

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

January 12, 2021 – Regular Meeting Board of Elections Training Room and Zoom

6:00 pm

Brevard, NC

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	Dr. Jim Lyday, Linda Tompkins, David Guice, Dr. Ben Lamm, Teesie Stanton, Sandra McNeill, Kelvin Phillips, PJ Boatwright, DVM,
Members Absent	Stacey Gash, Lawrence Cull; William Dalton, 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 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

A. Minutes – December 8, 2020

There was Approval of Agenda and approval of minutes of December 8, 2020, with a motion from Dr. Lyday and seconded by Sandra McNeil with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The COVID Medical Office Assistant to assist with data entry, testing support, and vaccine support has been hired. Two FTEs were approved, but only 1 viable applicant was secured.
2. The additional School Nurse position supported by CARES funding from the school system has been hired.
3. Several fully credentialed REHS professionals have submitted their application for the vacant positions due to Patricia Hawkins retirement and Bruce Grooms disability retirement.
4. Health Departments will receive an additional Agreement Addendum to address some of the costs associated with COVID vaccine distribution.

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 needed fixes.
- 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. Discussion is now on-going between HS and NBETS staff, with input from TPH staff to resolve these issues.
- Over the past few months Mecklenburg County has been working with HS to create an on-site well and septic module. TPH will be reviewing that work soon to adjust for this county, and to integrate outdated Access databases and the newly created Laser Fiche records.

VII. New Business

A. Election of Chair and Vice Chair

Dr. Lamm made the motion for nomination for Dr. Boatwright to continue as BOH Chairman and the motion was seconded by Dr. Lyday, with unanimous approval. Dr. Boatwright accepted. Dr. Lyday made a motion for Dr. Lamm to continue as BOH Vice-Chairman seconded by Commissioner Guice with unanimous approval. Dr. Lamm accepted.

B. COVID Briefing

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

Ms. Russell detailed the COVID presentation with discussion on the whirlwind the last several weeks have been with increasing cases and initiation of the vaccine. Dr. Boatwright inquired about the COVID situation at Brevard College. Ms. Russell notes that the college has become much stricter with an assertive screening protocol after the outbreak in the fall. Sandra McNeil worked with the college recently to test the basketball team. There was a question about the number of children requiring hospitalization in our county. Ms. Russell states that she believes there may have been one or two and will check for data on this.

Ms. Russell states that there is discussion at the federal level to include persons aged 65 and up with one medical condition in group one for vaccine eligibility.

Blue Ridge Community Health Services in Hendersonville has received 500 doses of vaccine, but the Brevard Health Center has yet to receive any vaccine. In a phone call with Michele Pilon, CNO at Transylvania Regional Hospital, Ms. Russell learned that the hospital has agreed to provide vaccinations to their hospital owned medical practices. It appears Mission Health may be sitting on a lot of vaccine.

Commissioner Guice expressed concern at the number of elderly people who have contacted him regarding the confusion about vaccine distribution. He believes that something different needs to happen, possibly using volunteers, as he does not believe the health department will be able to vaccinate all those who are eligible. Ms. Russell agrees that the last few weeks have been a rough road and that it is a complicated situation with extraordinarily finite resources. She does not blame people for their frustration. Ms. Russell confirms that the department has received 1,000 doses up to date and remains unsure of the next shipment. Commissioner Guice indicated that he will reach out to his contacts with the state as he believes that the department needs help and staff can only be asked to do so much. Ms. Russell says the department has plans to administer approximately 520 doses this week and the department will be able to handle this distribution. The next planned outreaches will be in Rosman and Balsam Grove.

There was discussion about the federal software program, CVMS. The department is currently using the Acuity scheduling system for appointments since CVMS has proved to be problematic. Vaccine administration is then documented in the CVMS system.

Ms. Russell was also asked about the possibility of creating a waiting list. She says that she has decided not to utilize a list at this time due to the unfairness of the distribution order it would create. As to what happens to doses if patients do not keep their appointments, Ms. Russell says that the vials are good for 6 hours and at day end, people are contacted to receive these doses. According to the state, anyone available may receive these doses to prevent wasting.

