



**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*

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### MINUTES TRANSYLVANIA COUNTY BOARD OF HEALTH January 8, 2013

**Meeting Location:** Community Services Building Conference Room

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

**Board Members Absent:** Dr. Wells.

**Staff Members and Guests Present:** Mr. Smith. Ms. Byrne attended as a prior Board of Health member (Ms. Byrne was reappointed on January 14, 2013).

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

**Amendments to Agenda/Adoption of Agenda:** Mr. Smith indicated that the January meeting typically served as the organizational meeting for the Board of Health. Since appointments by the Board of Commissioners were scheduled for January 14, 2013 and the board had 3 vacant positions, the staff recommendation was to delay the election of officers until the next board meeting (see Election of Officers as the first item of business for the meeting). Members agreed by consensus to allow the current officers to conduct the January meeting until the Election of Officers could proceed. Staff also requested a substitution for Item D. Capital Improvement Plan to be added under New Business and that the Department Quarterly Financial Statement be removed due to an error with the totals. Ms. Schieve made a motion to approve the agenda as revised and Dr. Boatwright seconded the motion. The motion passed by unanimous vote.

**Approval of Minutes:** Mr. Creasman referenced the November 13, 2012 minutes. Mr. Becker made the 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 reviewed several noteworthy topics for the board including the dialysis facility status, recent legislative advocacy, expanded role with NC Association of Local Health Directors, quality improvement efforts, recent grant application, flu update and upcoming hearing on fluoridation.

**Committee Reports:** None.

**Unfinished Business:**

- A. Health Director Performance Review Process – Board members discussed details of the revised process and next steps. Mr. Smith informed board members that reviews for county employees were not due until February 28, 2013.

**New Business:**

- A. Board of Health Appointments update – Board members were advised that the Board of Commissioners had scheduled considerations for appointments on January 14, 2013. The vacant positions include dentist, county commissioner and nurse position. It was noted that Ms. Byrne had graciously consented to consideration for reappointment.
- B. Election of Officers – As noted at the beginning of the meeting, Board of Health members agreed to proceed by consensus with the current officers in place. Dr. Boatwright made a motion to that end and to revisit election of officers at the February meeting. Dr. Holimon seconded the motion. The motion passed by unanimous vote.
- C. 2012 Community Health Assessment/Priority Setting – Staff reviewed the Hanlon method for the final prioritization of community health needs. Board members requested additional time to complete the exercise after discussion on the most notable issues and agreed to submit the ratings within the next week.
- D. Capital Improvement Plan - Mr. Smith informed board members that the Capital Improvement Plan for FY 14 had been requested on the date of the board meeting and that it was due on January 18, 2013 (prior to the February Board of Health meeting). Board members agreed to review the submission at that time. Costs associated with implementation of electronic health records were one of the major items for inclusion.
- E. Septage Hauler's Fee – Board members were advised about the historical considerations associated with the origination of the fee. Staff asked for time to explore the issue further, but indicated there seemed to be no pressing reason to maintain the fee or the obligations in the current environment. Board members agreed to revisit the issue when more information became available.
- F. Fluoridation Advocacy – Board members were informed that Brevard City Council would likely hold a public hearing addressing fluoridation on February 18, 2013. Board members agreed it would be important to have those that would be negatively impacted to have a voice at the hearing and that attendance by the medical community and dental community should be encouraged.

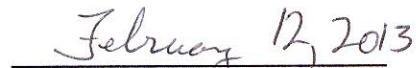



- G. 2013 Strategic Priorities – Mr. Smith shared a list of unique obligations that would need to be addressed in the upcoming fiscal year and that some of those demands relate to potential budget requests. Board members inquired about additional public health outreach and services that needed to be included in order to support the current mission. Staff responded that the pending strategic plan development around the chosen community health priorities would be part of that process, but the board and department could certainly include other components they believed were warranted.
- H. Mountain Valleys RC & D – Staff outlined a concept for the grant opportunity afforded by this organization. The model had been discussed and supported by the Soil and Water Conservation District and Cooperative Extension. Mr. Biecker was thanked for sharing the grant opportunity (he serves as a board member for Mountain Valleys). Mr. Biecker made a motion to endorse the concept and to allow staff to forward a supporting application to Mountain Valleys. Mr. Becker seconded the motion and it passed by unanimous vote.

