

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 Raime Hebb is waiting on the second half of the records that are being processed by the vendor company into a Laser Fiche format.
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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.

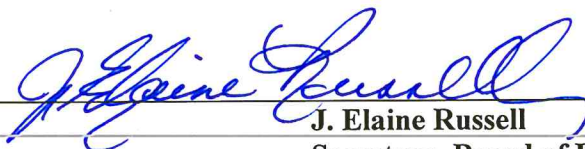
VIII. Informal Discussion and Public Comment

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
VICE-Chair, Board of Health
PJB@ATUWISHT



Approved Date

Transylvania County Board of Health Minutes
☒ Regular Meeting ☐ Special Meeting
February 11, 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	P.J. Boatwright, Anthony Fisher, Stacey Gash, Ben Lamm, Kelvin Philips, Linda Tompkins, Jim Lyday
Members Absent	Chris Biecker, Will Cathy, Lawrence Cull, Will Dalton
TPH Staff Present	Elaine Russell, Health Director / Secretary to the Board Sharon Cameron, Nursing Director Alisa Corn, Administrative Services Supervisor Julie Cunningham, WIC Director Laura Petit, Business Officer Laura Rinehart, WIC Director Rob Blake, Planner Evaluator
Other TPH Staff and Public Present	Nicole Santamaria, Communicable Disease Nurse

Quorum was present. In the absence of Mr. Biecker, Dr. Boatright chaired the meeting.

II. Agenda Modifications

None.

III. Consent Agenda

Approval of Agenda and approval of minutes of January 14, 2020 meeting with motion from Dr. Fisher and seconded by Dr. Lyday with unanimous approval.

IV. Public Comments or Public Hearing

None.

V. Administrative or Committee Reports
Health Director's Report

1. The Engineered Option Permit (EOP) application for the proposed Becky Mountain/Highway 276 location was filed with the agency on January 15, 2020. Jim Boyer reviewed the EOP application package and an EOP was issued on January 17, 2020. The well permit was issued January 29, 2020 and is not part of the EOP process.
2. The agency handled the development of the February Get Set Toolkit with a focus on dental health resources and preventive dental education/care. This is a collaborative effort across several agencies. Lori Clark from TPH has done a great job contributing to the kit.
3. The agency is in the process of developing the FY20-21 budget. Ms. Laughter has advised all departments that funding will be tight this year and any request for service expansion should be

accompanied with a robust justification. The budget is due to County Administration February 28th and will be presented to the BOH at the March meeting. The only significant increase anticipated is a proposal for two additional school nurses. This is a carryover request from the proposed FY19-20 budget that was not funded. The agency currently has 2 school nurses focused on the entire school population and 1 school nurse focused on children with exceptional needs/specialized health plans.

4. The agency has participated in the Blue Zone Project policy workshops for food/nutrition, built environment, and tobacco. The workshops focused on a review of multiple evidence-based practices a community can undertake. The rollout of the selected policy project work is anticipated for May.
5. The WIC Director position was filled by internal applicant Laura Rinehart. Her prior WIC nutritionist position has been posted externally via NeoGov.
6. The agency received the Division of Public Health FY20-21 Consolidated Agreement and Program Agreement Addendum this week. Review, data collection, and preparation of those documents will start this month. The documents are due back to Raleigh in early April.
7. The Opiate Prevention Workgroup collaborated with Vaya to coordinate retraining and resupply local law enforcement with Narcan kits.

VI. Old Business

A. Environmental Health Software Update

Work with HealthSpace (HS) is progressing on the Food and Lodging modules. 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.

- The planned Health Space (HS) visit to TPH on Friday January 17, 2020 for some in-person training had to be cancelled due to illness in a key HS employee. There will be a make-up date on February 21st. 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.
- All the inspection forms for other institutional programs have been shared with Health Space. TPH is working with the vendors on the violation tables for those programs.
- In the concurrent project to scan all the old paper style septic records Raime Hebb has received the second half of the records that were processed by the vendor company into a Laser Fiche format. This is allowing staff to access those files at their computers instead of going to the file room to search through paper copies.

VII. New Business

A. 2019 Communicable Disease Annual Report

Ms. Russell discussed the report with the Board, and went over the detailed handout through each panel of information lifting out the highlights:

- Zero active cases of TB in 2019, but five latent TB, with one completing three-month treatments
- Thankfully we had an uneventful Pertussis year and no influenza deaths
- We are grateful for the drop in Campylobacter after several years of increases

- In vectorborne work we saw six cases of Rocky Mountain Spotted Fever and four cases of encephalitis. We are grateful for the financial resources to conduct a vector management program
- Despite over 120 investigations none came back with positive rabies
- The continuing trend in chronic Hepatitis C was noted
- For sexually transmitted diseases there is an increasing trend as is also seen in the region, state and national levels
- The large regional Legionella outbreak in September saw three cases from this County, different communication channels used, and many lessons learned
- The suspected measles investigations in May focused TPH activities on the unvaccinated populations particularly in the private but also the public schools
- Ms. Russell closed the discussion noting that no legal actions or control measures were used given that there were no flu deaths nor pertussis outbreaks in schools

B. 2019 Health Department Annual Report

Ms. Russell discussed the report with the Board, and went over the colorful and eye-catching handout through each panel of information lifting out the highlights:

- Thanks to a hard working TPH staff that work towards great accomplishments everyday
- Comments from the internal client satisfaction and external community satisfaction survey are woven throughout the document
- The Finance graphs show the operating costs and salaries, and the revenues show a diverse array of funding sources with a generous portion coming from Transylvania County government
- Ms. Russell commented on the Preparedness highlights in the January meeting on strategic planning accomplishments
- In Personal Health TPH school nurses gave many flu shots to children and staff at the schools
- The slight drop in birth control services may be partly due to the use of longer acting birth control methods
- The child health figures are improving as Jennifer Anderson gets through all her training requirements
- The WIC programs trends are good with the breast-feeding statistic being one of the best in the state
- For Environmental Health well permit numbers are up and on-site sewage disposal numbers are on par with previous years
- For food establishments the 54% compliance rate of inspections conducted should improve as Charles Dial gets all his required training modules completed

C. Health Director Job Description

In accordance with NC Public Health Accreditation requirements, the Health Director job description is to be reviewed by the Board of Health. Ms. Russell reported that the only change from last year is that the position is designated as a County level HIPAA policy assistance role.

D. Fee Adjustments on Pharmaceutical Purchases

Ms. Russell explained that this item came about due to an inquiry from Dr. Lamm in a previous BOH meeting. The fluctuation of pharmaceutical costs can't be quickly accommodated in the current fee plan. The current plan reflects the sequential chain: purchasing, BOH fee adjustment, Commissioner approval of BOH fee adjustment, initiation of new fee by agency. It is not uncommon for the agency to make a vaccine purchase and the approved fee at the time will be several dollars below purchase price. This does result in some financial loss for the agency.

Pursuing changes to the fee plan that would allow for responsive pricing would be an improvement to guard against fiscal loss. Cited below are two key pieces of guidance for establishing a fee structure for the Health Department. Key points for consideration:

1. The County Commissioners must approve the inclusion of the new language in the agency's fee plan.
2. Charges must be based on cost. Therefore, it is not an option to simply say the charge for a pharmaceutical will be a specific percentage above purchase cost.
3. Language to accommodate 340B pharmaceutical purchases should be incorporated to ensure compliance with federal state and federal guidance.

§ 130A-39. Powers and duties of a local board of health

(g) A local board of health may impose a fee for services to be rendered by a local health department, except where the imposition of a fee is prohibited by statute or where an employee of the local health department is performing the services as an agent of the State.

Notwithstanding any other provisions of law, a local board of health may impose cost-related fees for services performed pursuant to Article 11 of this Chapter, "Wastewater Systems," for services performed pursuant to Part 10, Article 8 of this Chapter, "Public Swimming Pools", for services performed pursuant to Part 11, Article 8 of this Chapter, "Tattooing", and for services performed pursuant to G.S. 87-97. Fees shall be based upon a plan recommended by the local health director and approved by the local board of health and the appropriate county board or boards of commissioners. The fees collected under the authority of this subsection are to be deposited to the account of the local health department so that they may be expended for public health purposes in accordance with the provisions of the Local Government Budget and Fiscal Control Act.

The Annual Consolidated Agreement between Transylvania Public Health and NC Division of Public Health (FY20 Page 5 of 31, Item 7c)

Establish one charge per clinical/support service for all payors (including Medicaid) based on their related costs as stated in NCGS 130A.39.g. All Payors must be billed the same established charge except when billing 340B Drug Pricing Program drugs or devices to Medicaid. All drugs or devices purchased using 340B Program (Birth control, TB & STD) must be billed to Medicaid at the acquisition cost. The Department may accept negotiated or other agreed upon lower amounts (e.g., The Medicaid reimbursement rate) as payment in full.

