

**Transylvania County Board of Health**  
**Minutes**  
 **Regular Meeting**  **Special Meeting**  
**February 10, 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.

<b>Members Present</b>	Chris Biecker, Chair; PJ Boatwright ; Tony Fisher; Ben Lamm; Hooper Williams; Gus Tucker
<b>Members Absent</b>	Jeanne Byrne; Linda Schieve;
<b>Staff Members Present</b>	Elaine Russell, Health Director/Secretary to Board Miriam Brown Pepinsky, Business Officer James A Boyer, EH Supervisor Anita Gance, QA/QI Coordinator Tara Rybka, Health Educator Sharon Cameron, Director Personal Health Beth Hyatt, Director of WIC (Women Infant Children)
<b>Others Present</b>	None

Quorum was present.

Kelvin Phillips, Board of Commissioner, was sworn-in as a Board of Health member for the Commissioner vacancy

**II. Approval of Consent Agenda**

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

**III. Public Comments (None)**

**IV. Health Director Report**

- Miriam Brown Pepinsky, Business Officer, submitted her resignation effective July 31, 2015. It is anticipated a new person will be hired prior to her departure date to provide an overlap for a smooth transition.
- The FY15-16 budget is due to Finance by March 11 after Board of Health grants final budget approval at the March 10 meeting.
- 2014 Performance reviews for leadership team will be conducted by Terry L. Pierce who was here a majority of 2014 as interim director.
- The measles immunization non-compliance rate for our school age population (data from our school nurses) was 1.7%. Overall, this is very good as it means we are about 98% compliant and also speaks to the power of school nursing. For children, two to school age; 86% compliance rate. We will focus on increasing this compliance with daycare and parents to reach a 92% benchmark. Measles immunization compliance is a concern given the national outbreak.
- Another integral and economic part of our community is the influx of national and international summer campers. We want to provide the summer camp managers with the best possible guidance for communicable disease preventive measures. An internal process has begun involving nursing, environmental, administration and PH Preparedness to develop a survey for camp owners to determine how they are screening vaccine compliance. The results will help us tailor education to camp owners in the weeks ahead. Educate and be proactive now.

- Lengthy discussion of the loss of the birthing center at Transylvania Regional Hospital. Ms. Russell has been in communication with Cathy Landis Feb 10 to share philosophy and assurances they are putting in place from hospital perspective. Ms. Russell also met with the Park Ridge Baby Center who will be available as a community partner if needed. For our Medicaid Case Management moms, we will emphasize transportation planning. Also, there will be a focus on how to develop relationships with more distant hospitals around breastfeeding support as the first 24 hours is essential for breastfeeding support. Ms. Russell also met with County Manager to discuss the overall vision for the county level and working with women to inform them of their choices and the need to proactively plan.

Dr. Fisher posed the question whether the Transylvania Women's Care OBs (Barrow and Ramsey) are available for OB services. Ms. Russell responded the physicians will be available at Mission and local services will be covered only for prenatal care. Deliveries will only occur at Transylvania Regional Hospital for extreme, immediate crisis delivery.

## V. Old Business

## VI. New Business

- A. Fee Recommendations:** Ms. Brown Pepinsky reported the fee increases are governed by an annual review in the *Clinical Eligibility and Fee* policy. The review is comprised of many methods such as comparing regional costs from the Medicaid Cost Settlement; peer county fee review; minimum Medicaid reimbursement and product/service cost recovery. Mr. Lamm inquired whether there was a profit with some of the services. Ms. Brown Pepinsky responded we were at least meeting the Medicaid reimbursement cost as a baseline for some services. Ms. Russell provided further detail regarding the different repositories required for private and state vaccines and how those cost differ. Chair Biecker requested a motion for the fee increases. Mr. Tucker moved; Dr. Boatwright seconded a motion. The vote was unanimous. The fee recommendation was approved.
- B. Strategic Plan Timeline:** Ms. Russell gave an overall timeline of the strategic planning process and how the County's strategic plan will assist us in developing the agency's plan in 2016. The health director suggested focus groups to determine specific needs and nuances of our community. Also, the agency is working on an external communications plan with Health Educator and external vendor. At the March or April board meeting, there will be a SWOT analysis. Another resource is results-based accountability with a common sense approach to programs and services with three key questions that can be applied to clinical or environmental.
- C. Quarterly Financial Summary:** Ms. Brown Pepinsky reported we are on track at the 50% benchmark for expenditures and revenues. Regarding revenue; *State:* A state certification error resulted in revenues being received in the beginning of the third quarter. *Medicaid:* the low percentage is normal as the Medicaid cost settlement is usually received near the end of the fiscal year (around June). Expenditures are under 50% as of 12/31/2014.

**D. Health Director Job Description and Delegation of Duties Policy Review:** Ms. Russell explained the job description and policy review are part of accreditation standards. Both documents are instruments for the Board to vest the health director with the general statute of operating a health department. Regarding the job description, there are no changes unless the scope of practice changes. No questions were raised so a motion was required to accept the job description. Mr. Tucker moved; Dr. Boatwright seconded. The vote was unanimous. The job description was approved.

**E. State of the County Health (SOTCH) Report:** This annual report is required to document the county’s overall health. Ms. Rybka, health educator, presented the SOTCH in detail and answered questions from the Board.

**F. Budget Amendments:** Ms. Russell presented two budget amendments for approval. The WIC \$3,183 budget amendment was a result of revised state funding due to an increased caseload. There was no discussion. Chair Biecker requested a motion. Mr. Tucker moved; Mr. Lamm seconded a motion. The vote was unanimous. The WIC budget amendment was approved.

The WNC Healthy Impact \$1,000 budget amendment is a grant for health promotion and obesity prevention. There was no discussion. Dr. Boatwright moved; Mr. Tucker seconded a motion. The vote was unanimous. The WNC Healthy Impact budget amendment was approved.

**VII. Informal Discussion and Public Comment (None)**

**VIII. Adjournment**

Meeting adjourned 7:15 p.m. Mr. Lamm moved; Dr. Boatwright seconded a motion to adjourn. The vote was unanimous.

**Respectfully submitted:**

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**J. Elaine Russell** **Date**  
**Secretary, Board of Health**

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**Chris Biecker** **Approved Date**  
**Chair, Board of Health**

***Next Meeting Date***

***April 14, 2015***