinical services share two cars. The cars are deferred to school nursing and clinical/WIC staff the majority of the time. Administration generally relies on the county car pool or a personal vehicle and would benefit from the availability of a third car. Environmental health has an aging vehicle fleet that has recently required several repairs; three vehicles require replacement consideration at this time.

Vehicle	Year/Mileage	Issues	Recommendation
HD4 Ford Ranger Truck 4WD	2001/ 91,216 miles	Airbag/ABS warning light will not reset; paint peeling	Replace
HD11 Ford Explorer 4WD	2000/ 100,916 miles	Internal engine repair of cam phase actuator	Replace
HD9 Ford Ranger Truck 4WD	1999/ 109,080 miles	4WD engagement and valve train issues	Replace
HD 15 Ford Escape 4WD	2008/ 49,190 miles	None	Ok status
HD1 Ford Fusion	2012/ 18,160 miles	None	Ok status

The recommendation is to purchase four new vehicles to replace HD4, HD11, and HD9, and add a third car to the clinical/administrative pool. A 2016 Ford Escape 4WD has a net price of \$26,730. The estimated cost for four vehicles is \$106,920.

- c. Operating: The agency would like to install cabinets and countertops in the vacant clinical chart room to increase storage and workspace for staff. The estimated cost is \$4,326.59.
- d. Software: The agency would like to secure basic data entry rights for environmental health to access the Automated Results software used by the county building and permitting department. This would improve data sharing and analysis between the departments related to on-site wastewater and drinking water wells. The estimated cost is \$3,500.
- e. Revenue Points: The Medicaid Cost Settlement remains unresolved at the state level. In past years, the agency budgeted \$100,000 of anticipated Medicaid Cost Settlement as a source of revenue. I would not advise budgeting Medicaid Cost Settlement for FY15-16.

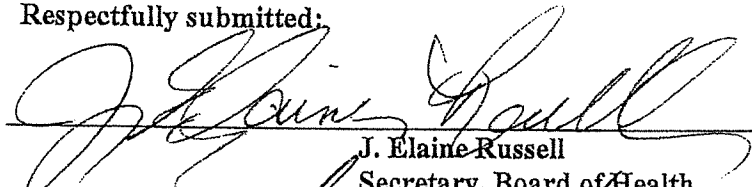
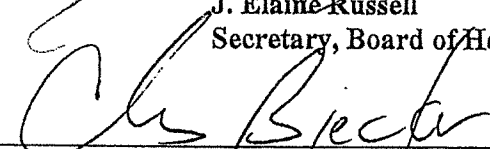
2. Lyme Disease Presentation

Ms. Russell presented information on Lyme disease and the significance to our region. Dr. Williams has requested more information and discussion at a later meeting.

VII. Adjournment

Meeting adjourned 7:00 p.m. Mr. Lamm made a motion to adjourn; Dr. Fisher seconded the motion to adjourn. The vote was unanimous.

Respectfully submitted:

 _____ J. Elaine Russell Secretary, Board of Health	 _____ Chris Biecker Chair, Board of Health	Date <u>2/9/16</u> 2-9-2016 Approved Date
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Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
February 9, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; Anthony Fisher; Ben Lamm; Linda Schieve; Hooper Williams
Members Absent	Kelvin Phillips
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Angela Leopard, Business Officer Anita Glance, QA/QI Coordinator Jim Boyer, Environmental Health Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infants Children) Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Mr. Lamm made a motion to approve the consent agenda; Dr. Fisher seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director Report

1. The full-scale medical countermeasures exercise was rescheduled to February 23-24, 2016, due to the snow storm.
2. The meeting to review and discuss safety/security improvements for the Community Services Building was rescheduled to February 22, 2016 due to the snow storm.
3. The agency was awarded a \$2,500 grant from Delta Dental to support the screening and education efforts of the agency's dental hygienist.
4. St. Phillip's Episcopal Church awarded the agency a \$2,000 grant for client support in maternal and child health case management.
5. Budget worksheets have been released to the department heads, with an anticipated return date of March 4, 2016.
6. The mediation of the North Carolina Association of County Commissioners (NCACC) appears to have helped the local public health dialogue with DMA regarding the Medicaid Cost Settlement. The NCACC has begun educating North Carolina congressional delegations about the issue, should advocacy to CMS be necessary. The State Plan Amendment (SPA) requesting to keep the calculation metric of "paid charges" will be submitted to CMS on February 15, 2016. This affects cost settlements moving forward. The final attestation was signed for FY13-14 and indicates an anticipated payment of \$73,402.

7. Smoky Mountain Mental Health did meet with Transylvania County leadership and WNC health directors. Local service numbers were provided at the county meeting. Although the data notebook provides some insight, it remains unclear where Transylvania County stands in the Smoky service area for allocation of resources and services.

V. Old Business

VI. New Business

1. 2015 Communicable Disease Report

Ms. Russell gave the communicable disease report for 2015. Dr. Boatwright asked for clarification on some of the figures and the way they were reported. Ms. Russell will have the internal report format changed so better communicate the report outcomes.

2. 340B Pharmaceutical Supply Fee Adjustments

Ms. Russell presented information on the new regulatory requirements for the 340B fee schedule. Ms. Russell requested an approval of the new fee schedule. Mr. Lamm made a motion; Dr. Boatwright seconded the motion. The vote was unanimous.

3. Review of Health Director's Job Description and Plan for Performance Review

Ms. Russell reported the timing for the annual review of the health director's job description and planning of the annual performance review. She expressed concern for the obligation of HIPPA and suggested that there be further discussion. Mr. Biecker will contact the board to schedule.

4. Annual Policy Review

Ms. Glance presented the annual review of the administrative manual policy and the operating procedures for board of health. Mr. Biecker requested an approval of the current administrative policy and operating procedure as presented by Ms. Glance. Dr. Boatwright made a motion; Dr. Fisher seconded a motion to approve the administrative policy and operating procedure.

