



Public Health
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**Transylvania County
Department of Public Health**

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

January 10, 2012

Meeting Location: Department of Social Services Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Dr. Boatwright, Ms. Byrne, Dr. Cozart, Mr. Creasman, and Ms. Schieve.

Board Members Absent: Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any requested changes or additions to the agenda. Mr. Smith stated that the January meeting serves as the annual organizational meeting for the board and that the nomination and election of officers needed to be added as the first item under New Business. Mr. Becker made a motion to adopt the agenda with the noted addition and Dr. Boatwright seconded. The motion passed by unanimous vote. Board members agreed by consensus for Mr. Creasman to continue to lead the meeting until the election of officers occurred.

Approval of Minutes: Board members reviewed the November 15, 2011 minutes. Ms. Schieve made a motion to approve the minutes as submitted and Ms. Byrne seconded. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith referenced the monthly report which covered several topics including space challenges for Board of Health meetings, information from the recent NC Council of Community Programs conference, FY 13 budget process, Partnership for Health and Produce Safety training for summer camps.

Committee Reports:

- A. Performance Review Committee – Dr. Cozart made a motion pursuant to North Carolina General Statute 143-318.11 (a)(6) to enter into closed session to consider the performance of an individual public officer. Dr. Boatwright seconded the motion and it passed by unanimous vote. Open session resumed approximately 15 minutes later.
- B. Nominating Committee – Board members resumed a general discussion about the current applicants for 2 vacant Board of Health membership positions. Both membership slots were General Public positions. Several board members commented that all the applicants were exceptional candidates and that it would be difficult to recommend any given individual vs another. After additional discussion, a consensus was developed for Mr. Biecker based on the perspective that he would add business expertise to the board and for Dr. Holimon based on his clinical background and the need for more representation from the southwestern area of the county. Dr. Cozart made a motion for these candidates to be forwarded as a recommendation to the Board of Commissioners for consideration as appointments and Ms. Byrne seconded. The motion passed by unanimous vote.

Unfinished Business:

- A. Fluoride – Board members discussed the comments from the public hearing and reviewed several resource documents which outlined relevant evaluation strategies. It was noted that attendance at the public hearing had been fairly limited, but the comments received were consistent with several recurring themes often associated with debates about fluoridation (pro or con). Several approaches for compiling the information needed for Brevard City Council were considered. Mr. Becker recommended that staff provide a first draft for the document framework with individual board members providing input and perspective for select components. Board members agreed with this approach and asked staff to proceed with the first outline draft that could be discussed further at the February meeting.
- B. Bad Debt write off (revision) – Mr. Smith and Ms. Pepinsky presented an amended version of the bad debt amounts for the time period of 7/1/2009 to 6/9/2010. The original amounts presented at the October 11, 2011 were incorrect because the necessary year of inactivity bridged a timeframe represented by two separate information systems (HSIS and HIS). The amended version amounts are now correct since the Department “looked forward” into HIS to assure that identified accounts had no recent activity. The amended version lowered the total bad debt write off from \$5,435.95 to \$3,783.57. Dr. Boatwright made a motion to forward the revised bad debt amounts to the Transylvania County Board of Commissioners for write off and Dr. Cozart seconded the motion. The motion passed by unanimous vote.

New Business:

- A. Nomination/Election of 2012 Officers – Mr. Smith provided a brief review of the process for establishing officers. Mr. Creasman then opened the floor for nominations for Chairperson. Several board members nominated Mr. Creasman for that position. Mr. Creasman asked for any additional nominations. Hearing none, Mr. Creasman

closed the nominating process for Chairperson. Mr. Creasman then asked for nominations for Vice Chairperson. Several board members nominated Ms. Schieve for that position. Mr. Creasman asked for any additional nominations. Hearing none, Mr. Creasman closed the nominating process for Vice Chairperson. Board members then voted unanimously for the unique candidates for the Chairperson and Vice Chairperson officer positions. Board members thanked Mr. Creasman and Ms. Schieve for their willingness to continue to serve in those capacities. Mr. Creasman and Ms. Schieve thanked the board for their support.

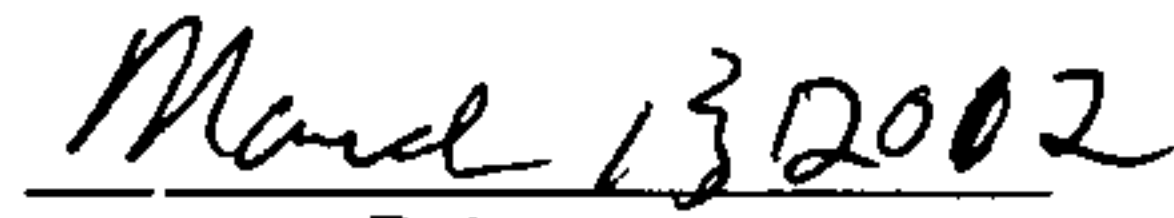
- B. Community Transformation Grant – Mr. Smith referenced the brief summary of the grant opportunity for Region 1 in the packet materials. Board members discussed the advantages for community health and stated their willingness to participate. Board members then reviewed a draft letter of support that was needed for the grant submission. Ms. Byrne made a motion for the Board of Health to endorse the letter of support and to empower the Chairperson to sign the document. Dr. Cozart seconded that motion and it passed by unanimous vote.
- C. Public Health Strategic Plan/Leadership Team SWOT Analysis – The board was advised that there was pending work with the existing strategic plan which was originally structured through 2010. One of the accreditation components noted on the department's initial accreditation review was the omission of a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. The Leadership Team of the department created the document included in the packet. Board members reviewed these components and agreed with the issues noted. All agreed that it was a very dynamic time for public health and health care with many challenges and opportunities ahead. Board members agreed to incorporate consideration of these issues in the pending strategic planning and budget development process.
- D. Environmental Health staffing considerations – Mr. Smith explained to the board that the department recently had one Registered Environmental Health Specialist (REHS) resign to pursue another opportunity. Since well and septic system applications had declined in the last few years, it was appropriate to plan and further adjust the staffing level for the required program obligations. In order to propose the correct staffing level, Mr. Smith asked the board to review the proposed program performance outcomes. Board members agreed with the proposed standards. Mr. Creasman, Dr. Cozart and other board members complimented Environmental Health staff for the turnaround with Food and Lodging inspections. Dr. Cozart made a motion to endorse the standards and the staffing level necessary to achieve them. Mr. Becker seconded the motion and it passed by unanimous vote.
- E. Chairperson's Presentation – Mr. Creasman acknowledged Dr. Folger and his many years of service to the board which ended in December 2011. Dr. Folger was presented with a framed Certificate of Appreciation by the board. Dr. Folger expressed his thanks for the board's recognition and emphasized his long standing orientation for community service. All board members thanked Dr. Folger for his contributions and gave him a round of applause.