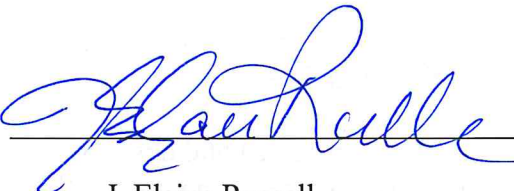
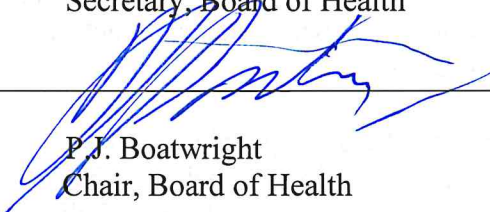
VIII. Informal Discussion and Public Comment

Dr. Lyday thanked the department in doing a wonderful job. Dr. Boatwright says that he can not appreciate enough the work the health department is doing.

IX. Adjournment

Motion to adjourn by Dr. Lamm and seconded by Sandra McNeil. Motion carried unanimously. Meeting concluded at 7:07 p.m.

Respectfully Submitted:

	<u>May 11, 2021</u>
J. Elaine Russell Secretary, Board of Health	Date
	<u>May 11, 2021</u>
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

January 12, 2021



BOARD OF COMMISSIONERS

Mike Hawkins, Chair
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**COUNTY MANAGER**

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101 South Broad Street
Brevard, NC 28712

Transylvania County Board of Health

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

April 13, 2021 – Regular Meeting

Library Rogow Room

6:00 pm

Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by Dr. P.J. Boatwright at 6.10 p.m.

Members Present	Jim Lyday, Linda Tompkins, David Guice, Ben Lamm, PJ Boatwright, DVM
Members Absent	Stacey Gash, Anthony Fisher, MD, Teesie Stanton, Sandra McNeill, Kelvin Phillips
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 Laura Rinehart, WIC Program Director
Others Present	

Quorum was not present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

There was no approval of agenda as quorum was not present.

B. Minutes – January 12, 2021

As quorum was not present, minutes of January 12, 2021 meeting will be presented for approval at the next board of health meeting.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. Agency leadership is working to prepare the FY21-22 Consolidated Agreement and supporting Agreement Addendum for return to DHHS – Division of Public Health. This is the annual process of paperwork that governs state/federal funding allocations and the expected deliverables for the funding.
2. County legal is in the review and finalization process for the agency's contracts related to Medicaid Managed Care which will initiate later this year.
3. Interviews are in-progress for the two vacant REHS positions in Environmental Health. The applicant pool has potential, with several fully credentialed candidates.
4. The next allocation of federal COVID funding for North Carolina will be \$95M for vaccine preparedness, 60% of which must go to local health departments, community health centers, and community-based organizations.
5. House Bill 61 was introduced on February 8, 2021, to provide recurring financial support in the amount of \$36M for communicable disease work in local health departments. This has been a long-standing legislative goal for the NC Association of Local Health Directors. The bill remains alive and is working its way through the committee process with minimal modifications.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is inching forward on the Food, Lodging, Institution, Complaint and Financial modules. Weekly online meetings are held with HS to discuss the needed fixes.
- Testing continues with TPH, HS and NC BETS participating to correct errant TPH data in the state system dating back to June 2020. TPH has asked for a NCBETS rejection daily report in the HS system so that errors can be fixed on a timely basis.
- Arrangements are being made with HS for the summertime program readiness such as swimming pools and summer camps inspections.
- Mecklenburg County and HS have created prototype on-site well and septic modules. When Mecklenburg releases the modules, TPH staff will review them, and will begin

adjusting those modules for this county. TPH will aim to integrate outdated Access databases and newly created Laser Fiche records, and create links to Building Inspection, Tax Records and a public facing website for the onsite programs.

VII. New Business

A. 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 \$529.00 for the time period 01/01/2020 to 06/30/2020.

Account balances less than \$50 (Bad Debt): \$99.00
Balances greater than \$50 (NC Debt Setoff): \$369.00

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.

B. COVID Briefing

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

Ms. Russell detailed the COVID presentation with discussion on the delay of 3 to 4 weeks to report a death due to Covid-19. The case and full medical record must be thoroughly reviewed to make the determination that a death is in fact due to Covid-19. In regard to the outbreak at Brevard College, Ms. Russell believes the college is handling the situation well with testing through Keystone Labs and the health department continuing to offer vaccines. There was some discussion on the concerns with summer programs for youth. Ms. Russell is continuing to communicate the need for masking and social distancing with sports activities.