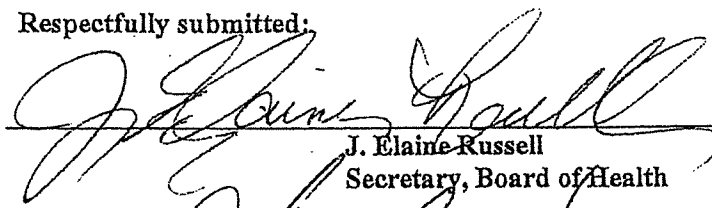
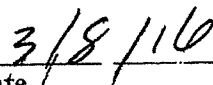
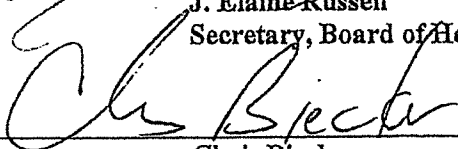
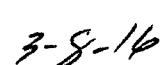
5. Zika Presentation

Ms. Russell gave a presentation on the Zika virus and how it currently affects local health departments. She will continue to keep the board up to date as more information is given to the local departments.

Adjournment

Mr. Lamm made a motion to adjourn; Dr. Fisher seconded the motion to adjourn. The vote was unanimous. Meeting adjourned 7:05 p.m.

Respectfully submitted:

	
J. Elaine Russell	Date
Secretary, Board of Health	
	
Chris Biecker	Approved Date
Chair, Board of Health	

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
March 8, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatright; Anthony Fisher; Kelvin Phillips
Members Absent	Ben Lamm; Linda Schieve; Hooper Williams
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Angela Leopard, Business Officer Anita Glance, QA/QI Coordinator Jim Boyer, Environmental Health Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infants Children) Program Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Fisher made a motion to approve the consent agenda; Mr. Phillips seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The agency's understanding of Zika is an on-going process as additional data emerges. The agency is using the CDC recommendations on travel and personal protection. Laboratory specimens for Zika should be collected and initially processed in a BSL II laboratory environment. The agency is referring any requests to the hospital.
2. An outbreak of mumps is occurring in Iredell and Mecklenburg counties.
3. Ebola planning funds have received federal approval for transition to Zika planning funds. This will benefit the agency by allowing for the development of a broad mosquito education program and staff skills for the identification of mosquitos. Brian Byrd, PhD, mosquito expert at Western Carolina University is collaborating with the agency on this task. North Carolina Cooperative Extension will also serve as a partner in the endeavor.
4. The State Public Health Laboratory has established testing capacity for Hepatitis C through recent equipment upgrades. The Communicable Disease Division is initiating Hepatitis C screening of high risk persons in western North Carolina as a pilot project. Individuals with a current or past history of intravenous drug use or with a HIV diagnosis are eligible for the screening. Funds for the pilot project are limited. The regional kick-off meeting will be held at MAHEC on March 10, 2016.
5. The security plans for the Community Services Building are moving forward and should be

implemented by the summer. All public entry will be shifted to the staffed DSS lobby through a single entrance. Other doors will be equipped with county identification badge readers or alarm bars. A signage plan is under development to support the changes. Additional assessment and training will occur related to staff response to aggressive/hostile situations within the building.

6. As health director, I will be serving as chair of the Young Child Taskforce Workgroup for Health/Mental Health/Substance Abuse.

V. Old Business

VI. New Business

1. Election of BOH Officers

Chris Biecker was nominated to continue serving as chair. Dr. Boatwright was nominated as vice chair. Chair Biecker requested an approval of elected officers. Dr. Fisher made a motion to elect the officers; Mr. Phillips seconded the motion. The vote was unanimous.

2. Presentation of FY16-17 Health Department Budget

Ms. Russell presented the proposed budget for fiscal year 2016-2017 and requested an approval of the proposed budget. Dr. Boatwright made a motion to approve the budget as presented; Dr. Fisher seconded the motion. The vote was unanimous.

3. Summary of Medical Counter Measures Exercise

Ms. Russell reported a final summary of the medical countermeasures exercise that took place on February 24, 2016.

4. Update on Health Director Evaluation Plan

Ms. Russell presented information on the annual health director performance evaluation. Mr. Biecker will contact Ms. Russell to schedule a time to complete the evaluation.

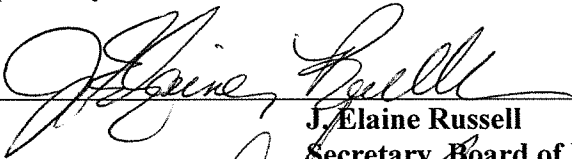
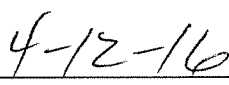
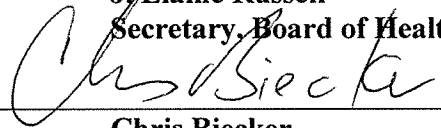
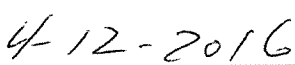
5. Reclassification of C.A.R.E. Position

Ms. Russell requested that the vacant Substance Abuse Prevention Specialist position be reclassified as a Public Health Educator I. Mr. Phillips made a motion to approve the reclassification; Dr. Boatwright seconded the motion. The vote was unanimous.

Adjournment

Dr. Boatwright made a motion to adjourn; Dr. Fisher seconded the motion. The vote was unanimous. Meeting adjourned 6:55 p.m.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
April 12, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; Lawrence Cull; William Dalton; Ben Lamm; Kelvin Phillips; Linda Schieve; Linda Tomkins; Hooper Williams
Members Absent	Anthony Fisher
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Angela Leopard, Business Officer Jim Boyer, Environmental Health Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infants Children) Program Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director Karen Gorman, CARE Program Director
Others Present	

Oath of new officers was administered and recorded.

