

Transylvania County Board of Health Minutes
 Regular Meeting **Special Meeting**
January 14, 2020; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order with Welcome and Announcements

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

Members Present	Chris Biecker, PJ Boatwright, Anthony Fisher, Stacey Gash, Ben Lamm, Kelvin Philips, Linda Tompkins, Will Cathy, Jim Lyday
Members Absent	Lawrence Cull, Will Dalton
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Supervisor Alisa Corn, Administrative Services Supervisor Julie Cunningham, WIC Director Laura Petit, Business Officer Tara Rybka, Health Educator
Other Members of Staff and Public	Neill Cagle, Environmental Health Specialist

Quorum was present

II. Agenda Modifications

Ms. Russell asked that Nomination of BOH Chairman and Vice-Chairman and Child Fatality Report be included under New Business on the agenda as it was inadvertently left off the board’s preliminary agenda copy. Approval of the agenda modification was made with a motion from Dr. Lyday and seconded by Mr. Biecker, with unanimous approval.

III. Consent Agenda

Approval of Agenda motion and approval of minutes of November 12, 2019 meeting. Motion from Dr. Lyday and seconded by Mr. Cathey, with unanimous approval.

IV. Public Comments or Public Hearing

None.

V. Administrative or Committee Reports

Health Director’s Report

1. The Munis accounting software system “went live” on January 6th. Training and process implementation has been an intensive undertaking. Although it places more accounting work at the agency level, it does create more opportunity for the agency to be involved in the accounting management of the budget. For a budget as complex as the Health Department’s, that’s a process improvement.

2. The county has transitioned to NeoGov for managing the Human Resource functions of job postings and application submissions. This will allow for electronic submission of applications through the NeoGov portal.
3. The agency will also serve as the Get Set lead for the February Dental Toolkit and April Healthy Eating Toolkit. The toolkit project is a major focus of the Get Set Initiative and seeks to build resources and knowledge for various topics relevant to families with young children. Get Set was awarded a grant from Pisgah Health Foundation to start a universal coverage postpartum/newborn home assessment project using the Healthy Connects model from Duke University. The Health Department will be a collaborating agency for providing the service. The project will move into a set-up and training phase this spring.
4. The Blue Zone Project is in start-up phase through early spring. The agency will be involved through participation on the Steering Committee and subcommittees for built environment, tobacco policy, and food policy.
5. The HVAC renovation is in a holding pattern and relocation plans are therefore postponed.
6. The High Consequence Pathogen/Ebola Plan and Pandemic Influenza Plan have been under review and revision. Updated versions of those plans will be issued this spring. There's now state and federal encouragement to revise plans on a two-year cycle.
7. Julie Cunningham, WIC Director, has submitted her resignation effective January 28, 2020. She is returning to private practice as a Registered Dietician and Certified Diabetes Educator, with a practice focus on intensive diabetic education and case management. The WIC Director position has been posted internally.

VI. Old Business

A. Environmental Health Software Update

Work with HealthSpace (HS) is progressing on the Food module. This is included in the initial work so the current contract with CDP can be terminated. Once this build is established, work on the On-site and Wells will initiate.

- Health Space staff are planning to come to TPH on Friday January 17,2020 for some in-person training. This will be an excellent opportunity for all staff to get acquainted with the new software. We are hoping that it will also allow some time to go over some of the wrinkles in the new system. The remainder of the field-based equipment will also be given out to all the inspection staff during this meeting.
- In the concurrent project to scan all the old paper style septic records Raimé Hebb is waiting on the second half of the records that are being processed by the vendor company into a Laser Fiche format.

VII. New Business

A. Nomination of BOH Chairman and Vice-Chairman

Dr. Boatwright and Dr. Fisher made the motion for nomination for Chris Biecker for BOH Chairman and seconded by Mr. Cathey, with unanimous approval. Mr. Biecker accepted. Mr. Biecker made a motion for nomination of Dr. Boatwright for BOH Vice-Chairman seconded by Dr. Fisher with unanimous approval. Dr. Boatwright accepted.

