



Public Health
Prevent. Promote. Protect.

**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 18, 2014, 7:00pm – Regular Meeting

Meeting Location: Transylvania County Library
212 South Gaston Street
Brevard, NC 28712

Board Members Present: Mr. Biecker, Dr. Boatwright, Ms. Byrne, Dr. Holimon, Dr. Lamm, Dr. Tucker and Dr. Williams.

Board Members Absent: Mr. Allen, Dr. Fisher, Mr. Hogsed and Ms. Schieve.

Staff Members and Guests Present: Mr. Smith, Ms. Brown Pepinsky and Ms. Kristi Brown (Transylvania County Assistant Clerk of Court).

Note: Since new Board of Health appointees were in attendance and were needed to establish a quorum, the Secretary to the Board advised board members of the need to address the oaths of office before the meeting could be convened.

Ms. Kristi Brown, the Transylvania County Assistant Clerk of Court proceeded with the oaths of office administration for Dr. Lamm, Dr. Tucker and Dr. Williams. The oath documents were prepared, signed and certified at this time.

Given the establishment of a quorum, the Secretary to the Board then advised board members that the February meeting served as an organizational meeting with the pending election of officers. Board members were asked to allow Mr. Biecker as past Vice Chairperson to chair the meeting until the election could be completed. Board members agreed and endorsed this approach.

Welcome and Announcements: Mr. Biecker called the meeting to order at 7:15pm. Board members, staff and guests were welcomed. Mr. Biecker asked all board members to introduce themselves and to provide some background related to their past board service or their interest in serving as new board of health members.

New Business:

- A. Election of Officers – Board members agreed by consensus to address this business item first in order to have appropriate officers elected to oversee the remainder of their meeting. Mr. Biecker opened the floor for nominations for the Chairman position. Dr. Holimon nominated Mr. Biecker for the Chairman position. Mr. Biecker asked for other nominations for the Chairman position. None were offered. Mr. Biecker closed the floor for Chairman nominations. Mr. Biecker then requested nominations for the Vice Chairman position. Ms. Byrne nominated Dr. Boatwright for Vice Chairman. Mr. Biecker solicited additional nominations for the Vice Chairman position. None were offered. Mr. Biecker closed the floor for Vice Chairman nominations. Dr. Holimon noted the singular candidates for each officer position and subsequently made a motion to elect Mr. Biecker as Chairman. Dr. Boatwright seconded the motion. The vote was unanimous. Ms. Byrne then made a motion to elect Dr. Boatwright as the Vice Chairman and Dr. Tucker seconded the motion. The motion passed by unanimous vote.

Consent Agenda: Ms. Byrne made a motion to approve the consent agenda which included the February 18, 2014 meeting agenda and the November 12, 2013 Board of Health meeting minutes. Dr. Boatwright seconded the motion and it passed by unanimous vote.

Approval of Minutes: See Consent Agenda.

Public Comment or Hearing: None.

Administrative or Committee Reports:

- A. Health Director's Report – Mr. Smith reviewed several topics including a recent white powder incident, pending orientation for newly appointed members, public information requests associated with board of health membership applications and general background on recent communicable disease efforts.

Other Business: None.

New Business:

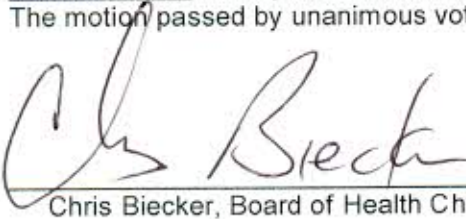
- A. Election of Officers – See detail above.
B. 2014 Annual Meeting Calendar – Given the addition of four new board members, the board was asked if they would like to alter their meeting date or time. Members stated a preference for shifting to an earlier meeting time (6:00pm). Mr. Biecker requested that Mr. Smith confirm the availability of board members not in attendance for the earlier meeting time. Board members agreed to the earlier meeting time contingent upon the availability of the remaining board members.

- C. Board of Health Annual Policy Review – Board members reviewed their existing policies (policy listing provided). Board members agreed with minor revisions to the existing Policy on Policies, Observing Public Health Laws, Rules and Regulations, Operating Procedures and Diversity Plan. Ms. Byrne made a motion to approve all existing policies associated with board of health approval with the stated revisions. Dr. Boatwright seconded the motion and it passed by unanimous vote.
- D. Annual Communicable Disease Report – Board members reviewed the provided materials which delineated numbers of communicable disease cases, comparison to past year's experience and various control measures that were required.
- E. Strategic Plan 2013 – 2016 – Board members were provided with a final draft of the strategic plan given their input and guidance from previous discussions. Board members acknowledged the importance of tracking efforts related to the plan and that the plan may need to be revised if local conditions change or other circumstances affect the department's ability to support the deliverables. Dr. Lamm made a motion to approve the strategic plan and Dr. Holimon seconded the motion. The motion passed by unanimous vote.
- F. Accreditation Topics/Decisions – Board members reviewed several topics including endorsement of community members to be interviewed, scoring requirements for activities and assurance of access to legal counsel (County Attorney). Board members agreed by consensus that Mr. Biecker (Chairman), Dr. Boatwright (Vice Chairman) and Ms. Byrne (Registered Nurse) would represent the board during the accreditation process.
- G. Health Director Performance Review – Mr. Biecker made a motion to go into closed session pursuant to NCGS 143-318.11 "...to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee....". Dr. Boatwright seconded the motion and it was approved by unanimous vote. Mr. Smith and Ms. Brown Pepinsky were excused from the session. Mr. Smith and Ms. Brown Pepinsky were invited to rejoin the board meeting at the conclusion of the closed session. Mr. Biecker stipulated that he had made the motion to exit the closed session with Dr. Boatwright seconding the motion. The motion had passed by unanimous vote. Mr. Biecker disclosed that no action had been taken during the closed session.
- H. Financial Report – Ms. Brown Pepinsky reviewed the quarterly financial summary and requested budget amendments related to Smart Start, Delta Dental Foundation and St. Philip's Episcopal Church funding. Ms. Byrne made a motion to approve the amendments and Dr. Holimon seconded the motion. The motion passed by unanimous vote.
- I. Bad Debt Write Off – Mr. Brown Pepinsky reviewed the proposed bad debt write off to the board. It was noted that this write off related to an action that would have typically taken place in calendar year 2013 based on current policy and that the action was delayed due to a cancelled meeting. Ms. Brown Pepinsky also stipulated that the amount was lower than usual based on the ability of many current clients being able to pay balances through credit card transactions. Dr. Williams posed several questions related to financial qualification and intake processes and asked that additional information be presented to the board at a later date about the details associated with outstanding balances and the relationship to bad debt. Dr. Williams made a motion to approve the bad debt write off as submitted and that it be forwarded to the Board of Commissioners for approval. Ms. Byrne seconded the motion and it passed by unanimous vote.