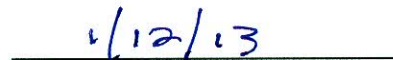
**Informal Discussion and Public Comment:** Board members discussed recent information about the number of identified “meth” labs identified statewide and the degree of problem it posed here. Mr. Creasman also shared some recent information about Project Lazarus and a role the Department of Public Health might support in that model.

**Adjournment:** Dr. Holimon made a motion to adjourn the meeting 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 February 12, 2013.*



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Department of Public Health**

## Transylvania County Board of Health

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### MINUTES

#### TRANSYLVANIA COUNTY BOARD OF HEALTH

February 12, 2013

**Meeting Location:** Social Services Building 2<sup>nd</sup> Floor Conference Room

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

**Board Members Absent:** Mr. Becker and Dr. Wells.

**Staff Members and Guests Present:** Mr. Smith.

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 7:00pm and welcomed the newly appointed County Commissioner, Mr. Hogsed. Mr. Smith added that Mr. Hogsed had prior experience with the Board of Health and had always been supportive of public health efforts.

**Amendments to Agenda/Adoption of Agenda:** Mr. Smith reminded board members that they had postponed their annual organization decisions in January due to pending appointments for members. Since Ms. Byrne had now been reappointed and Mr. Hogsed had been appointed, the recommendation from staff was to proceed with the election of officers and to address that issue as the first item of business. Mr. Creasman noted that Ms. Byrne had previously taken the required oaths of office and that Mr. Hogsed's oaths of office to serve as a County Commissioner suffice for Board of Health service. Board members agreed with this approach and Ms. Byrne made a motion to approve the proposed agenda with those stipulations. Dr. Holimon seconded the motion and it passed by unanimous vote.

**Approval of Minutes:** Mr. Creasman referenced the need to approve the January 8, 2013 minutes. Ms. Schieve made a motion to approve the minutes and Dr. Boatwright seconded. The motion passed by unanimous vote.

**Public Hearings:** None.

#### **Administrative Reports:**

- A. Health Director's Report – Mr. Smith reviewed primary topics from the recent State Health Director's conference including the Institute of Medicine presentation and the opportunity to meet the new Secretary for the Department of Health and Human Services. Other items included progress on debit/credit card acceptance, preparedness



exercise for June 12, 2013 and the upcoming public hearing on fluoridation scheduled for February 18, 2013.

**Committee Reports:** None.

**Unfinished Business:**

- A. Health Director Performance Review Process – Mr. Creasman updated board members about the work being accomplished to streamline this process.

**New Business:**

- A. Election of Officers – Board members addressed the election of officers as their first item of business. Mr. Creasman opened the floor for nominations for Chairman. Several board members requested that Mr. Creasman continue to serve in that capacity. Ms. Schieve subsequently nominated Mr. Creasman to serve as Chairman. There being no other nominations, Mr. Creasman closed the nominating process for that position. Mr. Creasman then solicited nominations for Vice Chairman. Ms. Schieve stipulated that due to her schedule, it would be preferable if another board member could serve in this capacity. Ms. Byrne nominated Mr. Biecker to serve as Vice Chairman. There being no other nominations, Mr. Creasman closed the nominating process for the Vice Chairman position. Board members subsequently elected each nominee for the respective officer position. The votes were unanimous for the candidates.
- B. Quality Improvement Project – Mr. Smith shared information from an initial survey of staff which delineated certain characteristics of organization culture that supported quality improvement efforts. It was noted that the information indicated a need to revisit the vision for public health in Transylvania County.
- C. FY 14 Budget Discussion and Capital Improvement Plan – Staff reviewed the primary components of the proposed budget. The baseline version was essentially a duplicate of the FY 13 budget with the exception that Medicaid cost settlement dollars were not being budgeted for FY 14. Mr. Smith represented the base FY 14 budget proposal as sufficient to meet the standards for mandated and (mandated) essential services. It was also stipulated that the budget proposal met the department's needs for workforce development and training along with maintenance of effort requirements. It was highlighted for board members that the budget proposal did not expand any services and did not address any particular strategic objectives associated with the 2012 Community Health Assessment that the board might choose to pursue. Discussion then moved to the Capital Improvement Plan with multiple requests for personnel, electronic health records and vehicles. Board members discussed each of these components and how they might contribute to the overall public health mission. Board members agreed that they would likely change or revise the budget to some degree within the next few meetings, but were comfortable with the preliminary proposal going forward. Dr. Boatwright made a motion to approve the initial budget version and capital improvement plan and Ms. Byrne seconded the motion. The motion passed by unanimous vote.