B. Bad Debt

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$135.00 for the time period 01/01/2019 to 06/30/2019.

Account balances less than \$50 (Bad Debt): \$15.00

Balances greater than \$50 (NC Debt Setoff): \$120.00

If this recommendation is approved by the Board of Health, it will be submitted to the Transylvania County Board of Commissioners for consideration and approval. If approved, eligible debts greater than \$50 will be forwarded to the North Carolina Tax Debt Setoff program.

A motion was made by Dr. Lyday to approve the recommendation and seconded by Dr. Lamm. All were in favor of the motion, apart from Mr. Cathey, who recused himself.

C. Child Fatality Prevention Team Report

Ms. Russell presented information for the CFPT Report for calendar year 2018. Ms. Russell commented that the CFPT is a most difficult aspect of her job.

North Carolina local public health departments are statutorily tasked with operating a multi-disciplinary Child Fatality Prevention Team (CFPT). A CFPT reviews documentation associated with each fatality case. The review process occurs one-year post-death. The intent of the multi-disciplinary team review is to identify any gaps or failures in policies or systems that could have prevented or minimized the risk of the fatality. The closed, HIPPA compliant meetings are held on a quarterly basis.

During calendar year 2019 meetings of the CFPT, a total of two fatalities from calendar year 2018 were reviewed. The following recommendations were made:

Case #1: strengthen policy and systems that provide education and skills to parents for managing youth that have consumed alcohol

Case #2: strengthen policy related to seatbelt education for youth and parents of youth

Dr. Fisher inquired if this number of cases was average for a calendar year. Ms. Russell responded that it is an average number for a calendar year and that there will be three cases for calendar year 2019. Mr. Cathy inquired as to whether homicides were included in these case numbers. Ms. Russell responded that if a child is in direct custody of the Department of Social Services and a death occurs, the case is then reviewed by the state level CFPT and not by the county CFPT.

D. Strategic Plan Annual Update

Ms. Russell presented the following document as a supplement to Transylvania Public Health's 2017-2020 Strategic Plan and provided an update on the progress made in calendar year 2019 toward achieving the goals outlined in the plan.

GOAL 1: Administrative Framework

- Operate within a responsive and responsible administrative framework to oversee all agency operations.

STRATEGY 1A: Engage the Transylvania County Board of Health in oversight functions of agency

- Board of Health met routinely in 10 of 12 months (beyond quarterly requirements)
- Used Board of Health expertise in agency responses to behavioral health / substance abuse, Community Health Assessment and Community Health Improvement Plan process, and administrative strategy

STRATEGY 1B: Maintain functional and engaged agency leadership team to represent programs

- Leadership Team met twice monthly
- Leadership Team trained in VSGM the new data management system for accreditation
- Leadership Team contributed to staffing and fiscal planning
- Leadership Team contributed to utilization of interns in clinical and environmental health
- Leadership Team contributed to multiple successful grant writing efforts

STRATEGY 1C: Engage appropriate partners across local, regional, and state entities

- Participated in NCALHD Region 1 & 2 Health Director meetings
- Participated in monthly GetSet Transylvania meetings
- Participated in MountainWise-sponsored regional public health educator meetings and collaborations to prevent chronic disease
- Participated in Transylvania County Schools' School Health Advisory Council
- Participated in TRAIN roundtable meeting, sharing resources with local non-profits, community groups, and other agencies
- Participated in WNC Health Network & Healthy Impact efforts related to Community Health Assessment, data collection, and regional priority setting
- Participated in regional program supervisor meetings for nursing and environmental health

GOAL 2: Fiscal Operation

- Operate in a fiscally responsible and responsive manner in an evolving healthcare dynamic.