- J. State of the County Health Report – Mr. Smith requested due to the late hour that the previously approved report be reviewed at another time with incoming board members.. Board members agreed with this approach.
- K. Framework for FY 15 Budget Proposal – Mr. Smith informed the board that the initial budget proposal was due on March 7, 2014 and that this date was before the next board of health meeting. Board members were advised about significant issues within the categories of personnel, operations and capital for the budget development process and that the County Manager understood their approval would be necessary before a final version could be reviewed.

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.


Chris Biecker, Board of Health Chairperson

3-11-2014
Date


Steve Smith, Secretary

3/11/2014
Date

Approved by the Transylvania County Board of Health on March 11, 2014.



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

March 11, 2014, 7:00pm – Regular Meeting

Meeting Location: Community Services Building
98 East Morgan Street
Brevard, NC 28712

Board Members Present: Mr. Allen, Mr. Biecker, Dr. Boatwright, Ms. Byrne, Dr. Fisher, Dr. Lamm, Dr. Tucker and Dr. Williams.

Board Members Absent: Mr. Hogsed, Dr. Holimon and Ms. Schieve.

Staff Members and Guests Present: Mr. Smith, Ms. Brown Pepinsky and Ms. Shepard.

Welcome and Announcements: Mr. Biecker called the meeting to order at 7:00pm and thanked board members and staff for their attendance. Board members acknowledged Dr. Fisher and welcomed him to his first board of health meeting. Given that circumstance, board members agreed by consensus to proceed with the oaths of office for Dr. Fisher.

New Business:

- A. Oaths of Office – Ms. Shepard (notary public and public health staff member) administered the required oaths to Dr. Fisher and notarized the oaths document for board of health records.

Consent Agenda: Mr. Allen made a motion to approve the consent agenda which included the March 11, 2014 meeting agenda and the February 18, 2014, 2013 Board of Health meeting minutes. Dr. Boatwright seconded the motion and it passed by unanimous vote.

Approval of Minutes: See Consent Agenda.

Public Comment or Hearing: None.

Administrative or Committee Reports:

- A. Health Director's Report – None. Mr. Smith stipulated that input from the department was structured within the agenda items.

Other Business: None.

New Business:

- A. Oaths of Office – See detail above.
- B. FY 15 Public Health Budget Proposal – Mr. Smith started the proposal with a slide deck presentation that reviewed a variety of legal obligations for local health departments and how the current budget (and budget proposal) tied to the delivery of mandated and essential services. Several specific documents were referenced and discussed. These included: Chapter 46 of the NC Administrative Code (Local Standards); "Why is the Budget Important?" (which details statutory obligations of essential services in NCGS 130A-34.1; FY 14-14 Proposed Budget Summary (detailing changes with demand for local dollars); Framework for FY 15 Budget Proposal and FY 14-15 Revenue/Expenditure Summary (with comparisons to current fiscal year). Staff referenced that budget formats have changed and that "apple to apple" comparisons were important. Past budget formats had not included capital or computer replacement costs. Both of those are now incorporated within the FY 14-15 budget proposal.
- Mr. Smith represented the budget proposal as one that:

- Met retention, recruitment and development needs of the public health workforce relative to the analysis accomplished via the workforce development plan
- Met the department's obligations for maintenance of effort funding
- Provided for the delivery of essential and mandated services
- Supported specific department responsibilities within the community health improvement plan and department strategic plan
- Provided for implementation of critical information technology through analysis of needs for hardware, software and related system changes

Board members discussed several elements including the individual capital items, necessity of replacing one vehicle and the number of computers that were scheduled to be replaced. Concern was also voiced about the rate of growth for the public health budget as compared to local economic growth. Mr. Smith mentioned that a first draft of the budget was requested that week by the County Manager. The board was asked to endorse the preliminary proposal subject to changes and priorities they might determine at the next board of health meeting. Mr. Biecker made a motion to endorse the draft budget proposal while retaining the option of further amendments and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

- C. Accreditation Items – Mr. Smith reviewed the status of preparations for the site visit scheduled at the end of the month. He advised board members that several pending documents would likely need to be signed by the Chairman including a revised Health Department Self Assessment Instrument form and some attestation letters (attesting that some elements like adoption of rules or adjudications had not happened since initial accreditation). These items were not viewed as substantive or a component that necessarily required board action or approval. Board members expressed that they were comfortable with the Chairman providing documentation as needed about department or board activities.