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Lamm made a motion to approve the consent agenda; Mr. Phillips seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The agency is focused on wrapping up the state program contract addendum for FY15-16 and finalizing the numbers/goals for the FY16-17 contract addendum.
2. The FY16-17 budget was presented to county administration for review and consideration.
3. Mr. Biecker initiated the Health Director annual performance review and the process will be completed by early May.
4. Environmental Health business accelerated the past month with multiple failing system complaints, commercial food/lodging plan reviews, and the spring rush of on-site/well applications. The agency will need to monitor requests for service to anticipate future needs.
5. The 2nd Annual Summer Camp Communicable Disease Education Program will be offered April 19th and 21st. The program is designed to provide camp owners with current information on communicable disease trends and best practices for preventing the spread of communicable disease. A large number of camp staff and camp participants are international.
6. The agency participated in the Department of Justice/Drug Enforcement Agency's Regional Heroin Summit in Asheville. The meeting contained law enforcement, mental health, and health care. It was an excellent overview of the complex dynamic of supply, demand, and response. We were able to identify several contacts and resources for future use in the community.

V. Old Business

VI. New Business

1. Mosquito Surveillance Update

Ms. Russell presented information on a new agreement addendum that will focus on mosquito surveillance across the state. Health department staff along with staff from partnering agencies attended a workshop training at Western Carolina University in early April.

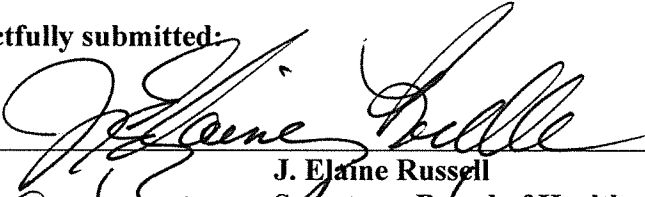
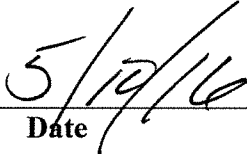
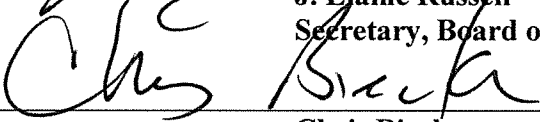

2. CARE Grant Update

Ms. Gorman presented an update on the new items the CARE coalition is working on in the community. There is more collaboration with the ABC board and local law enforcement to address both substance abuse and underage drinking.

Adjournment

Dr. Boatwright made a motion to adjourn; Dr. Lamm seconded the motion. The vote was unanimous. Meeting adjourned 6:57 p.m.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
May 10, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; Lawrence Cull; William Dalton; Ben Lamm; Kelvin Phillips; Linda Schieve; Linda Tomkins; Hooper Williams
Members Absent	Anthony Fisher; Kelvin Phillips
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Angela Leopard, Business Officer Jim Boyer, Environmental Health Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infants Children) Program Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director Anita Glance, QA/QI Coordinator
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Lamm made a motion to approve the consent agenda; Ms. Schieve seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The following program monitoring/audits have been scheduled for the agency:
 - a. WIC: May 10-12
 - b. Immunization: May 24
 - c. Administrative: June 6
 - d. Family Planning: June 21-22
2. The agency has encountered on-going concerns with the Transylvania Regional Hospital Emergency Department regarding utilization of CDC standards for assessment and treatment of communicable diseases and sexually-transmitted diseases. After reaching out to Mission Health Systems Administration via County Manager Jaime Laughter, communication has been established and a meeting will be held to develop a corrective action plan. The complete turnover of the TRH leadership team complicated initial communications regarding the agency's concerns.
3. The C.A.R.E. Coalition, by virtue of their Drug Free Communities federal grant receipt, was eligible to submit an application for an additional 5-year, \$50,000-per-year federal grant to address community alcohol awareness and education. The grant, if received, would facilitate point-of-sale compliance checks and outreach to address underage drinking.
4. N.C. Senate Bill 794 supporting syringe exchange programs was sponsored by Republican

Stan Bingham (Davidson and Montgomery Counties). This follows a national trend of states introducing similar legislation in an effort to address increasing numbers of communicable diseases (HIV, syphilis, hepatitis C) connected to injection drug use.

5. N.C. Senate Bill 779 / House Bill 1005 will limit or “gag” state and local health departments and local boards of health from issuing health advisories on private wells and public water systems where there are documented contamination levels that have been established by state or federal law or for state-led investigations of contamination that presents a threat to public health. This bill will eliminate public health assessments and/or community engagements for site investigations. If the bill passes, public health will find itself unable to issue health advisories on private wells and public drinking supply systems. This sets a very bad precedent for public health in North Carolina, and stands in opposition to public health’s mission of protecting the public, which includes protection from contaminated water.
6. N.C. Senate Bill 138 / House Bill 197 may be modified to reflect emerging science that recognizes the use of a rabies booster shot in lieu of the 6-month quarantine for an exposed dog/cat with an expired documented rabies vaccination. An exposed dog/cat with a stated history of vaccination but no documentation can receive a booster, but is subject to a 4-month quarantine. This is in accordance with the *Compendium of Animal Rabies Prevention and Control, 2016*, issued by the National Association of State Public Health Veterinarians, Inc.
7. The N.C. Division of Public Health, Office of Public Health Preparedness and Response issued the final approval for the agency’s medical counter measures exercise planning and after-action reports. The state also requested permission to use the documents as a model to other counties.
8. The “2016 Summer Camp Communicable Disease Education Program” was attended by 10 camps. It will continue to be offered each year in support of communicable disease education to community partners.
9. In support of County Manager Laughter’s upcoming maternity leave, David McNeill, Anna Yount, and Ms. Russell will help cover county commissioner meetings this summer.

V. Old Business

VI. New Business

1. Fiscal Report

Ms. Russell presented the agency’s year-to-date revenue and expenditure trends. All revenues were reported as meeting or exceeding projection. All expenditures for operating were reported to be below projections, due to staff efficiencies and conservative spending.

2. Electronic Records and Imaging Policy Update

Ms. Russell presented an update on a new electronic records and imaging policy that is currently being drafted. In FY14-15, the agency transitioned to the Patagonia electronic health record (EHR) platform. As part of the consolidation process, all paper medical charts were shipped to One Source Document Solutions for scanning and storage. The scanned images are used in conjunction with the EHR. The paper medical charts are in storage until August 2016, at which time they will be transferred to the on-site incinerator for final destruction. Storage of records for one year is recommended to allow adequate time to identify and correct any imaging quality and indexing concerns. No problems were identified, aside from a cumbersome indexing style for the immunization master cards. The

agency has been communicating with the N.C. State Archives to ensure that proper agency policies are developed related to electronic records/imaging. The appropriate request for disposal forms are filed with the N.C. State Archives.