STRATEGY 2A: Operate within the framework of funding agreement addenda

- Agreement addendum program reviews yielded no corrective action plans

STRATEGY 2B: Operate within the approved agency budget

- Agency operated within the approved budget
- Reserved funds have been maintained in Medicaid Cost Settlement payments
- Reserved case management funds were tracked and available for DHHS/CCNC state-wide reclamation

STRATEGY 2C: Identify and respond to emerging trends in funding streams

- Secured direct federal funding through Drug Free Communities grant projects with a new 5-year federal funding allocation
- Analyzed role of health department services in emerging Medicaid Managed Care market, especially for maternal and child case management
- Maintaining vector control expertise to retain competitive state funding
- Received funding from NC State to support local Diabetes Prevention Program classes
- Partnered with MountainWise to implement worksite wellness programs funded by the Appalachian Regional Commission
- Awarded 3-year NC Division of Public Health Family Planning RFP for Transylvania County
- Developed collaborative relationship with Pisgah Health Foundation
- Established communication with Dogwood Health Trust leadership team
- Secured funding collaboration with Vaya for naloxone for law enforcement vehicles and county buildings

GOAL 3: Clinical Services

- Maintain and develop public health clinical programs as indicated by documented need.

STRATEGY 3A: Address deliverables of funding agreement addenda and contracts

- Met state agreement addendum program service deliverables

STRATEGY 3B: Analyze emerging clinical data

- Worked to analyze evolving hepatitis data
- Analyzed immunization compliance in schools with special attention to measles

STRATEGY 3C: Determine appropriate responses to emergent clinical data

- Develop education messaging related to emerging vaping risks
- Participated in Region 1 collaboration for hepatitis resources
- Supported legislative advocacy for additional communicable disease funding per county
- Developed Hepatitis A vaccination collaboration with Transylvania County Jail Health Program

GOAL 4: Community Services

- Maintain and develop public health community programs as indicated by documented need.

STRATEGY 4A: Address deliverables of funding agreement addenda and contracts

- Met state agreement addendum program service deliverables
- Conducted and submitted 2018 Community Health Assessment (March 2019) and Community Health Improvement Plan (September 2019)

STRATEGY 4B: Analyze emerging community health data

- Developed a new survey tool for use by C.A.R.E. in the Transylvania County School System with the intent of assessing behavioral health and substance abuse issues in 6th – 12th graders
- Administered community survey of substance use, attitudes, and storage/disposal practices through C.A.R.E. partnerships
- Initiated the data research and collection for the new Community Health Assessment (CHA) with a new inclusion of county-level data for ACEs (Adverse Childhood Experiences)
- Developed and shared annual Communicable Disease Report
- Developed and shared Transylvania Public Health Annual Report

STRATEGY 4C: Determine appropriate responses to emergent community health data

- Maintained worksite wellness programs at 3 local employers, with support from MountainWise and new funding from Appalachian Regional Commission (ARC)
- Continued offering annual education program for summer camp owners and operators to increase best practices to prevent and control the spread of communicable disease
- Partnered with community members to develop a Community Health Improvement Plan
- Shared community data and participated in planning efforts with Blue Zones Project staff
- Offered Diabetes Prevention Program classes at Brevard Housing
- Supported Transylvania County “Employee Wellness Everywhere” in successful request for tobacco-free county buildings, grounds and parks
- Collaboration with Emergency Management for updates on critical preparedness plans for TPH All Hazards, TPH Mass Care, and Shelter Annex
- Participated with State Vector Control workgroup to build collaborative process to improve mosquito response capacity post-hurricane

GOAL 5: Environmental Health Services

- Maintain and develop environmental health programs as indicated by documented need.