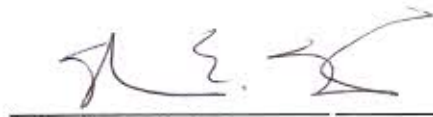
- D. Health Director Position Description and Qualifications – Board members reviewed several documents including the current position description for the health director, transcript from NC State University (MPA), overview of position description components that was developed in 2012 and statutory requirements that a health director in North Carolina must meet. Members had no questions about the qualifications component and agreed that the current position description was accurate and appropriate for the health director. It was further acknowledged that specific board level discussion of the position description needs to be captured each year during the performance review process.
- E. Health Director Performance Review – Ms. Byrne made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(6) "to consider the qualifications, competence, performance character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee...". Mr. Allen seconded the motion and it passed by unanimous vote. Mr. Biecker excused Mr. Smith and Ms. Brown Pepinsky from the room for the duration of the discussion. Mr. Biecker requested that Mr. Smith and Ms. Brown Pepinsky rejoin the meeting at the conclusion of the closed session. Ms. Byrne made a motion to exit the closed session and Mr. Allen seconded the motion. The motion passed by unanimous vote. Mr. Biecker informed Mr. Smith that the board had agreed to the final performance review instrument and that he would follow up on the board's behalf to conduct the performance review conference. Mr. Smith thanked board members for their time and input into the review process.
- F. Drug Free Communities Grant Support Letter – Mr. Smith informed the board that the current substance abuse coalition (C.A.R.E.) was seeking additional grant funding for future years. The effort was significant for public health since substance abuse was chosen as one of the community health priorities to be addressed in the Community Health Improvement Plan. The Drug Free Communities grant provided an opportunity to continue the coalition's work on prescription medication abuse and other components like alcohol and new emerging hybrid drugs. Board members discussed inherent challenges with progress in this area and that evidence based practices were difficult to define. Mr. Allen made a motion to endorse the grant proposal with a letter of support and Dr. Boatwright seconded the motion. It passed by unanimous vote.
- G. Fee Policy – Ms. Brown Pepinsky referenced a new fee policy draft that addressed several elements that had not been incorporated in a policy format before. Several elements addressed components that were expected within accreditation. Portions of the policy also characterized our current practice with fee review, fee setting and fee recommendations. Ms. Byrne made a motion to adopt the policy and Dr. Lamm seconded the motion. The motion passed by unanimous vote.

Informal Discussion and Public Comment: Board members noted that they liked the earlier meeting time.

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


Chris Biecker, Board of Health Chairperson

April 8, 2014
Date


Steve Smith, Secretary

April 8, 2014
Date

Approved by the Transylvania County Board of Health on April 8, 2014.

Transylvania County Board of Health
Minutes
☒ Regular Meeting ☐ Special Meeting
Community Services Building Conference Room
April 8, 2014; 6:00 p.m.

I. Call to Order and Introductions

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

Members Present	Chris Biecker, Chair; Jeanne Byrne; Tony Fisher; James Holimon; Ben Lamm; Linda Schieve; Hooper Williams; PJ Boatwright, Vice Chair; Daryle Hogsed; Gus Tucker; Steven E. Smith, Secretary to the Board of Health
Members Absent	Terry Allen
Staff Members Present	Miriam Brown Pepinsky, Business Officer; Sharon Cameron, Personal Health Director; Beth Hyatt, WIC Director; Jim Boyer, Environmental Health Supervisor; Anita Glance, Public Health Preparedness coordinator
Others Present	Elaine Deppe (Former Chair of Board of Health)

Quorum was present.

II. Consent Agenda

- A. Approval of Agenda
- B. March 11, 2014 Board of Health minutes

Ms. Byrne made a motion to approve the consent agenda. Mr. Hogsed seconded the motion. The motion passed by unanimous vote.

III. Public Comments

Elaine Deppe, former Board of Health Chair, recognized Steve Smith's contributions as Health Director and wished him well in his new position.

IV. Reports

V. New Business

- a. FY14-15 Budget proposal presented to Board for approval. Salary/fringe comprise 85% of budget. Capital expenditures (medical records scanning and staff computer replacements were previously budgeted). Local dollar demand over the course of four years has averaged 52%. A motion to adopt the budget proposal was made by Ms. Byrne, seconded by Lamm. A vote was unanimous.
- b. Project Lazarus \$9,000 substance abuse grant awarded to NCCI CARE coalition. Grant is administered through the Health Department budget. A motion to approve the grant was made by Dr. Holimon, seconded by Mr. Lamm. The vote was unanimous.
- c. The Board went into closed session to discuss consideration of contracting with an interim health director.

VI. Other

Ms. Byrne asked the status of consolidation. A meeting with Jill Moore of the UNC School of Government is scheduled for May 22, 2014. Chair Biecker and Vice Chair Boatwright will represent Board of Health. Chair Biecker will send a summary of the meeting with Ms. Moore to board members.

VII. Next Meeting Date

May 13, 2014


VIII. Adjournment

Meeting was adjourned at approximately 8 p.m.

Respectfully submitted:


Miriam Brown Pepinsky
Recorder, Board of Health

7/2/2014
Date


Chris Biecker
Chair, Board of Health

7-8-2014
Approved Date

**Transylvania County Board of Health
Minutes**
☒ Regular Meeting ☐ Special Meeting
 Community Services Building Conference Room
 May 13, 2014; 6:00 p.m.

I. Call to Order and Introductions

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

Members Present	Chris Biecker, Chair; Terry Allen; Jeanne Byrne; Tony Fisher; James Holimon; Ben Lamm; Linda Schieve; Hooper Williams; Terry L. Pierce; Secretary
Members Absent	PJ Boatwright, Vice Chair; Daryle Hogsed; Gus Tucker
Staff Members Present	Miriam Brown Pepinsky, Business Officer; Sharon Cameron, Personal Health Director; Anita Glance, PH Preparedness/QI coordinator
Others Present	Tim Shea, Medical Director for Transylvania County Department of Public Health

Quorum was present.

II. Approval of Meeting Agenda

No modifications. Ms. Byrne made a motion to approve the meeting agenda. Ms. Schieve seconded the motion. The motion passed by unanimous vote.