Informal Discussion and Public Comment: Mr. Allen inquired about the financial picture for the upcoming budget year. Mr. Smith replied that some fiscal elements were improving and that the County's undesignated fund balance had actually increased since last year. Much of the FY 13 budget development process will center around funding needs for the school system and potential federal and state funding cuts for a variety of county agencies. Mr. Creasman asked about the status of legislation regarding regionalization and consolidation. Mr. Smith responded that SB 433 which provided the option for counties to form human services agencies was almost certain to pass. Regionalization is likely to come up again in the next legislative session. Dr. Boatwright inquired about the status of accepting debit and credit cards. Mr. Smith stated that this issue would be highlighted as part of the request for bad debt write off to the Board of Commissioners.

Adjournment: Dr. Boatwright made a motion to adjourn and Dr. Cozart seconded. The motion passed by unanimous vote.



Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on March 13, 2012.



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**Transylvania County
Department of Public Health**

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES TRANSYLVANIA COUNTY BOARD OF HEALTH February 21, 2012

Meeting Location: Department of Social Services Conference Room

Board Members Present: Mr. Biecker, Ms. Byrne, Mr. Creasman, Dr. Holimon, Mr. Phillips and Dr. Wells.

Board Members Absent: Mr. Allen, Mr. Becker, Dr. Boatwright, Dr. Cozart and Ms. Schieve.

Staff Members and Guests Present: Ms. Pepinsky, Ms. Sheppard and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:02pm and welcomed everyone present. Mr. Creasman acknowledged Mr. Biecker and Dr. Holimon as new members attending their first board meeting and thanked them for their willingness to support public health efforts in Transylvania County. Mr. Biecker and Dr. Holimon shared some information about their personal background and the existing board of health members introduced themselves.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any requested changes or additions to the agenda. Mr. Smith requested no changes, but asked that the order of business be changed to allow Mr. Biecker and Dr. Holimon to be sworn in first so that a quorum could be established (see New Business – Item A. Oaths of Office). After the oaths of office had been completed, Ms. Byrne made a motion to adopt the agenda as presented and Mr. Phillips seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members reviewed the January 10, 2012 minutes. Ms. Byrne made a motion to approve the minutes as presented and Mr. Phillips seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith referenced the monthly report which covered a variety of topics including an update about the award of the Community Transformation grant, Boys and Girls Club correspondence advocating for prevention efforts related to tobacco use, leadership changes at NC DHHS, recent meth laboratory discovery and Environmental Health involvement and outreach with Job Corps. Board members were also advised that April was Public Health month and that the department was scheduled

to present information at the April 9, 2012 Board of Commissioners meeting. Board of Health members were encouraged to attend.

- B. Board of Commissioners action – Board of Health members were advised that the Board of Commissioners had supported their recommendations for appointments and had also provided a letter of support for the Community Transformation grant. In addition, the Board of Commissioners did approve the bad debt write off, but there wasn't any discussion about the issue of accepting debit and credit cards.
- C. Annual 2011 Communicable Disease Report – Board members reviewed information about communicable diseases including trend information and control measures within 2011.

Committee Reports: None.

Unfinished Business:

- A. Fluoride – Mr. Smith reported that some progress had been made with the report draft based on input to date. Board members were asked if the proposed outline met their expectations regarding how the information should be presented. Board members discussed the complexity of the information and how to best frame the response for Brevard City Council so it would be meaningful and practical.
- B. Performance Review of Health Director – Dr. Wells made a motion pursuant to North Carolina General Statute 143-318.11 (a)(6) to enter into closed session to consider the performance of an individual public officer. Ms. Byrne seconded and the motion passed by unanimous vote. Open session resumed approximately 15 minutes later. Mr. Creasman informed Mr. Smith that he would schedule a review conference with him to share the information from the process. Mr. Smith thanked the board members for the time and effort dedicated to the review.

New Business:

- A. Oaths of Office (occurred prior to any board business in order to establish quorum) – Ms. Sheppard (Notary Public) provided Mr. Biecker and Dr. Holimon with the required oaths of office text. Mr. Biecker first read his oath document and then Dr. Holimon read his oaths for all present. Ms. Sheppard then attested to these administered oaths and notarized them for public record. All board members and staff applauded Dr. Holimon and Mr. Biecker at the conclusion of the oath of office ceremony.
- B. Initial FY 13 Budget Proposal – Mr. Smith referenced the summary budget document which described the major budget categories along with requested revenues and expenditures for each in FY 13. These values were compared to the original approved FY 12 budget. Board members were advised that the County Manager had requested an initial budget proposal by February 27th. Board members asked several questions about the budget and were referred to an overview document which outlined assumptions and significant changes with revenues and expenditures. Additionally,

board members were advised that the proposed budget allowed the department to meet its minimum requirements with mandated and essential services. Requested expenditures also reflected enough resources to support needs identified through the annual workforce development assessment process (accomplished by the Leadership Team). Board members acknowledged their historical compliance with budget guidance to "hold the line" with funding requests. Mr. Creasman stated that the board should take a hard look at public health needs for the community and should request those resources even if the Board of Commissioners decided not to fund them. Board members agreed that needs should be addressed and that the board had an inherent obligation to do so given their statutory responsibility. Board members agreed by consensus to allow the preliminary budget submission to go forward with the clarification that they would revisit specific items and potential (additional) requests at the March meeting for inclusion within the final approved budget submission for FY 13.