STRATEGY 5A: Address deliverables of funding agreement addenda

- Met state agreement addendum program service deliverables

STRATEGY 5B: Analyze emerging trends in environmental health practice

- Maintained vector control expertise and expand collaborations with Western Carolina University Vector Control Program operated by Dr. Brian Byrd

STRATEGY 5C: Determine appropriate responses to emerging environmental health trends

- Awarded RFP to HealthSpace for custom software to address all data management needs of entire scope of practice for Environmental Health

- Initiated Laserfiche scanning project of all Environmental Health septic and well records for link to new software
- Hired and began training of the new REHS position

Mr. Cathey inquired as to the importance of the strategy of engaging with regional partners and state entities. Ms. Russell noted that working with the Pisgah Health Foundation allowed them a better understanding of data collection within Public Health and not necessarily for us to receive funding. Ms. Russell acknowledged that our data collection at this agency is enhanced by the hard work of Tara Rybka, Health Educator. Ms. Russell also noted that developing a relationship with Brian Myers, Chief Strategy Officer at the Dogwood Trust may serve us well in the future, as they will provide funding for community health improvement. Mr. Cathey asked about data storage for the Environmental Health Services goal? Ms. Russell referenced the HealthSpace system in meeting the goal and maintaining data.

E. Environmental Health Septic Permitting Presentation

Ms. Russell introduced James Boyer, Environmental Health Supervisor who shared a power point presentation, Onsite Wastewater Permitting Options in North Carolina. Mr. Boyer discussed the current laws and rules for sewage treatment and disposal systems. The Engineered Option Permit was discussed with much interest due to a pending project to construct a new Dollar General store at Highway 276 and Becky Mountain Road in Transylvania County. The contractors have elected to use the EOP to develop a plan for sewage treatment at the controversial location. Mr. Boyer provided details of the EOP process and the limited involvement that the Transylvania County Environmental Health Department would have in the project. Documents were reviewed that list the Onsite Wastewater Permitting Options and the forms used for the Engineered Option permit. Mr. Boyer touched on the liability issues, and soil work that would be involved under the EOP option for the construction site.

Several Board of Health members had questions relating to this process. Mr. Cathey asked about the Environmental Health Department reviewing the soil work report. Mr. Boyer stated that with the EOP, there is no option for review of that work. Mr. Cathey also expressed concerns about the nearby waterway and future environmental issues that could involve the EPA. Mr. Boyer clarified that the nearby waterway was neither a water supply nor did it contain a shellfish area, therefore it was not an obstacle for the project. Trout water regulations were also not a concern in this instance. Mr. Boyer also referenced a statement of limited liability to the county when using the EOP option. Dr. Fisher asked if the county could ask the EPA or other federal agency to review or intervene when there are concerns. Mr. Boyer stated that he was not familiar with such a process, although it could be a consideration. Dr. Fisher and Dr. Lamm had questions on Mr. Boyer's opinion of soil suitability on the

site. Mr. Boyer stated that if it had been for the county to review, a state consultant could have been utilized for confirmation of findings. Dr. Lamm commented that a positive factor with the EOP option was that it seemingly relieved the county of some liability in the approval of the site. Ms. Russell offered to send this presentation out electronically to BOH members for further review. Mr. Cathey asked that a copy be sent to the Transylvania County clerk.

VIII. Informal Discussion and Public Comment

Dr. Lamm asked if any information had been acquired on streamlining the process of approval to increase health department drug fees. The process currently requires approval by the BOH and Board of Commissioners before fair pricing increases can be instituted. Ms. Russell stated that discussions with Jonathan Griffin, County Finance Director, had not concluded due to the time-consuming process of implementing the new financial program, MUNIS. Ms. Russell will follow up with Mr. Griffin on the topic and report back to Dr. Lamm. Dr. Lamm noted that it was North Carolina G.S.36-38g that contained the requirements for the process. Ms. Russell thanked Dr. Lamm for all the research he had done into potential process improvement.

Adjournment

Motion to adjourn by Dr. Lamm, seconded by Mr. Cathey. Motion carried unanimously.
Meeting concluded at 7:10 p.m.

Respectfully submitted:

J. Elaine Russell
Secretary, Board of Health

Date

Chris Biecker
Chair, Board of Health

Approved Date