III. Approval of Minutes (None)

IV. Public Comments (None)

Old Business

Bad Debt: Mr. Pierce, Interim Health Director, stated he had been advised that it is illegal to charge interest to patient accounts. Ms. Brown Pepinsky, Business Officer, reported the breakdown for the \$1,100 bad debt amount; \$500 for balances less than \$50 (small balances) and remainder is subject to NC Debt Setoff.

V. Reports

A. Health Director	<p>Terry L. Pierce, Interim Health Director, gave a brief introduction of his background as former health director of Transylvania County.</p> <p>Accreditation Review; Mr. Pierce will attend the June 20, 2014 Accreditation Board Meeting representing the department along with Ms. Cameron and Ms. Glance. Board of Health members are invited to attend.</p> <p>Delegation of Authority: Mr. Pierce has granted Delegation of Authority to the Director of Personal Health (Cameron) and</p>
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	<p>Business Officer (Brown Pepinsky) to act on his behalf in his absence.</p> <p>Schedule: Mr. Pierce indicates he will be available part-time in his capacity as health director. Leadership Team has electronic access to his schedule.</p> <p>Land of Waterfalls Partnership for Health: Status of partnership will be discussed at next meeting.</p> <p>Resignation of Health Educator: Ms. Keelin Schneider, health educator, submitted her resignation 4/23/2014</p>
B. Finance/Budget	Ms. Brown Pepinsky presented the quarterly financial statement for March 31, 2014. Expenditures and revenue are on track for 75% of the year. FY13-14 program summary (true cost allocations) will be presented at August meeting.

VI. New Business

Status of Health Department Clinics: Ms. Cameron presented an overview of clinic operations. Board members posed questions and discussed at length how the Affordable Care Act and no Medicaid Expansion (per State) affects health department patients.

VII. Other

Ms. Byrne asked the status of consolidation. There will be a meeting with Jill Moore of the UNC School of Government on May 22, 2014. Chair Biecker and Vice Chair Boatwright will represent Board of Health at this meeting. Chair Biecker will send a meeting summary to board members.

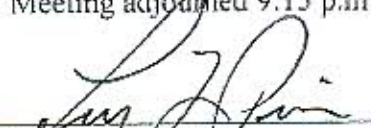
VIII. Next Meeting Date

July 8, 2014

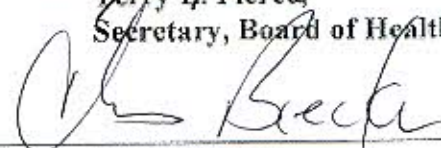
IX. Adjournment

Dr. Holimon presented a motion to adjourn meeting. Ms. Byrne seconded the motion. The motion passed by unanimous vote. Meeting adjourned 9:15 p.m.

Respectfully submitted:


Terry L. Pierce
Secretary, Board of Health

01 July 2014
Date


Chris Biecker
Chair, Board of Health

7-8-2014
Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
July 8, 2014; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:03 p.m.

Members Present	Chris Biecker, Chair; Jeanne Byrne; Tony Fisher; Linda Schieve; Gus Tucker; Hooper Williams; Terry L. Pierce; Secretary to the Board
Members Absent	James Holimon; Ben Lamm; PJ Boatwright, Vice Chair; Daryle Hogsed;
Staff Members Present	Miriam Brown Pepinsky, Business Officer; Sharon Cameron, Personal Health Director; Anita Glance, PH Preparedness/QI coordinator
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Chair Biecker requested an approval of the consent agenda. Ms. Byrne moved; Dr. Fisher seconded a motion to approve the consent agenda. The vote was unanimous.

III. Public Comments

None.

IV. Old Business

- Land of Waterfalls Partnership for Health: Mr. Pierce briefed the Board on the future of the Partnership and requested feedback from board members. The Health Department has been the fiscal agent for the Partnership. Mr. Pierce will confer with the Partnership Board members for next steps.
- Consolidation of Public Health and DSS: Chair Biecker and Mr. Pierce attended the consolidation meeting May 22 with Jill Moore of UNC School of Government. Once the new county manager is appointed, the Commissioners will be able to focus on whether to pursue consolidation.
- Budget: All Budget requests were approved except carpet/tile and vehicle replacement.

V. Reports

A. Health Director	<ul style="list-style-type: none">• Board members are invited to contribute to a scrapbook to be presented to Artie Wilson upon his retirement.
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	<ul style="list-style-type: none">• Follow up from question posed at last meeting. Credit card usage for fees is approximately 24%.• June Accreditation Board meeting went well and department will receive a plaque in the near future.• Board of Health Accreditation calendars have been developed through 2017 as an aid to meet reaccreditation standards. Ms. Glance indicated calendar months can be adjusted if necessary.
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VI. New Business

- Board of Health Orientation: Training/orientation will be presented at the August 12 meeting.
- Fiscal Records Destruction: requested board approval for shredding fiscal management records pertaining to fiscal years 2006-2007. Ms. Byrne moved; Ms. Schieve seconded to approve destruction of records for FY2006-2007. The vote was unanimous.
- Budget Amendments: request board approval new TRAIN grant and carry forward dollars for grants with 2014 calendar year January through December. Ms. Byrne moved; Dr. Fisher seconded the motion to approve the budget amendments. The vote was unanimous.

VII. Other

Ms. Glance invited board members to attend quarterly accreditation management team meeting scheduled for August 20, 2014.

VIII. Next Meeting Date

August 12, 2014.

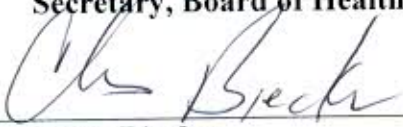
IX. Adjournment

Meeting adjourned 6:55 p.m.