Ms. Russell explained that she has started the process. Jonathan Griffin as the County Finance Director has given some feedback. Dr. Fisher asked if it could be a simple pass-through of the added acquisition costs to the consumer? Ms. Russell replied that there are a few hurdles to get to that point. Dr. Lamm stated he hoped the process could become automatic and not require each pharmaceutical cost raise to be brought back to the Boards of Health and Commissioners. Ms. Russell said this is a work in progress and the subject would come back up at a future meeting.

E. Briefing on 2019 novel Corona virus (2019nCoV) – renamed Covid-19

Ms. Russell used the PowerPoint handout to explain that TPH staff are heavily involved in preparations to respond to this outbreak. Earlier in the day the internal Epi Team was involved in two conference call webinars. At the federal level a national quarantine order has been implemented for the first time since the 1960s and smallpox.

The symptoms, timeline and outbreak numbers were discussed with the acknowledgement that this is rapidly evolving. At the time of the Board meeting there were 13 USA cases, with 11 of those being travel related, two coming from person-to-person transmission, and no cases in NC.

There are concerns that have been sent to the state about the numbers of persons that are of concern because they are returned travelers but have not had a local health department contact. Dr. Lamm agreed that there is a need to follow up and particularly when people can get around the measures by coming in from another country such as Japan. He also wondered why the number of USA cases that have been cured appeared to be stuck on three. There was some discussion about the cases maybe having underlying chronic illnesses that mean a much longer recovery period.

Communication issues were discussed with language and translation difficulties and the possible lack of full transparency with the Chinese Government. Board members also discussed some recent stories seeming to indicate that there may be a longer incubation period than previously stated.

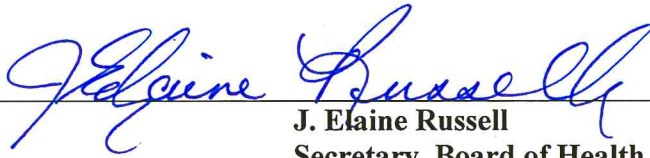
VIII. Informal Discussion and Public Comment


None

Adjournment

Motion to adjourn by Dr. Lamm seconded by Dr. Fisher. Motion carried unanimously.
Meeting concluded at 7.06 p.m.

Respectfully submitted:


J. Elaine Russell
Secretary, Board of Health


Date


~~Dr. Boatwright~~ Chris Biecker
Chair, Board of Health


Approved Date

Transylvania County Board of Health Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
March 10, 2020; 6:00 p.m.
Board of Elections Building Conference Room

I. Call to Order with Welcome and Announcements

Meeting was called to order by Dr. Boatwright at 6:00 p.m.

Members Present	P.J. Boatwright, Anthony Fisher, Ben Lamm, Kelvin Philips, Jim Lyday
Members Absent	Chris Biecker, Will Dalton, Stacey Gash, Will Cathey, Lawrence Cull, Linda Tompkins
TPH Staff Present	Elaine Russell, Health Director / Secretary to the Board Sharon Cameron, Nursing Director Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Laura Rinehart, WIC Director Rob Blake, Planner Evaluator
Other TPH Staff and Public Present	Nicole Santamaria, Communicable Disease Nurse Dr. Rik Emaus Garrett Graham

Quorum was not present. In the absence of Mr. Biecker, Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None.

III. Consent Agenda

Due to the lack of a quorum, there were no voting decisions, and this was an informational meeting.

IV. Public Comments or Public Hearing

Dr. Rik Emaus presented a letter to the board advocating for funding for additional school nurses in our county school system. Dr. Emaus is a retired physician living in our area. Six of his seven children attend county schools. He expressed concern for the safety and well being of students and wants this issue addressed during the current budget process. Dr. Emaus points out that there is a 50% deficit in school nurse personnel to student ratio. It is recognized that lack of state funding is contributing to this deficit. He believes this issue will be carried forward with public awareness and a demand for accountability. Some discussion among the board members and Ms. Russell followed showing support for the need for additional school nurse staffing.

V. Administrative or Committee Reports

Health Director's Report

1. The agency is leading the development of the April Get Set Toolkit, which has a focus on healthy eating. Collaborators to the toolkit include the Farmers Market and Cooperative Extension.
2. The agency is working through Get Set to expand post-partum newborn home assessment visiting outreach. The long-term goal of the work is to normalize the outreach service for utilization by all new mothers, not just high-risk families. Get Set was awarded a grant from the Pisgah Health Foundation to assist with the work.
3. The interview process for the WIC nutritionist has been completed and the job offer process is underway.
4. The agency was awarded a National Environmental Health Association (NEHA) intern for the summer of 2020. The intern will assist with the ongoing work of the Health Space software project. The NEHA Intern award process is nation-wide and highly competitive. Ms. Russell thanked Rob Blake for facilitating this process.
5. The agency responded to a lab confirmed pertussis case at Brevard Academy on February 29, 2020. The exposure appropriate correspondence (close contact and general contact) was provided to the school that evening for distribution to the school population. The agency provided on-going guidance and assistance to the school throughout the week. The case was more complicated due to case's residency in Henderson County.
6. Preparation of the FY20-21 Agreement Addendum and the supporting documents is on-going.

VI. Old Business

A. Health Space Environmental Health Software Update

Ms. Russell provided the following information on the progress of the Health Space Environmental Health software.

Work with Health Space (HS) is progressing on the Food, Lodging and Institution modules. 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.

- The postponed Health Space (HS) visits to TPH on Friday January 17, and February 21st finally occurred on February 28th. As anticipated, it was an excellent opportunity for all staff to get acquainted with the new software and discuss some of the wrinkles in the new system.
- All the inspection forms for other programs have been shared with Health Space. TPH is preparing the violation tables for Health Space to transfer the data from the program data from the existing vendor. Ninety (90) day notice will be sent to CDP at the end of March/beginning of April, per the contract for termination notification.
- In the concurrent project to scan all the old paper style septic records Raime Hebb has received the second half of the records that were processed by the vendor company into a Laser Fiche format. This is allowing staff to access those files at their computers instead of going to the file room to search through paper copies.

VII. New Business

A. Proposed Health Department Budget FY 20-21

Ms. Russell provided details of the proposed \$3,225,429.00 budget for FY 20-21 in a document highlighting projected revenue sources, staffing and equipment requests, local appropriation summary along with expenditure and revenue summary. Ms. Russell pointed out that our county is very generous in providing 60% of the funding for our department. There was some discussion on the school nursing staffing request. Ms. Russell shared that Blue Ridge Community Health has spoken about incorporating a school-based health center in the Rosman school district. Concerns about this option include focusing on sick care, students maintaining relationships with primary care providers and cost. Ms. Russell hopes some additional state funding may be available in the future with corrected formulation in determining the number of school nurse staffing needed in our county, Ms. Russell offered to provide more detail on the budget process should any board member want that information.

B. Fee Policy

Ms. Russell shared information received from Amanda Fuller Moore, PharmD, Division Pharmacist with DHHS concerning pricing of 340B drugs and devices. Ms. Russell believes that specific verbiage similar to the 340B policy may allow for a potential solution to the agency's determination of clinical fee schedule for vaccines in relation to fluctuating pharmaceutical price changes. This may be acted upon in coming months with a vote by the board members.

C. COVID-19 Briefing

Ms. Russell presented an informative collection of slides detailing the latest available information on severity of symptoms, means of transmission, outbreak numbers, NCDHHS preparation and response, testing and recommendations. The local agency's response currently focuses on preparing and communicating with local partners. At this time, no local cases are being monitored. The health department's Epi team continues to participate in almost daily calls for guidance on the ever-changing situation. There was much discussion among all board members regarding lack of testing capacity, frustration over testing algorithms and lack of usable data.

VIII. Informal Discussion and Public Comment

A member of the public, Garrett Graham, spoke briefly. He stated that he had recently completed his doctorate in engineering. He offered information on the alternative of freezing testing COVID-19 specimens at very low temperatures until testing is more available.

Adjournment

Meeting was adjourned by Dr. Boatwright and concluded at 7:20 p.m.

Respectfully submitted:

 _____ J. Elaine Russell Secretary, Board of Health	 _____ Date
 _____ P.J. Boatwright Vice Chair, Board of Health	 _____ Approved Date

BOARD OF COMMISSIONERS
Mike Hawkins, Chair
Page Lemel, Vice-Chair
Will Cathey
Jason Chappell
W. David Guice



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119

101 South Broad Street
Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

June 9, 2020 – Regular Meeting by Zoom

6:00 pm

106 East Morgan Street Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by P.J. Boatwright at 6.00 p.m.

Members Present	PJ Boatwright, DVM, Jim Lyday; Kelvin Phillips, Linda Tompkins, Ben Lam
Members Absent	Chris Biecker, Lawrence Cull; William Dalton, Anthony Fisher; Stacey Gash
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Laura Rinehart, WIC Director Sharon Cameron, Nursing Director Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Nicole Santamaria, Communicable Disease Nurse
Others Present	Timothy Shea, MD, Medical Director Rik Emaus, DO Mike McKinney, I.T.

