

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
February 13, 2018; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6.00 p.m.

Members Present	Chris Biecker; PJ Boatright; Lawrence Cull; Anthony Fisher; Stacey Gash; Jim Lyday; Kelvin Phillips; Linda Tompkins
Members Absent	Ben Lamm; Chaka Roberts, Will Dalton
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Velina Netherton, Nursing Supervisor Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator
Others Present	

Quorum was present

II. Approval of Consent Agenda

Approval of Agenda

January 9, 2018 minutes with adjustment for Dr. Dalton being in attendance

Mr. Biecker requested an approval of the consent agenda. Dr. Boatright made a motion; Dr. Lyday seconded the motion to approve the consent agenda. The vote was unanimous.

III. Public Comment or Public Hearing

None

IV. Administrative or Committee Reports

Health Director Report

1. The Business Officer position has been posted. Angela Leopard has been serving in this role on a contract basis. She will be available to train the selected candidate from the job search process, with the official transition occurring on July 1.
2. Elaine and all other county department heads presented a mid-year report to the County Commissioners earlier in the day. All presentations were limited to five minutes. As supplemental data, the Health Department submitted the 2017 Annual Report and the 2017 Communicable Disease Report

3. Department budget worksheets are due to the County Finance Director on February 28th. The FY18-19 proposed Health Department budget will be presented to the Board of Health at the March 13th meeting.
4. Elaine stated that Dr. Boatright would be unavailable for the Accreditation site visit on March 20-21, and she requested a Board member to sit in his place, and for another back-up member to be available in case the primary or secondary members became unavailable.
5. The CARE Coalition presented to the national CADCA Conference in Washington DC this month, and it was very well received. The staff and community members plan to reprise their presentation locally in coming weeks.

V. Old Business

None

VI. New Business

A. State of the County Health Report 2017

Tara Rybka reviewed key accomplishments from the Report. The SOTCH Scorecard will be created and submitted by March 2, 2018 to meet the requirements for the Transylvania County Annual State of the County's Health {SOTCH} Report.

The 2015 Community Health Assessment Priority Areas are:

- Priority 1: Substance Abuse
- Priority 2: Mental Health
- Priority 3: Nutrition, Physical Activity & Weight

Tara reviewed the action highlights for each of the three Priority Areas.

WNC Healthy Impact is using Clear Impact Scorecard™ to support the development of electronic CHIPs, SOTCH Reports and Hospital Implementation Strategy scorecards in communities across the region.

Scorecard helps communities organize their community health improvement efforts:

- Develop and communicate shared vision
- Define clear measures of progress
- Share data internally or with partners
- Simplify the way you collect, monitor and report data on your results

The following resources were used/reviewed in order to complete the SOTCH:

- WNC Healthy Impact
- 2017 County Health Data Book
- WNC Healthy Impact Secondary Data Workbook {updated June 2017}
- Transylvania Public Health's 2017 Annual Report
- C.A.R.E. Coalition 2017 Annual Report

Tara then reviewed the new and emerging issues since the 2015 Community Health Assessment (CHA):

- Transylvania County experienced a spike in suicides in 2016, including some by well-known and beloved citizens, which brought even more attention to the topic of mental health. County commissioners began working with Smoky Mountain LME/MCO to demand transparency in spending, and task force groups were formed to bring additional mental health resources to Transylvania County.
- Smoky Mountain went through a name change to Vaya Health and an associated rebranding effort. New materials are easier to read and understand, but the name change may present a barrier to potential clients who are unsure where to go for help.
- Following the November 2016 elections, the Affordable Care Act has remained in place, but the penalty for non-compliance with the individual mandate was removed, which may reduce the number of residents who purchase health insurance, and could in turn limit access to preventative screenings, early diagnosis, and health care treatment.
- Transylvania County fell within the zone of total solar eclipse in August 2017. A total eclipse is an exciting astronomical event, but one that could pose dangers to eye safety, especially among young children.
- Transylvania County was one of 16 counties selected by the NC Department of Public Health to help create an accurate and up-to-date map of mosquito species in the state. Environmental health collaborated with cooperative extension and Western Carolina University to collect samples and identify mosquitoes, as well as work to communicate messages of bite prevention.
- Maternity case management criteria through CCNC have changed in an effort to decrease caseload sizes but increase the intensity of work with each client. This new rubric may impact the patients that can be reached through our Pregnancy Care Coordinator.
- Hepatitis has emerged as a growing health concern in the nation, state, and region. With the CDC estimating that 1 in 30 baby boomers have hepatitis C, and the disproportionate number of older adults in Transylvania County, this issue may be one that has a very strong impact on county resources.
- Alignment of insurance and hospital power alliances to maximize Medicaid Managed Care may have real impacts on the way healthcare is provided in North Carolina for all people, not just those populations who are eligible for Medicaid.

Tara reviewed the Mortality Data. The 2015 CHA reported that Transylvania County's age-adjusted death rates were lower than the state rates in 2009-2013 for all causes of death except for "All Other Unintentional Injuries (67% higher), Suicide (57% higher) and Chronic Liver Disease / Cirrhosis (18% higher). The rates have changed slightly from 2012-2016, but the trends are similar

Tara reviewed the Morbidity Data. For 2014 {the most recent data available}, hospital utilization and discharge rates for Transylvania County residents are higher than state rates for 7 of the top 10 diagnostic categories. Rates per 1,000 residents are lower for Pregnancy/Childbirth, Infectious/Parasitic Diseases, and Endocrine/Metabolic/Nutritious

Diseases. It is important to note that "Other Diagnoses (including Mental Disorders)" has risen in the ranking from 5th in 2009 to 2nd in 2014, which could indicate an increased need for mental health services in Transylvania County. Calendar year 2016 hospital discharge summary reports will be published as soon as standardized ICD-10CM reporting categories are established.

Finally, Tara noted the following are new initiatives or changes in our community in 2017:

- Transylvania County is a member of a regional collaborative through RTI funded by the National Institutes of Health to address hepatitis C infection. This grant provides resources for building capacity, physician training, and a regional "bridge counselor" to assist clients with getting treatment.
- TPH staff worked with community partners, schools, and university faculty to continue mosquito surveillance efforts in 2017. TPH contracted with a professional PR firm to develop a community health promotion campaign (including print, TV, radio, billboards, social media, and incentive items) to raise awareness and encourage behaviors that protect against tick and mosquito bites. Campaign materials were then formatted into a toolkit for use by other local health departments in North Carolina.
- The C.A.R.E. Coalition launched a new "Transylvania CARES" media campaign; to date, more than 70 businesses, organizations, and individuals have pledged to show that they value young people, encourage healthy risk-taking, and support lives that are free from drugs and alcohol.
- In advance of the 2017 solar eclipse, TPH staff worked to create and disseminate educational materials aimed at promoting eye safety, especially among children. Materials were disseminated in partnership with local schools, preschools and child care centers, and other community groups, as well as at health fairs and community events.
- One TPH health educator was trained as a certified blood pressure coach to be able to offer screenings and advice at resource fairs and other events.

B. Transylvania Public Health Annual Report 2017

Elaine reviewed the two sided infographic with details on Personal Health programs, Environmental Health statistics, Community Health issues, as well as survey responses about Community and Client satisfaction with Health Department services.

Elaine praised the staff who contributed to this Report, and especially to Tara Rybka for displaying the data in a very readable format. The Annual Report is a tool for educating and informing key policy makers and the public about the fiscal investments, program accomplishments, and scope of practice of their local health department.

C. Transylvania Public Health Communicable Disease Report 2017

Elaine opened her comments on the report with a reminder that Communicable Disease is the "bread and butter" of public health. She emphasized the data are from cases that meet the definitions defined in the Communicable Disease Manual issued by the NC Division of Public Health. Elaine continued by giving some highlights for each of the following

communicable diseases: TB, Pertussis, Campylobacter, Salmonella, vector borne diseases like LaCrosse encephalitis and rabies where there is intensive public health nurse follow up with individuals potentially exposed. Elaine spent some time expanding on the earlier topic of Hepatitis C with the change in reporting requirements, needle use and the baby boomer impacts. Hepatitis C is an emerging issue that will require more attention in policy and operations in the future.

Chair Biecker welcomed Velina Netherton to the meeting and asked her to add to Elaine's comments. Velina spoke about the current rise in influenza cases with four (4) confirmed deaths, three (3) of whom had received the vaccine. The cases had co-morbidity health conditions. She also mentioned the influenza outbreak that occurred in a long term care facility in October 2017.

D. Strategic Plan Review 2017

Elaine presented the Transylvania Public Health Strategic Plan for 2017-2020 with the following Agency Goals:

1. Administrative Framework
2. Fiscal Operation
3. Clinical Services
4. Community Services
5. Environmental Health Services

Elaine then reviewed the report of work achieved by the agency for the activities under each of the five agency goals.