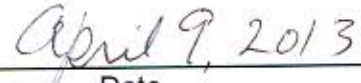
- D. Department Quarterly Financial Statement – Board members were advised of the status of revenues and expenditures for the department through December 2012. No anomalies or major concerns were noted and all categories were within budget limits.
- E. Community Health Assessment – Board members reviewed the current information included in the assessment and were advised of the need to approve the document for submission to the State. Ms. Byrne made a motion to approve the assessment with its stated priorities of physical activity/nutrition (obesity), dental health and mental health (substance abuse). Dr. Boatwright seconded the motion and it passed by unanimous vote.
- F. Board of Health training opportunity – Mr. Smith advised the board of the opportunity for formal training at the April meeting. It was noted that this is always a positive experience and would support specific requirements under accreditation standards. Board members agreed to proceed with training in April to be paired with their regular meeting business.
- G. Public Information Requests – Board members reviewed basic guidance and legal information related to email exchanges and compliance issues for records retention and public information requests.
- H. Affordable Care Act – Board members discussed the implications of NC not participating with the Medicaid expansion effort and how that would continue to place unreasonable costs on health care providers that serve the uninsured. The true challenge is that the very lowest income brackets would be left without Medicaid or subsidies to support private insurance acquisition through the health benefits exchange.
- I. Annual Communicable Disease Report – Board members reviewed the statistics and information associated with cases and control measures in 2012.


**Informal Discussion and Public Comment:** Mr. Biecker shared information related to prescription drug abuse in the community and some of the broader implications that occur with local deaths, the Medical Examiner and local law enforcement. Staff agreed to share that information with those particular stakeholders so that coordination could be improved for these issues.

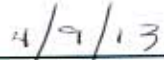


**Adjournment:** Ms. Schieve made a motion to adjourn the meeting and Mr. Allen seconded the motion. The motion passed by unanimous vote.

  
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Mark Creasman, Chairperson

  
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Date

  
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Steve Smith, Secretary

  
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Date

*Approved by the Transylvania County Board of Health on April 9, 2013.*



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## Transylvania County Board of Health

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### MINUTES

### TRANSYLVANIA COUNTY BOARD OF HEALTH

April 9, 2013

**Meeting Location:** Transylvania County Library

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

**Board Members Absent:** Mr. Hogsed and Dr. Wells.

**Staff Members and Guests Present:** Mr. Smith and Ms. Pepinsky.

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 6:00pm. The Chairman welcomed Ms. Stevens, NC Institute for Public Health and extended the board's appreciation for her willingness to conduct annual training.

**Amendments to Agenda/Adoption of Agenda:** Dr. Boatwright made a motion to approve the proposed agenda and Ms. Byrne seconded the motion. The motion passed by unanimous vote.

**Approval of Minutes:** Mr. Creasman referenced the February 12, 2013 minutes. Mr. Becker noted that he had been erroneously listed as being present for the February meeting. Dr. Holimon made a motion to approve the February 12, 2013 minutes with the requested correction. Ms. Byrne seconded the motion and the motion passed by unanimous vote.

**Public Hearings:** None.

### **Administrative Reports:**

- A. Health Director's Report – Mr. Smith noted several items for board members including a status update for Western Highlands Network, Medicaid consolidation, flu cases, debit/credit cards, communicable disease obligations, the Free Clinic and activities associated with Public Health Month.

**Committee Reports:** None.



**Unfinished Business:**

- A. FY 14 Budget and Capital Improvement Plan - Mr. Smith reviewed several handouts with board members that provided more detail about the local dollar demand associated with expansion requests and the prioritization process that was requested by the County Manager's office.
- B. Community Health Assessment – Staff indicated that the next stage was underway with development of the Community Action Plan which would drive specific components that might be included within the Department strategic plan.