Respectfully submitted:


Terry L. Pierce,
Secretary, Board of Health

14 July 2014
Date


Chris Biecker
Chair, Board of Health

8-12-2014
Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
August 12, 2014; 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, Chair; Jeanne Byrne; Tony Fisher; Linda Schieve; Gus Tucker; Hooper Williams; Ben Lamm; PJ Boatwright; Daryle Hogsed; Terry L. Pierce; Secretary to the Board
Members Absent	James Holimon; Terry Allen;
Staff Members Present	Miriam Brown Pepinsky, Business Officer
Others Present	Sheila Cozart; Human Resources Director Bob Blackburn; Speaker for Board of Health Annual Training

Quorum was present.

II. Approval of Consent Agenda

Chair Biecker requested an approval of the consent agenda. Ms. Byrne moved; Dr. Fisher seconded a motion to approve the consent agenda. The vote was unanimous.

III. Public Comments (None)

IV. Health Director Report

Tara Rybka hired as Health Educator; start date August 11, 2014.

V. Old Business

- A. Consolidation of Public Health and DSS: Commissioners voted not to consolidate the two agencies at their July 28, 2014 meeting.

VI. New Business

- A. Health Director Recruitment: Chair Biecker introduced Sheila Cozart, Director of Human Resources for Transylvania County. Ms. Cozart discussed next steps for the recruiting a health director and offered assistance through the recruitment process. Assessment tools are available and have been used as a personnel tool for other county department heads. She also stated the Board should have a tentative plan by the end of the meeting to include a search committee. Ms. Cozart will assist in the posting for the position.

Chair Biecker referenced a timeline prepared by Terry Pierce to assist the Board. The Board of Commissioners did express the health director candidates must be informed human services integration (consolidation) could occur at a later date. Mr. Hogsed reported the candidates should know the discussion of consolidation was prompted by the vacancies of the county manager and the health director occurring at the same time. The Board of Commissioners did not have an issue with either agency.

Mr. Pierce stated the health director job description was revised in March 2014 to meet reaccreditation qualification standards and is ready for posting.

Ms. Cozart suggested the Board target professional organizations specific to public health such as North Carolina Public Health Association; Southern Association of Public Health and the statewide environmental health listserv (many health directors are former environmental health personnel). She suggested advertising three or four weeks for a sufficient pool.

Dr. Williams asked Ms. Cozart if there was a national organization. Mr. Pierce stated there is a National Public Health organization but it may be expensive to advertise. Many listservs and professional publications such as *County Line* are available at no cost.

Chair Biecker indicated the next step is to appoint a health director search committee. **Dr. Boatwright and Mr. Hogsed volunteered along with Chair Biecker.** The Human Resources Director and County Manager will also be available for interviews.

Ms. Byrne suggested the position should be advertised in *The Transylvania Times* to inform the community of the health director recruitment progress.

Mr. Hogsed stated that the services of Development Associates had been used for the county manager search and might be a good resource to determine the qualification of applicants. Mr. Hogsed stated the Board of Commissioners would fund the assessment tool service. Ms. Cozart indicated the use of Development Associates may delay the search. This type of service hasn't been used at the department-head level; however, this service could be for the initial screening.

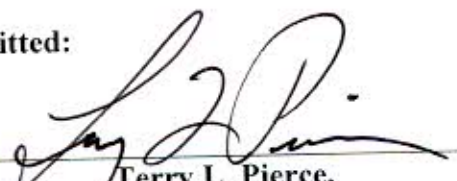
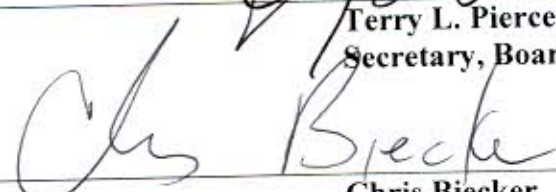
B. Budget Amendment (Immunization Action Plan); Mr. Pierce presented the IAP budget amendment and noted the amount was 50% less than last year. Chair Biecker requested an approval of the budget amendment. Mr. Hogsed moved; Ms. Byrne seconded a motion to approve the budget amendment. The vote was unanimous.

VII. Informal Discussion and Public Comment (None)

VIII. Adjournment

Meeting adjourned 7:00 p.m. Ms. Byrne moved; Mr. Hogsed seconded a motion to adjourn.

Respectfully submitted:

	<u>04 September 2014</u>
Terry L. Pierce, Secretary, Board of Health	Date
	<u>9-9-2014</u>
Chris Biecker Chair, Board of Health	Approved Date

Next Meeting Date

September 9, 2014

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
September 9, 2014; 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, Chair; PJ Boatwright; Tony Fisher; Ben Lamm; Linda Schieve; Hooper Williams
Members Absent	Terry Allen; Jeanne Byrne; Daryle Hogsed; James Holimon; Gus Tucker;
Staff Members Present	Terry L. Pierce, Health Director/Secretary to Board Miriam Brown Pepinsky, Business Officer Anita Glance, QA/QI Coordinator
Others Present	

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments (None)

IV. Health Director Report

- The Board of Health calendar and the September 2014 annual training certificate have been added to the board member's notebook.
- There may be a request for an increase in fees for Environmental Health water lab sampling in the near future. Section E was removed from the agenda because of inaccurate data due to merging two databases. The report will be presented at a future meeting.
- Medicaid Cost Report information for FY13-14 was presented in detail by Miriam Brown Pepinsky, Business Officer. The settlement received each year is a result of the Medicaid Cost report.

V. Old Business

A. Health Director Search

No applications have been received, but applications are normally received near the 9/30 deadline. Sheila Cozart/Human Resources will receive and sort applications. Another firm will assist with assessments to minimize cost and delays.

VI. New Business

A. Flu Vaccine Doses for Uninsured

A member inquired about the percentage of free doses approved last year compared to the overall total. This information will be presented at the next meeting. Chair Biecker requested an approval of the free flu vaccine doses for the uninsured. Dr. Boatwright moved; Mr. Lamm seconded a motion to approve the free flu vaccine. The vote was

unanimous.