E. Environmental Health Efficiency Study Report

Elaine explained that the County Administrator and County Commissioners wanted a review of the permitting process for the on-site septic and well programs to see if the wait times for contractors and clients could be reduced. Ruth Harris volunteered her expertise in the LEAN Six process from her time with the Boeing Corporation, and then gave of her time to spend six afternoons with the EH personnel involved in these programs. Her report has process flowcharts and outlines a number of possible improvements:

- Changes to the permit initiation to allow for on-line applications and payments
- Moving program data from Access databases to an on-line database
- Possibly create a video to instruct clients on the completeness of their application
- Explore the use of tools such as GPS locating devices and laser measuring tools
- Install and use a visibility board (Kanban) to view work flow for individual permits, and to expose potential bottlenecks in the process
- Nearer parking for employees to reduce the time spent walking back and forth to a distant parking lot

Jim Boyer added details for the report highlights. Elaine then gave a Lean Six Summary with various options starting with no-cost and low cost solutions, and moving onto higher costs with one-time expense and on-going expenses.

Commissioner Phillips and other Commissioners have had questions from constituents about how to improve the permitting situation. Commissioner Phillips appreciated the work of the Efficiency Study team, but thinks there may also be a lack of staffing issue. He handed out a document showing the permit numbers for the period of 2010 to 2017. These numbers show a large increase in demand. Commissioner Phillips also had calculated the permits per year per staff person. This has risen from 69.77 in 2010 to 112.54 in 2017, and was worsened by the loss of a position in 2013. He also noted that Transylvania's rainfall and other weather patterns have adverse impacts on these program numbers. At this point he is supportive of at least one more position being funded for these programs. Elaine and Jim added that securing a trained and registered EH person is not easy, given they are in short supply and surrounding counties have better pay scales. Elaine mentioned her adverse experience with contracted staff in Cherokee County and does not support that option on staffing due to costs, the logistics management, and the ultimate low volume of work accomplished for the money expended.

Chair Biecker asked about the difference in septic and well permit numbers. Jim explained that community wells are more available in subdivided properties such as Connestee Falls, Whisper Lake and Sherwood Forest. Elaine concluded the discussion saying that this will be a budget item for discussion with the County Commissioners, and in March with this Board of Health.

F. FTE Benefits for the CARE position

Elaine explained that the CARE Coalition has two positions approved by County Administration. One of those positions has been in job share status with two individuals, but one has gone back to private practice. County Human Resources are requiring the position to be filled full-time by a single individual, with the necessary attachment of benefits. Dr. Boatright made the motion that the position have benefits attached and Dr. Lyday seconded. Motion carried unanimously.

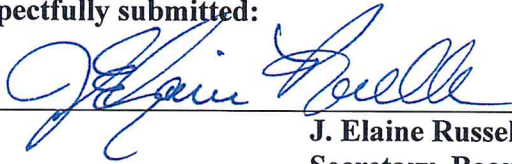
VII. Informal Discussion and Public Comment

None

VIII. Adjournment

Motion made by Dr. Cull and seconded by Dr. Fisher to adjourn. Motion carried unanimously. The meeting was adjourned at 7:25p.m.

Respectfully submitted:



J. Elaine Russell
Secretary, Board of Health


Date

Chris Biecker
Chair, Board of Health


Approved Date

**Transylvania County Board of Health
Minutes**

☒ **Regular Meeting** ☐ **Special Meeting**

March 13, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker, Kelvin Phillips, Jim Lyday, Chaka Roberts, Lawrence Cull, Linda Tompkins, Will Dalton, Anthony Fisher, Ben Lamm, Stacey Gash
Members Absent	PJ Boatwright
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Julie Cunningham, WIC Director Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator
Others Present	

Quorum was present

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Lamm made a motion and Commissioner Phillips seconded the motion to approve the consent agenda. The vote was unanimous. Mr. Biecker acknowledged the absence of Dr. Boatwright but noted the display of his picture at his usual seat.

III. Public Comments

None

IV. Administrative or Committee Reports

A. Health Directors Report

1. Business Officer selection process – Elaine and Gay Poor, the County Finance Director interviewed four candidates. From that process Laura Petit was selected. Elaine gave her congratulations to Laura. She will start officially on July 1st, and in the intervening months will be in transition with Angela Leopard, who is currently contracting in this role.
2. Lynne Sheppard announced her retirement effective June 1st. Paula Piercy, who is currently in the Front Office Reception position will laterally transfer into Lynne's position, and the intervening time will allow some transition training between Lynne and Paula. The Front Office Reception position that will be vacated by Paula, and the

Administrative Supervisor position occupied by Laura, will be advertised after the Accreditation site visit.

3. The Accreditation site visit will be held on March 20-21. We will hear the results of the visit approximately six weeks after the visit. If a conditional approval is given we will work on a corrective action plan.
4. The 2018 Delta Dental grant request was made for \$2,500. The exact amount of the grant is not known at this point. Monies received from this grant pay for supplies for preventive dental education and screening in day cares and elementary schools. Elaine expressed appreciation for the work of Lori Clark.
5. Department Heads will have FY 18-19 proposed budget meetings with County leaders (Jaime Laughter, Gay Poor and David McNeill) in coming weeks.

V. Old Business

None

VI. New Business

A. FY 17-18 Fiscal Update Report

At this point in the current financial year (67% of year gone), expenditure stand at 62% of budget, revenues at 58% of budget, with local funds expended standing at 65%. Elaine noted the good stewardship of state and county tax dollars.

B. Vaccine Fee Schedule Adjustment

The following vaccine fees were recommended for adjustment due to recent price increases from vendors. The agency also charges a \$23 vaccine administration fee for the first vaccine administered and \$12 for the second vaccine administered during a visit. If the visit entails more than 2 vaccines, no further vaccine administration fees are charged. The administrative fee helps offset the costs of administrative and clinical staff, and the supplies used to administer the vaccine. The reimbursement rates of Medicaid, Medicare, and BCBS were reviewed and factored into consideration for the requested vaccine fee updates.

Vaccine	CPT Code	Current Vaccine Fee	Vaccine Purchase Price	Recommended New Vaccine Fee
Influenza (high dose)	90662	\$43.00	\$46.93	\$50.00
GARDASIL-HPV-9	90651	\$185.00	\$196.07	\$200.00
MMR	90707	\$68.00	\$70.85	\$72.00

PNEUMONIA (23)	90732	\$85.00	\$85.00	\$100.00
TD	90714	\$30.00	\$32.64	\$34.00
VARICELLA	90716	\$117.00	\$121.90	\$130.00
SHINGRIX (SHINGLES)	90750	New vaccine to be offered	\$138.60	\$150.00

Dr. Lamm inquired whether the Shingrix (Shingles) vaccine was two doses, and if two fees of \$150 would be assessed. Elaine indicated it would result in two separate charges of \$150. Elaine explained some Boards of Health across North Carolina only set yearly fee schedules, but that may not cover costs for price increases across the year. This is the reason fee adjustments are brought to the Board of Health throughout the course of the year as prices change. Dr. Lyday made a motion to accept the fee schedule as proposed and Dr. Lamm seconded the motion. The vote was unanimous approval.

C. FY 18-19 Proposed Health Department Budget

The Department request amounts to \$2,710,842. Elaine referred to the Board packet for the high points of the budget request:

1. Environmental Health – Unfreezing an existing FTE position for the on-site septic and well programs, and making this position a supervisory position. Budgeted cost for this position is \$54,198
2. Child Health Case Management – Unfreeze a position to support a single nurse who is currently handling child case management, day care health consulting, well-child assessments, lead investigations, and immunization outreach. Last year the NC Legislature made a requirement that any student enrolling in school from out-of-state must go through a well child assessment. This raised the number of assessments from 12 to 81 last year. The unfrozen position would assume all the case management duties, leaving the remainder of the scope of practice to the existing child health nurse.
3. Reclassify the Health Educator II position currently occupied by Tara Rybka to a Health Educator III position, to account for the supervisory role for the CARE and Community Health Assessment roles. Grant activity personnel are currently reporting to the Health Director and that is not appropriate.
4. Establish a new part-time Public Health Nurse III position. Cathy Nicholson's retirement left a void of experience and expertise for all aspects of communicable disease treatment and case management. Velina Netherton has filled that position, and Nicole Santamaria has filled Velina's vacated position. Both are going through extensive mandated training sessions. Cathy has been working two days a week to assist Velina and Nicole specifically in the STD and Communicable Disease case management and laboratory management functions. The expenses for the two day coverage have been covered through using unexpended funds (approximately \$20-

30K) from the Business Manager position. This budget proposal requests new funds for the new financial year, and the establishment of a part-time position. Local funds are requested.

