

**Transylvania County Board of Health
Minutes**
 Regular Meeting **Special Meeting**
April 14, 2015; 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	PJ Boatwright ; Jeanne Byrne; Anthony Fisher; Kelvin Phillips; Gus Tucker; Hooper Williams
Members Absent	Chris Biecker; Linda Schieve; Ben Lamm
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Miriam Brown Pepinsky, Business Officer James A Boyer, EH Supervisor Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infant Children)
Others Present	

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments (None)

IV. Health Director Report

1. Pertussis cases have emerged. Eleven cases tested; five have been positive for babies under seven months. The agency has provided prophylaxis for 22 contacts and will focus in the months ahead reinforcing the message of vaccine compliance. Ms. Russell answered questions posed by board members. Pertussis cases were tested in private physician's offices and no common data for the outbreak was found with an EPI assessment tool. The agency will continue to monitor.
2. The agency's EPI team and animal control services will collaborate April 15, 2015 to camp owners to research and educate concerning communicable disease risk and preventive and safety measures. Animal Control Services will discuss some of the wildlife issues especially bats. Health Department will focus on immunization reviews.
3. The FY15-16 budget was presented to the County Manager. Budget presentation for department heads to the Board of Commissioners will be April 27, 2015.
4. The State's Healthy Community's staff granted approval for the use of funds for community and staff training. A nationally known company based in North Carolina, One Step at a Time Consulting, will provide community engagement training over the next six weeks and assist us in meeting accreditation standards.
5. The external communications project for branding and web site development has started.
6. The business officer position has been posted for hiring; anticipate a two-month overlap for training.

V. Old Business

VI. New Business

A. Free Clinic Records

Ms. Russell asked the board members for direction regarding The Free Clinic medical records stored in the health department administration office. The records are not governed by the NC Record Retention schedule as they are not health department medical records. From board members suggestions, Ms. Russell will research options and report back to the board on options for scanning and official destruction.

B. Bad Debt

The Board was presented a memorandum regarding bad debt for the time period 7/1/2013 to 12/31/2014. The specified timeframe will sync to the policy of reviewing bad debt every six months. Dr. Boatwright requested an approval of the bad debt amounts. Dr. Tucker moved; Dr. Boatwright seconded a motion. The vote was unanimous.

C. Summer Camp Survey Results and Summary

Ms. Glance gave an overview of the camp survey results by providing a slide presentation. At the conclusion, Ms. Glance stated the Board could email her (anita.glance@transylvaniacounty.org) if there were questions.

D. Strategic Plan

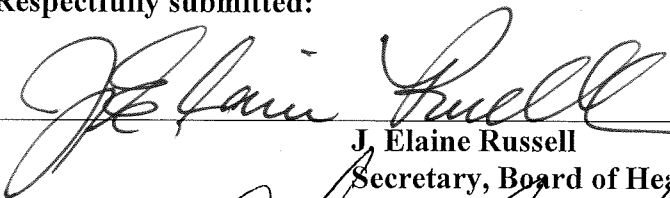
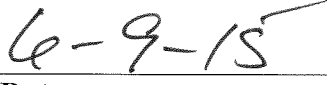
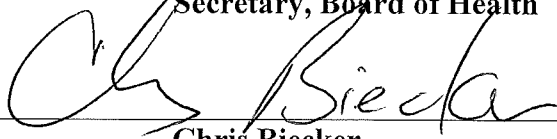

(see attachment)

VII. Informal Discussion and Public Comment (None)

VIII. Adjournment

Meeting adjourned 7:45 p.m. Dr. Tucker moved; Commissioner Phillips seconded a motion to adjourn. The vote was unanimous.

Respectfully submitted:

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