B. Policy Development and Guidelines

Anita Glance, QA/QI Coordinator presented an in-depth summary of changes regarding the overarching Policy Development Guidelines (formerly Policy on Policies) and how it relates to each program area and health department staff members.

Chair Biecker requested an approval of the policy development and guidelines. Dr. Boatwright moved; Mr. Lamm seconded a motion to approved the request. The vote was unanimous.

C. FY13-14 Financial Summary

Ms. Pepinsky presented the end of fiscal year FY14 budget summary and reported the health department budget only consumed 79% of the local appropriations. Revenues exceeded budgeted amount by 11%. Also, Ms. Pepinsky presented the true cost allocation report to demonstrate programs with highest cost.

D. Bad Debt Write Off FY13-14

Mr. Pierce asked the Board to approve the write off for bad debt for last fiscal year. In recent years, the \$1,598 amount is the lowest and is attributable to the acceptance of debit and credit cards.

Chair Biecker requested an approval of the bad debt write off. Mr. Lamm moved; Dr. Boatwright seconded a motion to approve the bad debt write off. The vote was unanimous.

VII. Informal Discussion and Public Comment (None)

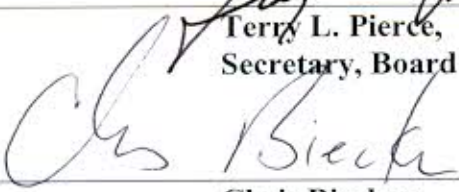
VIII. Adjournment

Meeting adjourned 8:00 p.m. Mr. Lamm moved; Dr. Boatwright seconded a motion to adjourn.

Respectfully submitted:


Terry L. Pierce,
Secretary, Board of Health

Oct 10, 2014
Date


Chris Biecker
Chair, Board of Health

Oct 14, 2014
Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
October 14, 2014; 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, Chair; PJ Boatwright; Tony Fisher; Linda Schieve; Hooper Williams; Gus Tucker
Members Absent	Terry Allen; Jeanne Byrne; Daryle Hogsed; James Holimon; Ben Lamm
Staff Members Present	Terry L. Pierce, Health Director/Secretary to Board Miriam Brown Pepinsky, Business Officer Anita Glance, PH Preparedness Coordinator Jim Boyer, Environmental Health Supervisor Sharon Cameron, Director of Personal Health Sabrina Griffin, Public Health Nurse/Immunization Coordinator
Others Present	Karen Gorman, Program Coordinator C.A.R.E. Kathleen Mallet, Project Coordinator C.A.R.E.

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments (None)

IV. Health Director Report

- Bad Debt Write Off and free flu doses for uninsured patients were approved by the Board of Commissioners at their 9/22/2014 meeting.
- Update on health director vacancy. Sheila Cozart, Director of Human Resources, is in contact with the Greg Mayo consulting group.
- Health Department annual retreat will be October 30; 12:30-4:30pm. Board of Health members are invited to attend. Contact Terry or Miriam if interested.
- Proposed accreditation rules may remove Benchmark 34.1 (The Local Board of Health shall have operating procedures which shall comply with state law). Pending the approval of proposed rule modifications, changes may be in effect March 2015.
- Ms. Glance presented a situational update of the Ebola virus. The Health Department EPI team has met frequently and an upcoming meeting is scheduled for community partners.

V. Old Business

A. Flu Dose Report FY13-14

A breakdown of payers and doses from last year's flu doses was presented to the Board as a follow up from a previous meeting. Uninsured doses accounted for 5% of total vaccine given.

B. Environmental Health Water Sampling Fee

Mr. Boyer presented information and proposed fee change for water sampling. The NC State Lab of Public Health has increased their costs for water sample analyses for existing wells effective 9/1/2014. After Mr. Boyer's presentation, Mr. Pierce requested the board approve the revised fee schedule.

Chair Biecker requested a motion to revise the environmental health fee schedule. Ms. Schieve moved; Mr. Tucker seconded a motion to approve the fee schedule. The vote was unanimous.

VI. New Business

A. Drug Free Community Grant Approval and Budget Amendment

Ms. Gorman presented a summary of C.A.R.E. (Community Awareness Recovery Effort) Coalition and the recent award of an annual \$125,000 substance abuse five-year grant. The grant will fund three new health department positions: program director; project coordinator and prevention specialist. The Board asked Ms. Gorman to provide a quarterly update on the grant outcomes.

Chair Biecker requested a motion to accept the grant, approve the three new positions and approve the \$125,000 annual budget amendment. Dr. Boatwright moved; Ms. Schieve seconded a motion to approve the grant award and three new positions. The vote was unanimous.

B. Flu High Dose Fee

Mr. Pierce asked the Board to endorse the Board of Commissioner's approval (October 13, 2014 meeting) of the \$29 fee for the trivalent flu vaccine. The timeliness required the health department to present this fee request to the Board of Commissioners before the Board of Health meeting.

Chair Biecker requested a motion to endorse the fee approval by the Board of Commissioners. Ms. Schieve moved; Dr. Boatwright seconded a motion to approval the Board of Commissioner's action. The vote was unanimous.

C. Cancel/Reschedule November Board Meeting

Mr. Pierce asked the Board to consider cancelling or rescheduling the scheduled November meeting (a county holiday). It was suggested that the meeting be moved to November 12, 2014. The location of the meeting will be announced upon determining the availability of the regular meeting room.

Chair Biecker requested a motion to reschedule the November meeting to November 12, 2014. Dr. Boatwright moved; Dr. Fisher seconded a motion to reschedule the November meeting. A change announcement will be published in the Transylvania Times.

D. Patient Count FY13-14

Ms. Pepinsky presented patient count for July 1, 2013 to June 30, 2014. Ms. Cameron noted the 7% overall decrease was attributed to not administering flu mist in the schools.

E. Quarterly Financial Summary

Ms. Pepinsky reported the actual revenue and expenditure report for the first quarter. The budget is on track at approximately 23%.