5. Environmental Health – the LEAN process efficiency study recently conducted by Ruth Harris pointed to the need for better data management. Data and documents currently stored in Microsoft Access will no longer be supported by Microsoft in future updates. Data will need to be transitioned to avoid becoming inaccessible. It has been proposed to piggy back the solution used for Building Inspection which was built by Automated Results. That company has given an estimate of \$50,000 for the Environmental Health on-line module. Scanning of historical records by One Source would cost \$15,347. The Laser Fiche license would cost \$5,625. To connect the scanned documents to the new software is estimated at \$10,000. CDP also has informed the agency the Food, Lodging and Institution module has been historically underbilled for number of users. Although there will be no attempt by CDP to recoup their billing mistake, the cost this year with the correct number of user licenses is \$9,707.
6. Extra vehicle for Environmental Health – if the position in paragraph C.1 is funded another vehicle would be required. The budgeted cost is \$27,292.

Elaine reviewed the Power Point budget slides from the Board packet which shows budgeted expenditures by program area. She thanked Commissioner Phillips for the extra data analysis on the Environmental Health permit trends, and said that this information had been transmitted to the County Manager.

Elaine noted the 10% budgeted increase in Medical Malpractice insurance. Terri Snowden informed all Health Departments of two pending malpractice cases in the network that have pushed projected costs higher. Elaine also noted the Variance Reference with a \$300K increase from last year. This is due to a Consumer Price Index adjustment that occurred in January for all employees and the proposed additions to the FY18-19 budget.

Dr. Dalton asked about the new Child Health case management and was told by Elaine and Sharon Cunningham that the CDSA is different from the CCWNC Medicaid.

Dr. Cull asked about the Well Child checks and the rapid increase in the numbers from 12 to 81. Ms. Chaka Roberts filled in more details about what was previously required, and what the State Legislature is now requiring, that create this larger demand for services. Any child moving into the state of North Carolina is now required by law to have a well-child examination. The Health Department has been a significant provider of this service.

Dr. Cull made a motion to accept the budget as proposed and Dr. Dalton seconded the motion. The vote was unanimous approval.

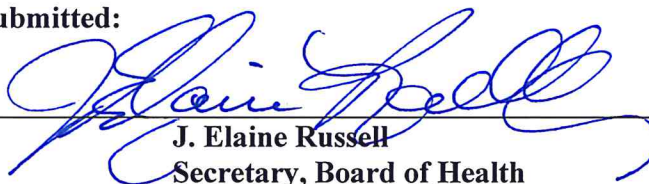
VII. Informal Discussion and Public Comment

None

VIII. Adjournment

Motion to adjourn by Dr. Lamm; seconded by Dr. Fisher. Motion carried unanimously. Meeting concluded at 7:00 pm.

Respectfully submitted:



J. Elaine Russell
Secretary, Board of Health

Date



Chris Biecker
Chair, Board of Health

Approved Date



Transylvania County Board of Health

Minutes

☒ Regular Meeting ☐ Special Meeting

April 10, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker, PJ Boatwright, Kelvin Phillips, Jim Lyday, Anthony Fisher, Ben Lamm,
Members Absent	Chaka Roberts, Lawrence Cull, Linda Tompkins, Will Dalton, Stacey Gash
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Julie Cunningham, WIC Director Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator Lori Clark, Registered Dental Hygienist
Others Present	Dorie Blake

Quorum was present

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Dr. Fisher made a motion and Dr. Boatright seconded the motion to approve the consent agenda. The vote was unanimous.

III. Public Comments

Mr. Biecker recognized Dorie Blake, Wellness Center Nurse Manager in the audience.

IV. Administrative or Committee Reports

Health Director's Report

- A. The Annual Summer Camp Health and Safety Training will be offered in the coming weeks. The annual training event focuses on public health communicable disease issues relevant to the influx of national and international summer campers and camp staff. The training this year will include a small-scale table-top exercise designed to prompt their engagement with the Health Department when an event is in the beginning stages of emerging.
- B. The agency is finalizing the completion of the FY18-19 Consolidated Agreement and supporting Program Agreement Addendum for submission to the Division of Public Health.
- C. The agency Leadership Team is working on ways to build a stronger culture of accreditation within the agency. Rob Blake is leading the process. The increased

complexity of the accreditation standards and activities implemented in January 2017 makes this a strategic move for the agency's continued success with the four year cycles of accreditation.

- D. The engagement and use of the Kanban board (work flow board) in Environmental Health continues. The staff continue to identify ways to make the board efficient in the management and flow of their work.
- E. The agency will start the process of transitioning to eWIC in May. The eWIC model replaces paper vouchers with a debit card voucher. There is no change or reduction in the mandated nutritional counseling required for receiving WIC benefits.
- F. Julie Cunningham will start offering the CDC's Diabetes Prevention Program (DPP) in May through support from MountainWise, the Region 1 Health Department collaborative. The curriculum is designed for individuals in the pre-diabetic stages, focuses on nutritional and physical activity improvements, and lasts for one year. Classes will be open to county employees and the public.
- G. The agency budget meeting with county leadership occurred April 3rd. The budget as approved by the BOH was presented. Additional data was requested for several items and note was made that the Environmental Health software was a compelling request.

V. Old Business

None

VI. New Business

A. Accreditation 2018 Report and Findings

The agency received notice and the findings reports for the March 20-21, 2018 reaccreditation site visit. The agency passed with a very solid score of 3 unmet activities and 5 recommendations for quality assurance/quality improvement. The agency had three perfect scores for Assessment, Policy Development, and Board of Health/Governance. The agency met 144 of the 147 activities through the submission of close to 1,000 pieces of evidence. Many activities have multiple parts and require numerous documents. The hard work of the agency staff and the Board of Health are noted and appreciated. Corrective action measures are underway to address the unmet activities. The quality assurance/quality improvement recommendations will receive equal attention. Site visit teams pay significant attention to an agency's efforts to address both areas at the time of next visit.

Results of the three site visits for 2005 – 2009, 2009 – 2013, and 2013 - 2017 have been provided in the following charts to demonstrate strengths and growth opportunities across time for the agency. In summary, the agency will be working on improving the personnel files under the leadership of Laura Petit in her new role as Business Officer. Additionally, updates will come to the Board of Health for the Administrative Policy and Procedure Manual on a systematic basis over the next four-year cycle. The attention of the Board of Health to their annually required accreditation items is appreciated.

B. Healthy Smiles Dental Program Presentation and Discussion

Lori Clark, registered Dental Hygienist made a presentation about the Healthy Smiles Program that she runs. Lori showed how dental health ranked in top three priorities within the Community Health Assessment in 2012. The factors that contributed to that high ranking include low numbers of dental providers, low dental care utilization among Medicaid recipients, an average of 1.75 decayed, missing or filled teeth among kindergartners, and a higher than the state rate of untreated dental decay among kindergartners.

Since the start of the program there have been some improvements in those rates. The program is grateful for the continued county funding over the years, and for the funding by Delta Dental. The SmartStart ended funding for Healthy Smiles in 2014.

The program works with county pre-schools, child care centers and elementary schools to provide age appropriate education (Lori showed the very popular puppets named Flossy and Canine), dental screenings and referrals, tooth brushing samples, sealants and fluoride rinse. The last item brought up discussion of the removal of fluoride from the city water supply in 2013. Lori and others have turned that decision into a positive by now being able to offer fluoride rinse across the county not just in the area covered by city water. Parents of first to fifth graders are asked about participation of their children in the fluoride rinse program and so the participation rate is now about 75%.

Elaine Russell asked the Board if they would be willing to write a letter to the Blue Ridge Health Center in support of dental services for children under four. Dr. Fisher asked what that Health center is currently doing. Elaine responded that they keep more dentists in Hendersonville, with only one dentist here in Brevard, so there is a very long wait list

Dr. Boatright made a motion to write the letter, and Dr. Fisher seconded the motion. The vote was unanimous approval, with several offers around the table to co-sign the letter.

VII. Informal Discussion and Public Comment

None

VIII. Adjournment

Motion to adjourn by Dr. Boatright; seconded by Dr. Lamm. Motion carried unanimously. Meeting concluded at 6:45 pm.

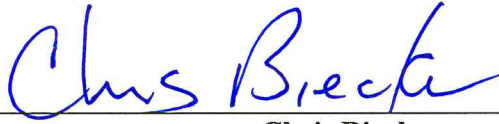
Respectfully submitted:



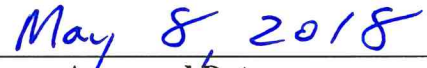
J. Elaine Russell
Secretary, Board of Health



Date



Chris Biecker
Chair, Board of Health



Approved Date

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
May 8, 2018; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker, PJ Boatwright, Lawrence Cull, Will Dalton, Anthony Fisher, Stacey Gash, Ben Lamm, Jim Lyday, Kelvin Phillips, Chaka Roberts, Linda Tompkins.
Members Absent	
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Julie Cunningham, WIC Director Tara Rybka, Health Educator

Quorum was present

II. Agenda Modifications

There were no agenda modifications

III. Consent Agenda

Mr. Biecker requested an approval of the consent agenda and approval of April 10, 2018 minutes. Dr. Boatright made a motion and Dr. Fisher seconded the motion to approve the consent agenda. The vote was unanimous.