**New Business:**

- A. Board of Health Training – Mr. Smith introduced Ms. Stevens and then Ms. Stevens reviewed her history and experience including her current service on the Chatham County Board of Health. Ms. Stevens presented a broad range of legal and practical responsibilities for board members and public health with an informative slide presentation.
- B. Accreditation Standards for Board of Health – Mr. Smith highlighted the information in board notebooks which detailed the primary obligations for the Board of Health under current accreditation standards. Board members were asked to review this information since upcoming meetings would be incorporating action for several of the requirements.
- C. Strategic Plan – Board members discussed services and items related to the community health priorities (dental health, substance abuse/mental health and obesity (physical activity and nutrition).
- D. Budget Amendments – Staff reviewed 3 separate budget amendment requests for incorporating additional money including the Quality Improvement project, BCCCP Plus and the Mountain Valleys grant. Mr. Becker made a motion to endorse acceptance of the proposed budget amendments and to forward to the Board of Commissioners requesting their approval. Dr. Holimon posed several follow up questions about the Breast and Cervical Cancer program including numbers of patients served through this program and how many positive screens occurred in a given time period. Staff responded that they would bring this information back at the next meeting.
- E. Board of Health membership – Board members discussed the challenge with recruitment efforts for a local dentist. Ms. Byrne suggested an article on the local Board of Health and its importance to the community as another outreach strategy. Board members agreed with this approach and directed staff to proceed with a media article.
- F. Public Health Month - Mr. Smith informed members about April being Public Health Month and mentioned the information highlighting its return on investment for the community. Several activities were scheduled to promote public health and to provide outreach services including the Balsam Grove event and the presentation to the local VISION class.

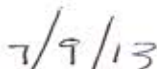
**Informal Discussion and Public Comment:** Board members complimented Ms. Stevens for the comprehensive training session and her willingness to travel to Transylvania County.

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

  
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Mark Creasman, Chairperson

  
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Date

  
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Steve Smith, Secretary

  
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Date

*Approved by the Transylvania County Board of Health on July 9, 2013.*





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## Transylvania County Board of Health

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### MINUTES

#### TRANSYLVANIA COUNTY BOARD OF HEALTH

July 9, 2013 – Regular Meeting

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

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

**Board Members Absent:** Mr. Allen and Ms. Byrne.

**Staff Members and Guests Present:** Mr. Smith, Ms. Cameron, Ms. Griffin, Mr. Boyer, Mr. Brooks (NC Division of Public Health) and Ms. Brown Pepinsky.

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 7:00pm. The Chairman welcomed board members, guests and staff.

**Consent Agenda:** Dr. Boatwright made a motion to approve the consent agenda which included the July 9, 2013 meeting agenda, April 9, 2013 Board of Health minutes and the 3<sup>rd</sup> quarter financial summary for the department. Mr. Becker 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. Breast and Cervical Cancer Control Program – Ms. Sharon Cameron, RN and Ms. Sabrina Griffin, RN provided basic information about BCCCP and some of our local statistics. The program is targeted toward uninsured and underinsured women ages 40-64 for breast screening services and women ages 18-64 for cervical screening services. Income eligibility for the program focuses on households that have incomes at or below 250% of the federal poverty level. The program is able to see 50+ women a year dependent upon the funding received. In this past fiscal year, the department was able to assist 70 women due to receipt of additional funding through BCCCP Plus.

- B. Executive Committee Report – Mr. Creasman reviewed the agenda and action items considered by the Executive Committee at their June 20, 2013 meeting.
- C. Health Director's Report – Mr. Smith referenced the items in the handout including an update on the dialysis facility, quality improvement project, debit/credit cards, personnel, state budget decisions, health care reform and mosquitoes.

**Other Business:**

- A. FY 14 Budget update – Mr. Smith reviewed the current status of personnel and capital requests within the FY 14 budget document. The director also assured members that the original operating budget proposal was supported by the Board of Commissioners. That budget proposal addresses the department's obligations for mandated and essential services in addition to workforce development and professional training needs.