The large volume drive through clinics are beginning to wrap up as public demand for vaccine has decreased. The agency will be providing more vaccine opportunities in smaller group settings and in the health department clinic.

The department currently has a considerable amount of the Johnson and Johnson vaccine available. The department will be following CDC recommendations to pause the use of this vaccine until further guidance is received. The Moderna vaccine will be offered to those whose vaccine appointments were cancelled due to the pause with Johnson and Johnson.

C. FY21-22 Proposed Budget

The PowerPoint slide presentation utilized for the Proposed Budget FY 21-22 is attached to the meeting minutes. (See Attachment 2)

Ms. Russell gave an overview of the proposed budget noting that there is very little change from last year's budget. The funding received due to Covid will allow equipment purchases that will last the agency many years.

D. Community Health Assessment Update

The PowerPoint slide presentation utilized for the CHA Overview is attached to the meeting minutes. (See Attachment 3)

Tara Rybka, Public Information Officer, reviewed the process for the Community Health Assessment. Ms. Rybka stated that year one of the process entails compiling and interpreting data to determine health priorities. This work will be supported using different types of surveys, including oversampling of certain populations. The board members will also be receiving a survey to complete.


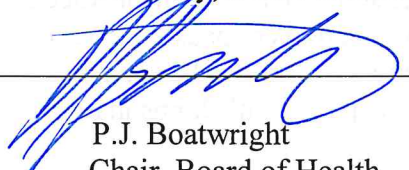
VIII. Informal Discussion and Public Comment

Dr. Boatwright expressed his continuing appreciation of our public health agency.

IX. Adjournment

Meeting concluded at 7:17 p.m.

Respectfully Submitted:

	<u>May 11, 2021</u>
J. Elaine Russell Secretary, Board of Health	Date
	<u>May 11, 2021</u>
P.J. Boatwright Chair, Board of Health	Approved Date



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

April 13, 2021





Transylvania Public Health Proposed Budget FY 21-22





Transylvania County 2021 Community Health Assessment

Presented to Transylvania County Board of Health
April 13, 2021



BOARD OF COMMISSIONERS

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Transylvania County Board of Health

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

May 11, 2021 – Regular Meeting

Library Rogow Room

6:00 pm

Brevard, NC 28712

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, PJ Boatwright, DVM, Teesie Stanton, Sandra McNeill
Members Absent	Kelvin Phillips, Stacey Gash, 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 Laura Rinehart, WIC Program Director Kristin Gentry, CARE Anna Windham, CARE Teresa Radford, CARE
Others Present	

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – January 12, 2021 and April 14, 2021

There was Approval of Agenda with a motion from Commissioner Guice and seconded by Dr. Lyday with unanimous approval. There was also approval of minutes from January 12, 2021 and April 14, 2021 with a motion from Linda Tompkins and seconded by Dr. Lyday with unanimous approval.

IV. Public Comment or Public Hearing

None

IV. Administrative or Committee Reports

Health Director's Report

1. The following COVID related Agreement Addendums from the State can carryforward. The agency estimates a carryforward of \$515,000.

Act#	Description	Allocation	Remaining
115	COVID Infection Prevention (expended by 12/30/20)	58,322	
539	COVID-19 CARES- ends 04/30/2022	24,531	21,531
543	COVID Enhancing Detection Activities- ends 07/31/2023	134,111	125,803
543	COVID Enhancing Detection Activities- ends 07/31/2023	275,393	275,393
619	COVID-19 Crisis Response- ends 03/31/2022	66,471	8,802
716	COVID-19 Vaccination Program 06/30/2024	158,451	125,569
		717,279.00	557,098.22