3. County Suicide Data and Resources

Ms. Rybka presented data on suicide in Transylvania County as compared to the state and nation, as well as information on related topics as presented in the county's 2015 Community Health Assessment. She mentioned resources developed by the state on best practices for reducing suicide, which were shared with members of the Board of Health.

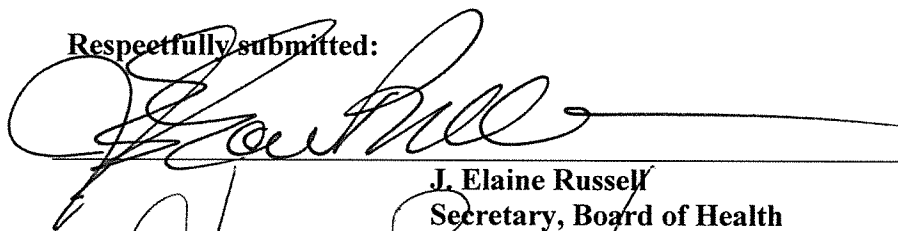
4. Health Director's Annual Evaluation

The Board of Health entered into closed session to finalize Ms. Russell's annual performance evaluation.

Adjournment

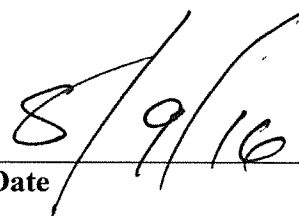
Dr. Boatwright made a motion to adjourn; Ms. Schieve seconded the motion. The vote was unanimous. Meeting adjourned 6:55 p.m.

Respectfully submitted:




J. Elaine Russell
Secretary, Board of Health

Date



Chris Biecker
Chair, Board of Health



Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
August 9, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; William Dalton; Anthony Fisher; Ben Lamm; Kelvin Phillips; Linda Schieve; Linda Tomkins; Hooper Williams
Members Absent	Lawrence Cull
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Anita Glance, QA/QI Coordinator
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Lamm made a motion to approve the consent agenda; Mr. Phillips seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. Leadership team members who participated in the NACCHO 2016 conference had a great experience.
2. The program monitoring reviews were very successful for the agency this summer.
Highlights:
 - WIC Monitoring – 5/10/16 – 5/12/16; good report, the few corrective actions relate to documentation in CrossRoads (electronic record for WIC)
 - Administrative Monitoring – 5/8/16; good report with no compliance issues
 - Immunization Monitoring – 5/24/16; good report with no compliance issues
 - Family Planning Monitoring – 7/22/16; good report with a few minor documentation issues; will be reviewed with staff at the end of August to ensure corrective measures
 - Laboratory Monitoring - 7/14/16; excellent; no compliance issues identified, lab review excellent
 - School Nursing Review for School Year 15-16 – good report with no compliance issues

- Child Case Management (CC4C) monitoring scheduled for 8/10/16
 - Child Health monitoring scheduled for 8/25/16
3. The mosquito surveillance project has been successful and engaging. The species identified in county have been *A. albopictus* and *A. japonica*. Once data collection is complete this fall, a report and map will be presented to the BOH.
 4. The CARE Project had 8 youth commit and attend a youth leadership conference at Queens College in Charlotte in July. As a result, the youth are organizing TAFFY (Teens Advocating for Future Youth) to develop and promote positive and safe youth activities such as movie night, flag football and Pokémon Go in the community.
 5. The CHA Action Plan process has been completed for Substance Abuse and Physical Inactivity/Nutrition. The Mental Health Action Plan process will start this month. Each of the action plans will be presented at the September BOH meeting.
 6. Mission Hospital System: Behavioral Health Division is sending Dr. Hartye and Bethany Brown, RN, to learn more about how the agency is approaching maternal and child health case management. We will meet on August 17, 2016. Building this type direct relationships between the agency and Mission is very important as Medicaid reform moves forward.
 7. The agency participated in the recent Annual Accreditation Update Workshop. During the course of the meeting, it was announced that the revised standards would be released in January 2017. As an agency, we are due to receive our notification letter in August of 2017. An agency has 90 days from receipt of notification letter to submit their package of accreditation evidence. The agency will receive the site visit for accreditation in the first quarter of calendar year 2018. The agency will be held to the standards released in January 2017.
 8. The tuberculosis patient continues to reside at Transylvania Regional Hospital in the negative airflow pressure room in isolation. Last week the agency was advised by the hospital that the night charge nurse has been allowing the client to leave the facility unsupervised. The client was seen in the parking lot of the facility and at the local gas station. The breach of isolation has been reviewed with the Attorney General's Office. They advise the responsibility for the breach resides with the hospital, and did not advise seeking a judge's order for transfer to the prison medical facility. I am reviewing the breach and liability with TRH and Mission.

V. Old Business

VI. New Business

1. Bad Debt

Ms. Russell presented a recommendation to write off bad debts totaling \$1,136.40 for the time period 7/1/2015 to 12/31/2015 pursuant to the department's Bad Debt Policy.

Account balances less than \$50 (Bad Debt): \$713.40

Balances greater than \$50 (NC Debt Setoff): \$423.00

Mr. Biecker requested approval of the bad debt write off as recommended by Ms. Russell. Dr. Boatwright made a motion to approve the bad debt write off as recommended; Mr. Lamm seconded the motion. The vote was unanimous.

Ms. Russell stated the recommendation will be submitted to the Transylvania County Board of Commissioners for consideration and approval. If approved, eligible debts greater than \$50 will be forwarded to the North Carolina Tax Debt Setoff program.

2. Clinical Fees

Ms. Russell presented fee adjustments for ten vaccines. Fees are recommended for adjustment after staff compared the current vaccine fee schedule against the acquisition cost. The proposed adjusted fees will cover the acquisition cost.