IV. Public Comments

None

V. Administrative or Committee Reports

Health Director's Report

- A.** Summer Camp Health and Safety Training – the training was held on May 8th with 28 camp staff present representing 15 camps including three from Henderson County. Following the subject intensive lectures given in the first hour, there was a tabletop exercise on dealing with a norovirus outbreak in the second hour. The evaluations from the camp staff show this was the best camp training event to date. Before and after the training, and during the break, there were many valuable conversations between camp representatives and our public health team. This will build trust in the Transylvania Public Health team for disease prevention activities, and if and when a large outbreak occurs at one of the camps.

- B.** Changes in Federal Unified Code – Elaine Russell and Laura Petit participated in recent training from County Finance Director Gay Poor’s office on implementing 2 CFR part 200. This law applies to programs using federal funds. For TPH this impacts the CARE Coalition work, and any programs with a State Agreement Addendum. At this point we think we are in compliance, but we will likely change the employment arrangements for employees such as Karen Gorman and Beth Hyatt, from a contracted position into a part-time FTE positions. This will avoid federal scrutiny of contracted positions. Both desire part-time work, and the funds are available in each program, with no impact or need to request county dollars.
- C.** At the last Board of Health meeting a vote was taken and approved unanimously to send a letter to the Blue Ridge Health Center / Brevard Health Center advocating for additional dental services for children under four. Since that meeting Elaine Russell was a voting member on the Transylvania County April grant review committee. The Blue Ridge Health Center was one of the applicants for County grant dollars in the amount of \$10,000. In committee this application received a favorable review. Elaine has drafted the letter for Board of Health signatures, but is waiting for the County Commissioners to finalize their budget decisions, before mailing the letter. Commissioner Phillips added that the budget decisions should be finalized by the first week in June.
- D.** UNC School of Government and Blue Cross Blue Shield grant on opioid crisis – Transylvania County was notified yesterday that it was awarded a \$20,000 grant from the above organizations with the intent of community leaders developing policies to address the opioid crisis. The grant application was prepared and coordinated by CARE staff. The application was one of 39 submitted and only 10 were funded.

VI. Old Business

None

VII. New Business

- A.** Administrative Policy Review – Fee Eligibility and Billing
Elaine Russell presented a new 12 page version of this policy which was based on the state template. It is much more detailed than the current five page policy. Elaine did not include programs from the state template which do not apply in our agency. Dr. Fisher made a motion to accept this new policy and Dr. Dalton seconded the motion. The motion was passed unanimously. Chair Biecker and Elaine Russell signed the document.
- B.** Community Health Assessment (CHA) Process Update
Tara Rybka gave a brief update on the process and reminded the Board that this process will also create a product which will provide direction for planning disease prevention and health promotion services. In this county we have chosen to align with the hospital community health assessment three year cycle instead of the normal four year cycle. In year one, data will be compiled and interpreted using secondary state, regional and

national data sources. Additional primary sources from telephone surveys, key informant interviews and personal contacts are also used. From the interpretation of the data, health priorities will be determined, and three to five top issues will be identified. Once the Community Health Assessment document is created it will be made available at the TPH website, at the Health Department and at the Library. It will be presented to the Board of Health, to the County Board of Commissioners and to other stakeholders.

In year two, TPH will work with community stakeholders to develop Action Plans to address priorities, and in the second and third year of the three year cycle, there will be plan implementation and evaluation of the progress, with the creation of State of the County's Health (SOTCH) reports.

C. Child Fatality Prevention Team (CFPT) report

The CFPT usually meets on a quarterly basis to review child fatalities from the previous calendar year. Elaine Russell and Sharon Cameron are the TPH representatives on the CFPT, which consists of a broad array of individuals and agencies that are involved with the provision of services to children and families. The review is to identify system failures such as a gap in services and / or problems with an existing policy.

In 2017 there were two deaths. One was a two year old from drowning and a nine year old from a brain tumor. There were no system issues identified for either case. The team did have general recommendations for the first case around social media messaging and signage to promote safe water engagement for children, and to promote young child swim classes, and young child CPR training.

There is another fatality case for a child in DSS custody. Per State guidance, a child fatality that occurs while a child is in DSS custody must be reviewed by the State CFPT process. Amanda Lambert, RN, Child Health Nurse/Case Manager represents the agency when the State CFPT process is convened. This state review is very thorough and takes two days for the deliberations. Dr. Fisher asked if the County receives a copy of the report. Elaine Russell replied that Darryl Renfro as the DSS Director and County Manager Jaime Laughter will receive copies of the final report in that case.

Dr. Boatright asked if stillbirths are investigated, but the CFPT would only be activated for full term babies.

D. Rabies Education Outreach

TPH became aware of an individual who rescues feral cats and then finds new homes for them usually as barn cats. This individual spays / neuters the cats and then administers one rabies vaccination, and tells the prospective cat owners that no more rabies shots are needed. TPH developed specific rabies education materials which detail the requirements of NC law that all cats including barn cats (also dogs and ferrets) be vaccinated against rabies, and that booster shots are needed every one to three years depending on the

vaccine used. The flyers and cards show the locations where the rabies vaccinations can be administered – County Animal Services, County Humane Society and local vets. Elaine Russell has tried to see the individual for a face-to-face discussion without success, but she will keep trying to locate the individual.

Dr. Boatright has a large packet of the information flyers and cards to distribute through the Transylvania County Humane Society connections. Dr. Lamm asked if rabies vaccines can be self-administered. Elaine Russell and Dr. Boatright said that the legal vaccinations were only through certified rabies vaccination individuals. Dr. Lamm's question came after a personal experience with his cats and contact with a bat. Linda Tompkins was once bitten by a feral cat in a state park. She had to educate the camp rangers about the proper rabies prophylaxis protocol. It was agreed that these individuals needed to be added to the Master Contact list and that TPH should send them these rabies education materials.



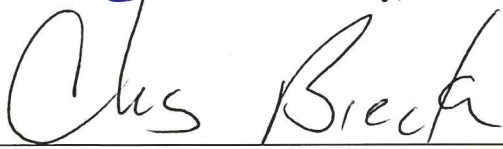
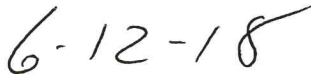
VIII. Informal Discussion and Public Comment

None

Adjournment

Motion to adjourn by Dr. Boatright seconded by Dr. Cull. Motion carried unanimously. Meeting concluded at 6:40 pm.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date

**Transylvania County Board of Health
Minutes**

☒ **Regular Meeting** ☐ **Special Meeting**

June 12, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker, PJ Boatwright, Stacey Gash, Jim Lyday, Chaka Roberts, Linda Tompkins.
Members Absent	Lawrence Cull, Will Dalton, Anthony Fisher, Ben Lamm, Kelvin Phillips,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Sharon Cameron, Personal Health Director Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator

Quorum was present

II. Agenda Modifications

Elaine Russell thought it would be best to have as many Board members as possible participate in the Gap Analysis for Substance Abuse and asked if that part of the agenda could be postponed to a later date.

III. Consent Agenda

Mr. Biecker requested an approval of the consent agenda with the modification to withdraw the Gap Analysis agenda item and also approval of May 8, 2018 minutes. Dr. Boatright made a motion and Dr. Lyday seconded the motion to approve the consent agenda. The vote was unanimous.

IV. Public Comments or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. Elaine Russell reported that she is sad to see Ms. Chaka Roberts leaving Brevard to relocate in TN. Elaine thanked Chaka for her service to the community.
2. The agency is on track for Laura Petit to move into the Business Officer position effective July 1st. Her current position is posted internally and externally with a close date of June 15th, with a target start date of the first week in July.
3. Through the Healthy Communities work of Beth Hyatt, resources from MountainWise (a Region 1 Health Department collaboration) have been accessed to advance the work of

the County Employee Wellness Committee. The resources include: a bicycle loan program, office based small exercise equipment, and new picnic tables with umbrellas for tobacco free lunch/break spaces. MountainWise also pursued new worksite wellness funding through the Appalachian Regional Commission (ARC) to continue the Region 1 work. The approval list for funding is awaiting final sign-off by Governor Cooper. Per the ARC grant contact, MountainWise is on the funding list, subject to the final endorsement of Governor Cooper. Part of the MountainWise funding from the State concludes in the fall of 2018.

Mr. Biecker asked who will enforce the tobacco free aspect. Elaine Russell explained that the tables will have no smoking signs. Ms. Tompkins asked if the existing picnic table will be moved and was told that that table would be moved outside the 50 foot perimeter of the building. Elaine also explained that the location of the new tables will be in a line of sight of the DSS supervisor and that may decrease the number of employees who are in the smoking group.