2. The agency has submitted a request to CDC for a carryforward of \$80,000 related to the CARA grant operated by the CARE Coalition. Requests for carry forward have been encouraged by the project officer due to the impact of COVID on agency and community operations.
3. A fully credentialed and experienced REHS is in the hiring process for the vacant Food/Lodging/Institution position. Recruitment continues for the vacant On-Site/Well position.
4. WIC has received federal authorization for the continuation of remote/online services to clients through August 19, 2021.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is inching forward on the Food, Lodging, Institution, Complaint and Financial modules. Weekly online meetings are held with HS to review the needed fixes.
- Testing continues with TPH, HS and NC BETS correcting errant TPH data. TPH uses a new NCBETS rejection report in the HS system so that errors can be attended to on a timely basis.
- Inspections of seasonal swimming pools have started, with a setback occurring, that the tablet-based inspections that worked last year are now unable to be finalized this year, so paper-based inspections are transcribed in the office. HS is seeking a solution.
- Time and activity reporting is being tested by TPH staff.
- All facility paper files are being used to create scans of important documents such as plan drawings, septic and well layouts, letters, etc., to attach to permit files within the HS system. Additionally, all contact details are reviewed and linked to the permits within the HS system.

- Mecklenburg County's HS on-site well and septic project is moving very slowly. TPH is creating flow diagrams of the on-site programs' processes in this county, so that HS can use lessons learned in the Mecklenburg project to build a system for Transylvania. TPH will aim to integrate outdated Access databases, the newly created Laser Fiche records, and form links to Building Inspection, Tax Records and a public facing website for the onsite programs.

VII. New Business

A. 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 \$529.00 for the time period 01/01/2020 to 06/30/2020.

Account balances less than \$50 (Bad Debt): \$99.00

Balances greater than \$50 (NC Debt Setoff): \$369.00

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 to approve this recommendation was made by Dr. Lyday with a second from Commissioner Guice. The recommendation will now go to the County Commissioners.

B. COVID Briefing

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

In Ms. Russell's presentation of the COVID slides, there was discussion on the trend of increasing cases in the middle and high schools. Ms. Russell attributes this rise in cases to resuming school related activities and sports programs. The schools are advocating for the vaccine in students aged 16 to 18 years. The school nurses are currently assessing interest in the 12 to 16 age group.

The clusters of COVID-19 cases at Brevard College are winding down and students are going home for the summer. Brevard College has indicated they will require the COVID vaccine for students in the fall. Blue Ridge Community College has not experienced any clusters or outbreaks.

Transylvania Public Health has completed the large drive through clinics for vaccine and are now concentrating on smaller group settings and vaccinations in the office. The department will offer vaccine to camp workers. Vaccine waste is occurring more frequently as DHHS requests relaxation of guidelines.

C. FY21-22 Proposed Budget & Fee Schedule

The proposed budget for FY21-22 was presented at the informational April Board of Health meeting. The proposed operating budget is \$3,353,276, with the projected revenue sources of local appropriations \$1,941,429 (58%), state appropriations \$648,910 (19%), fees \$212,500 (6%), Medicaid \$165,700 (5%), grants \$224,737 (7%), and contracts \$160,000 (5%). Operating accounts for 17% of projected expenses and personnel accounts for 83%.

Agency operation plans remained consistent with prior year operating. New requests for the fiscal year included a large SUV for clinic outreach and a mid-size SUV to replace the 2001 truck in Environmental Health.

No fee changes were recommended in connection to clinical operations. County leadership did request the consideration of an increased fee for on-site services. The current fee for the improvement permit is \$250 and the construction authorization is \$250. If filed at separate times, each is the full cost. If the improvement permit and the construction authorization are filed at the same time, the cost is \$400, which provides a savings and incentive to the public.

A fee increase to consider would be a \$25 each increase to the improvement permit and the construction authorization, making each permit \$275. To maintain the savings and incentive dynamic, joint filing of the permits could be priced at \$450. Based on 2019 data, the fee increase would create an estimated \$12,000 in additional revenue.

Currently, the county has the 2nd highest on-site fee schedule in WNC.

Discussion followed as to the rationale for the considered fee increase. Ms. Russell indicated that Jaime Laughter, county manager, would like to supplement the county's personnel costs. All members agreed that they did not want our county to have the highest fee schedule in the region. It was noted that permit fees only cover approximately 15% to 20% of the costs for environmental health.

Jim Boyer, Environmental Health Supervisor, spoke of the current fees having remained the same for the past twelve years. Jim explained that well and septic permits are the only charged permits in the department. The inspection fees provided through food and lodging go directly to the state.

Dr. Lamm proposed combining the budget and the increase to environmental health fees for voting purposes. The members of the board unanimously agreed to combining the two issues.