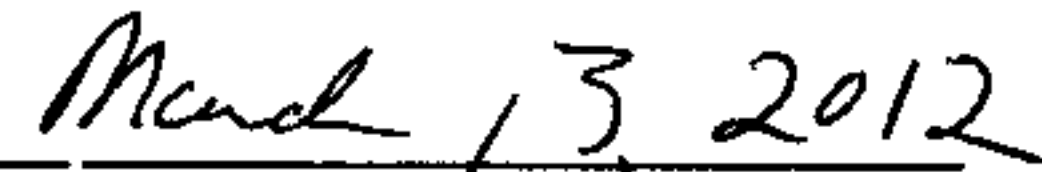
- C. Summary of Budget Revisions for FY 12 – Ms. Pepinsky briefed the board on several budget revisions that needed to be made to the FY 12 budget. Mr. Byrne made a motion to approve the amendments as proposed and Mr. Biecker seconded the motion. The motion passed by unanimous vote.
- D. Department Quarterly Financial Statement (July – December 2011) – Board members were advised of the status of revenues and expenditures for the first half of the fiscal year. All components were at the expected range for this time of year with no significant deviations from the original budget projections.
- E. Community Health Assessment Cycle – Board members were informed that the regional hospital network (Western NC Hospital Network – WNCHN) and Region 1 & 2 of the NC Association of Health Directors had agreed upon a regional approach to the next community health assessment cycle. Hospitals in the region must now meet a 3 year cycle for assessments and local health departments have traditionally been on a 4 year cycle. The issue was being brought to the board because the department will need to advance its timing for the next CHA from December 2014 to January 2013 to "sync" with our local hospital's cycle. Staff recommended this approach since it would enhance collaboration about community priorities and would avoid duplication. Transylvania Regional Hospital has already dedicated \$10,000 to the process and the department will contribute at least that much with in kind staff support. Dr. Wells made a motion to adjust the department's CHA cycle as proposed and Ms. Byrne seconded the motion. The motion passed by unanimous vote.

Informal Discussion and Public Comment: None.


Adjournment: Dr. Wells made a motion to adjourn and Mr. Phillips seconded. The motion passed by unanimous vote.




Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on March 13, 2012.



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MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

March 13, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Mr. Biecker, Dr. Boatwright, Dr. Cozart, Mr. Creasman, Mr. Phillips and Ms. Schieve.

Board Members Absent: Ms. Byrne, Dr. Holimon and Dr. Wells.

Staff Members and Guests Present: Ms. Cameron, RN, Ms. Nicholson, RN, Ms. Hyatt, Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any changes or additions to the agenda. Hearing none, Mr. Creasman requested that the order of business be changed to allow staff that were present an opportunity early in the meeting to share insights about work demands in conjunction with the board's discussion about strategic priorities that might need to be addressed within the FY 13 budget proposal. Board members agreed with this approach. Mr. Becker made a motion to approve the agenda and Mr. Phillips seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members first reviewed the revised January 10, 2012 minutes. Mr. Biecker made a motion to approve the minutes and Ms. Schieve seconded. The motion passed by unanimous vote. Board members then reviewed the February 21, 2012 minutes. Mr. Phillips made a motion to approve the minutes and Mr. Biecker seconded. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith stipulated that there was no specific report this month since the majority of the director's time had been dedicated to the fluoridation response document.

Committee Reports: None.

Unfinished Business:

- A. Performance Review of Health Director – Mr. Creasman made a motion pursuant to North Carolina General Statute 143-318.11 (a)(6) to enter into closed session to consider the performance of an individual public officer. Mr. Phillips seconded and the motion passed by unanimous vote. Open session resumed approximately 15 minutes later.
- B. Fluoride - A partial draft of the fluoridation response document was shared with board members for their review. Board members endorsed the general approach and acknowledged that the document would need to be reviewed again at the April meeting with the hope of finalizing the document by May.

New Business:

- A. State of the County's Health Report 2011 – Board members discussed the draft document and made several comments and suggestions about the text. Mr. Smith stated he would research and clarify several data points. Board members agreed to review the document again at the April meeting and to consider final approval at that time.
- B. Strategic Plan Discussion – Board members began a discussion about the pending FY 13 budget submission including current work demands and community health priorities. Mr. Creasman acknowledged staff that were present and each shared their perspectives about nursing services and the WIC program. The overarching concern was related to increased caseloads and increased complexity/demands for delivering services. Two primary examples were demands for interpreting (including interpreting for external agencies) and no dedicated laboratory personnel for clinic and other high volume periods. Board members supported a budget request that would provide part time personnel to address the demands associated with laboratory services. Board members also agreed that Community Transformation grant efforts would integrate well with existing community health priorities.

Informal Discussion and Public Comment: None.

Adjournment: Dr. Boatwright made a motion to adjourn and Mr. Allen seconded. The motion passed by unanimous vote.



Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on April 10, 2012.



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MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

April 10, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Becker, Mr. Biecker, Dr. Boatwright, Ms. Byrne, Mr. Creasman, Dr. Holimon, Mr. Phillips, Ms. Schieve and Dr. Wells.

Board Members Absent: Mr. Allen and Dr. Cozart.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any modifications to the agenda. None were requested. Ms. Byrne made a motion to approve the agenda as submitted and Mr. Phillips seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members reviewed the March 13, 2012 minutes. Mr. Becker made a motion to approve the minutes and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed the items noted on the written report including the recent presentation to the Board of Commissioners, Ask Us question in the Transylvania Times and an update on the FY 13 budget proposal.

Committee Reports: None.