Quorum was present. Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None

III. Consent Agenda

Approval of Agenda and approval of minutes of February 11, 2020, and March 10, 2020, motion from Dr. Lyday and seconded by Mr. Phillips with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The CARE Coalition is partnering with the Dogwood Health Trust Leverage Fund to pursue a HRSA planning grant. The purpose of HRSA Rural Communities Opioid Response Program -Planning is to strengthen and expand the capacity of rural communities to engage high-risk populations and provide SUD/ODU prevention, treatment, and recovery services. Recipients will conduct planning activities, engage multi-sector consortiums, and participate in the RCORP-Planning learning collaborative. While the primary focus of RCORP-Planning is opioid use disorder, applicants may also choose to address one additional substance of concern in the target population. The grant award is \$200,000 for 18-months with no cash match required.
2. Environmental Health service demand for septic and well has remained constant throughout the pandemic. Approximately half of the 40+ swimming pools requiring inspection have sought an operations permit. The remainder have taken a wait-and-see approach. Dine-in restaurants may now open at half capacity, based on fire code rating, with carry-out continuing as an approved function. As seen nationwide, restaurants are increasing outside dining options due to limited indoor seating availability. Please note all Food and Lodging Programs are subject to social distancing requirements specific to their permitted activities.
3. WIC is operating under a federal waiver to provide full WIC services via telephone or internet through June 30th.
4. Core clinical services including STD, TB, general communicable disease, and maternal/child case management have continued. All nursing staff have supported and participated in responding to COVID questions and providing community education.
5. The agency's FY20-21 budget was approved as presented, with the exception of the two new nursing positions. The county did not support any new position requests this year given the uncertainty of revenue in the context of COVID-19.

VI. Old Business

A. Health Space Environmental Health Software Update

Work with HealthSpace (HS) is progressing on the Food, Lodging, Institution and Complaint modules. 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.

- Weekly online meetings are being held with HS to put the finishing touches to the food, lodging and institution inspection modules as well as the complaint module.
- A ninety (90) day notice was sent to CDP on March 26, 2020, per the contract for 90 days' notice of termination notification and requesting the historical data file to be sent to TPH at the end of May. The data was received on June 8, and is being reviewed by HealthSpace for completeness.
- Connection was made between HS and the state to establish an interface between the new vendor's system and the state Environmental Health (EH) data system. This is in anticipation of a TPH go-live date with HS at the end of June or beginning of July.
- With the building shut down due to the COVID-19 crisis, the recent work to scan all the old paper style septic records has proved to be invaluable for the customer. The backlog of permits has been trimmed back to about three weeks due to more electronic processing of permits, and with one trainee Environmental Health Specialist becoming certified to do the on-site program permitting work.
- Neill Cagle is spearheading a training session each week with the EH staff to allow each staff person to become familiar with the I-Pad mobile technology and the HS modules.
- The new vendor HealthSpace has recently signed a contract with Mecklenburg County, NC. Their first project will be to develop on-site program modules which will assist us in the TPH on-site programs module development. Our work in food, lodging and institutions should assist Mecklenburg in the second main part of their project.

VII. New Business

A. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes (see Attachment 1).

- Epi Data
- Technical Assistance to Community
- Communications
- Testing and Tracing

In addition to the PowerPoint Slide information, Ms. Russell emphasized that the numbers for our country, as well as our state, are not going in a positive direction. Western North Carolina has been fortunate to have a slower uptick in cases, although there has been a recent increase. The health department continues to work to support our community, law enforcement, EMS, schools, and long-term care facilities. Some gyms in the county have opted to go against the governor's executive order and have re-opened. District Attorney, Greg Newman, has indicated that he will not enforce this order and it is quite frustrating. Ms. Russell notes that health department staff are doing an excellent job on contact tracing. The State has recommended that people participating in recent protests and rallies seek testing for COVID due to lack of social distancing. Testing is available in our county at Blue Ridge Community Health Services, Sisters of Mercy Urgent Care, some local physician offices and minimally at the local emergency room. Should there be a need for outbreak response, the health department and Blue Ridge Community Health Services would respond for testing. The State labs continue to be stricter on accepting test samples. Relaxing of their restrictions would be helpful.

- Licensed Care Facility Support

Ms. Russell shares that she is very appreciative of Dr. Rik Emaus volunteering his time and knowledge to our department's support of licensed care facilities. Dr. Emaus, Dr. Timothy Shea, our medical director, nurses Velina Netherton and Kim Rogers and Tara Rybka, public information officer, have all been instrumental in developing the Licensed Care Facility Standard Operations Guidelines – COVID 19 document.

Dr. Rik Emaus presents this portion of the COVID briefing. The Licensed Care Facility Standard Operations Guidelines – COVID 19 document is attached to the meeting minutes (see Attachment 2). The document is available, with updates, at:

https://docs.google.com/document/d/1HZqenbnT3mVGn4PoUmr7KTejj_IvzX9Rw9j27qTqc1E/edit?usp=sharing

Dr. Emaus states that he is appreciative of the opportunity to work with our team. Seven weeks ago, Dr. Emaus offered his support to the department's COVID response team. He has worked closely with two of the department's nurses, Velina Netherton and Kim Rogers. They meet daily. During the first two weeks, the focus was on making sure the facilities had sufficient PPE. Emergency funding was acquired to obtain a stockpile of PPE. After two weeks, sourcing for the items were identified and now most items have been acquired. On Thursday's, there is a Zoom meeting with all six facilities and on Friday's a meeting with health department staff to report out. Dr. Emaus says that our county has been fortunate to have a low incidence of COVID-19 cases. The initial checklist activities found all six facilities to have very strong practices but were struggling to find access to testing and PPE. The facilities care about their residents and the community and acted early.

Dr. Emaus gave a high-level review of the Standard Operations Guidelines document. He reviewed each table of contents item and noted the excellent references in the appendices. The foreword acknowledges protecting the community and the facilities. He notes that the name of Tara Rybka was omitted here, although she contributed significantly to the communications guidance which promotes open communication with our facilities. Dr. Emaus touched on the SPICE framework and a detailed outbreak response checklist contained in two pages. The document includes a strategy to optimize PPE should an outbreak strip the inventory in facilities. Emergency stockpiles are being secured. FEMA did provide a one-week supply for skilled nursing facilities only. The State Emergency Management provided "push packs" containing a two-week supply of certain PPE items. The Dogwood Trust and our local Rotary Club has provided funding to acquire more PPE for our stockpile. Pisgah Health Foundation has been helpful in acquiring the supplies. The document contains clear criteria for testing in facilities. The team talked through the hesitation to test with the facilities. There is sometimes a hesitancy to test due to the repercussions of having a positive result. It has been challenging to identify timely, no cost testing for facility staff. It has been made available and the facilities have up to date information in hand. It is also not recommended to transport residents for testing. Staff are encouraged to do this testing on their own, with support from the health department if needed. The document also provides a detailed model for a large-scale testing event which spells out responsibilities, guidance for EMS and fatality management. Two of the six facilities have begun to participate in surveillance testing, with the remaining facilities expected to follow. There should be a snap shop next week of the results of this testing with a plan to perform periodic retesting.

Dr. Shea voiced his appreciation of this team to produce these guidelines. Dr. Emaus, as well as Kim Rogers, Velina Netherton and Tara Rybka all worked very hard.

VIII. Informal Discussion and Public Comment

Ms. Russell states that the department takes the protection of our community seriously and hopes that we can keep the COVID-19 situation manageable. She emphasizes the awareness of economic hardships resulting from COVID and the empathy that is felt for our community.

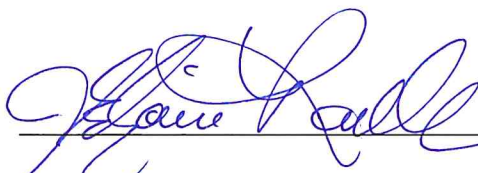
Dr. Lamm inquired as to the available hospital bed capacity. Ms. Russell consulted the information on the State dashboard showing the availability of ICU beds decreasing. She attributes some of this to the recent influx of patients for routine services that had been postponed at the beginning of the pandemic. Tara Rybka adds that 17% of ICU beds and 25% of inpatient beds are currently available in North Carolina. More concerning is that not all hospitals are reporting their bed availability. Ms. Russell believes competition for beds is occurring.