D. CARE Update

The Document utilized for the CARE Update is attached to the meeting minutes. (See Attachment 2)

Kristin Gentry, of the CARE coalition began the presentation with a description of this program.

C.A.R.E. is a coalition of community members tackling substance misuse through a collaborative and multi-faceted approach, from prevention through recovery. Kristin stated that prevention begins in childhood. The program is focused on limiting access and making youth more resilient to minimize the demand for drugs and alcohol. CARE has placed Narcan in law enforcement vehicles which has resulted in saving nine lives.

Anna Windham with CARE spoke of their work for prevention in youth, limiting access and education in the high schools. Some of the prevention methods include safe storage of prescription drugs, drug take back events and supporting mental and behavioral health.

Teresa Radford is coordinating the federal grant received by CARE. There are efforts on how to address citizens in the county, needs assessment and an opioid response team with 15-20 active members. CARE would like to prioritize re-entry coordination in the jail, establishing a local drug court, meeting community education needs and advocacy for medication assisted treatment.

Commissioner Guice contributed his belief in the importance of surveys. He suggested forming a relationship with the new district attorney who has strong history with programs in Mecklenburg County. Commissioner Guice believes a re-entry plan for offenders should include those returning to our county from state confinement as well as our local jail. He also shared information about the justice re-investment act.

Kristin wrapped up the presentation with a request to consider how the board could support the coalition.

E. Legislative Update

The Excel Document utilized for the Legislative Update is attached to the meeting minutes. (See Attachment 3)

A summary document of the public health related House and Senate bills as of May 7, 2021, has been provided for review. The bills reflect multiple fiscal investments for communicable disease, school nursing, and continued pandemic response. Those are encouraging investments in building public health staffing infrastructure at the local level. There are several concerning bills which seek to undermine existing vaccine programs and the emerging work of COVID vaccinations and the associated control measures.

Ms. Russell pointed out the positives in the interest of funding school nursing and communicable disease nursing. There are also proposed bills to allow old environmental health permits to be reactivated so contractors could now develop properties using new technology, that were previously denied, in coastal counties. There are proposed bills to prevent mandates for Covid vaccines. Anti-vaxxers are taking this opportunity to push this trend in bills. Governor Cooper has not taken a position on vaccine mandates.

Commission Guice emphasizes that filed bills may not make any progress. He states that he is supportive of vaccines.

VIII. Informal Discussion and Public Comment

Dr. Lyday thanks the staff of the health department for their work.

IX. Adjournment

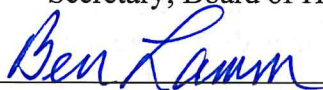
Motion to adjourn by Commissioner Guice and seconded by Linda Tompkins. Motion carried unanimously.
Meeting concluded at 7:22 p.m.

Respectfully Submitted:

 August 10, 2021

J. Elaine Russell
Secretary, Board of Health

Date

 August 10, 2021

Dr. Ben Lamm
Vice-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

May 11, 2021



Attachment 2. CARE Presentation (Double-Click to see entire file).

5/11/2021

C.A.R.E. COALITION OF TRANSYLVANIA COUNTY

1

C.A.R.E. is a coalition of community members tackling substance misuse through a collaborative and multi-faceted approach, from prevention through recovery.

3 staff, 50 active coalition members, and 20 community partners
Supported by Transylvania Public Health

Prevention for Alcohol, Tobacco, and Rx Drug Misuse

Three workgroups work to—

- Limit access & availability
- Change community norms
- Enhance protective factors
- Provide training & TA to law enforcement, healthcare professionals, & educators

Harm Reduction, Treatment, & Recovery for Opioids & Methamphetamine

Transylvania Opioid Response Team

- Established in 2018 with support from UNC School of Government
- Responsible for reequipping emergency vehicles with Narcan, resulting in 14 administrations
- Currently developing a strategic plan to improve SUD workforce, expand treatment access, and better serve justice-involved people with SUD

2

Attachment 3. Excel Document, House and Senate Bill Details Report as of 05/07/2021.