Unfinished Business:

- A. Fluoride Draft Review – Board members continued their review and discussion of the document and the research information that was being utilized. Given the length of the document and the technical reference material, members agreed that inclusion of an Executive Summary would be important to provide a concise representation of the overall findings. Mr. Creasman suggested the formation of a committee to undertake that task. Dr. Holimon and Mr. Biecker volunteered for that effort. Dr. Cozart (who was not present) was suggested as a third member. Board members agreed with this committee structure. Mr. Creasman subsequently appointed these committee members subject to Dr. Cozart's willingness to participate. Mr. Creasman directed Mr. Smith to contact Dr. Cozart on that matter.
- B. State of the County's Health (SOTCH) Report 2011 - A revised draft of the document was reviewed. Board members had previously suggested several changes to improve the document. Mr. Becker made a motion to approve the document and Ms. Byrne seconded the motion. The motion passed by unanimous vote.

New Business:

- A. NC County Health Rankings – Staff shared a basic table which showed trends with the particular health factors and health outcomes that were utilized to establish a ranking for Transylvania County. Our county ranked 11th best in the state for health factors and 24th in the state for health outcomes compared to all 100 counties. Board members expressed interest in developing a better understanding of the individual criteria for each ranking in order to identify opportunities for improvement.
- B. Presentation for 2 Public Health Stories – Board members were advised about the presentation to the Board of Commissioners on the previous evening. Commissioners were appreciative of the case studies related to dental health and school health. The presentation was scheduled to highlight Public Health Month in NC. It was noted that Mr. Creasman, Ms. Byrne and Dr. Holimon attended the Commissioner's meeting to represent the Board of Health. Staff stipulated that the slides would be sent to all board members.
- C. Department Quarterly Financial Statement – The board reviewed the current status of overall revenues and expenditures within the department budget. Expenditures were at 70% of the budgeted total (under budget) and revenues were at 78% (exceeded budget projections) through March 2012 (75% of the fiscal year).
- D. Budget Amendments – Ms. Pepinsky reviewed 4 separate budget amendments with the board. Additional program funding and revenues had been identified for Communicable Disease, Healthy Smiles, Pregnancy Case Management and Care Coordination for Children. Ms. Byrne made a motion to approve the recommended budget amendments and Mr. Creasman seconded the motion. The motion passed by unanimous vote.
- E. North Carolina Coalition Initiative – Board members were briefed on a grant opportunity to facilitate local strategic planning for substance abuse prevention strategies. A draft support letter for the grant was presented and discussed. Dr. Wells made a motion to

endorse the support letter and empower the Chairman to sign it on behalf of the board.
Mr. Biecker seconded the motion and it passed by unanimous vote.

Informal Discussion and Public Comment: Staff mentioned the elevated rate of mononucleosis cases in the community. Dr. Wells confirmed this circumstance and noted that a wide age range was being affected. Staff assured the board that outreach and educational efforts had been taken to increase awareness. Staff also advised the board that some progress was being made with the long pending establishment of a local dialysis facility that the board had worked hard to achieve. Board members were pleased that this project seemed to be moving forward.

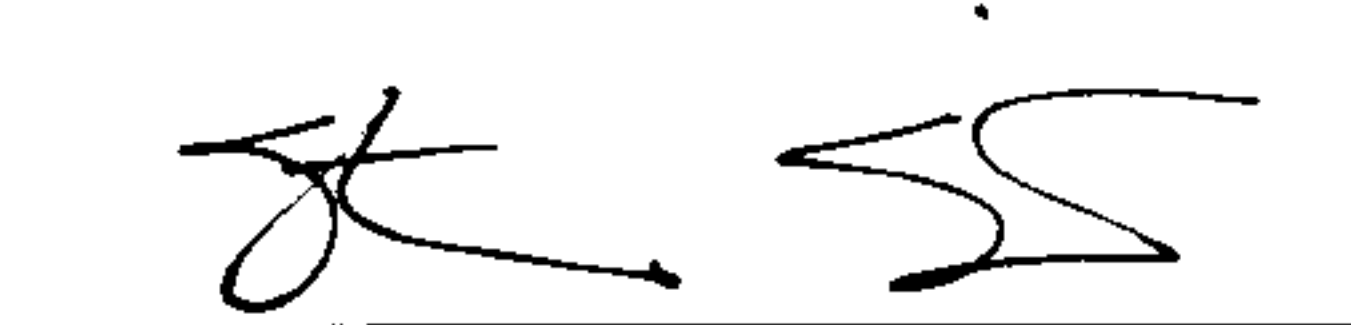
Adjournment: Dr. Wells made a motion to adjourn and Ms. Byrne seconded. The motion passed by unanimous vote.



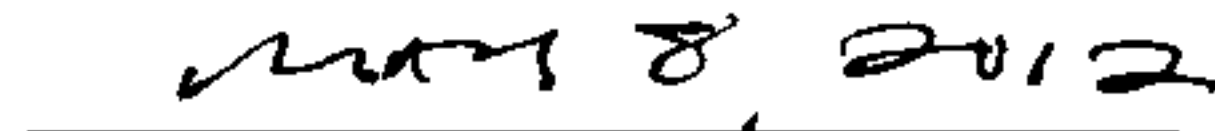
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on May 8, 2012.



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Department of Public Health**

Transylvania County Board of Health

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MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

May 8, 2012

Meeting Location: Department of Social Services Conference Room

Board Members Present: Mr. Becker, Mr. Biecker, Ms. Byrne, Dr. Cozart, Mr. Creasman, Dr. Holimon and Dr. Wells.

Board Members Absent: Mr. Allen, Dr. Boatwright, Mr. Phillips and Ms. Schieve.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any requested changes for the agenda. None were requested. Mr. Biecker made a motion to approve the agenda as presented and Dr. Cozart seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members reviewed the April 10, 2012 minutes. Mr. Becker made a motion to approve the minutes and Dr. Cozart seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed several items from the written report including local mononucleosis cases, recent legal conference for health directors, Western Highlands Network and the Healthy Smiles program.

Committee Reports: None.

Unfinished Business:

- A. Fluoride Draft Review – Board members focused on the Executive Summary and final revisions to the draft document. Dr. Cozart discussed the difference between systemic and topical mechanisms of fluoride exposure and how that affects protection of tooth enamel. Board members agreed that this perspective should be included. Dr. Holimon also advocated for the conclusion to be advanced in the document. Mr. Smith recommended that a cover letter be part of the document submission to Brevard City Council. Dr. Holimon made a motion to approve the fluoridation document with the recommended changes and Dr. Cozart seconded the motion. The motion passed by unanimous vote. Ms. Byrne made a motion to empower the board chairperson to structure an appropriate cover letter on behalf of the Board of Health. Dr. Cozart seconded the motion and it passed by unanimous vote.