Dr. Boatwright expresses his appreciation to Dr. Shea, Dr. Emaus and the entire health department for their contributions.

IX. Adjournment

Motion made by Dr. Lamm and seconded by Dr. Lyday to adjourn. Motion carried unanimously. The meeting was adjourned at 7:17 pm.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

July 14, 2020

Date



Dr. P.J. Boatwright
Vice Chair, Board of Health

July 14, 2020

Approved Date



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

June 9, 2020



Attachment 2. Licensed Care Facilities—COVID 19 (Double-Click to see entire file).



LICENSED CARE FACILITY STANDARD OPERATIONS GUIDELINES—COVID 19



**TRANSYLVANIA
COUNTY**

Licensed Care Facility Response Team COVID-19 Outbreak Response Plan

A plan developed by Transylvania Public Health in collaboration with our county's six Licensed Care Facilities to assure the safety of our seniors residing in congregate living centers and the staff caring for them.

Date of Print: June 1, 2020

Updates maintained and available online:

https://docs.google.com/document/d/1HZaenbnT3mVGn4PpUmr7KTeij_ivzX9Rw9i2ZoTqc1E/edit?usp=sharing.

BOARD OF COMMISSIONERS
Mike Hawkins, Chair
Page Lemel, Vice-Chair
Will Cathey
Jason Chappell
W. David Guice



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119

101 South Broad Street
Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

July 14, 2020 – Regular Meeting by Zoom

6:00 pm

106 East Morgan Street Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by P.J. Boatwright at 6.00 p.m.

Members Present	PJ Boatwright, DVM, Jim Lyday, Linda Tompkins, Ben Lam, Stacey Gash, David Guice
Members Absent	Kelvin Phillips, Lawrence Cull; William Dalton, Anthony Fisher
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Nicole Santamaria, Communicable Disease Nurse Paula Piercy, Notary Public Patricia Hawkins, REHS
Others Present	Timothy Shea, MD

Quorum was present. Dr. Boatwright chaired the meeting.

Oath of Office – Commissioner David Guice read two written statements out loud and signed them in the presence of Notary Public, Paula Piercy. Commissioner Guice shared that he is excited to have the opportunity to serve and get to know everyone better. He looks forward to the days ahead.

II. Agenda Modifications

None

III. Consent Agenda

Approval of Agenda and approval of minutes of June 9, 2020, motion from Dr. Lyday and seconded by Linda Tompkins with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The CARE Coalition has submitted the HRSA planning grant. The purpose of the HRSA Rural Communities Opioid Response Program -Planning is to strengthen and expand the capacity of rural communities to engage high-risk populations and provide SUD/ODU prevention, treatment, and recovery services. Recipients will conduct planning activities, engage multi-sector consortiums, and participate in the RCORP-Planning learning collaborative. While the primary focus of RCORP-Planning is opioid use disorder, applicants may also choose to address one additional substance of concern in the target population. The grant award is \$200,000 for 18-months with no cash match required. Selected grant recipients will receive notice in the final week of August with a September 1st award date to start the grant cycle.
2. The CARE Coalition has restarted in-person TAFFY meetings every two weeks, with the off-week meeting occurring by Zoom. The group is working on recruitment and PSA development for protective factors in good decision making.
3. Environmental Health has a 6+ week backlog at the present time on septic and well permits due to increased demands last month. Applications have increased steadily during the pandemic. All but 5 of the public pools have decided to seek permitting with the remainder taking a wait-and-see approach. Dine-in restaurants are still at half-capacity based on fire code, with carry-out service continuing. All Food, Lodging, and Institution programs are subject to social distancing requirements specific to their permitted activities. Brevard Diner and Sully's are now open. Salsarita's (fresh Mexican chain restaurant) is going in beside Starbucks. The Aldi grocery store is back on the table at the old Mr. Pete's property, but does not require Health Department permitting and inspection.
4. WIC is operating under a federal waiver to provide full WIC services via telephone or internet through September 30th.
5. Core clinical services including STD, TB, immunizations, and general communicable disease continue. Limited services in Family Planning are provided. All nursing staff are increasingly pulled into response duties for COVID (hot line coverage, testing support, case investigation calls, etc.)
6. The accreditation cycle has been extended by 1 year. This does not negate evidence requirements or compliance expectations for accreditation.

VI. Old Business

A. Health Space Environmental Health Software Update

Work with HealthSpace (HS) is progressing on the Food, Lodging, Institution and Complaint modules. The former contract with CDP was terminated at the end of June. Once this initial build is completed, work on the on-site sewage disposal and water well programs will initiate.

- Daily submissions of testing results are being sent to HS, and occasional online meetings are being held with the company to put the finishing touches to the food, lodging and institution inspection modules as well as the complaint module.
- We are waiting for confirmation that a successful connection was made between HS and the state, establishing an interface between the new vendor's system and the state Environmental Health (EH) data system.
- It is hoped that testing of the mobile inspection devices will be started this week.

Ms. Russell notes that she is proud of the Environmental Health staff and Rob Blake for helping this come together.

VII. New Business

A. Nomination and Election BOH Chairman

Due to the relocation of Mr. Chis Biecker, the position of chairman of the board of health has been posted. Dr. Boatwright, vice chairman of the board of health, has been the acting chair during Mr. Biecker's absence. Nominations for the position are now requested.

Motion made by Dr. Lamm to appoint Dr. Boatwright as the chairman of the board of health. This nomination was seconded by Dr. Lyday. Motion carried unanimously.

B. Vice chairman will now be open for nominations.

A motion was by Dr. Lyday to appoint Dr. Lamm as vice chairman of the board of health. This was seconded Stacey Gash and the motion carried unanimously.

C. Discussion of Consolidation

The map referenced in this topic is attached to the meeting minutes. (See Attachment 1).

A presentation was made this afternoon, by Zoom, to the Transylvania County Board of Commissioners by Aimee N. Wall, Professor of Public Law and Government with UNC School of Government. The subject of the presentation was Organization and Governance of NC Human Services Agencies. The Commissioners requested this presentation after a

unanimous vote by the DSS Board to pursue the consolidation of Public Health and the Department of Social Services. The open position of DSS Director may have precipitated the request to the Board of Commissioners to explore this. There was a lot of information shared and a lot more to be discussed as a result of the presentation.

As a Board of Commissioner member as well as a new Board of Health member, Commissioner David Guice was able to share much information for the discussion at the Board of Health meeting. Two concerns seem to be the lack documented data and measures of the process and the question as to why consolidation would be considered at this time.

Consolidation was considered in 2014 but not enacted. There are many models of consolidating the departments. A map was reviewed showing the grab bag of consolidation methods across the state. Ms. Russell shared that Cherokee county had dissolved the DSS board and DSS reported to the Board of Commissioners. The health department stayed the same in that scenario. Commissioner Guice spoke of the differences in statutory requirements for DSS and the health department and the concerns that DSS had with managing personnel. He suggested looking at other ways to address the issues and looking at the county government as a whole.

Ms. Russell asked the board to advise her of next steps they would like to take on consolidation. She will send the files from the review in 2014 to the board. Dr. Boatwright asked about a timetable on the issue. Commissioner Guice said that he did not know of any timetable as today's workshop was only for the presentation. Dr. Boatwright suggested that the board draft a letter to the board of commissioners stating the board of health's position on consolidating. Ms. Russell agreed to provide documentation necessary to have this letter prepared by the next scheduled board of health meeting.

D. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes (see Attachment 2).

- Epi Data
- Testing Capacity
- Case Investigations and Contact Tracing
- Environmental Health
- Communications
- Staffing and Surge Capacity

In addition to the attached PowerPoint Slide information, Ms. Russell emphasized that the map is getting worse every day. The number of cases has exploded in our county over the last 10 to 12 days. Flattening of the curve was good at the start of this pandemic and has bought us time to work with other agencies to develop policies and procedures. Ms. Russell shared that travel seems to be mostly responsible for the recent increases. The current projection for the next 4 to 6 weeks is for 140 to 160 cases for our county.

Ms. Russell spoke about the need to expand testing. She shared that the health department has invested in 6 Quidel testing machines thanks to the connection offered by Mike Abney. Mr. Abney has a second home in this county and offered his help for the county to be able to purchase these machines with COVID funding. These are rapid testing machines and are the same machines that the FAQH's will use. Once operational, the department will place 2 machines at long term care facilities, The Oaks and Accordius. A machine will be placed at the county detention center, the county wellness center and two machines will remain at the health department. The specificity on these tests is approximately 98% for positive results and 80% for negative results. If necessary, a regular swab test will be performed as a backup method for negative results. Currently, the health department's collaboration with Blue Ridge Community Health Services has allowed for targeted testing for homebound elders, long term care facilities and a testing outreach at the Bethel A church. The health department also was able to provide an outreach to Schenck Job Corp staff with state laboratory kits. Use of the state kits requires very targeted reasons. The department is currently looking for a contact to offer testing to the Hispanic population. The Pisgah Health Foundation is working with the Brevard Music Center to provide testing for uninsured and Medicare only persons. Ms. Russell says that she is very appreciative of this additional testing as the health department does not have enough staffing to provide general testing to the public.