**New Business:**

- A. Fee Schedule FY 14 – Staff reviewed several proposed fee changes for Environmental Health. Part of that discussion included information from the Regional Onsite Water Specialist, Mr. John Brooks. Mr. Brooks reviewed the current statutory language regarding wells and the trend for more variances to be issued. Part of that process would create demand for local well owners to have their well water tested as part of the variance issuance. Dr. Holimon made a recommendation for the board to endorse the fee changes and for them to be forwarded to the Board of Commissioners for consideration. Mr. Hogsed seconded the motion and it passed by unanimous vote.
- B. Community Action Plan – Staff reviewed the community health priorities from the community health assessment and the community health improvement plan components to address those priorities. Board members discussed the merits of the interventions and how those might be incorporated into the department strategic plan. Dr. Holimon made a motion to approve the community health improvement plan and Mr. Creasman seconded the motion. The motion passed by unanimous vote.
- C. Closed Session (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...) – Dr. Holimon made a motion for the Board to enter into closed session. The motion was seconded by Ms. Schieve. The motion passed by unanimous vote.
- D. Budget Amendments – Staff reviewed a variety of needed budget revisions including the Mountain Valleys grant, Quality Improvement grant, GlaxoSmithKline grant, Community Transformation grant, United Way grant and NCCI grant. All involved receipt of additional grant funds for specified purposes supporting local community health efforts with a variety of local stakeholders and partners. Mr. Hogsed made a motion to endorse the budget amendments as presented subject to the Board of Commissioners' approval. Dr. Boatwright seconded the motion. The motion passed by unanimous vote.



- E. Dangerous Dog Review Issue – Board members were advised that some references still within City of Brevard ordinances indicate that the Board of Health would serve as an appellate board for dangerous dog declarations. Mr. Smith shared correspondence to the Brevard City Council respectfully requesting that the Board be removed from this obligation.

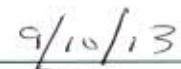
**Informal Discussion and Public Comment:** None.

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

  
Mark Creasman, Chairperson

  
Steve Smith, Secretary

  
Date

  
Date

*Approved by the Transylvania County Board of Health on September 10, 2013.*



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## Transylvania County Board of Health

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### MINUTES TRANSYLVANIA COUNTY BOARD OF HEALTH September 10, 2013 – Regular Meeting

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

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

**Board Members Absent:** Mr. Biecker, Dr. Boatwright, Mr. Hogsed and Dr. Wells.

**Staff Members and Guests Present:** Mr. Smith, Ms. Brown Pepinsky, Mr. Boyer, Ms. Hawkins, Ms. Petit and Ms. Sheppard (all public health staff members).

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 7:00pm. The Chairman welcomed board members and staff.

**Consent Agenda:** Dr. Holimon made a motion to approve the consent agenda which included the September 10, 2013 meeting agenda, July 9, 2013 Board of Health minutes and a budget amendment for the Community Transformation Project. Ms. Byrne 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. Quality Improvement Project Team Report – Mr. Boyer, Ms. Brown Pepinsky, Ms. Hawkins and Ms. Petit presented information about the steps, processes and outcomes associated with the quality improvement project to update, simplify and organize information on the shared network drive for the department. The foundation for the project was the creation of a file folder system which mirrored the organizational chart. Dramatic reductions were achieved for server space and retrieval times for information were reduced. These efforts will ensure efficiency for the delivery of direct services. Mr. Smith stated that this initial effort and its success were important for the department because it would lay the groundwork for future projects and the standard incorporation of QI processes.



- B. Health Director's Report – Mr. Smith briefly reviewed some of the items referenced on the report including the upcoming annual training event, Community Health Improvement Plan, personnel, mental health services, La Crosse virus, 340B program changes, electronic medical records and flu season.

**Other Business:**

- A. Community Action Plan (Community Health Improvement Plan) – Mr. Smith expanded on several aspects including the need for some regular reporting interval to the Board and promotion of the plan efforts with the general public. Media efforts to share the information will occur after the report has been reviewed and approved by the NC Division of Public Health.

**New Business:**

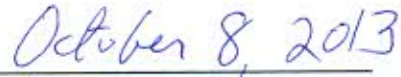
- A. Strategic Plan – Board members discussed the need to update the agency's strategic plan to reflect obligations within the Community Health Improvement Plan and other initiatives that were important to local public health efforts. Several ideas were proposed for the process and it was agreed that a framework and timeline for that process should be considered at the October meeting.
- B. Accreditation Review and Update – Board members were advised of the schedule for accreditation and the various obligations. Mr. Smith indicated that the Department expected to receive its reaccreditation notice at the first of October with a site visit likely being scheduled in the spring. Leadership Team members have already been working on documentation for benchmarks and deciding on the organization of the materials that need to be submitted.
- C. Records Retention and Disposition Schedule Request – Mr. Brown Pepinsky reviewed the records that were eligible for destruction according to the schedule. She also stipulated the process for disposal which involved shredding in accordance with HIPAA standards. Mr. Becker made a motion to approve the records proposed for destruction and Ms. Byrne seconded the motion. The motion passed with unanimous consent.
- D. Health Insurance Marketplace – Board members were informed that several stakeholder meetings had been held between local human services agencies and other partners involved with marketplace insurance enrollment including Pisgah Legal Services, Blue Ridge Community Health Services and Buncombe County Council on Aging. Although preparations have been hampered with the delayed availability of funding and training, partners were trying to construct the best local model possible to facilitate enrollment for uninsured populations. Board members agreed this was an important obligation and supported the public health efforts to partner on this initiative.
- E. Board of Health Roster – Mr. Smith prompted the Board about current terms with 5 members having terms that expire in December 2013. Board members discussed those potential changes and indicated that the formation of a Nominating Committee would be considered in the future if necessary.