New Business:

- A. FY 13 Budget Proposal – Board members were advised that the part time medical laboratory technologist proposal was being put on hold due to the current vacant nurse position. Given that pending hire, it was now more difficult to anticipate the additional coverage that might be needed for laboratory operations since the background and experience of the new nurse staff member may alter the demands within clinic. Mr. Smith stated that some additional support would still be needed, but preferred to re-evaluate the demands for clinics after the new hire was in place. Board members agreed with this incremental approach for evaluation of additional staffing needs.
- B. Preparedness (Strategic National Stockpile Plan Review) – Board members were advised that the local SNS plan review went well and that Transylvania County received an overall score of 88.8 based on 12 different functions within the plan. The Department intends to follow up with additional preparedness training for all staff and a tabletop exercise with other stakeholders to elevate our score within the Training and Exercise function.
- C. Immunization Program Monitoring Results – Mr. Smith shared the recent audit for the Immunization Program and commended staff for their work to assure compliance with all applicable standards. The statewide change to a Vaccine for Children (VFC) model for state supplied childhood vaccines continues to create confusion for parents and appears to be lowering coverage rates throughout the state.
- D. Tobacco Free Policies – The Board was informed that the Board of Trustees for the Library and the Social Services Board for the New Adventures Child Care Center were both supportive of moving forward to a tobacco free campus for their operations. Board members were encouraged with this feedback and discussed the possibility of tobacco free status for all county grounds. Several board members asked questions about their rule making authority in this realm. Staff was directed to develop comprehensive information about the topic and options available to the board. Board members agreed to revisit this topic at the June meeting for further discussion and possible action.

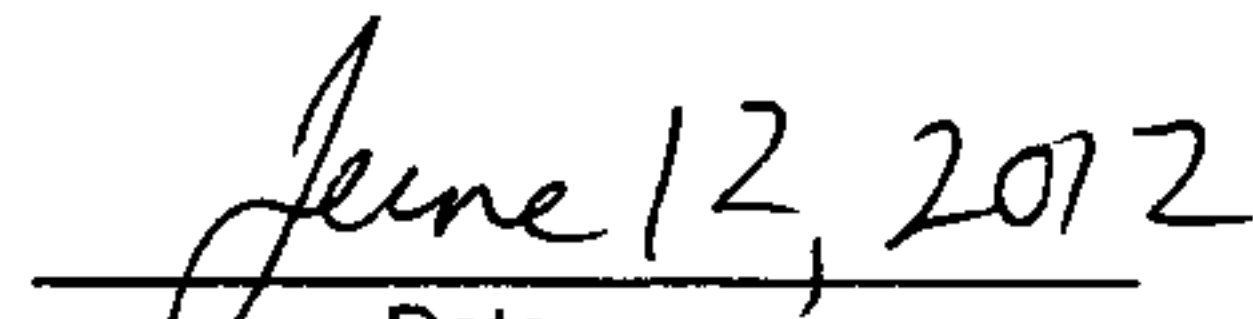
- E. Aid to County funding - Mr. Smith advised the board that recent budget discussions at the State level indicated that the minimal aid to county funding being provided to local health departments might be at risk. Transylvania County receives a little over \$75,000. Board members empowered the Health Director to communicate with state legislators to oppose this potential reduction in public health funding.

Informal Discussion and Public Comment: Board members discussed the need to address the strategic plan in the near term and the possibility of cancelling the July meeting if there was no pressing business.

Adjournment: Ms. Byrne made a motion to adjourn and Dr. Cozart seconded. The motion passed by unanimous vote.



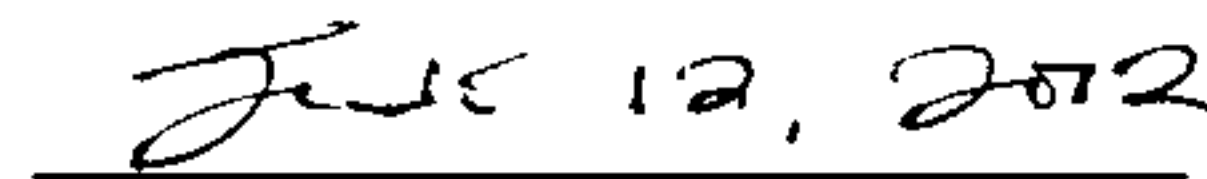
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on June 12, 2012.



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**Transylvania County
Department of Public Health**

Transylvania County Board of Health

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MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

June 12, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Mr. Biecker, Dr. Boatwright, Ms. Byrne, Dr. Cozart, Mr. Creasman, Dr. Holimon and Ms. Schieve.

Board Members Absent: Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any additional items for the agenda. None were requested. Dr. Holimon made a motion to approve the agenda as presented and Mr. Biecker seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members reviewed the May 8, 2012 minutes. Mr. Becker made a motion to approve the minutes and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed several items from the written report including the regional community transformation grant, recent NC Medical Journal information, budget sessions, preparedness, environmental health and the NCCI substance abuse grant award.

Committee Reports: None.

Unfinished Business:


- A. Tobacco Free Policies – Board members reviewed a variety of materials related to tobacco policy including the current Transylvania County smoking ordinance. Board members were advised that they could adopt a local rule for expanded tobacco policy, but implementation ultimately depended on the Board of Commissioner's endorsement of that policy via a resolution. Board members agreed on the policy direction to propose that all county grounds and facilities be deemed tobacco free and asked that the Director make an initial presentation to the Board of Commissioners about the merits of expanded tobacco control and prevention efforts. Mr. Becker made a motion to that effect and Dr. Boatwright seconded. The motion passed by unanimous vote.