In regard to contact tracing, Ms. Russell shared that the process begins with Nicole, the Infection Control Nurse, speaking on the phone with COVID patients, their parents if they are minors or nurses if they are hospitalized. The software that we are using is helpful in sending out automated emails to cases. Negative contacts are also traced in case they become positive. Some positive cases have declined to participate in contact tracing. There are text and email options to encourage cooperation. There are also those who are very appreciative for the help we provide. A translation line is available for non-English speaking cases.

Environmental Health has been able to use Zoom to assist local overnight camps to finalize operational plans. Local camps have lost millions of dollars and 2 camps have made decisions to close after encountering a positive test result. Environmental Health has been amazing in the unique assistance they have been able to provide.

Transylvania Public Health has revamped their data sharing based on the questions received. Thank you to Tara Rybka, the engineer behind our data sharing. Positions in the department have been cross training and time off has been promoted to allow employees to remain good for the long haul.

Ms. Russell has requested 2 personnel for tracing assistance through the CCNC program. The department will be working with NC Works employment assistance to obtain an employee once a grant is received. This person will be someone who job has been displaced as a result of the pandemic.

Commissioner Guice brought up the subject of student's return to school and the resources that will be required by the health department to assist the schools. Ms. Russell noted that the school nurses are currently off for the month of July as they are 11-month employees. Upon their return, they will be extremely busy. School nurse, Kim Rogers,

will be retiring in October and this will impact learning and experience in that area. CCNC's assistance with contact tracing will free up time for the school nurses to spend on the schools. Quarantines will be stressful and continue to pile up.

VIII. Informal Discussion and Public Comment

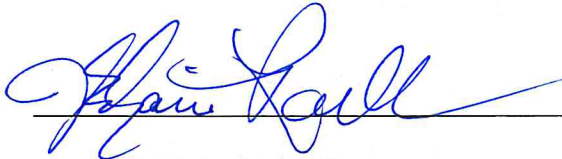
None

Dr. Boatwright thanked Ms. Russell and staff for their contributions. He also welcomed Commissioner Guice to the board and Dr. Lamm to the position of vice chair of the board.

IX. Adjournment

Motion made by Dr. Lamm and seconded by Dr. Lyday to adjourn. Motion carried unanimously. The meeting was adjourned at 7:25 pm.

Respectfully Submitted:



October 13, 2020

J. Elaine Russell
Secretary, Board of Health

Date



October 13, 2020

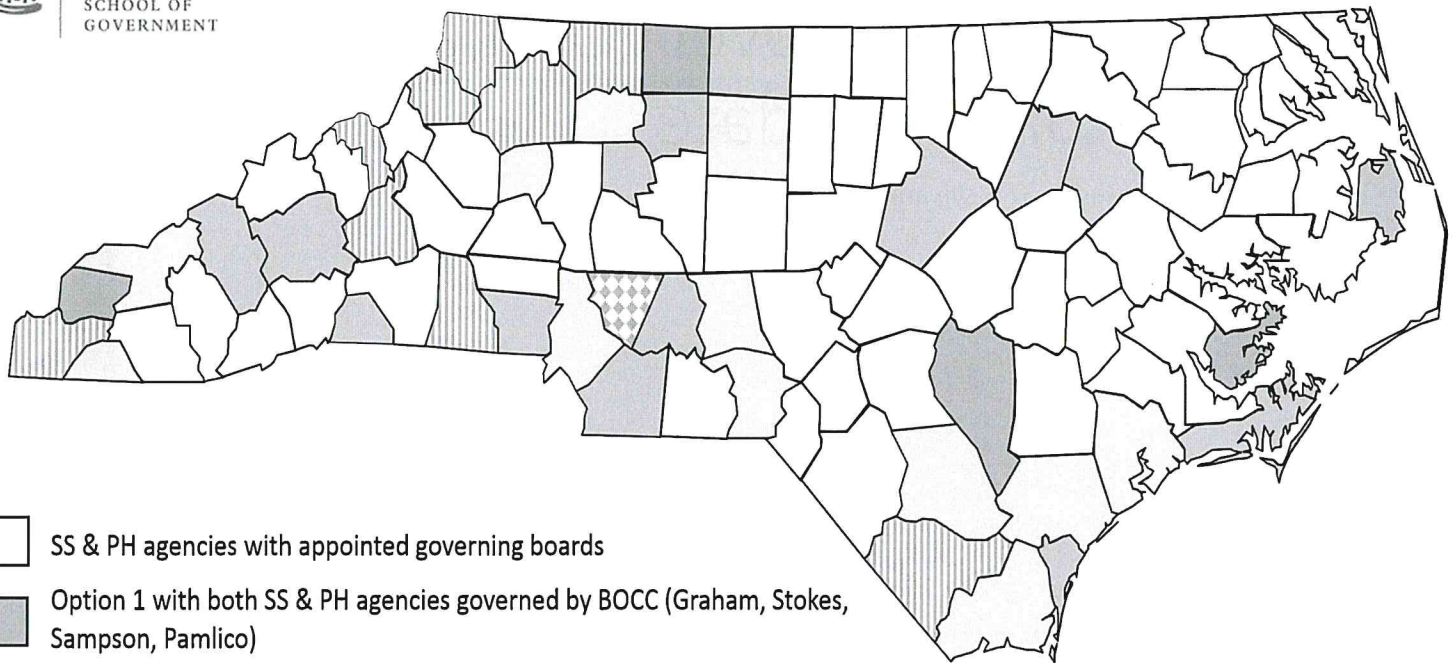
P.J. Boatwright
Chair, Board of Health







Approved Date

Attachment 1. PH and SS Organization and Governance Map

PH and SS Organization and Governance

Resolutions as of July 2019



-  SS & PH agencies with appointed governing boards
-  Option 1 with both SS & PH agencies governed by BOCC (Graham, Stokes, Sampson, Pamlico)
-  Option 1 with SS agency governed by BOCC, PH agency with appointed governing board (Cherokee, Ashe, McDowell, Cleveland, Mitchell, Watauga, Wilkes, Surry, Columbus)
-  Option 2 with consolidated HS agency including SS & PH, appointed CHS board (Haywood, Buncombe, Polk, Gaston, Davie, Union, Forsyth, Stanly, Rockingham, Wake, Nash, Edgecombe, New Hanover, Carteret, Dare)
-  Option 3 with consolidated HS agency including SS & PH, governed by BOCC, health advisory committee (Clay, Swain, Alexander, Yadkin, Mecklenburg [no advisory comm.], Guilford, Montgomery, Richmond, Bladen, Brunswick, Pender, Onslow)
-  Option 3 with consolidated HS agency including SS & other human services but not PH, governed by BOCC (Cabarrus)

Attachment 2. Power Point Slide Presentation (Double-Click to see entire file).



EVERYDAY.
EVERYWHERE.
EVERYONE.

COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

July 14, 2020



BOARD OF COMMISSIONERS

Mike Hawkins, Chair
Page Lemel, Vice-Chair
Jason Chappell
Jake Dalton
W. David Guice

**COUNTY MANAGER**

Jaime Laughter
828-884-3100
Fax 828-884-3119

101 South Broad Street
Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

August 11, 2020 – Regular Meeting by Zoom

6:00 pm

106 E. Morgan St, Suite 105 Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by P.J. Boatwright at 6:00 p.m.

Members Present	PJ Boatwright, Jim Lyday, Ben Lam, David Guice
Members Absent	Linda Tompkins, Stacey Gash, Kelvin Phillips, Lawrence Cull; William Dalton, Anthony Fisher
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Sabrina Griffin, RN Heather Bradley, RN
Others Present	

Quorum was not present. Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None.

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – July 14, 2020

As quorum was not present, request for approval of minutes of July 14, 2020 will take place at the next board of health meeting.

IV. Public Comment or Public Hearing

None.

V. Administrative or Committee Reports

A. Health Director's Report

1. In accordance with accreditation guidance, the agency will start a new strategic planning process this fall with an effective date of the new 4-year plan for January 2021. The agency will collaborate with the WNC Healthy Impact Project to incorporate data from the latest Community Health Assessment process into the process and final document. Please anticipate participating in this process remotely and through a series of survey inquiries.
2. The agency's WIC Program will undergo the routine 2-year state/federal audit August 25-27. The required documents and programmatic evidence were submitted electronically to the audit team last month. The work of the audit team will occur exclusively through teleconference.
3. Immunizations and new student enrollment health exams will receive a compliance extension until October.