F. NC Farm Bureau Budget Amendment

Mr. Pierce requested the Board approve a \$2,500 budget amendment for the NC Farm Bureau grant. The grant will fund one-time medical expenses for individuals who need assistance and the need will be determined by the TRAIN project.

Chair Biecker requested an approval for the NC Farm Bureau budget amendment. Dr. Boatwright moved; Mr. Tucker seconded a motion to approve the budget amendment. The vote was unanimous.

VII. Informal Discussion and Public Comment (None)


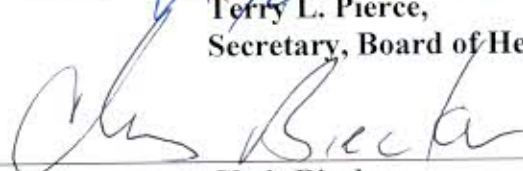
Regarding the health director vacancy, the County has received approximately ten applications. The Human Resources Director asked Mr. Pierce to review the applications. Several of the candidates are current /former health directors and other candidates have an experienced background in public health. Overall, there is a good candidate base.

The Drug Free Community award required clarification. The total award amount is \$625,000 (\$125,000 per year for five years). A non-federal match is an "in-kind" match by the County and the CARE coalition.

VIII. Adjournment

Meeting adjourned 8:00 p.m. Mr. Tucker moved; Dr. Boatwright seconded a motion to adjourn.

Respectfully submitted:

	<i>30 October 2014</i>
Terry L. Pierce, Secretary, Board of Health	Date
	<i>11-12-2014</i>
Chris Biecker Chair, Board of Health	Approved Date

Next Meeting Date

Note Rescheduled Date: **Wednesday, November 12, 2014**

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
November 12, 2014; 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, Chair; Terry Allen; PJ Boatwright; James Holimon; Ben Lamm; Linda Schieve; Gus Tucker; Hooper Williams
Members Absent	Jeanne Byrne; Tony Fisher; Daryle Hogsed; Terry L. Pierce, Secretary to the Board of Health
Staff Members Present	Miriam Brown Pepinsky, Business Officer Anita Glance, QA/QI Coordinator;/PH Preparedness Coordinator Sharon Cameron, Director of Personal Health
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Chair Biecker requested approval of the consent agenda. Dr. Boatwright moved; Mr. Allen seconded a motion to approve. The vote was unanimous.

III. Public Comments (None)

IV. Health Director Report (Ms. Pepinsky on behalf of Health Director)

- Board of Commissioners approved the three DFC grant positions and the Environmental Health water sampling fees, as recommended by the Board of Health, at their 10/27/2014 meeting.
- Dr. Boatwright's attendance at the Health Department annual staff training event was well appreciated by the staff.
- Megan Hare with TRAIN resigned 11/7/2014. The United Way, DSS, County Manager, Sharing House and Health Director are in discussion for a long-term solution for the TRAIN project.
- The Land of Waterfalls Partnership for Health FY 2013 tax return was complete by the Health Department Business Officer and reviewed and approved by the County Finance Director Gay Poor.

V. Old Business

- A. Health Director Search: six applicants will be interviewed by November 19 and most likely a special meeting will be called before the December 9 meeting.

VI. New Business

A. **Policy Review**

Ms. Glance reported policy changes in the Governance section of the Administrative Manual. These are policies that are reviewed by the Board of Health and signed by the Board of Health Chair.

Policies Changed since October 2013

- Policy Development and Guidance
- Transylvania County Department of Public Health Strategic Plan
- Observing Public Health Laws, Rules, and Regulations (needs current Health Director signature)
- Diversity Plan (needs current Health Director signature)
- Fee Policy

Policies Rescinded Since 2013

No policies in the Governance section have been rescinded in the past year. In the Fiscal Administration section; *Petty Cash Policy* (department no longer has petty cash) was rescinded and *Receipt, Deposit, Refund of Environmental Health Funds* was incorporated into Cash Drawer Control Policy.

Ms. Glance presented a review of each of the following policies in the Governance section.

- Policy Development and Guidance
- Community Involvement in Public Health (not reviewed since 2009; encouraged more public to attend meetings)
- Strategic Plan
 - *Mr. Lamm asked what training the staff receives for HIPAA compliancy. Ms. Glance responded HIPAA guidelines are reviewed (federally required for HIPAA compliancy and annually required by health department) at the Health Department annual staff training. This year's HIPAA review was the legal implications of posting on social media. She also gave some scenarios. Ms. Cameron indicated nursing consultants are available if there is a specific question regarding HIPAA. Attorneys Jill Moore, UNC School of Government, and Chris Hoke, Division of Public Health, are available to address legal issues. Mr. Williams asked about the specific requirement for annual HIPAA training. Ms. Cameron responded that accreditation rules mandate annual HIPAA training. Ms. Glance added that the Health Director is the HIPAA officer for the County.*
 - *Mr. Allen asked about the function of the Land of Waterfalls Partnership for Health organization. Ms. Pepinsky responded the Partnership is a 501(c)3 was established to receive grant funding. It was primarily used to fund Healthy Carolinians and the Community Assessment. For the past three years, the Partnership has been a grant repository for NCCI, United Way and local grants. The County serves as the fiscal agent. Contractors are paid by the County Finance Office.*
- Observing Public Health Laws, Rules, Regulations
- Workforce Development
 - *Ms. Schieve asked if the training budget is sufficient. Ms. Cameron and Ms. Pepinsky responded annual training is reviewed and budgeted during the annual budget preparations.*
- Delegation of Duties to the Health Director (policy not revised since 2009; Board of Health needs to revisit whether this policy is applicable)
- Diversity Plan
- Annual Budget Preparation and Monitoring Policy (Business Officer will review)
- Local Health Department Budget Revisions Policy (needs review)

- Fee Policy (see separate agenda item below)
 - *Mr. Allen asked about the type of documentation patients need to provide as proof of income. Ms. Pepinsky responded that a verbal proof of income is acceptable according to the Fee policy.*

Ms. Glance stated that Board of Health members can access all policies by contacting her or Sharon Cameron (Nursing Director). Policies will be reviewed at future meetings until the review process is complete.