New Business:

- A. Medicaid Cost Settlement 2012 – Mr. Smith reviewed information about the extraordinary cost settlement amount which was based on a revised process that allowed health departments to settle costs on an individual basis.
- B. Recommendations for Department Fee Schedule – Ms. Pepinsky reviewed the fee evaluation process which included consideration of costs, Medicaid and insurance reimbursement and statewide averages. Board members agreed with the process and the proposed fees. Ms. Byrne made a recommendation to endorse the revised fees and to forward them to the Board of Commissioners for approval. Dr. Cozart seconded the motion and it passed by unanimous vote.
- C. July Board of Health Meeting – Mr. Smith stipulated that there was no pressing business for July and that the board could elect to cancel their regular meeting. After discussion, Dr. Boatwright made a motion to cancel the July meeting and Dr. Cozart seconded the motion. The motion passed by unanimous vote.
- D. NC General Assembly and recent public health legislation – Mr. Smith reviewed the status of consolidation and regionalization oriented legislation. Board members discussed how that might affect local public health efforts.

Informal Discussion and Public Comment: None.

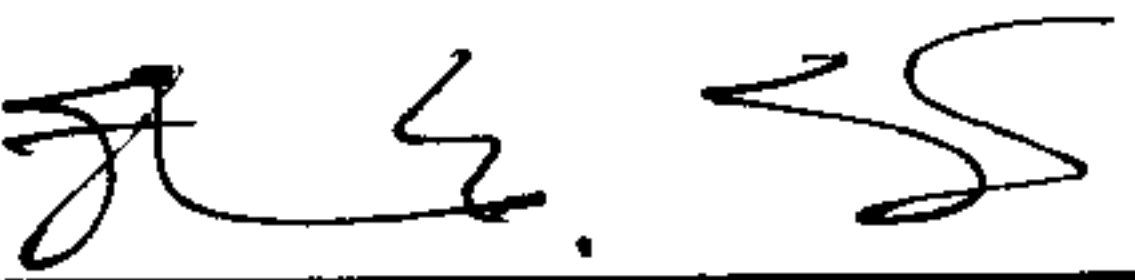
Adjournment: Ms. Byrne made a motion to adjourn and Dr. Cozart seconded. The motion passed by unanimous vote.




Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on September 11, 2012.



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**Transylvania County
Department of Public Health**

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES TRANSYLVANIA COUNTY BOARD OF HEALTH August 14, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Mr. Biecker, Dr. Boatwright, Ms. Byrne, Mr. Creasman, Dr. Holimon and Ms. Schieve.

Board Members Absent: Dr. Cozart, Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any requested changes for the agenda. None were requested. Mr. Becker made a motion to approve the agenda as presented and Ms. Schieve seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Mr. Smith stipulated that the June 12, 2012 minutes had not been finalized and would be submitted at a future board meeting.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed several items from the written report including fluoridation, regional community health assessment, preparedness, environmental health, animal shelter and counties moving toward consolidation.

Committee Reports: None.

Unfinished Business:

- A. Tobacco Free Policies – Board members were updated about the response from the Board of Commissioners about expanded tobacco policy. Although the initial reaction was not encouraging, we now know what reservations commissioners have about that policy direction and can create additional supporting information about the importance of that public health effort. Mr. Becker suggested some type of survey and staff agreed that information would be worthwhile to gauge public support.

New Business:


- A. Media Review Committee/Appointments– Board members were informed about their obligation via policy to appoint local community members to the media review committee. Mr. Becker made a motion to appoint the proposed roster of committee members and Mr. Biecker seconded the motion. The motion passed by unanimous vote.
- B. Child Fatality Prevention Team Annual Report 2011 - Board members reviewed the 2011 report and the system deficiencies defined for 2 of the cases.
- C. Flu Vaccine for Free Clinic – Board members were asked if they wanted to continue the provision of free flu vaccine to uninsured populations through the Free Clinic and the Department of Public Health. Board members agreed that this was an important component of our local vaccination campaign. Ms. Byrne made a motion for the request to provide free flu vaccine to be forwarded to the Board of Commissioners and Dr. Holimon seconded the motion. The motion passed by unanimous vote.
- D. Department Quarterly Financial Statement – Members reviewed the final quarter financials for the FY 12 fiscal year. The department realized more revenues than projected and saved substantial amounts on the expenditure side for the fiscal year.
- E. Healthy Smiles Program – Mr. Smith relayed that the department was at a crossroads of sorts with the 12 year program due to the program coordinator accepting another position and the entry of Blue Ridge Community Health Services into the community for Medicaid and uninsured children. The department is currently defining a new model to continue the critical education and dental screening components of the program.
- F. Records Retention and Disposition Schedule – Ms. Pepinsky discussed the department's annual effort to dispose of unnecessary records as proposed in her July 25, 2012 memorandum to the board. Mr. Becker made a motion to approve the disposal of the identified records and Mr. Biecker seconded the motion. The motion passed by unanimous vote.

Informal Discussion and Public Comment: None.

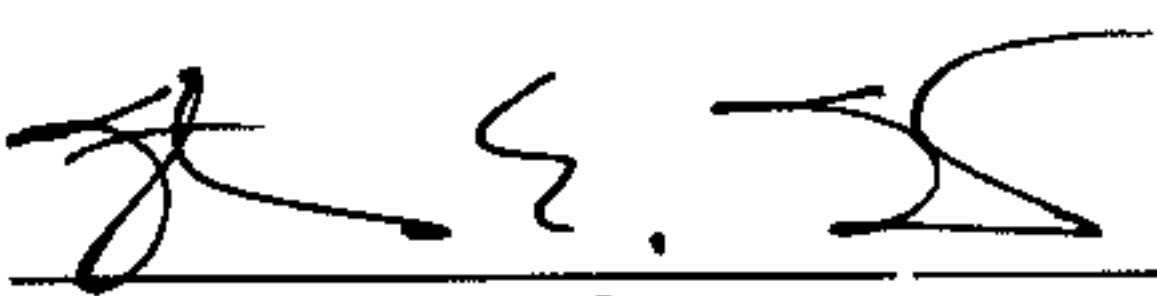
Adjournment: Ms. Byrne made a motion to adjourn and Dr. Boatwright seconded the motion.
The motion passed by unanimous vote.