VI. Old Business

A. Health Space Environmental Health Software Update

Work with HealthSpace (HS) is slowly progressing on the Food, Lodging, Institution and Complaint modules. Once this initial build is completed, work on the on-site sewage disposal and water well programs will initiate.

- Module testing results are sent to HS, and weekly online meetings are held with the company to put the finishing touches to the food, lodging and institution inspection modules and the complaint module.
- TPH testing of the mobile inspection devices has also started.
- HS informed TPH that it has two other NC customers for the on-site programs which are Mecklenburg and Union Counties.

VII. New Business

A. Bad Debt Write-Off

As quorum was not present, request for approval of Bad Debt Write-Off will take place at the next board of health meeting

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 \$587.80 for the time period 07/01/2019 to 12/31/2019.

Account balances less than \$50 (Bad Debt): \$137.60

Balances greater than \$50 (NC Debt Setoff): \$450.20

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.

Dr. Lyday asked about a comparison of amounts from last debt write-off. Ms. Russell will provide more detail at the next meeting.

Commissioner Guice inquired as to how much of the debt was for clinical services and what options were available to those who could not pay. Ms. Russell responded that the entire amount of this debt is for clinical services. Services are offered on a sliding scale basis and patients are not turned away as their health is most important.

B. Follow-up Discussion of Consolidation

Ms. Russell has provided several documents and maps to the board members for their review. Commissioner Guice was asked if the board of commissioners had further discussed this subject. Commissioner Guice states that there has been no discussion since the workshop presented last month by the representative from the UNC School of Government. Plans continue for the replacement of the outgoing director of social services. In addition, the county attorney will be taking a private position outside the county and discussion will be upcoming on the replacement of that position.

The board agreed that Ms. Russell keep this item on the agenda as we look at the possible progression in the weeks ahead. Ms. Russell will email any new information received to the board members.

C. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes (see Attachment 1).

Ms. Russell reviewed the case numbers nationally, statewide, and countywide. In speaking about the county Epi data, Ms. Russell confirmed that July was the big peak and numbers have started to slow somewhat in the last couple weeks. Assistance is now being provided by Community Care of North Carolina through the CCTO tool for contact tracing. Ms. Russell appreciates the hard work of department staff worked during the month of July.

There are now more options for testing in the county. Ms. Russell emphasizes that licensed care facilities must continue to test to stay on top of possible cases. There has been great collaboration with Rik Emaus leading the department's nurses for preventative actions.

The department continues to provide guidance to local businesses, summer camps, long term care, back to school as well as food service. The Covid phone line is still open to answer questions and the daily reporting has expanded to Instagram. The school nurses are immersed within the planning for the reopening of the public-school system. The department has been able to give recommendations to Brevard College. Resources for the college have recently become available from the state through MAHEC to support operations.

There was discussion among the board about how many Covid patients were currently hospitalized and the availability of ICU beds at Mission Hospital. Ms. Russell noted that although there continues to be availability of ICU beds, there was a 24-hour period a few weeks ago that Mission did have to put new admissions on hold.

In speaking about testing requirements, the CDC has rescinded the guidance that a negative test result should be provided prior to affected persons returning to work. People who have been exposed but sought testing too soon may need to be retested.

VIII. Informal Discussion and Public Comment

Commissioner Guice inquired about the laundry room fire at the Cedar Mountain House Assisted Living Facility over the weekend. Ms. Russell confirmed that the health department has been in communication with the facility. Our representative for food and lodging did inspect the facility's kitchen and dining room and found no damage to prevent continuation of services. There was no transfer of patients to other facilities and clean up occurred the same day. Commission Guice asked about possible Covid exposure by the responding fire and medical personnel. Ms. Russell says that there are no known symptomatic patients at the facility at this time. The health department will follow up to be watchful for emerging cases and assist with testing if needed. There is some concern when fire department personnel gather in number and outreach to the departments may be needed.

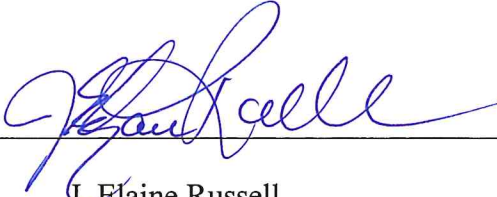
There was discussion about the concern for exposure to teachers with school starting next week. Ms. Russell believes the staggered scheduling is good, although she has relayed to the schools that failure to follow guidelines would set them up for positive cases. If the schools do not adhere to social distancing guidelines, the health department would have to implement quarantines. It will become more difficult with flu season and there will be a need to test to distinguish the illnesses. Schools should try to get in as much instructional time as possible. Additionally, school sports are still on hold for now.

Dr. Boatwright thanked Ms. Russell and staff for their hard work and appreciates the board members for their attendance.

IX. Adjournment

Dr. Boatwright adjourned the meeting at 7:10 p.m.

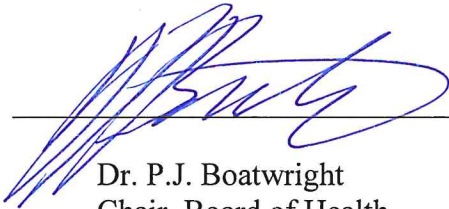
Respectfully Submitted:



October 13, 2020

J. Elaine Russell
Secretary, Board of Health

Date



October 13, 2020

Dr. P.J. Boatwright
Chair, Board of Health

Approved Date

Attachment 1. Power Point Slide Presentation (Double-Click to see entire file).



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

August 11, 2020



BOARD OF COMMISSIONERS

Mike Hawkins, Chair
 Page Lemel, Vice-Chair
 Will Cathey
 Jason Chappell
 W. David Guice

**COUNTY MANAGER**

Jaime Laughter
 828-884-3100
 Fax 828-884-3119

101 South Broad Street
 Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

September 8, 2020 – Regular Meeting by Zoom

6:00 pm

106 East Morgan Street Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by P.J. Boatwright at 6.00 p.m.

Members Present	PJ Boatwright, DVM, Jim Lyday, Linda Tompkins, David Guice, Kelvin Phillips
Members Absent	Ben Lam, Stacey Gash, Lawrence Cull; William Dalton, Anthony Fisher
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Nicole Santamaria, Communicable Disease Nurse Patricia Hawkins, REHS Laura Rinehart, WIC Program Director
Others Present	

Quorum was not present. Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – July 14, 2020 and August 11, 2020

As quorum was not present, approval of minutes of July 14, 2020 & August 11, 2020 will take place at the next board of health meeting.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The annual flu shot campaign will start in early October. Target populations will include school students, city/county employees, pregnant women, individuals with chronic diseases such as diabetes/heart disease/asthma, and individuals 65 years of age or older. Whenever possible, flu shot clinics will be conducted in outdoor walk-up or drive-up settings to minimize exposure risks for everyone. The vaccine for 2020-2021 contain: A Hawaii (H1N1), A Hong Kong (H3N2), and B Washington (a B/Victoria lineage-like). The agency anticipates receiving 1,300 regular dose, 150 high dose, and 500 State supplied doses.
2. The agency has several staff departures due to retirements and a resignation. Rehire plans are in talks with County HR. Retirements include Sharon Cameron, Nursing Director; Kim Rogers, School Nurse for Exceptional Children; and a resignation for Nicole Santamaria, Communicable Disease Nurse.
3. The WIC biannual audit was completed by Division of Public Health. Overall, the findings were favorable, but there were several deficiencies that will require a detailed Corrective Action Plan due by September 27, 2020.
4. The agency received federal notice of award from HRSA for the Rural Communities Opioid Response Planning grant. The award is \$200,000 for September 2020 – February 2022. The grant will continue the work of the Opioid Response Team. Thank you to Kristen Gentry.

VI. Old Business

A. Health Space Environmental Health Software Update

- Work with HealthSpace (HS) is progressing on the Food, Lodging, Institution and Complaint modules.
- Module testing results are sent to HS, and weekly online meetings are held with the company to put the finishing touches to the food, lodging and institution inspection modules and the complaint module.
- TPH testing of the mobile inspection devices has also started.
- HS completed the initial connection of TPH data to the NC Environmental Health data

system known as NCBETS

- HS informed TPH that it is doing the initial work with the on-site program personnel from Mecklenburg and Union Counties. It is anticipated that TPH will adopt the on-site program package that HS creates with these two counties.

VII. New Business

A. Bad Debt Write-Off

As quorum was not present, request for approval of Bad Debt Write-Off will take place at the next board of health meeting.

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 \$587.80 for the time period 07/01/2019 to 12/31/2019.