North Carolina
Association of Local

BOARD OF COMMISSIONERS

Mike Hawkins, Chair
Page Lemel, Vice-Chair
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W. David Guice

**COUNTY MANAGER**

Jaime Laughter
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Transylvania County Board of Health

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

June 8, 2021 – Regular Meeting

Library Rogow Room

6:00 pm

Brevard, NC 28712

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by Dr. Ben Lamm at 6:00 pm.

Members Present	Jim Lyday, David Guice, Ben Lamm, Teesie Stanton,
Members Absent	PJ Boatwright, DVM, Sandra McNeill, Kelvin Phillips, Stacey Gash, Anthony Fisher, MD, Linda Tompkins,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Heather Bradley, RN, BSN Sabrina Griffin, RN, BSN Laura Rinehart, WIC Program Director Kristen Gentry, Care
Others Present	

Quorum was not present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

There was no approval of agenda as quorum was not present.

B. Minutes – May 11, 2021

As quorum was not present, minutes of May 11, 2021, meeting will be presented for approval at the next board of health meeting.

IV. Public Comment or Hearing

None.

V. Administrative or Committee Reports

A. Health Director's Report

1. The Medicaid Managed Care contracts are under review between county legal and the companies. The Blue Cross Blue Shield Healthy Blue contract has been finalized and is going through signature. The review of United Health Insurance, AmeriHealth Caritas, and WellCare remain in progress.
2. A fully credentialed and experienced REHS will start the last week in June to fill the vacant Food/Lodging/Institution position. The individual is joining us from Appalachian Health District. A fully credentialed and experienced REHS is scheduled for an interview the end of June for the vacant On-Site/Well position.
3. Agency leadership worked through schedules for the summer to ensure all staff have a scheduled vacation. The month of July will see the agency down 5 out of 10 nurses, four school nurses and 1 nurse currently on an extended emergency family medical leave.
4. The agency is slowly restarting other services in maternal/child case management, family planning, STD, and BCCCP.
5. The State's electronic death certificate system will be fully operational by the end of calendar year 2021. The agency has started the process of training and orientation on the new system.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is moving forward on the Food, Lodging, Institution, Complaint and Financial modules. Weekly online meetings are held with HS to review the needed fixes.
- Time and activity reporting is being tested by TPH staff.
- All facility paper files are being used to create scans of important documents such as plan drawings, septic and well layouts, letters, etc., to attach to permit files within the HS system.
- An initial conversation was held with the Transylvania County Tax Office about the possibility of working together on the HS project. Topics discussed included Parcel Identification Numbers, unbuildable lots having a lower tax assessment, and notification of places where a septic system was sized for a small dwelling, but in reality has more bedrooms, and needs a larger septic system and possibly an increased tax assessment.

VII. New Business

A. COVID Briefing

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

In Ms. Russell's presentation of the COVID slides, she noted the significant slowing of new cases allowing the health department to go from daily to weekly updates. Ms. Russell is guardedly hopeful that the situation is improving. Cases have fallen off across the state, but we should remain watchful in July as people graduate, go on vacation, and attend other gatherings.

The department is offering second dose Pfizer vaccine to kids attending local camps. We have also provided approximately 4,000 Binaxnow tests to camps with a CLIA certificate to encourage independent testing by camp nurses.

B. Strategic Plan Update

Ms. Russell indicates that this is the year that we write a new strategic plan. There will be a significant amount of Covid related money on the table. There will also be funds distributed to all counties from the opioid settlement. It will be approximately 18 million over the next 18 to 20 years. Schools will also be receiving funding that could possibly be directed to school nursing. Ms. Russell says that extra time should be taken for these financial considerations. She notes that Medicaid Managed Care may also affect the maternal and child programs within the agency.

C. CARE – COSSAP Grant Update

Transylvania Public Health and Transylvania County Sheriff's Office are pursuing submission of Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) grant through federal channels. The grant has a 36-month cycle, with \$200,000 award every 12 months. No local or in-kind match is required. The Dogwood Health Trust has assisted with the preparation of the grant submission process. The grant submission closes later this month, with grant awards announced in October 2021. Financial longevity of the work is being actively discussed with the Dogwood Health Trust Substance Use Disorder Impact Officer.