Vaccine	CPT code	Current Fee	New Proposed Fee
INFLUENZA	90688	15.00	16.40
FLU MIST	90672	15.00	18.88
GARDASIL-HPV-4	90649	149.00	154.11
MMR	90707	60.00	62.73
PNEUMONIA (23)	90732	71.00	78.81
POLIO	90713	27.00	30.17
ROTATEQ	90680	76.00	78.10
TD	90714	24.00	29.73
VARICELLA	90716	101.00	107.57
ZOSTAVAX (SHINGLES)	90736	174.00	185.07

Ms. Russell presented two new products to be added to the clinical fee schedule.

New Product	CPT code	Proposed Fee
LILETTA (NEW FEE)	J7297	50.00
GARDASIL-HPV-9 (NEW)	90651	170.63

Mr. Biecker requested approval of the clinical fee schedule adjustments and additions as presented by Ms. Russell. Mr. Phillips made a motion to approve the clinical fee schedule adjustments and additions as presented by Ms. Russell; Dr. Boatwright seconded the motion. The vote was unanimous.

3. Engineered Option Permit Fee

Ms. Russell presented the board with an overview of the engineered option permit (EOP) rule that became effective July 1, 2016. The ruling allows engineering firms to provide the wastewater system design and installation oversight previously only provided by a local Health Department's Environmental Health section. Ms. Russell explained that the engineered option permit (EOP) is a very expensive way to pursue a wastewater system and would be an unlikely pathway for many people to utilize.

Ms. Russell stated that the rule allows local health departments to charge a fee for the engineered option permit (EOP) that is up to 30% of the cumulative total of the fees the department would have charged for performing the equivalent service through the agency.

The NCGS 130A-336.1(n) states: "Fees – The local health department may assess a fee for the engineered option permit of up to thirty percent (30%) of the cumulative total of the fees the department has established to obtain an improvement permit, an authorization to construct, and an operations permit for wastewater systems under its jurisdiction. The fee shall only be used by the department in support of its work pursuant to this section to conduct site inspections; support the department's staff participation at post-construction conference meetings; and archive the engineered permit with the county register of deeds or other recordation of the wastewater system as required."

Ms. Russell recommended the Board of Health approve an amendment to the Environmental Health Fee Schedule to charge the allowable 30% for engineered option permit.

Mr. Boyer stated this rule is the first move into privatization and requires a minimum of a licensed professional engineer and a soil scientist. Mr. Boyer explained that environmental health staff will be responsible for completing a four page checklist when this type of permit is submitted but staff may not make changes or suggestions to what is submitted with the engineer's approval.

Dr. Boatwright stated it seems like even if the board approves the 30% fee option, the agency will still lose money. Dr. Boatwright asked if environmental health staff could just not approve these permits.

Mr. Boyer stated that as long as the package submitted meets all the required checkboxes, environmental health staff must approve. Mr. Boyer assured the board that these permits must meet the same rules as permits issued by environmental health.

Dr. Fisher asked if the agency is still responsible to inspect the system when complete.

Mr. Boyer explained, once the system is installed, environmental health staff will be required to conduct a "post installation conference to observe location". Mr. Boyer stated environmental health staff will not be able to correct or suggest anything.

Dr. Fisher asked if there is any formal way to protest or any legal recourse counties could pursue regarding the adoption of this rule by the state.

Ms. Russell and Mr. Boyer stated there was no action for the agency to take in objection to the rule adoption.

Mr. Boyer assured the board that between the documentation review (checklist) and the post installation conference, environmental health staff would be putting in more time with the EOP than what the 30% fee will cover.

Mr. Lamm asked why a vote was needed if statute allows for the fee.

Ms. Russell explained that statute allows for but does not require the fee and the fees must be approved and adopted at the county level by the Board of Health and Board of Commissioners.

Mr. Phillips asked what the benefit of the engineer option permit would be and stated it seemed like it would be much more expensive.

Ms. Russell gave an example of the building boom that caused a back log in environmental health resulting in citizens waiting months to get their permits. For those with the means, they could pay an engineer and potentially get the permit much faster.

Mr. Boyer stated the agency had not yet received a request for an engineered option permit and he believes it is more likely to be seen in commercial versus residential projects.

Dr. Fisher expressed concerns related to ethics and engineers being willing to sign off on something for a price that does not meet the rules. Dr. Fisher asked if staff could take any action or have any recourse if this occurs and environmental health staff see an issue while reviewing paperwork.

Mr. Boyer stated it is not clear what action environmental health staff may take if during documentation review they believe the rules are not being met.

Ms. Schieve stated she shares the same concerns as Dr. Fisher regarding potential ethical issues.

Mr. Biecker asked for a motion to approve an amendment to the Environmental Health Fee Schedule to charge the allowable 30% for engineered option permit as recommended by Ms. Russell. Mr. Lamm made a motion to approve the amendment to the Environmental Health Fee Schedule to charge the allowable 30% for engineered option permit as recommended; Dr. Boatwright seconded the motion. The vote was unanimous.

4. Informal Discussion


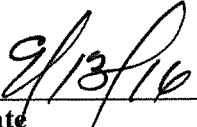
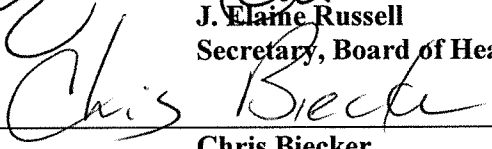
Mr. Lamm asked if there was an update on the proposed water testing legislation that was discussed at a previous meeting.

Ms. Russell stated that the proposed legislation would have limited the ability to report water test results that met the state guidelines but did not pass.

Adjournment

Mr. Lamm made a motion to adjourn; Dr. Boatwright seconded the motion. The vote was unanimous. Meeting adjourned 6:57 p.m.