**Informal Discussion and Public Comment:** None.

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



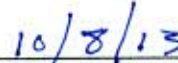
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

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





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## Transylvania County Board of Health

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### MINUTES

#### TRANSYLVANIA COUNTY BOARD OF HEALTH

October 8, 2013, 7:00pm – Regular Meeting

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

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

**Board Members Absent:** Mr. Allen.

**Staff Members and Guests Present:** Mr. Smith, Ms. Brown Pepinsky, Ms. Keelin Schneider and Ms. Logemann.

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 7:00pm. The Chairman welcomed board members, staff and Ms. Logemann (Farmer's Market Manager).

**Consent Agenda:** Ms. Byrne made a motion to approve the consent agenda which included the October 8, 2013 meeting agenda and the September 10, 2013 Board of Health meeting minutes. Mr. Biecker 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. Community Transformation Project – Ms. Schneider presented slides to outline efforts to date in Transylvania County supporting Community Transformation Project objectives including enhancement of physical activity and nutrition options. Ms. Logemann followed this presentation by sharing insights about the support garnered from the project (provision of tents, coolers, signage) for the Farmer's Market. These efforts along with other marketing have led to a substantial expansion of the market and its level of local sales. In addition, Ms. Logemann reported that there were planning efforts underway with the City of Brevard to analyze future needs and to develop a permanent site for the market which would have indoor space.

- B. Health Director's Report – Mr. Smith reviewed items referenced on the report including the NC Institute of Medicine forum, recent pertussis case, flu season, availability of legal counsel, health insurance marketplace and the WNC Health Network.
- C. FY 13 Financial Summary – Ms. Brown Pepinsky reviewed the FY 13 budget information by program including a comparison to the budget. Total revenues were greater than original budget levels by 17% with 4% savings on the expenditure side. The demand for local dollars was also discussed.
- D. FY 14 1<sup>st</sup> Quarter Financial Report – Ms. Brown Pepinsky reviewed the 1<sup>st</sup> quarter experience for department finances (July – September 2013) for board members. Revenues and expenditures were noted as being consistent with expectations during this period of time.

#### **Other Business:**

- A. Accreditation Review and Update – Staff noted the recently received notification letter which required initial materials to be submitted by January 19, 2014. Board members were advised about the various benchmarks that related to board activities. Mr. Smith stipulated that accreditation related reviews and activities would be occurring over the next several meetings in order to ensure conformance with the specific standards.
- B. Strategic Plan – Mr. Smith provided a brief video which outlined the basic process for creating a strategic plan and how ongoing metrics could be used to track progress toward major objectives. Board members reviewed a past Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis created by the Leadership Team as part of their preparation for the development of a new plan. It was decided that Board members would compile their own SWOT and would then review that in conjunction with an updated SWOT provided by Leadership Team.
- C. Board of Health Nominating Committee – Board members reviewed the members with terms expiring in December 2013. It was agreed that these members would be polled regarding their willingness to serve another term and that the Chairman would make a decision if a nominating committee would need to be formed.