4. Julie Cunningham is managing the first cohort of clients in the agency's Diabetes Prevention Program (DPP), which is a CDC evidence-based curriculum for lifestyle change in adults with pre-diabetes. The cohort has 8 participants and all the feedback has been very positive for the level of attention and engagement the clients receive in the process.
5. The agency will partner with the NC DPH – Oral Health Section August 6-10 to offer a free sealant project to children participating for the summer at the Boys and Girls Club. The age target will be Kindergarten through 6th grade. Basing the program at the Boys and Girls Club will allow a broader age and geographic cohort to be served by the program. Normally, sealant project is offered at a specific school site with a limited number of grades.
6. The agency's Vector Control Program is underway for the summer with numerous mosquito traps set throughout the county. The agency is also collecting ticks for submission to the State Public Health Lab for testing to determine the migration of various tick borne diseases. The agency's mosquito data is transferring into the CDC's Mosquito Net Database to contribute to national analysis of vector trends. Vector education programs on ticks and mosquitos occurred at Summer Happenings – The Family Dinner Series, Brevard Elementary Health Fair and Color Run, the WCCA Summer Field Day, and the upcoming French Broad Riverfest.
7. A bat tested positive for rabies at an area summer camp. After a thorough interview process and physical review of the facility, no human exposure risk was identified. The camp was very cooperative and proactive in working with the agency on the situation. Elaine Russell thinks that the Summer Camp Operator training proved beneficial.
8. The workgroup for the newly funded (\$20,000) Blue Cross Blue Shield/UNC School of Government Opiate Policy Grant held their first meeting. The workgroup consists of Sheriff Mahoney, David Guice, County Manager Jaime Laughter, CARE staff, Tara Rybka, and Elaine Russell. The initial meeting consisted of identifying ground rules for operating, a potential project name, and a brainstorming session of identifying opiate crisis effects in the community. The monthly work outline is provided by the grant funders.
9. CARE staff have expanded efforts to build a TAFFY youth outreach specific to the Rosman community. Youth from the Rosman community participated in the Hickory

Youth Summit on Opioid Abuse. As participants in the Hickory Summit, they were invited to submit a video proposal for how they would address opioid abuse in their community. The video proposal was awarded \$1,000 which will be applied to the goals stated in the video. The Board watched the video clip, in which the goals of improving relationships with parents and peers through a fun run, and starting a youth club were mentioned, as well as a proposed Town Hall meeting to discuss the effects of social media.

VI. Old Business

A. Dental Advocacy Letter Update

The County Commissioners did not complete their budget process, and that is now scheduled to be completed on June 25th. Elaine Russell has a draft of the letter for the Board to send to the Blue Ridge Health Center once the final budget has been approved.

B. FY 18-19 Budget Update

Elaine Russell presented the Budget recommendations that were presented to the Board of Health in March 2018. The status of funded or not funded through the County Budget process is indicated after each item.

1. Unfreeze an existing FTE for the On-Site/Well Program Specialist to address work volume/backlog. This also contributes to cultivating future leadership within the program. The change would be covered by local appropriations. **APPROVED**
Elaine Russell thanked Commissioner Phillips for bringing this item up in a work session and doing a great job explaining the need and gaining the consensus of Commissioners to have this position unfrozen.
2. Unfreeze an existing FTE for Child Health Case Management position. A single child health nurse is currently responsible for case management of high risk children birth - 3 years old, well child physical assessments, elevated blood lead investigations, immunization outreach, and daycare health care consultations. The work volume exceeds the capacity of a single nurse to handle in a timely and safe manner. The case management through CCWNC is Medicaid reimbursed and can fully cover the expenses of the unfrozen position. **APPROVED**
Elaine Russell said that Amanda Lambert has done a wonderful job wearing several hats, but this will allow a splitting out of the child health case management responsibilities.
3. Reclassify the Health Educator II to a Health Educator III. The increasing complexity of the community-based work of CARE and Healthy Communities is requiring supervisory level engagement by the Health Educator to assist in data analysis, media management and evaluation measures in the work plan deliverables of the multiple staff members. The position is also providing a higher level of data management and analysis for the community health assessment process. This move to supervisory capacity is also building leadership capacity within the agency. Grant funds or local appropriations would be used to cover the change. **NOT APPROVED**
Elaine Russell said that she will be working on this item in the coming year.
4. Establish a new part-time Public Health Nurse III. Due to staffing turnover and retirements, the agency is in a period of new staff pursuing training to achieve Enhanced

Role STD nursing status and communicable disease training. The recently retired Nursing Supervisor has been working 2 days a week to assist the new nurses in their training and to assist in covering clinical duties. The agency was able to cover the expense through unexpended funds from the Business Officer contract dynamic and by using the frozen case management FTE. Effective July 1st new funds and a part-time position (2 days a week) would need to be available for the retired Nursing Supervisor to continue assisting. Local appropriations would be used to cover the change. **APPROVED WITH USE OF RESERVED MEDICAID FUNDS**

Elaine Russell explained that she brokered an agreement with the County Manager to use reserved Medicaid funds for this position, which will allow Cathy Nicholson to stay on tap for a little while longer in the transition of duties to Velina Netherton. Mr. Biecker asked for more details on the reserve Medicaid funds. Elaine explained that this was approximately \$42K left from the state appropriated Medicaid Cost Settlement.

5. The LEAN process conducted in Environmental Health brought forward the need for improved data management related to on-site and wells. Documentation and data for on-site and wells is currently maintained in a Microsoft Access database or on paper documents. Microsoft Access is coming to the end of its support by Microsoft. The data contained in Access will need to be transitioned to a new framework in the very near future or it risks becoming inaccessible. To facilitate the sharing of critical information within the building trades, it was proposed to expand the software Automated Results built for the Building Department to include the functions of on-site and wells. This would entail the following: building the new software components, Laserfiche scanning of all paper documents, building the link between the new software and the Laserfiche scanned documents, training in the use of Laserfiche documents, and maintaining the adequate Laserfiche license for employees. Local appropriations would be used.

APPROVED

6. A new vehicle was budgeted for the proposed staffing addition in Environmental Health. Local appropriations would be used. **NOT APPROVED (BUT A LESSER USED VEHICLE WILL BE IDENTIFIED IN THE COUNTY VEHICLE FLEET FOR ASSIGNMENT PER COUNTY MANAGER)**

Elaine Russell said that it would likely take some time to hire and train an Environmental Health professional for this position. At that time she would work to gain a suitable vehicle for the newly hired person.

VII. New Business

A. Rabies Exposure Education for Recreation Lands

Elaine Russell thanked Ms. Tomkins for bringing this matter to the Board. Rob Blake did some research of state and federal park websites, and it appears that some bat and rabies education is warranted with park rangers.

B. Gap Analysis Exercise for Substance Abuse Work – Postponed until a later date

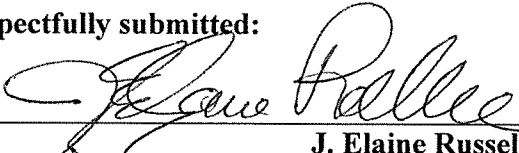
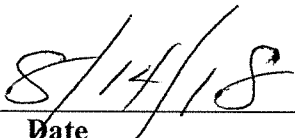
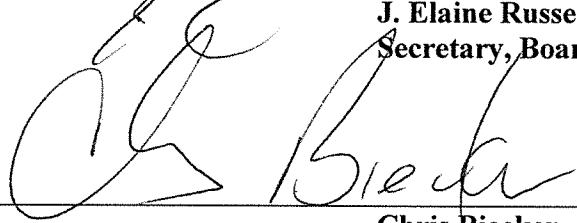
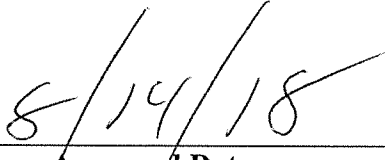
VIII. Informal Discussion and Public Comment

Mr. Biecker asked about availability during the summer months. Elaine Russell offered to poll the Board members. After some discussion Dr. Boatright made a motion to cancel the July Board meeting which Ms. Gash seconded. Motion carried unanimously.

Adjournment

Motion to adjourn by Dr. Boatright, seconded by Ms. Roberts. Motion carried unanimously. Meeting concluded at 6:35 pm.

Respectfully submitted:

	
J. Elaine Russell	Date
Secretary, Board of Health	
	
Chris Biecker	Approved Date
Chair, Board of Health	

**Transylvania County Board of Health
Minutes**

☒ **Regular Meeting** ☐ **Special Meeting**

August 14, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker, PJ Boatwright, Will Dalton, Anthony Fisher, Stacey Gash, Ben Lamm, Jim Lyday,
Members Absent	Lawrence Cull, Kelvin Phillips, Linda Tompkins,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Supervisor Neill Cagle EH Specialist Sharon Cameron, Personal Health Director Alisa Corn, Administrative Services Supervisor Julie Cunningham, WIC Director Charles Dial, EH Specialist Patricia Hawkins, EH Lead in Food & Lodging Velina Netherton, PH Nurse Supervisor Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator Nicole Santamaria, Communicable Disease Nurse

Quorum was present

II. Agenda Modifications

None.