Respectfully submitted:

	
J. Elaine Russell	Date
Secretary, Board of Health	
	9-13-2016
Chris Biecker	Approved Date
Chair, Board of Health	

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
September 13, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; William Dalton; Anthony Fisher; Ben Lamm; Kelvin Phillips; Linda Schieve; Lawrence Cull
Members Absent	PJ Boatwright, Linda Tomkins; Hooper Williams
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Laura Petit, Administrative Services Coordinator Angela Leopard, Business Officer
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Fisher made a motion to approve the consent agenda; Mr. Phillips seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The agency is in the process of negotiating a new pharmacy contract with Gordon Family Pharmacy due to the sale of Metcalf Pharmacy to the CVS Pharmacy chain. The sale of Metcalf's Pharmacy included the sale of the Health Department contract, therefore there will be no interruption of service to the agency. However, Health Departments have traditionally struggled with consistent service from corporate chains.
2. North Carolina Division of Public Health (NCDPH) has put part of the Family Planning Funds (state and federal) into a competitive "Request For Application" dynamic for all counties. The funds in competition for Transylvania County are \$29,304. Not-for-profit entities providing family planning services in the county are eligible to submit an application to NCDPH. The application package is due October 13, 2016.
3. The CARE Coalition was awarded a federal STOP Grant (Sober Truth on Preventing Underage Drinking). The grant is a 4-year award with \$50,000 per year. The work of the STOP grant will supplement the youth outreach of the existing 5-year Drug Free Communities Grant funding CARE.
4. The City of Brevard's Code of Ordinance Sec.14-36 "Control of dangerous dogs or potentially dangerous dogs" has the Board of Health serving as the appellate board when the city's three-person committee declares a dog dangerous. Once a dog is declared dangerous by the committee, an owner has 3 days to request a hearing with the appellate board (the Board of Health). The appellate board has 10 days to scheduling a hearing. Appeals from the final decision of the appellate board shall be heard in the county's Superior Court. The City of Brevard Police Department Animal Control Officer is in a holding pattern for declaring 4 animals dangerous, as he wanted the appellate board briefed on the process.

5. The TB patient continues to reside in negative air-flow isolation at Transylvania Regional Hospital. Mission Health Risk Claims Director Chris Shelton investigated the breaches to the isolation protocol. No further isolation breaches by the patient have been reported. Per Dr. Stout, State TB Consultant at Duke Medical Center, the patient has been classified as a treatment failure given the continued positive results of the bi-weekly sputum smears. This status necessitates additional medications in the client's treatment plan.
6. The new directional signage has been installed throughout the building. The building id badge access should be operational this month. Security cameras, exterior and interior, are scheduled to be installed later this fall.

V. Old Business

VI. New Business

1. Fee Schedule Update

Ms. Russell presented updated fee adjustments for flu vaccines. Due to the confirmed absence of the Flu Mist product the agency will need to purchase single dose units of influenza for shots in the schools. The influenza cost presented last month was reflective of only multi dose vials. The price adjustment is necessary to ensure revenue. Fees are recommended for adjustment after staff compared the current vaccine fee schedule against the acquisition cost. The proposed adjusted fees will cover the acquisition cost.

Vaccine	CPT code	New Proposed Fee	
INFLUENZA-Multi/Single Vial	90688; 90686	18.00	
INFLUENZA- High Dose	90662	37.00	

Mr. Biecker requested approval of the fee schedule adjustments as presented by Ms. Russell. Dr. Dalton made a motion to approve the fee schedule adjustments as presented by Ms. Russell; Dr. Lamm seconded the motion. The vote was unanimous.

2. Conflict of Interest Policy

Ms. Russell presented a new Conflict of Interest policy. To stay in compliance with many state programs an adopted policy is required.

Dr. Lamm requested the removal of the phrase, personal relationships, in section C, number two, pending further definition.

Mr. Biecker asked for a motion to approve the Conflict of Interest policy, as recommended by Ms. Russell, with the requested revision of the removal of the phrase, personal relationships, in section C, number two, pending further definition, made by Dr. Lamm.

Dr. Cull made a motion to approve the Conflict of Interest policy, as recommended by Ms. Russell, with the requested revision of the removal of the phrase, personal relationships, in section C, number two, pending further definition, made by Dr. Lamm; Dr. Fisher seconded the motion. The vote was unanimous.

3. Community Health Assessment Action Plans

Ms. Rybka presented the proposed 2015 Community Health Assessment Action Plans, developed by community engaged work groups, to the board for their consideration and approval, as follows.

Substance Abuse:

Result: A healthy, vibrant Transylvania County, free of substance abuse and underage drinking.

Top-ranked indicator:

- Unintentional medication and drug poisoning deaths per 100,000 population.

Strategies:

- Reducing access to opiates (ongoing)
 - Proper storage and disposal messaging
 - Lockbox distribution
 - Working to change prescriber practices
- Results-Based Accountability planning and evaluation process (new)

Mental Health:

Result: Transylvania County is a vibrant, engaged community that supports the physical, emotional, and social well-being of all its residents

Top-ranked indicator:

- Number of emergency department visits for behavioral health issues and substance use.

Strategies:

- Community outreach (new)
 - What services are available, how people access them, when to call
- Education for providers (new)
 - Knowledge of resources
 - Importance of screening and making referrals
- Results-Based Accountability planning and evaluation process (new)

Nutrition, Physical Activity, and Weight:

Result: All Transylvania County residents achieve health through a nutritious diet and active lifestyle

Top-ranked indicator:

- Adults at a healthy weight (measured as a BMI score of 18.5-24)

Strategies:

- Walking program with social support (new)
- Increased access to healthier food options (ongoing)
 - In small retail stores and community venues
 - “Nudging” people toward healthier decisions
- Results-Based Accountability planning and evaluation process (new)

Mr. Biecker requested approval of the Community Health Assessment Plans as presented by Ms. Rybka. Dr. Fisher made a motion to approve the Community Health Assessment Plans as presented by Ms. Rybka; Dr. Lamm seconded the motion. The vote was unanimous.