Account balances less than \$50 (Bad Debt): \$137.60

Balances greater than \$50 (NC Debt Setoff): \$450.20

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.

Dr. Boatwright inquired as to the origin of these bad debts and if it was reoccurring for some patients. Ms. Russell shared that patients do sign payment agreements and some debts are paid. As temporary residents, college students may leave the area before their debt is paid. Ms. Russell noted that bad debt will never cause a denial of services.

B. Financial Review of FY19-20

For fiscal year 2019-2020, the financial statement resulted in an overall positive end for the agency. The agency had the need to utilize 95% of local dollars budgeted. However, the department spent \$181,137 less than budgeted and had a revenue of \$99,932 less than budgeted. Therefore, the agency ended in a positive position of \$81,205. The key factors that assisted in the positive outcome are as follows:

- Due to efficiencies and a more intensive look at operational expenses, the agency spent \$70,676 less than budgeted in operating expenses.
- The department received less revenue than anticipated from Transylvania County Schools while schools were closed during Stay at Home Order.
- Vacant part-time position in CARE as well as reduced hours in WIC resulted in spending \$110,461 less than budgeted in salaries.

FY 2019-2020			
Summary	End of Year	Budget	% YTD
Expenditures	2,877,602	3,058,739	94%
Salary	2,406,256	2,516,717	96%
Operating	471,346	542,022	87%
Revenue	1,212,167	1,312,099	92%
Contract	114,565	142,717	80%
Fees Clinic	80,741	82,300	98%
Fees Env Health	148,030	150,000	99%
Medicaid	217,248	214,596	101%
State/Federal	463,534	468,783	99%
Grants	188,049	253,703	74%
Local Dollars	1,665,435	1,746,640	95%

Ms. Russell added that less travel due to the pandemic was a factor in the reduced operating expenses. The reduction in revenue from Transylvania County Schools was a result of one contracted school nurse not being paid by the school while schools were closed. The salary for this nurse was paid by the department.

C. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes. (See Attachment 1)

During the review of the COVID presentation, Ms. Russell notes that the numbers continue to escalate at the national level. Case numbers may also show an impact from gatherings during the Labor Day holiday.

The department continues to help with testing at the long-term care facilities. The outbreak at Accordius resulted in a critical staff shortage. A request for aid was made to the state EOC but yielded very little help. Some assistance was found through a staffing agency.

Ms. Russell has spoken with Jaime Laughter, County Manager, about the hiring of two temporary employees to help with data management and laboratory needs. These positions would not require county funding.

There was discussion about Brevard College testing. The college has seen one case and are working with Blue Ridge Community Health Services and Keystone Laboratories for testing all students. There is a designated dorm for quarantine with the option for students to be sent home as well.

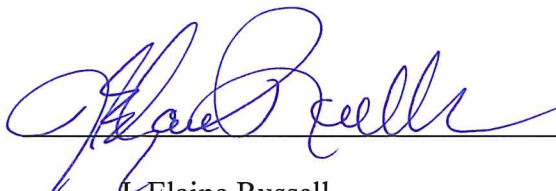
VIII. Informal Discussion and Public Comment

Dr. Boatwright expressed concern as to the board of health members who do not attend the meetings. Ms. Russell will reach out to those members to try and determine any obstacles that may be preventing them from attending. Dr. Boatwright thanked the attending members and health department staff.

IX. Adjournment

The meeting ended at 7:09 p.m.

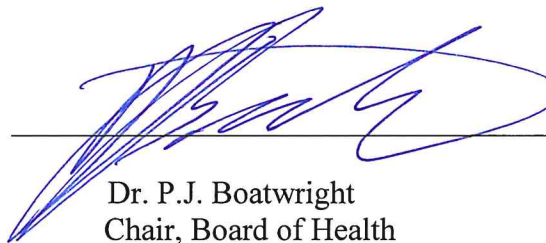
Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

October 13, 2020

Date



Dr. P.J. Boatwright
Chair, Board of Health

October 13, 2020

Approved Date

Attachment 1. Power Point Slide Presentation (Double-Click to see entire file).



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

September 8, 2020



BOARD OF COMMISSIONERS
Mike Hawkins, Chair
Page Lemel, Vice-Chair
Will Cathey
Jason Chappell
W. David Guice



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119

101 South Broad Street
Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

October 13, 2020 – Regular Meeting

Library Rogow Room and Zoom

6:00 pm

106 East Morgan Street Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by Dr. P.J. Boatwright at 6.00 p.m.

Members Present	PJ Boatwright, DVM, Jim Lyday, Linda Tompkins, David Guice, Ben Lam, Anthony Fisher.
Members Absent	Stacey Gash, Lawrence Cull; William Dalton, Kelvin Phillips.
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Patricia Hawkins, REHS Laura Rinehart, WIC Program Director
Others Present	

Quorum was present. Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – July 14, 2020, August 11, 2020, and September 8, 2020.

There was Approval of Agenda and approval of minutes of July 14, 2020, August 11, 2020, and September 8, 2020, with a motion from Dr. Lamm and seconded by Dr. Fisher with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The agency will work with County Administration to submit a proposal for Community Block Grant Budget funding to support additional outreach testing in the community. The proposal will focus on staff and resources to reach into the community for localized testing opportunities.
2. The agency has submitted an 18-month grant proposal to NACCHO for a disability advocate to help work on access and inclusion policies related to disabilities and the impact of COVID. Award notices are anticipated in 4-6 weeks.
3. The agency is processing the Medicaid Cost Settlement submission for FY19. The cost settlement generally contributes about \$100,000 to projected Medicaid revenue.
4. The school nurse position was filled by an internal agency applicant. The communicable disease nurse position was filled by a former employee with communicable disease experience. The county's improved compensation and classification study has proven helpful in generating interest and applicants.
5. The move toward implementation of Medicaid Managed Care has been restarted. Health Departments are being contacted by the various entities to establish contracts.
6. The agency received notice of an active TB case yesterday and is in the process of working through contact notifications. There are exposures in the community, hospital, and EMS.

VI. Old Business

A. Health Space Environmental Health Software Update

- Work with HealthSpace (HS) is progressing on the Food, Lodging, Institution and Complaint modules.
- Issues collected from module testing are now logged into an online HS Project Tracking Board. Weekly online meetings are held with the company to discuss the issues.
- The connection of TPH data to the NC Environmental Health data system known as NCBETS has gone well. There is a HS mechanism that allows rapid notification and resolution of issues.
- On September 23, 2020, TPH hosted Mecklenburg County Environmental Health officials who work in the Food, Lodging and Institution programs, and HS officials were present in person and online. Mecklenburg County is looking at various software solutions.
- Mecklenburg County and Union County will be using the HS on-site program modules. It is anticipated that TPH will adopt the on-site program package that HS creates with these two counties. During the September 23rd meeting TPH secured agreement from HS to allow Neill Cagle to participate in the multi-County meetings to create the on-site program modules.

VII. New Business

A. Bad Debt Write-Off

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 \$587.80 for the time period 07/01/2019 to 12/31/2019.

Account balances less than \$50 (Bad Debt): \$137.60
Balances greater than \$50 (NC Debt Setoff): \$450.20

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 for approval by Commissioner Guice and seconded by Dr. Fisher with unanimous approval.

B. Flu Clinic Update

The agency's flu vaccine outreach is underway. We are working with various partners in the community with higher risk settings and fewer resources. In addition, the agency is providing the annual vaccine outreach to the school system and county employees. Outreach opportunities are being designed to minimize risk for the community and staff, with an emphasis on minimal traffic into the Community Services Building.

Wednesday October 14th – City Employee Clinic – 10 am-3pm

Monday October 19th – Eagles Nest Academy 10am

Tuesday October 20th – Bethel A High Dose Outreach 10am-12pm – Drive through setup

Tore's Homes Transylvania County – Date to be determined

Little Blessings Childcare – Date to be determined

Wednesday November 4th – Mass Community Clinic at Rogow Room (assuming the rest of vaccine supply arrives)

Ms. Russell notes that the clinics in the county schools have started today with Brevard Middle School. The department is glad to be able to offer these vaccinations along with our local pharmacies, physician offices and Blue Ridge Community Health Services.

C. Strategic Plan Update

Ms. Russell wanted to remind the board to expect information and questions in the upcoming months for the development of the strategic plan for the department for the next five years.

D. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes. (See Attachment 1)

During the review of the COVID presentation, Ms. Russell notes North Carolina is among states with increasing case numbers. She emphasizes being vigilant and practicing exposure control measures. Our county epi data does show a higher percentage per population of cases and deaths for African Americans. The rate of unknown exposure sources is up 1%.