The C.A.R.E. Coalition is a valuable partnership comprised of many diverse community representatives that has contributed to environmental, policy, and systems changes to prevent, address, and reduce substance misuse in the community. The past few months, C.A.R.E. has completed a thorough gap/needs assessment and led a strategic planning process with community partners to improve treatment and recovery systems for substance use disorder. This work was made possible through the federal RCORP grant. Establishing therapeutic and reentry support services in the Transylvania County detention center emerged as a top priority from the planning work of the RCORP grant. The COSSAP grant is the next opportunity in this federal support chain.


The COSSAP grant allows the coalition, TCSO, and TPH to place a mental health clinician and care coordinator in the detention center. Providing these services to the detainees will better equip them with tools to be stable, healthy, and productive community members upon release, by linking them to care, resources, and services that support successful reentry and decrease criminogenic risk factors. The anticipated, measurable outcomes of this project are: 1) increased "nesting" in treatment or rehabilitation

Kristin Gentry, with the CARE Coalition, indicated that initial planning is modeled on Henderson County's program. Transylvania County would have about half the participants that Henderson does due to population. The program is an evidence-based treatment model. She also shared that CARE has worked with a grant writing team from the Dogwood Trust on the application for this grant. There will be a presentation to the county commissioners to request approval for the grant application. The outcome of the application will not be known until October 1, 2021.

The board normally does not meet in July due to vacations. Ms. Russell will be emailing members for their agreement in cancelling next month's meeting.

IX. Adjournment

Respectfully Submitted:

 August 10, 2021

Dr. Ben Lamm
Vice-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

June 8, 2021



BOARD OF COMMISSIONERS
Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Larry Chapman
W. David Guice
Teresa McCall



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

101 South Broad Street
Brevard, NC 28712

August 10, 2021 – Regular Meeting
Library Rogow Room
6:00 pm
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	Jim Lyday, Linda Tompkins, David Guice, Ben Lamm, PJ Boatwright, DVM, Stacey Gash, Teesie Stanton, Sandra McNeill
Members Absent	Anthony Fisher, MD, Kelvin Phillips
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 Sabrina Griffin, RN, BSN Laura Rinehart, WIC Program Director
Others Present	

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – May 11, 2021, and June 8, 2021

There was Approval of Agenda and minutes from May 11, 2021, and June 8, 2021 with a motion from Commissioner Guice seconded by Dr. Lamm with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports **Health Director's Report**

1. Medicaid Managed Care became effective state-wide July 1st. The agency's contracts have been finalized. There is an expectation and need with Medicaid Managed Care to fulfill maternal and child case management duties. A nurse has been hired to cover the combined programs and will start early September.
2. Balancing the work of COVID and restarting agency programs will be an on-going process this fall. The agency will explore various staffing options to support vaccine work with the available agreement addendum funding. The department is working with the county for possible contract or temporary employees to provide additional health.
3. The State's electronic death certificate system will be fully operational by the end of calendar year 2021. The agency has started the process of training and orientation on the new system and anticipates going live with the system September 1, 2021.
4. Per federal guidance, WIC services will continue to be provided to clients through remote means of phone calls, emails, and automatic renewal of monthly benefits. This will remain in effect through November.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is moving forward on the Food, Lodging, Institution, Complaint and Financial modules. Weekly online meetings are held with HS to review the needed fixes. There are only a few critical items remaining including the ability to record multiple citations under one item, and the public facing My Health Department web portal. Our HS liaison reports that an extra HS staff resource is being pulled in to assist completing these modules.
- Our new employee Brian Johnson is aiming to catch up delinquent inspection frequencies for various facilities, and this has also allowed testing of various HS program modules. The inspections were suspended by the state for a time. Jim Boyer, with environmental health, says the catch up on inspections will be a phased approach looking at the most critical items first and observing other items. Education is the key.
- HS met with County IT and TPH staff to review the contents of the Laser Fiche files and

the Access database files used in the on-site well and septic programs. An initial transfer of data occurred to assist HS in designing the program modules such as the potential integration of data systems and the transfer of historic data.

- The development of the on-site well and septic program modules is due begin this month according to HS.

VII. New Business

A. 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 \$182.62 for the time period 07/01/2020 to 12/31/2020.

Account balances less than \$50 (Bad Debt): \$71.62
Balances greater than \$50 (NC Debt Setoff): \$111.00

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 to recommend writing off bad debts and submitting balances to NC Debt Setoff was made by Dr. Lyday and seconded by Dr. Lamm with unanimous approval.