III. Consent Agenda

Mr. Biecker requested an approval of the consent agenda and also approval of June 12, 2018 minutes. Dr. Boatright made a motion and Dr. Lamm seconded the motion to approve the consent agenda. The vote was unanimous.

IV. Public Comments or Public Hearing

None.

V. Administrative or Committee Reports

Health Director's Report

Elaine Russell acknowledged the Public Health Epi Team staff in the audience, and those at the Leadership level, for their team effort in the recent norovirus outbreak response. She also thanked the remaining staff who carried the extra load during that time frame.

1. Laura Petit is fully serving in the role of Health Department Business Officer. Alisa Corn was hired in July as the new Administrative Services Supervisor. She was introduced to the Board. She has an extensive background in medical office management and is moving forward with her integration into agency operations.
2. The agency is undergoing a 3-day WIC audit with the State WIC consultants. The audit will review all aspects of program operation. Julie Cunningham stated that the first day went well regarding the vendor and financial aspects.
3. The agency is moving forward with the assistance of IT to develop the bid process for the Environmental Health software that was approved for the FY18-19 budget. Numerous vendors are under consideration and an analysis matrix is under development. There has been initial dialog with a local vendor. On August 13 there was a long conference call and webinar involving Tyler Technologies, which has many governmental packages including Digital Health Department (DHD). Plans are being made for a similar call with Custom Data Processing (CDP) which is the current package for the Food, Lodging, Pool and Tattoo Parlor programs. Elaine Russell stated we are committed to finding the best product available for the approximately \$100K allotted in the current budget.
4. The agency will move forward this month for posting the Child Case Manager and Environmental Health position that were approved in the FY18-19 budget.
5. The Medicaid Cost Settlement payment for FY16-17 was finalized and the payment will be \$106,387. Elaine Russell cautioned that this is an estimate.
6. Medicaid Managed Care is moving forward with regard to RFPs at the state level for the various management contracts for different aspects of Medicaid. Full roll-out of the process is expected to occur in 2019. Elaine Russell explained that although we are not a primary care provider, we need to keep a close eye on the process.

VI. Old Business

None.

VII. New Business

A. Norovirus Outbreak Presentation

Elaine Russell stated at the outset that this is a preliminary report given that the State Epidemiologist preliminary report was received on Monday afternoon. That report does indicate that the data examined so far does point to a norovirus outbreak. She thanked the fabulous team that made hundreds of calls to affected people, went out to food service establishments, handled the many media requests, and collected all the data streams. There was a correction to the Power Point slide in that the initial call to Transylvania Public Health from the Hospital was on late evening of Monday June 30, 2018.

There was a common restaurant that was initially indicated by patients and doctors in the Emergency Room at the Hospital. That restaurant voluntarily closed late on Tuesday August 31, 2018 in order to conduct a deep cleaning of the facility. Eventually, the outbreak would uncover 13 other facilities with food service workers, camp workers and other employees that needed attention from the Department, which is why the Health Director did not just label one facility as the cause. Elaine Russell did confer with State Health Department officials on that decision.

The Health Department conducted an educational outreach about handwashing, cleaning up vomit and diarrhea correctly and also using a chlorine bleach based sanitizer, and asking the sick to stay home until at least 48 hours after the last symptoms. The media coverage was extensive and attracted the attention of Marler Clark, a food poisoning lawyers company.

A preliminary After Action Report has been completed. The Department will now be reaching out to Transylvania Regional Hospital and the Mission organization for fuller after action discussions. Included in that discussion will be the desire for improved sample collection in future outbreaks, and a request to not tell the patients where they think the outbreak originated.

Dr. Fisher asked if there were any sick restaurant workers. Elaine Russell responded that multiple sick workers were found working at multiple facilities. A short discussion followed about the lack of health insurance for many restaurant workers, and that any loss in pay for being sick, puts that person in a hard place about making the decision to stay home for the full 48 hours after symptoms subside. Patricia Hawkins also added that the EH Specialists routinely ask to see the signed Health Policy statements from employees, but it needs their supervisors to ask the right questions, and to enforce the policy when necessary.

Dr. Lamm asked if any Urgent Care facilities were involved. Sharon Cameron replied that CVS and Sisters of Mercy were involved. Dr. Boatright asked about the incubation period. Sharon replied that it is normally 12-48 hours, and added that this virus is very stable in the environment, and survives long periods on counters, handles etc., hence the need for deep cleaning, and for the use of the proper sanitizers.

B. Bad Debt / Debt Set-Off Presentation

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 recommended to write off bad debts totaling \$815.30 for the time period 01/01/2018 to 06/30/2018.

Account balances less than \$50 (Bad Debt): \$97.40

Balances greater than \$50 (NC Debt Setoff): \$717.90

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, which can recover some funds from income tax returns. Laura Petit reminded the Board that under Title X we cannot deny services for those unable to pay at the time of service. Elaine Russell added that giving family planning services does prevent unwanted pregnancies.

C. Gap Analysis Exercise for Substance Abuse Work

Elaine Russell explained that this work links to the Community Health Assessment (CHA) which listed three priorities (with new data expected on Friday this week):

- Substance Abuse prevention
- Mental Health issues
- Healthy nutrition and activities

This agenda item deals with the first bullet around substance abuse prevention. Elaine Russell explained that the Agency had been successful in landing several funding streams. She stated that the Agency is probably reaching capacity for staff to be able to handle the work required by the funding agencies, and that partnering with other organizations has been excellent.

The Health Director asked the Board for their guidance in seeking new funds and for their priorities as they see the effects of substance abuse in the community. She outlined the following funding streams.

Federally funded grants direct to agency:

1. Drug Free Communities (DFC) – primary prevention in youth with a focus on alcohol; 5 year cycle and about to re-submit for another five years.
2. Sober Truth on Preventing Underage Drinking (STOP) – prevent and reduce alcohol use through policy, systems, and environmental work; 4 year cycle. The focus of this work has been with young adults primarily at Brevard College.
3. Comprehensive Addiction and Recovery Act (CARA) – primary prevention of opiate use in youth; 3 year cycle. As stated this is aimed at prevention rather than treatment.

Blue Cross Blue Shield/UNC School of Government direct to Transylvania County

1. BCBS/SOG – identify policy impact opportunities for addressing opiate abuse dynamic in community. This allows for \$20K split into \$10K for staffing and \$10K for community policy processes. This work is underway with involvement of County Manager Jaime Laughter, Sheriff Mahoney, and incoming Commissioner, David Guice., looking at policy development beyond the prior work of use of lock boxes

This funding is not under the control of Transylvania Public Health:

21st Century Cures Act Grant federal funding to NC

1. 80% to Vaya for opiate treatment
 2. 20% to subcontractor RHA Behavioral Health for opiate prevention work
 - a. Provides a half time staff person for lockboxes, safe prescriber training with local hospital, coordination of lock your meds campaign, and assists with the youth primary prevention work of CARE. This person works out of our offices
 - b. Next steps include expansion of trainings and campaigns to veterinary practice, dental practice, and promoting non-opioid treatments for chronic pain; trauma/resiliency training opportunities throughout the community; moving toward the promotion of social emotional learning (SEL) curriculum in child care centers and schools
- A. National Institute of Health (NIH) grant to RTI Research Associates
1. Research various aspects of hepatitis impact on patients and providers in rural Appalachia (eight western NC counties)
 - a. Provides for extensive hepatitis testing in drug users with bridge counselor support for follow-up and referral to treatment
 - b. The work under this funding is just getting underway

Dr. Dalton asked about the communication across the efforts under these funding streams. Elaine Russell acknowledged that she knows about the various funding streams and that more needs to be done to cross-communicate.

Dr. Fisher asked about the actual amounts being given. Dr. Dalton asked if the benefits going to Vaya go through Meridian and where the clinical treatment side is located. Dr. Fisher asked what counties are serviced by Vaya and then what amount actually reaches Transylvania County. Elaine Russell will aim to find out.

Dr. Dalton asked if we are aiming some of our efforts at the CHA priorities. Dr. Fisher asked if the Hepatitis outreach was aimed towards Hep B & C. Dr. Dalton was interested to learn more about the child care provider interventions with the social and emotional learning, and noted the soon opening of the Child Advocacy Center for trauma counseling and care.

Elaine Russell said she had discussions with Dr. Cull about needle and syringe exchanges and that there was a need to look at the data to see if the efforts were effective. Elaine thanked the Board for their comments and questions, and said she would report back to them about the research into their questions.