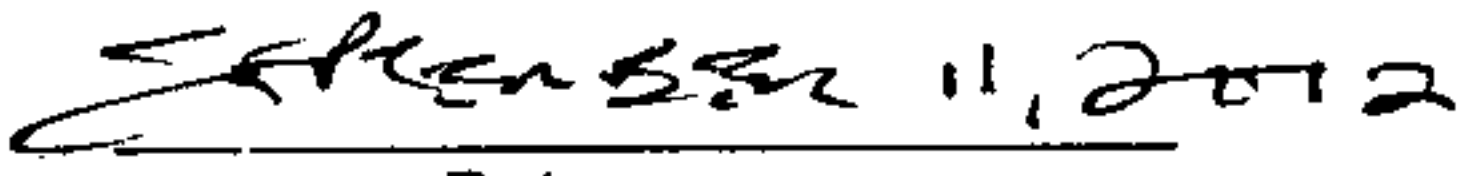
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on September 11, 2012.



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Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES TRANSYLVANIA COUNTY BOARD OF HEALTH September 11, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Dr. Boatwright, Ms. Byrne, Mr. Creasman and Ms. Schieve.

Board Members Absent: Mr. Biecker, Dr. Cozart, Dr. Holimon, Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Ms. Pepinsky and Mr. Smith as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: No changes were requested for the agenda. Ms. Byrne made a motion to approve the agenda as presented and Mr. Allen seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Mr. Creasman stipulated that minutes from the June and August meeting needed approval. Ms. Byrne moved that both sets of minutes be approved and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed several items from the written report including data enhancements for Environmental Health, public media efforts, update on consolidation among counties and the status of LaCrosse virus cases in the community.

Committee Reports: None.

Unfinished Business:

- A. Fluoridation – Draft responses to follow up questions from City Council were shared with the board with particular emphasis on a disturbing trend which demonstrates more dental decay for kindergarten aged children in Transylvania County.
- B. Healthy Smiles Program update – Mr. Smith advised the board that progress had been made with restructuring the program in order to maintain the public health obligations for dental education and dental screenings.

New Business:

- A. Community Health Assessment Data – Board members discussed the original community data and next steps for identifying priorities and their relationship to the department's strategic plan for the next 3 years. Board members decided to continue to review the document and to share their perspective on priority areas.
- B. Board of Health Membership Considerations – Board members reviewed the current roster and identified positions that would be vacated at the end of 2012. The board was advised that the Board of Commissioners would try to finalize appointments in late December or early January. It was noted that the January 2013 meeting serves as the annual organizational meeting for the Board of Health.
- C. Health Director Performance Review Process – Mr. Smith shared several documents outlining guidance for the performance review process that would be applicable to the Health Director position. The Board agreed with the proposed framework for this year's evaluation. The board decided to review additional information at the October meeting prior to finalizing and updating the process.
- D. Strategic Plan Review – Board members reviewed the goals and objectives of the past strategic plan and discussed the transition to the Community Action Plan in 2010 (community health assessment in 2009). Board members requested more specific information on accomplishments to date as part of their new strategic planning process for the 2012 community health assessment.
- E. Bad Debt Write Off – Ms. Pepinsky reviewed the request to write off a total of \$3,925.72 in bad debt from the period of 6/10/2010 to 6/30/2011 based on current fiscal policy. Ms. Pepinsky stipulated that all eligible debts would be forwarded to the NC Tax Debt Setoff program. Mr. Becker made a motion to endorse the recommended write off and to forward that recommendation to the Board of Commissioners for review and approval. Ms. Byrne seconded the motion and it passed by unanimous vote.

Informal Discussion and Public Comment: Mr. Creasman discussed several strategies that might play an important role with community efforts to prevent substance abuse related deaths. One possible option would be to provide naran to family members of at risk individuals to prevent opioid overdose related deaths. Board members also asked about the status of debit and credit cards for the health department and were informed that a meeting had occurred with the County Manager and Finance Director to discuss that possibility.

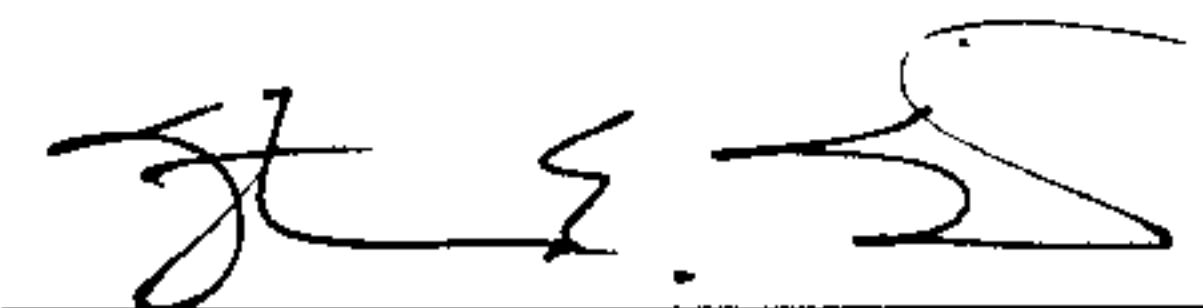
Adjournment: Ms. Byrne made a motion to adjourn and Mr. Allen seconded the motion. The motion passed by unanimous vote.



Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on October 9, 2012.



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Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

October 9, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Becker, Mr. Biecker, Dr. Boatwright, Ms. Byrne, Dr. Cozart, Mr. Creasman and Ms. Schieve.

Board Members Absent: Mr. Allen, Dr. Holimon, Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Mr. Smith as staff. Ms. Masters joined the meeting later for the discussion of the GlaxoSmithKline Foundation Child Health Recognition Award.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: No changes were requested for the agenda. Ms. Byrne made a motion to approve the agenda as presented and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Mr. Creasman referenced the need to approve the September 11, 2012 minutes. Mr. Biecker made the motion to approve the minutes and Ms. Byrne seconded. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith reviewed several items from the written report including mental health, fluoridation support from the medical community, status of electronic health records, Healthy Smiles program and preparedness.
- B. Transylvania County Community Health Assessment Review (slides) – Board members reviewed a slide presentation which summarized key information from the 2012 CHA data with particular respect to comparative data and negative trends or outliers with health outcomes. Board members agreed that substance abuse and obesity warrant more discussion as potential priorities for the next action plan.