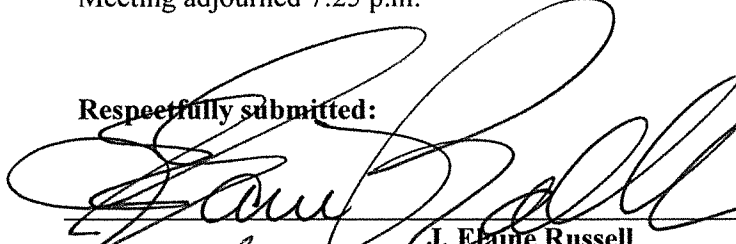


4. Zika Update

Ms. Glance presented an update on the Zika Virus. The World Health Organization now recommends that both women and men should practice safe (protected) sex for at least 6 months and should wait at least 6 months before trying to get pregnant after they or their partner have returned from an area with Zika virus – even if they did not have symptoms of the virus. This recommendation is based on new evidence that sexual transmission of Zika is more common than previously assumed. North Carolina still has had no local transmission. The United States territories locally (mosquito) transmitted cases increased by 6,000 cases in a two week period.

Adjournment

Mr. Lamm made a motion to adjourn; Mr. Biecker seconded the motion. The vote was unanimous. Meeting adjourned 7:25 p.m.

Respectfully submitted:

		
J. Elaine Russell		Date
Secretary, Board of Health		10-11-2016
Chris Biecker		Approved Date
Chair, Board of Health		

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
October 10, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; Lawrence Cull; William Dalton; Anthony Fisher; Ben Lamm; Kelvin Phillips; Linda Schieve; Linda Tompkins; Hooper Williams
Members Absent	
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Laura Petit, Administrative Services Coordinator Angela Leopard, Business Officer Beth Hyatt, WIC Director
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Boatwright made a motion to approve the consent agenda; Mr. Phillips seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The two-week plan of school flu shot clinics will commence next week. Flu shots will be available in every school to staff, students, and the families of students at a specifically scheduled time. Correspondence and forms have been provided to all students and staff regarding the clinics. This is an important community health and school health outreach project for the agency.
2. The TB patient was discharged per the approval of Dr. Stout, State TB Consultant at Duke Medical Center. The client is required to participate in Directly Observed Therapy (DOT) Monday through Friday with the agency's Communicable Disease Nurse. The client is coming to the agency for DOT. The client continues to provide sputum samples every 2 weeks for testing.
3. The security cameras are being installed externally and internally to the Community Services Building starting this week. The new phone system installation for the Community Services Building is tentatively projected to start in the coming weeks.
4. The agency is assisting with the Mental Health Forum on Monday, October 17th from 5:30 – 7:30 in the Rogow Room at the Transylvania County Library. The Forum is designed to help community members understand the resources available to them in the county for various behavioral health needs.
5. The agency is facilitating the placement of the self-serve Mental Health Kiosk in the main receiving lobby of the Community Services Building. The kiosk is designed to provide introductory self-service assessment of behavioral health needs and an initial list of local resources correlating to the identified needs. The kiosks are behavioral health resource tools that

have been used in Eastern North Carolina. Transylvania County is the pilot county for the roll out in the Smoky catchment area.

6. The Annual Staff Retreat will be held Thursday, November 3rd from noon until 4:30pm.

V. Old Business

1. Through research by the county lawyer and discussions with key county leadership, it has been determined the Board of Health never accepted the City of Brevard's delegation as the Appeal Board for dogs declared dangerous through the City of Brevard's Animal Control Services. It is the opinion of the county lawyer this can be conveyed to City of Brevard leadership via a letter from the Health Director.

Ms. Russell made a recommendation to issue a letter containing the following points:

1. The Board of Health does not have adequate time and the extensive expertise required to serve in the requested capacity.
2. A recommendation to consider using the Transylvania County Dangerous Dog Appeals Board as the appellate option for the City of Brevard. The County Board consists of 1 Sheriff's Deputy, 1 City of Brevard Police Officer and 1 veterinarian.
3. A statement of continued support related to rabies education and control endeavors.

Dr. Boatwright made a motion for the Board of Health to decline acting as the Dangerous Dog Appellate Board for the City of Brevard and for Ms. Russell to proceed with issuance of a letter including the recommended points.

VI. New Business

1. Strategic Plan

Ms. Russell presented the final review of the 2016 Strategic Plan. A dialogue for the 2017-2020 Strategic Plan process was initiated.

2. Administrative Policy Manual: Governance Section- Policy Review & Approvals

Ms. Glance stated all governance section policies had been converted to the new policy template and the agency name was changed in each policy from Transylvania County Department of Public Health to Transylvania Public Health.

Ms. Glance reviewed the following policies with minor content revisions:

1. Community Involvement and Public Health Policy
2. Observing Public Health Laws, Rules and Regulations Policy
3. Local Health Department Budget Revisions Policy
4. Fee Eligibility and Billing Policy; The proposed Fee Eligibility and Billing Policy will include a subsection for Bad Debt and Financial Management of Title X requirements. Approval will include rescinding the Fee Policy, Bad Debt Policy, and the Financial Management for Title X Policy.

Mr. Biecker asked for a motion to approve revisions and the rescinding of the Fee Policy, Bad Debt Policy, and the Financial Management for Title X Policy. Dr. Boatwright made a motion to approved the revisions and rescinding of Fee Policy, Bad Debt Policy, and the Financial Management for Title X Policy; Dr. Fisher seconded the motion. The vote was unanimous.