VIII. Informal Discussion and Public Comment

Dr. Boatright thanked the staff for the great job on the norovirus outbreak, and the Board gave a round of applause.

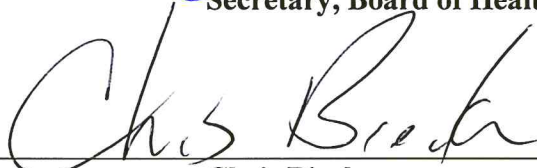
Adjournment

Motion to adjourn by Dr. Lamm, seconded by Dr. Fisher. Motion carried unanimously. Meeting concluded at 7:05 pm.

Respectfully submitted:


J. Elaine Russell
Secretary, Board of Health


Date


Chris Biecker
Chair, Board of Health


Approved Date

**Transylvania County Board of Health
Minutes**

☒ **Regular Meeting** ☐ **Special Meeting**

October 9, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:05 p.m.

Members Present	Chris Biecker, Lawrence Cull, Stacey Gash, Jim Lyday, Linda Tompkins,
Members Absent	PJ Boatwright, Will Dalton, Anthony Fisher, Ben Lamm, Kelvin Phillips,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Supervisor Alisa Corn, Administrative Services Supervisor April Owenby, School Nurse Amy Parker, School Nurse Laura Petit, Administrative Services Coordinator Kim Rogers, School Nurse Tara Rybka, Health Educator
Public	Dorie Blake, Transylvania County Wellness Center Manager

Quorum was not present

II. Agenda Modifications

None.

III. Consent Agenda

Mr. Biecker said that as a quorum was not present the meeting would be an informational meeting.

IV. Public Comments or Public Hearing

None.

V. Administrative or Committee Reports

Health Director's Report

Elaine Russell welcomed the School Health Nurses who will later make a presentation on their work in this meeting. She also acknowledged that her Director's report is longer than usual given the cancellation of the September 2018 Board meeting.

1. The bi-annual WIC program audit was conducted August 14-16, 2018. The only audit exception found was staff were observed not reading the offer to register to vote in a

verbatim manner. A corrective action plan was submitted. The findings of the program audit were otherwise favorable to the agency and staff.

2. The agency started the annual flu vaccine program. Flu vaccine is provided to county employees, children in the school system, walk-in clients, and additional requests this year for Connestee Falls and Schenck Job Corp site.
3. The agency was awarded the Ann Wolfe Maternal and Child Health Prevention Grant through the NC Association of Local Public Health. The award was for \$8,000 and will support the on-going Family Dinner Series in Brevard and an expansion into Rosman. The “Dinner Series” is a collaborative effort in the community to provide relevant and current parenting education in a supportive environment.
4. MountainWise, the Region 1 Health Department collaborative, has finalized the receipt of several grants that will benefit the region:
 - \$873,930 from ARC for Worksite Wellness focusing on the manufacturing industry (2 years). Elaine commented that this may apply to 12-13 mechanical worksite locations in the County.
 - \$35,000 from CFWNC for Double Up Food Bucks (DUFB) (1 year).
 - \$40,000 from Mission Foundation for DUFB (1 year).
 - \$20,000 from Reinvestment Partners for the statewide "Super SNAP" Food Lion partnership (1 year). Elaine commented that the three bullets above around the food arena would likely link well to the TPH Diabetes Prevention Program
 - \$200,000 from HRSA to create an Opioid Consortium, focusing on Clay, Cherokee and Graham Counties (Appalachian Mountain Community Health Centers received this grant and is contracting with MountainWise to provide project coordination).
5. An application has been completed for the “Public Health Preparedness and Response – Bright Ideas” grant proposal. The agency seeks to identify a mechanism for timely management and analysis of outbreak interview data by simultaneous users. The proposal is based on experiences from the recent norovirus outbreak which entailed in excess of 450 interviews. Elaine commented that the state has indicated that they want to receive our application.
6. A prioritization session for the Community Health Assessment process will be held on Monday, October 15, 2018, at the library Rogow Room from 6pm until 8pm. The various data sets and identified trends will be presented and analysis toward finalizing priorities will occur.
7. Analysis continues with multiple vendors for software to address the paperwork of well and septic in Environmental Health. Working with County IT, it’s anticipated to release a RFP in November. A capabilities matrix was developed for the vendor reviews and will be used to assist in the development of the RFP.
8. Applicant pools have been established for the Environmental Health and Case Management positions, interviews are anticipated for next week.
9. The agency’s annual training day will occur on Thursday, November 1, 2018. The training will utilize a table-top format to address knowledge and skills for various agency-wide policies.

10. Transylvania County has been selected as the fourth, and only rural, roll-out site of Sesame Street in Communities. This is a collaborative endeavor through the Early Childhood Initiative. Sesame Street in Communities provides tool kits and resources across a wide variety of young childhood topics. The official welcome and kickoff will occur at Halloweenfest on Saturday, October 27th at the front steps of County Administration, with a walk-around of two characters – The Count and Abby Cadabby.

VI. Old Business

None.

VII. New Business

A. Administrative Monitoring and Fee Policy Modification

Elaine explained that this item came before the Board in June 2018, but a subsequent state review showed a one sentence deficiency. However, with no quorum present to vote at this meeting this item will be transferred to an upcoming meeting.

B. Continuation Gap Analysis Exercise for Substance Abuse Work

Elaine Russell explained that this work links to the current Community Health Assessment (CHA) which listed three priorities:

- Substance Abuse prevention
- Mental Health issues
- Healthy nutrition and activities

This agenda item is a continuation of the Board discussion in the August meeting, where the various funding streams and work around substance abuse were discussed. Elaine Russell and Tara Rybka created a “blue wall” with all the work components of the various funding sources color coded:

- Purple – St. Phillips – Naloxone
- Green – Ann Wolfe – expansion of family dinner series to Rosman
- Orange – CARA (new funding stream)
- Blue – DFC (longest running five year grant, with continuation grant likely to be submitted)
- Red – STOP Grant – working with educational establishments including Brevard College
- Light purple – NIH/RTI – clinical research with ties to the opioid associated Hepatitis A outbreak
- Yellow – CURES – Prevention focus with some \$ going to VAYA
- Pink – BCBS School of Govt. - \$20K for policy development on opiates

The color coded short descriptions of the expected work output of these funding sources were spread out on the blue wall ranging from primary prevention on the left hand side, through secondary prevention in the middle, and tertiary prevention on the right hand side

The Health Director asked the Board for their guidance to identify the gaps in the work plans, and to help navigate to the best direction for the future in this area. She continued that this assistance would help staff as they seek new funds and for their priorities as they see the effects of substance abuse in the community.

Dr. Cull stated that with so much information displayed it was difficult to see what might be missing. Elaine Russell responded that staff may assist her in creating a flowchart or algorithm for a simpler display of the information.

Mr. Biecker was not sure what some of the shortened work descriptions in the papers meant e.g. "Talk it Out Parenting". Tara Rybka explained that initiative.

Elaine Russell explained that it was unlikely that county general funds would be allocated to this area of work, so TPH would likely have to see external funding to continue this work.

Dr. Lyday asked how the work was going with the school system. Tara Rybka explained that it is hard to evaluate the progress, but the School System is supportive of an annual survey that is a proxy measure of the progress that is being made with children and young adults.

Mrs. Tompkins asked if TPH has contacted Schenk Job Corps. Elaine Russell said this would be a good time to approach them with their request for a Flu vaccine clinic. Tara Rybka added they had also recently requested help towards a tobacco free campus. Mrs. Tompkins also thought that the Blue Ridge College might be another good avenue to get engagement in this area, and Elaine Russell agreed, adding that TPH has a good working relationship with the College with a number of nurses rotating through on internships.

C. School Nursing presentation

Elaine Russell introduced April Owenby, Amy Parker and Kim Rogers, as the TPH School Health Nurses.

Kim Rogers led off the Power Point presentation as the first school nurse hired in June 1997 to look after exceptional (special ed.) children, under the requirements of a federal law, and at that time was on duty only 10 hours per week. Over time her job duties expanded to cover nine (9) schools, with home visits for some students, and her position being largely covered by school system funding.

Over time the health care needs of students has grown, and state grant funding (SNFI) allowed the hiring of April Owenby as the second school health nurse in January 2005, and then Amy Parker as the third nurse in August 2008, with county funding.

The presentation charts showed the complexity of some of the chronic sickness conditions that the nurses are dealing with ranging from asthma, severe allergies, seizures, diabetes, cardiac conditions, autism, genetic disorders, feeding tubes, urinary catheters, and tracheostomies for 305 students and 153 health plans developed and implemented.

These health plans allow students to stay well enough to continue their studies, and reduces the number of sick days and non-attendance, as well as the burden on the parents and guardians.

There is some delegation of health procedures to school staff such as diabetes care, urinary catheterization, feeding tubes, medication administration, Epi-Pen administration, and seizure management. Dr. Cull asked about liability and willingness of teachers and other school staff to shoulder those responsibilities. The delegation is done under the Nurses' professional oversight.