Committee Reports: None.

Unfinished Business:


- A. Fluoridation update – Updated board members about a pending appearance at the medical staff meeting to garner their formal support for fluoridation.
- B. Strategic Plan/Community Action Plan Review – Mr. Smith reported on completion and progress to date of multiple objectives included in the previous strategic plan and current community action plan. Board members discussed these and deliberated about particular priorities that might need to be carried forward into a new strategic plan as a subset of the pending action plan from the 2012 community health assessment.
- C. Health Director Performance Review – Mr. Smith shared recommendations about the annual performance review process for the director position and how to facilitate external input from peers.

New Business:

- A. Budget Amendments – Board members were presented with information about 2 requested budget amendments. One would incorporate the award money from the GlaxoSmithKline Foundation and the second was to create a budget line item for community transformation project revenues and expenditures. Mr. Becker made a motion to endorse the amendments and to forward them to the Board of Commissioners for approval. Mr. Biecker seconded the motion and it passed by unanimous vote.
- B. GlaxoSmithKline Foundation Child Health Recognition Award – Mr. Smith reviewed the criteria and significance of the award. It was noted that a great deal of credit belonged to Dr. Cozart and other dentists in the community that supported service to Medicaid children. Board members thanked Dr. Cozart and Ms. Masters for their work and dedication to the program.

Informal Discussion and Public Comment: Board members discussed several issues including next steps with the prioritization process for community health needs and the degree of need being experienced by so many individuals and families in these difficult economic times.

Adjournment: Ms. Byrne made a motion to adjourn and Dr. Cozart seconded the motion. The motion passed by unanimous vote.



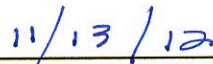
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on November 13, 2012.



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Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

MINUTES

TRANSYLVANIA COUNTY BOARD OF HEALTH

November 13, 2012

Meeting Location: Community Services Building Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Mr. Biecker, Dr. Cozart, Mr. Creasman, Dr. Holimon and Ms. Schieve.

Board Members Absent: Dr. Boatwright, Ms. Byrne, Mr. Phillips and Dr. Wells.

Staff Members and Guests Present: Mr. Smith and Ms. Pepinsky as staff.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm.

Amendments to Agenda/Adoption of Agenda: No changes were requested for the agenda. Mr. Becker made a motion to approve the agenda as presented and Mr. Allen seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Mr. Creasman referenced the October 9, 2012 minutes. Mr. Becker made the motion to approve the minutes and Mr. Allen seconded. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith provided a brief review of several topics including Western Highlands Network, dialysis facility, fluoridation, community outreach, CARE, Healthy Smiles, preparedness and Blue Ridge Community Health Services (Brevard Health Center).

Committee Reports: None.

Unfinished Business:

- A. 2012 Community Health Assessment/Priorities – Board members were advised about ongoing efforts to speak with multiple stakeholder groups about the initial data set and the preliminary plan for identifying the “first level” of potential priorities. The first community session had been scheduled for December 11, 2012.
- B. Health Director Performance Review Process – Mr. Creasman discussed the status of reviewing the primary responsibilities for the Health Director and efforts to improve the performance review instrument.

New Business:

- A. Department Quarterly Financial Statement (July 2012 – September 2012) – Ms. Pepinsky reviewed the financial status for the Department within the first quarter. Expenditures within that time period were below the 25% threshold. Revenues were also lower due to an incremental model for claiming state program funds. No anomalies or concerns were noted.
- B. Budget Amendment for TANF funds – Ms. Pepinsky presented a proposed budget amendment for an additional \$2,110 related to Temporary Assistance for Needy Families. Dr. Cozart made a motion to approve the budget amendment and Mr. Allen seconded the motion. The motion passed by unanimous vote.
- C. 2012 Program Survey results (QI) – Mr. Smith summarized the feedback achieved through the annual survey effort. Almost all survey information about current services was complimentary. Elements mentioned under options for improved service included posting of flu shot availability on website, less paperwork, providing water quality tests for wells, quicker appointments for WIC, having a full time physician and less air conditioning (better temperature control).
- D. 2013 Board of Health Meeting Schedule – Mr. Smith referenced the enclosed calendar which highlighted the typical 2nd Tuesday of each month for Board of Health meetings. Mr. Becker made a motion to approved the proposed schedule and Ms. Schieve seconded the motion. The motion passed by unanimous vote.
- E. Annual Training – Board members were provided with a comprehensive notebook containing statutory guidance and other practical information related to Board of Health service. Members reviewed the various sections and had no immediate questions about the information. Mr. Smith stipulated that he would be glad to schedule in dividuall sessions if any board member desired additional information.
- F. Board Service Recognition – Mr. Creasman presented Dr. Cozart with a Certificate of Appreciation for his service. Board members acknowledged Dr. Cozart's leadership on a variety of issues including recent discussions about fluoridation. Dr. Cozart thanked board members and stated that he would continue to support public health in the community.

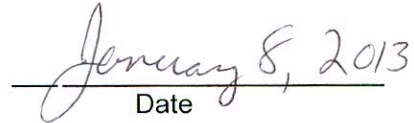
- G. December Board of Health Meeting – Mr. Smith informed board members that there was no pressing business for December. Mr. Allen made a motion to cancel the December meeting and Mr. Becker seconded the motion. The motion passed by unanimous vote. Staff stipulated that appropriate legal notices about the cancellation would be accomplished.

Informal Discussion and Public Comment: None.


Adjournment: Ms. Schieve made a motion to adjourn and Dr. Holimon seconded the motion. The motion passed by unanimous vote.



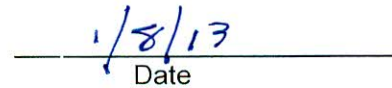
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

Approved by the Transylvania County Board of Health on January 8, 2013.