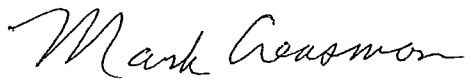
#### **New Business:**

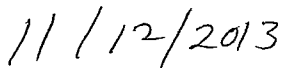
- A. Federal Government Shutdown – Staff reviewed the level of federal funding tied to various public health programs. Board members inquired about the temporary halt to the WIC program and how the impacts could be minimized for its participants. Ms. Byrne suggested a partnership approach with local churches and others to make formula and other critical foods available for clients until more information was available. Staff responded that they would contact partners to put something in place for WIC participants as soon as possible.
- B. Flu Vaccine Request – Staff advised the board of the preliminary request that had been sent to the Board of Commissioners regarding the request to provide free flu shots. This request has been done on an annual basis since 2006. Mr. Smith stipulated that the board's position would be forwarded to the Board of Commissioners prior to their meeting on October 14, 2013. Ms. Byrne made a motion to endorse the request and Mr. Becker seconded the motion. The motion passed by unanimous vote.




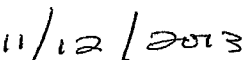
**Informal Discussion and Public Comment:** None.

**Adjournment:** Ms. Schieve made a motion to adjourn and Mr. 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 November 12, 2013.*



**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*

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### MINUTES

#### TRANSYLVANIA COUNTY BOARD OF HEALTH

November 12, 2013, 7:00pm – Regular Meeting

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

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

**Board Members Absent:** Mr. Hogsed and Dr. Wells.

**Staff Members and Guests Present:** Mr. Smith.

**Welcome and Announcements:** Mr. Creasman called the meeting to order at 7:00pm. The Chairman welcomed board members and staff.

**Consent Agenda:** Ms. Byrne made a motion to approve the consent agenda which included the November 12, 2013 meeting agenda and the October 8, 2013 Board of Health meeting minutes. Mr. Becker 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 briefly reviewed information about several items including the NC Institute of Medicine community forum, legal enforcement to remedy an illegal septic tank system, mental health services care coordination, Epi/Preparedness Team, changes with healthcare landscape and a likely Commissioner action with e-cigarettes.

#### **Other Business:**

- A. Accreditation Review and Update – Staff shared that the site visit date had been set for the department (March 25-27, 2014) and that some board members would need to be available at that time.



- B. Strategic Plan – See Item C. under New Business.
- C. Board of Health Nominating Committee – Board members reviewed the status of members with expiring terms and identified those that would be willing to serve another term. Notable positions that would need appointments included the dentist, physician and pharmacist members.

**New Business:**

- A. State of the County's Health Report – Mr. Smith reviewed a slide presentation format of the required report which provided an update on progress related to the Community Health Improvement Plan. Ms. Byrne made a motion to approve the SOTCH and Dr. Boatwright seconded the motion. The motion passed by unanimous vote. Staff indicated the report would be forwarded to the NC Division of Public Health prior to the December 2, 2013 deadline.
- B. Board of Health Policy Review – Board members conducted their annual review of policies and noted some minor changes that were needed. Staff stipulated that draft policies would be brought back at the December meeting for final approval.
- C. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis – Board members engaged in an exercise to identify issues in each category as part of their process for finalizing an updated strategic plan. The issues included:

Strengths – Board of Commissioner relationship, integrity, professional staff, collaboration/cooperation, empathy and strong community connections

Weaknesses – Bureaucracy, regulatory burden, budget/economic constraints, need higher level expertise for some operational areas, tendency toward status quo (programs) and behavioral health capacity

Opportunities – Behavioral health, working with partners, outreach, more emphasis on health/wellness, ACA and convener of stakeholders for discussion of "big" issues

Threats – Behavioral health, budgetary limits, local employment/social determinants of health, falling vaccination rates, health department not a medical home, ACA and regionalization/consolidation

Board members then reviewed an updated SWOT from staff and it was noted that there were several similar topics and themes. Staff was directed to incorporate the information within the strategic plan draft for final review.

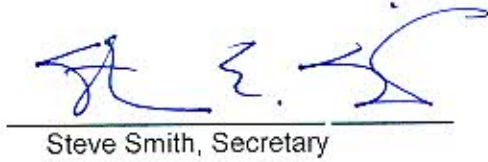
- D. 2014 Annual Meeting Calendar – Board members discussed several options, but decided to structure the meeting calendar in the same way as 2013. Meetings will continue to be the 2<sup>nd</sup> Tuesday of each month at 7:00pm.
- E. December 10, 2013 Meeting – Board members decided to proceed with this meeting date.

**Informal Discussion and Public Comment:** None.

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

  
Board of Health Chairperson

2-18-2014  
Date

  
Steve Smith, Secretary

2/18/2014  
Date

*Approved by the Transylvania County Board of Health on February 18, 2014.*