The presentation showed how the complexity and responsibilities of school health nurses has been growing, but the staffing levels have stayed level. Other surrounding counties were shown to have increasing staffing levels to keep the nurse to child ratio at a more manageable level.

The nurses also explained that educational outreach to children of various ages and topics. For instance the reproductive health outreach that includes the abstinence option has contributed to the lowered teen pregnancy rate.

Elaine Russell explained that she will be seeking Board support in the new budget cycle for additional staff for this program. She explained that good child health is an investment in the community, and should not be allowed to devolve into power struggle arguments between the county and school system over which budget pays.

The presentation concluded with a short video clip of a very thankful Mom who had a son who has a very high wheat intolerance with anaphylactic shock history. April Owenby created a health plan for him that allows him to eat with other children who are his friends, but who will not bring any wheat products in their food or snacks.

Comments from the Board members commended their work, and countered the prevailing false notion that parents may think that there is a sufficient school nurse staffing ratio to their children. The school nurses agreed, and stated that often their days are reduced to triaging the needs, and that with extra staff more could be done in prevention efforts.

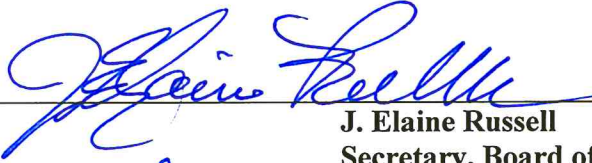


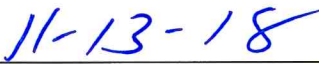
VIII. Informal Discussion and Public Comment

None

Adjournment

Motion to adjourn by Dr. Cull, seconded by Ms. Gash. Motion carried unanimously. Meeting concluded at 7:20pm.

Respectfully submitted:

	
J. Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date

Transylvania County Board of Health

Minutes

☒ **Regular Meeting** ☐ **Special Meeting**

November 13, 2018; 6:00 p.m.

Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:05 p.m.

Members Present	Chris Biecker, PJ Boatwright, Will Dalton, Ben Lamm, Jim Lyday, Kelvin Phillips, Linda Tompkins,
Members Absent	Lawrence Cull, Anthony Fisher, Stacey Gash,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Rob Blake, Planner Evaluator Jim Boyer, Environmental Health Supervisor Sharon Cameron, Personal Health Services Director Alisa Corn, Administrative Services Supervisor Laura Petit, Administrative Services Coordinator Tara Rybka, Health Educator

Quorum was present

II. Agenda Modifications

None.

III. Consent Agenda

Approval of Agenda and approval of minutes of August 14, 2018 meeting and October 9, 2018 (no quorum) meeting – motion by Dr. Boatright and seconded by Dr. Lamm, with unanimous approval.

IV. Public Comments or Public Hearing

None.

V. Administrative or Committee Reports

Health Director's Report

1. The agency's Annual Training Day occurred on November 1st. The training model for the day shifted to a table top exercise approach, to test employee knowledge and skills requiring documentation for annual training, on various policies, procedures and emergency plans. The table top exercise entailed caveats from various disasters and pandemic flu to integrate the use of various policies and plans for the agency. Elaine Russell, Dr. Todd Jones and Dema Barishnikov provided presentations on leadership and team building to start the day. Employee evaluations of the new approach were very positive and the model will be used moving forward.

2. On November 27th an Emergency Management Training Day event will be held within the Community Services Building. The Training Day will focus on interagency collaboration and internal policies for responding to an active assailant event. Extensive planning has been invested in this endeavor by the county and it's viewed as a positive, pro-active process by employees. Commissioner Phillips commented that the public will be excluded from the building for the morning of the exercise. Elaine Russell added that the event is very timely, in that a man recently made threats in the building, and was arrested and taken to jail for a number of days. He has now been released, and the various program offices he and his family uses, are now on notice that he has restricted access to the building.
3. The Environmental Health Program Specialist position was filled by current employee Neill Cagle, REHS. There were approximately eight applicants from within and outside the state. Neill's vacant Environmental Health Specialist position will be posted this week.
4. The Child Health Case Manager position was filled by an experienced public health nurse with extensive experience in school nursing at Wake and Buncombe County Health Departments, and she will start work next Monday. The clinical Child Health position will be posted this week to attract more applicants. Dr. Dalton asked about the breadth of the responsibilities of the position. Elaine Russell and Sharon Cameron explained that the responsibilities are broad, and include well child visits and home visits too. Behavioral health and social work issues sometimes arise in these visits so the care plans are fairly comprehensive.
5. The agency had a very engaged and high-traffic booth at Halloweenfest. The agency focused on child health resources and promoting CARE. The agency gave away toothbrushes, stickers, the Sesame Street Dental Book, and glow-in-the-dark vampire teeth.
6. Another Community Health Assessment (CHA) priority setting workshop will be held in early December during afternoon hours. The initial event had 27 attendees, but some key individuals had clashing appointments, so this make-up workshop will gather their input.
7. In recent weeks Mission hospital leadership contacted WNC Health Directors requesting letters of support to Attorney General Josh Stein for their proposed design of the Dogwood Trust. Area Health Directors have collectively decided not to engage with the request due to the highly political atmosphere that has emerged around the Dogwood Trust. Dr. Lyday asked what the negatives were for this decision. Elaine Russell responded that no County Managers, nor County Commissioners, have written letters of support for the design of the Trust. At the Health Directors meeting questions were asked of the Trust representative. It was consensus of the meeting attendees that support was being requested late in the process, instead of gathering local health department support earlier in the design process.

VI. Old Business

Gap Analysis Chart of Agency Resources for Substance Abuse. Tara Rybka took the “blue sticky wall” input from the October Board of Health meeting, and converted it into a one page chart that is spread from primary through secondary and tertiary prevention, and then distributed through individual, family/group, community, policy and environment arenas. The chart shows a few white areas on the page as possible gap areas. Overall Elaine Russell thinks that Transylvania Public Health and the community is well resourced in this area, and that other western NC counties would like to be in our position. Additionally, she felt this chart would be very useful if substance abuse is among the top three issues emerging from the current. Community Health Assessment process.

VII. New Business

A. Administrative Monitoring and Fee Policy Modification

Elaine explained that this item came before the Board in June 2018, but a subsequent state review showed a one sentence deficiency. The one sentence “Family Planning patients will not be charged more in co-pays, deductibles or other fees than they should pay according to the sliding fee scale” in two places in the rewritten policy on pages 5 and 7.

A motion to accept the adjusted policy was made by Dr. Lyday and seconded by Commissioner Phillips, and was approved unanimously. The new policy was signed immediately after the meeting by Mr. Biecker as the Board Chair, Elaine Russell as Health Director, and Laura Pettit as Business Manager.

B. FY 17-18 Fiscal Close Out Report

Elaine Russell reviewed the fiscal report handout within the Board packet. She felt it was a good financial year finishing under budget, with savings in some areas such as personnel. There were staff transitions such as Angela Leopard going into a contract role, Cathy Nicholson retiring and the subsequent movement of Velina Netherton and Nicole Santamaria into the vacated roles. Commissioner Phillips asked about Environmental Health fee revenues being over budget. Jim Boyer felt that the demand for on-site sewage disposal and water well services is staying high, and Elaine Russell added that we will be reviewing the new norm for EH services in the upcoming budget process. Elaine summarized by saying that she strives to use external sources before County allocations, and is glad to return some unused County dollars at the end of the financial year.

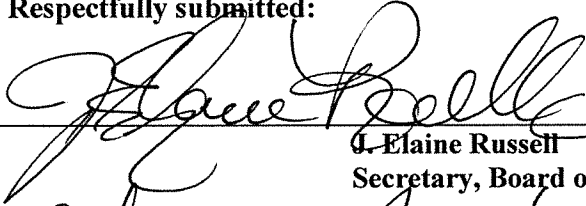
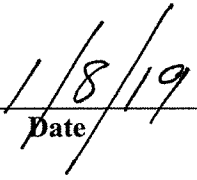
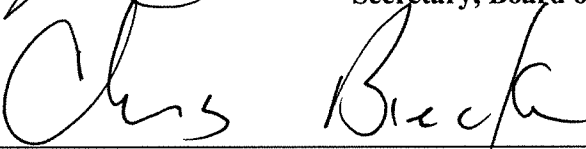
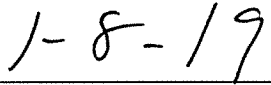
VIII. Informal Discussion and Public Comment

None

Adjournment

Motion to adjourn by Dr. Boatright, seconded by Linda Tomkins. Motion carried unanimously.
Meeting concluded at 6:35 pm.

Respectfully submitted:

	
Elaine Russell Secretary, Board of Health	Date
	
Chris Biecker Chair, Board of Health	Approved Date