3. Fiscal Closeout Report for FY15-16

Ms. Russell presented the final financial statement for the FY 15-16 fiscal year. The agency only had the need to utilize 91% of local dollars originally budgeted. The key factors that assisted in the positive outcome are as follows:

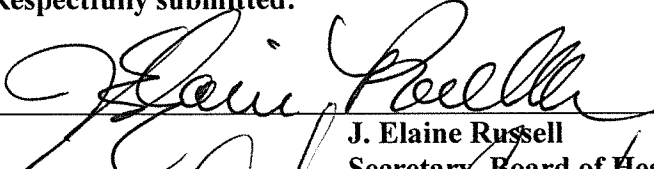

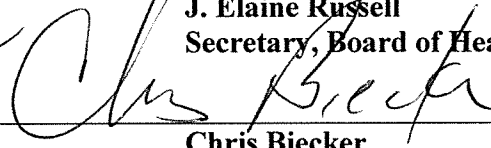
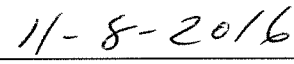
- Environmental Health collected an additional \$29,760 in revenue
- Clinic collected an additional \$9,758 in revenue
- Due to receiving the Medicaid Cost Settlement and the 10% holdback, the agency was able to obtain more Medicaid revenue than originally budgeted.
- The state revenue was less than anticipated due to the following:
 - \$10,000 of Ebola money was rolled into FY 16-17.
 - a mix of small dollars spread among multiple programs which were adjusted through the year based on the programs Agreement Addendum; in several situations the agency was not able to utilize all of the provided funding due to specific state allowable spending limitations.
- Due to efficiencies and a more intensive look at operational expenses, the agency was able to cut the operating budget by \$35,614.

Current Year			
Summary	YTD	Budget	% YTD
Expenditures	2,257,144	2,358,660	96%
Salary	1,960,100	2,026,003	97%
Operating	297,043	332,657	89%
Revenue	1,206,369	1,210,271	100%
Contract	148,021	148,704	100%
Fees Clinic	88,058	78,300	112%
Fees Env Health	149,760	120,000	125%
Medicaid	255,191	237,692	107%
State	607,263	669,240	91%
Local Dollar Utilization	1,050,775	1,148,389	91%

Adjournment

Dr. Boatwright made a motion to adjourn; Dr. Lamm seconded the motion. The vote was unanimous. Meeting adjourned 7:12 p.m.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
November 8, 2016; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m.

Members Present	Chris Biecker; PJ Boatwright; Lawrence Cull; William Dalton; Ben Lamm; Linda Schieve; Linda Tompkins; Hooper Williams
Members Absent	Anthony Fisher; Kelvin Phillips
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Laura Petit, Administrative Services Coordinator Angela Leopard, Business Officer Beth Hyatt, WIC Director Sharon Cameron, Personal Health Director Jim Boyer, Environmental Health Supervisor
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Boatwright made a motion to approve the consent agenda; Dr. Lamm seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The agency's flu campaign is underway. To-date, the agency has provided the following flu shots: county employees 234, school employees 242, general public 283, and students 439. (Total 1,198)
2. The agency submitted the Family Planning RFA (Request for Application) and anticipates receiving a response around December 1st. The funds will be awarded for a 3-year cycle. Not receiving the funds would create a \$29,304 annual deficit in the Family Planning budget.
3. The agency has been invited to participate in the continuation of the state's mosquito surveillance project and will receive \$27,500 to apply to the tasks and communications associated with the work.
4. As a result of a 1-time special compensation by the legislature, the agency received \$37,570 to offset financial hardship from the Medicaid Cost Settlement issues. Every county health department received a 1-time compensation.
5. The Mental Health Provider Forum was well attended. A panel of eight organizations spoke about accessing various community services, a total of 25 providers from the organizations were present. A total of 37 community members attended. The agency is compiling a resource directory to share with the community. Dr. Dalton has crafted a series of questions to include with the resource directory to help community members navigate the process of finding the assistance needed. A special acknowledgement and thank you to Dr. Cull and Dr. Dalton for participating in the forum!

6. The TB case management situation continues. The client has been compliant with daily treatment requirements. Dr. Stout, State TB Consultant at Duke Medical Center, remains actively involved with Dr. Shea in handling the case.
7. The agency has been actively engaged with youth work through partnering on a Rosman High School Senior Project addressing breast cancer screening, on November 15th the agency will participate in the "2016 Community Science Event: Mosquitoes in Our Backyards", and on November 9th the agency will participate in the Brevard Elementary Bike Rodeo to promote bike helmet safety/physical activity.
8. Environmental Health for calendar year 2016 has issued 29 new restaurant permits (includes new construction AND change in ownership) and permitted 5 new tattoo artists. With regard to quarterly food service inspections the agency is returning 42% of the time within 10 days because the problem could not be corrected at the time of the visit. The program has issued 200 on-site permits and 100 well permits.

V. Old Business

VI. New Business

1. Documentation Destruction

Ms. Russell requested approval for document destruction as outlined in the policy. Dr. Boatwright made a motion to approve; Dr. Cull seconded a motion to approve. The vote was unanimous.

2. Annual Board of Health Training

Ms. Russell presented a board training on local health department accreditation. Training included review of responsibility and legal compliance based on accreditation. Specifically reviewing the Board of Health's role and responsibility.

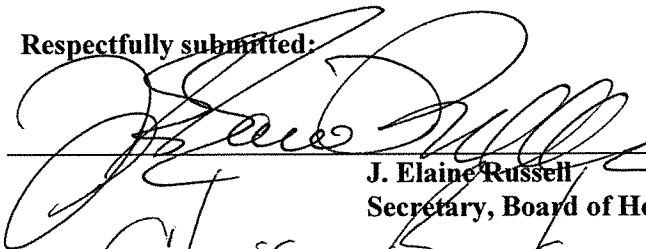
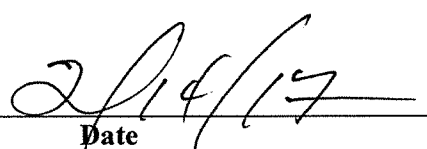
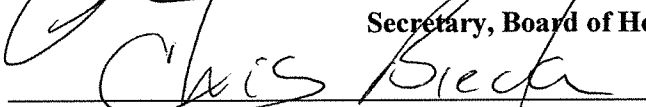
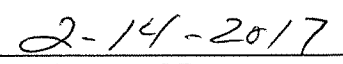
3. Strategic Plan

Ms. Russell presented the final update of the 2017-2020 Strategic Plan planning process. Final 2017-2020 strategic plan will be presented at the next meeting.

Adjournment

Dr. Boatwright made a motion to adjourn; Dr. Cull seconded the motion. The vote was unanimous. Meeting adjourned 7:12 p.m.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date