

**Transylvania County Board of Health  
Minutes**  
 **Regular Meeting**  **Special Meeting**  
**June 9, 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; Anthony Fisher; Kelvin Phillips; Gus Tucker; Hooper Williams; Linda Schieve
<b>Members Absent</b>	Ben Lamm; PJ Boatwright; Jeanne Byrne
<b>Staff Members Present</b>	Elaine Russell, Health Director/Secretary to Board Miriam Brown Pepinsky, HD Administration Angela Leopard, Business Officer Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Beth Hyatt, Director of WIC (Women Infant Children) Laura Petit, Administrative Services Coordinator Sharon Cameron, Personal Health Director Kathy Gorman, CARE Program Director
<b>Others Present</b>	

Quorum was present.

**II. Approval of Consent Agenda**

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

**III. Public Comments (None)**

**IV. Health Director Report**

1. Angela Leopard was hired June 1, 2015, as the new Business Officer. She and Miriam Brown Pepinsky, current Business Officer, will have a two month overlap for training and transition.
2. Delegation of authority to the Animal Services Director occurred for rabies control and prevention in animals. This serves to reinforce the working rapport between the Health Department and Animal Services.
3. Board of Health Chair Biecker started the "Precious Cargo...Don't Forget Me!" campaign. The campaign is intended to provide a visual prompt for not leaving small children and/or animals in cars. The rearview mirror hangers are being distributed to families throughout the agency and through Animal services. The model will be presented at the Region 1 Health Director's meeting in June.
4. The external communications plan is due for unveiling July 2015.
5. Internal budget planning and data analysis for FY16-17 will start in July. The county manager anticipates department presentations in January/February 2016.
6. The TRAIN Project position has been assumed by United Way. The position will focus on data management, data analysis and agency communication. The county is contributing \$15,000 for FY 15-16 to support inclusion of specific DSS data. The Health Department will continue to participate in the steering committee process.
7. The NC Division of Public Health released \$20,000 agreement addendum to each county Health Department for Ebola planning within the county.

**A. Old Business**

**Free Clinic Records**

Ms. Russell has researched and acquired an estimate for scanning of the medical records and will contact the Free Clinic Board of Directors for advisement.

**B. Strategic Planning**

Strategic Plan reviewed for questions. Dr. Tucker asked for a review of the dates. Dates will be reviewed and corrected. Chair Biecker presented the motion to approve the Strategic Plan as presented. Dr. Tucker moved; Dr. Fisher seconded the motion. The vote was unanimous.

**V. New Business**

**A. Community Awareness Recovery Effort (CARE)**

Ms. Gorman presented an update on progress made through the CARE grant. CARE has been able to secure many relationships in the community and will continue growing the relationships while hoping to acquire more, particularly in the business community. CARE was able to assist Schenck Job Corps in teaming with the local ABC Corporation. Through this collaboration a decision was reached to allocate 10% of the corporation annual revenue to Community Awareness. CARE has two main goals: alcohol and prescription abuse in youth.

**B. 2014 Communicable Disease Report**

Ms. Russell presented the report and remarked that Pertussis numbers grew rapidly in 2014. Education materials have been distributed.

**C. FY 15-16 Budget Update**

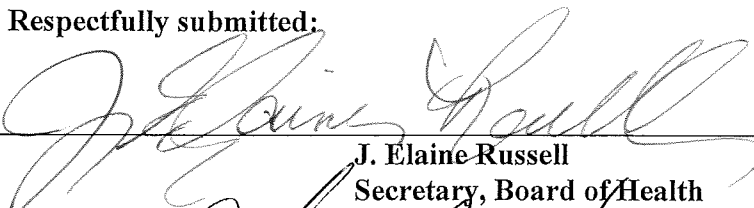
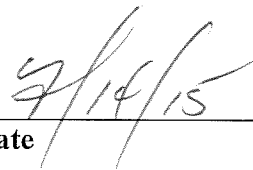
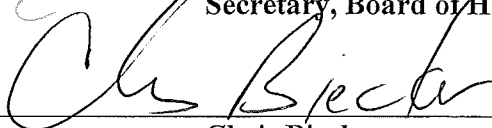
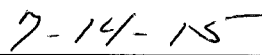
The County Commissioners will hold the final approval vote on the FY 15-16 budget within the coming two weeks.

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

**VII. Adjournment**

Meeting adjourned 6:45 p.m. Dr. Tucker moved; Dr. Fisher 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