Mr. Allen asked if there is a policy for infectious diseases. Ms. Glance responded that there is no Board of Health policy but the next agenda item (Ebola Update) should address his question.

B. **Ebola Update**

Ms. Glance stated that Chair Biecker, along with County staff and community partners, has been provided weekly Ebola updates. There have been several workshops with community partners and County key players to plan and disseminate information. State and federal agencies are providing guidance and it is frequently updated. The State Public Health Preparedness Coordinator has remarked that Transylvania County is much further along and prepared than other counties in the State. There are no reported cases or anyone fitting the low- or high-risk criteria for Ebola in Transylvania County. Ms. Glance is working on an Ebola Action Plan with the Transylvania County Communications and Emergency Management Services and Transylvania Regional Hospital.

Chair Biecker asked how a high-risk patient is handled. Ms. Glance responded the entry points from West Africa to the United States are through five major airports. Symptomatic travelers are immediately evaluated and non-symptomatic patients are given a kit and monitored by CDC. CDC notifies State Health departments and they in turn contact local health departments who are responsible for monitoring.

Mr. Allen asked about the type of PPE that is assigned when dealing with an individual that is experiencing Ebola symptoms and whether Ebola is airborne. Ms. Glance stated that EMTs are trained to ask specific questions and if the patient has traveled to one of the affected West Africa countries within 21 days and then the patient is immediately transported to Mission which has negative pressure rooms. EMTs wear the same Level C PPE same as Mission recommended by the CDC. The CDC has confirmed the virus is not airborne.

Dr. Boatwright asked if domestic pets were susceptible to the virus. Ms. Glance responded a dog was recently quarantined by the University of Texas and showed no symptoms of Ebola. The local plan prescribes sending the animal to a state university for evaluation and quarantine.

C. **Board of Health Calendar Revision**

Ms. Glance has revised the Board of Health calendar. **Fees** were moved permanently to February to align with budget. The **Strategic Plan** will be moved to March to align with the appointment of the new health director. Policy review for **Operations** and **Board of Health** will be reviewed in December.

D. Clinical Fee, Eligibility and Billing Policy

Ms. Pepinsky reviewed the Clinical Fee, Eligibility policy. The fee and bad debt policies were combined since they both applied to fiscal administration. The main additions were to clarify 340B language and reactivation of services. Chair Biecker requested a motion to approve the Clinical Fee, Eligibility and Billing Policy. Dr. Holimon moved; Dr. Boatwright seconded a motion to approve. The motion passed with one no vote.

E. Budget Amendments

Ms. Pepinsky presented the STD Prevention and Immunization Action Plan budget amendments as a result of revised state funding. Chair Biecker requested a motion to approve the STD and IAP budget amendments. Dr. Boatwright moved; Dr. Tucker seconded a motion to approve. The vote was unanimous.

VII. Informal Discussion and Public Comment (None)

Ms. Pepinsky mentioned there are Board members with expired appointments this year. Chair Biecker indicated this will be an agenda item for the December meeting.

Dr. Boatwright encouraged other board members to attend the Health Department annual training. He found it very educational and insightful. He also asked who sets the salary for the new Health Director. Ms. Pepinsky responded the HR Director can provide guidance for the salary range.

Ms. Pepinsky clarified the Land of Waterfalls Partnership for Health is 501(c)3, has a board of directors, the health director is the Executive Director and its staff are contractors, not employees. It is considered a pass-through for grants that cannot be awarded to local governments and the County is the fiscal agent.

VIII. Adjournment

Mr. Tucker moved; Mr. Allen seconded a motion to adjourn. The vote was unanimous. Meeting adjourned 7:30 p.m.

Respectfully submitted:


Terry L. Pierce,
Secretary, Board of Health

12/04/14
Date

Chris Biecker
Chair, Board of Health

Approved Date

Next Meeting Date:

December Tuesday, December 9, 2014 **

Transylvania County Board of Health
Minutes
☐ Regular Meeting ☒ Special Meeting
November 25, 2014; 6:30 p.m.
Community Services Building Conference Room

Call to Order

Meeting was called to order by Chair Biecker at 6:30 p.m.

Members Present	Chris Biecker, Chair; PJ Boatwright; Jeanne Byrne; Tony Fisher; Daryle Hogsed; Ben Lamm
Members Absent	Terry Allen; James Holimon; Linda Schieve; Gus Tucker; Hooper Williams
Staff Members Present	Terry L. Pierce Miriam Brown Pepinsky, Business Officer
Others Present	Sheila Cozart, Human Resources Director

Quorum was present.

I. Old Business

- A. Chair Biecker requested a motion to go into Closed Session for the purpose of discussing the appointment of the health director, and to include Terry Pierce and Sheila Cozart in these discussions. Ms. Byrne moved, seconded by Mr. Hogsed. The vote was unanimous.
- B. Appointment of Health Director
Ms. Byrne made a motion to hire Elaine Russell as the new health director. Mr. Lamm seconded. The vote was unanimous.

II. New Business

A. December Meeting

Ms. Byrne moved, seconded by Dr. Fisher to cancel the December meeting. The vote was unanimous. A notice will be published in the Transylvania Times.

Adjournment

Dr. Boatwright moved; Mr. Hogsed seconded a motion to adjourn. Meeting adjourned at 7:00 p.m.

Respectfully submitted:



Terry L. Pierce,
Secretary, Board of Health

01 December 2014

Date

Chris Biecker
Chair, Board of Health

Approved Date

Next Meeting Date:

January 13, 2015