Ms. Russell says the outbreak at Accordius seems to be ending. Accordius has received visits from Joint Commission, CDC, and CMS. The facility was one of four in the state looked at for their infection control measures. Two of the four facilities were Accordius facilities. Ms. Russell says the health department was happy to help with testing at Accordius but was disappointed in their corporate support. During the outbreak, there were staff members who walked out. Although, there are staff remaining with compassion and good work ethic. There was discussion among the board about the facility being purchased by Accordius approximately eighteen months ago. Accordius was then purchased by the New Jersey investment company, The Portopiccio Group. This group has no history of long-term care ownership. The state of North Carolina only requires a six-page application to own a long-term care facility. Ms. Russell remains concerned about their situation.

Ms. Russell is advocating for two additional school nurses in the county budget. The open position has been filled internally.

Ms. Russell elaborated on the possible availability of a small amount of COVID-19 vaccine that may be available in November. The handling of the vaccine would be very complex as it must be shipped in a large amount of dry ice and remain in deep freeze. The cost of a freezer to store the vaccine in is \$7,000.00 to \$8,000.00. The dosing schedule would be very tight with only days between the first and second dose. It is unknown who the priority recipients would be.

Dr. Boatwright asked about the virus situation at Brevard College. Ms. Russell shared that three members of the football team have tested positive. All classes were moved to on-line for this week. The college has taken a proactive stance on control measures and has a good plan in place.

Ms. Russell spoke about an emerging situation centered around an upcoming blue grass concert. The entity pursuing this is partnered with a 501c group which does not have to abide by all the state guidelines for public gatherings. The concern is the large volume of people. The organizing committee stopped by today and Ms. Russell was able to speak with them briefly. County leaders will continue to work on this.

VIII. Informal Discussion and Public Comment

IX. Adjournment

A Motion made by Dr. Lamm and seconded by Dr. Fisher to adjourn. Motion carried unanimously. The meeting ended at 7:20 p.m.

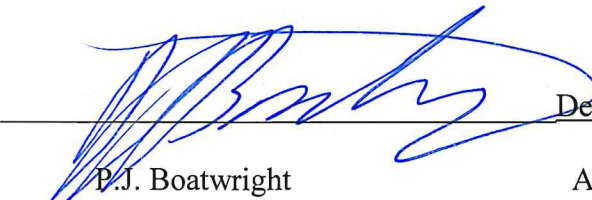
Respectfully Submitted:



December 8, 2020

J. Elaine Russell
Secretary, Board of Health

Date



December 8, 2020

P.J. Boatwright
Chair, Board of Health

Approved Date



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

October 13, 2020



BOARD OF COMMISSIONERS

Mike Hawkins, Chair
 Page Lemel, Vice-Chair
 Will Cathey
 Jason Chappell
 W. David Guice

**COUNTY MANAGER**

Jaime Laughter
 828-884-3100
 Fax 828-884-3119

101 South Broad Street
 Brevard, NC 28712

Transylvania County Board of Health

To improve and protect the health of all people in Transylvania County

December 8, 2020 – Regular Meeting
Board of Elections Training Room and Zoom
 6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by Dr. Ben Lamm at 6.00 p.m.

Members Present	Jim Lyday, Linda Tompkins, David Guice, Ben Lamm, Teesie Stanton, Sandra McNeill, Kelvin Phillips
Members Absent	Stacey Gash, Lawrence Cull; William Dalton, PJ Boatwright, DVM, Anthony Fisher, MD
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Patricia Hawkins, REHS Laura Rinehart, WIC Program Director
Others Present	

Quorum was present. Dr. Ben Lam chaired the meeting.

Ms. Teesie Stanton was sworn in as a new member of Board of Health.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

A. Minutes – October 13, 2020

There was Approval of Agenda and approval of minutes of October 13, 2020, with a motion from Commissioner Guice and seconded by Teesie Stanton with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The Community Development Block Grant for COVID was completed in collaboration with County Administration. However, the grant submission process was closed earlier than expected. The proposal is complete and ready for submission should the process be reopened. Public Health proposed to hire an additional nurse for community outreach testing and additional rapid testing supplies for use with a broader footprint of the community.
2. The Environmental Health Program will have the retirement of Patricia Hawkins, REHS at the end of December. A job posting for Environmental Health is on NeoGov. The agency is hopeful the improved pay plan will create a more robust and credentialed pool of applicants.
3. Preparations for the FY21-22 budget are underway with anticipated presentation to the BOH in March.
4. The agency is working with a UNC MPH student to conduct a review and identification of COVID operational best practices for summer camp operations. The document will help inform guidance and technical assistance to summer camps in 2021.
5. The agency hired a Coordinator for the RCORP grant awarded to CARE.

VI. Old Business

A. Health Space Environmental Health Software Update

- Work with HealthSpace (HS) is progressing on the Food, Lodging, Institution, Complaint and Financial modules.
- Issues collected from module testing are now logged into an online HS Project Tracking Board. Weekly online meetings are held with the company to discuss the fixes to the issues.
- The connection of TPH data to the NC Environmental Health data system known as NCBETS is still being refined for some missing and incorrect data issues.

- Dean Landreth, IT Director, and EH staff did connectivity testing of the wireless connections to the HS system, to trouble shoot the periodic breaking of connection to the computer tablets while conducting inspections.
- Tara Rybka reviewed the pilot public facing HS portal for TPH inspections and gave thorough comments for HS to re-work the portal for those issues.

VII. New Business

A. Strategic Plan Update

Ms. Russell informed the board that work on the development of the strategic plan will be rolling into the first quarter of 2021 due to time constraints with COVID-19. This is an accreditation requirement to develop a plan for the department for the next five years.

B. Quarterly Financial Update

Ms. Russell states that the department is on track with earnings. Environment Health is ahead and expected to continue to increase due to the boom in the building industry.

Laura Petit, Business Officer, created a financial summary for the previous quarter which is attached to these meeting minutes. (See Attachment 1)

C. COVID Briefing

The PowerPoint slide presentation utilized for the COVID Briefing is attached to the meeting minutes. (See Attachment 2)

During the review of the COVID presentation, Ms. Russell notes that COVID-19 consumes most of the department's time as is our duty and responsibility to do. She points out that the state has developed a more refined county alert system which uses a combination of three metrics: case rate, the percent of tests that are positive, and hospital impact within the county to track the counties with the highest viral spread and hospital impact. The governor has announced a new executive order number 181 that will go into effect on December 11, 2020. The order is a modified stay at home order.

Ms. Russell participated in a weekly call with Michele Pilon, CNO at Transylvania Regional Hospital, who indicates that the Mission main campus has most of the COVID-19 cases in our area with outlying hospitals' numbers remaining lower.

In discussion of current outbreaks and clusters in the county, Ms. Russell notes that the department has continued to assist with testing at the Oaks. The Anchor Missions warehouse responded very proactively to the cases linked to their facility. Anchor Missions has also been a good resource to families reporting food insecurities while under quarantine. The department's school nurses were also credited with being an important asset to the control of the cluster at Rosman High school. Rapid testing was provided to the affected students and staff using the BinaxNOW testing cards. The school nurses have

a great collaboration with the school and have been very supportive to the schools as well as the parents.

Ms. Russell detailed the recent information concerning the COVID-19 vaccine that will soon begin to be distributed. Due to the complexities for storage and handling of the Pfizer vaccine, health departments hope to be designated as a priority to receive the Moderna vaccine. It will take several months to get the vaccine out. Health care workers and COVID responders at high risk for exposure should receive initial doses along with long term care staff. CVS and Walgreen pharmacies have contracted to provide vaccination to long term care residents using temporary staffing. The CDC will be providing software for the reporting of the vaccinations.

Ms. Russell also wanted to report on the outcome of the concert that was held in October in the county with concerns regarding their ability to operate in a safe manner. Ms. Russell and the county leaders worked in conjunction with DHHS and the Attorney General's office to monitor the event. Initially an abatement order was issued to the promoters. Ms. Russell was in attendance each night in the company of local law enforcement. She documented actions that were not in compliance with the abatement order and had additional discussion with the state agencies. Unfortunately, DHHS and the office of Attorney General decided not to pursue a restraining order. Ms. Russell notes that all involved were very professional and that enforcement is a very gray area.

VIII. Informal Discussion and Public Comment

Welcome to new board members Teesie Stanton and Sandra McNeill.

IX. Adjournment

Motion to adjourn by David Guice seconded by Teesie Stanton. Motion carried unanimously. Meeting concluded at 7:35 p.m.

Respectfully Submitted:

 January 12, 2021

J. Elaine Russell
Secretary, Board of Health

Date

 January 12, 2021

Dr. Ben Lamm
Vice-Chair, Board of Health

Approved Date

Attachment 1. Quarterly Financial Report



BOH Quarterly
Financial Report 2020

Attachment 2. Power Point Slide Presentation (Double-Click to see entire file).



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health
December 8, 2020