B. 2020 Communicable Disease Annual Report

The PowerPoint slide presentation utilized for the Communicable Disease Report is attached to the meeting minutes. (See Attachment 1)

Ms. Russell noted that the use of masks and increased handwashing in 2020 has reduced the numbers of communicable disease cases.

C. Annual Report

Ms. Russell states the entire large document will be emailed to the board of health members.

The PDF for Annual Report 2020 is attached to the meeting minutes. (See Attachment 2)

D. COVID Briefing

The PowerPoint slide presentation for the COVID Briefing is attached to the meeting minutes. (See Attachment 3)

Ms. Russell detailed the COVID presentation with discussion on the department being thankful for the lull for a few months, but new cases are definitely on an uptick. Although, for every positive, we are giving a vaccine. There is interest in how many breakthrough cases there are in vaccinated individuals. Ms. Russell indicates there is a delay in receiving that information due to case investigations and difficulty accessing the information from the state. Breakthrough cases are believed to be around five percent as they are in other areas. Counties are not receiving state information on the variant types of the cases.

The Pfizer vaccine has become easier to work with in rural health departments due to extended usage times and availability to ages 12 and up. Schools will need rapid testing available. This may require acquiring additional temporary nursing staff. The school board has voted for masks to be optional at this time. Ms. Russell states that she has made a presentation to the school board emphasizing her firm support of masks.

After brief discussion, Dr. Lamm made a motion for the Board of Health to make a recommendation to the school board for the mandatory use of masks in schools. Dr. Lyday seconded the motion. The vote among the board members was 7 members in agreement and 1 member opposed.

VIII. Informal Discussion and Public Comment

Dr. Boatwright thanked the health department for their work.

IX. Adjournment

Dr. Lamm made a motion to adjourn with a second by Commissioner Guice. There was unanimous approval and the meeting concluded at 7:10 p.m.

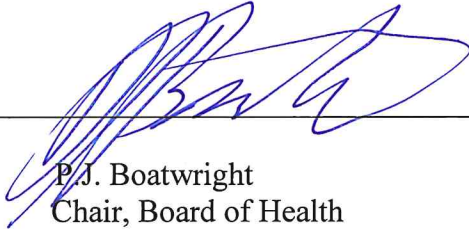
Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "J. Elaine Russell", written over a horizontal line.

October 12, 2021

J. Elaine Russell
Secretary, Board of Health

Date

A handwritten signature in blue ink, appearing to read "P.J. Boatwright", written over a horizontal line.

October 12, 2021

P.J. Boatwright
Chair, Board of Health

Approved Date

Attachment 1. Communicable Disease Report 2020 (Double-Click to see entire file).



2020 COMMUNICABLE DISEASE REPORT

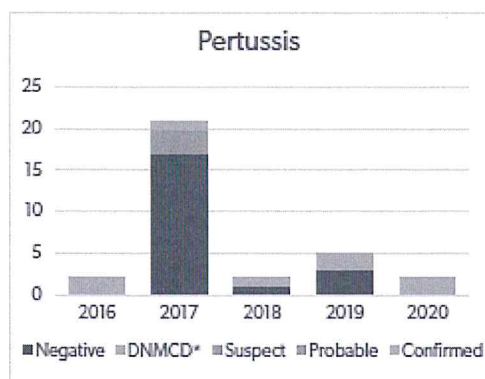
Each year, Transylvania Public Health produces an annual report of communicable diseases to be presented to the Board of Health and other interested community members. This report summarizes the communicable diseases investigated by and reported to the agency for calendar year 2020.

Some cases that were reported or investigated to local public health may not meet the criteria as defined in the Communicable Disease Manual issued by the NC Division of Public Health, based on guidance from the US Centers for Disease Control and Prevention. Because those cases did not meet case definition, they are marked as DNMCD* throughout this report.

AIRBORNE DISEASE

Transylvania County had no cases of Haemophilus influenza and no influenza deaths reported in 2020.

Public health employees investigated 2 cases of pertussis, both of which did not meet case definition.



	2016	2017	2018	2019	2020
Pertussis:					
Confirmed	0	1	0	0	0
Probable	0	3	0	0	0
Suspect	0	0	0	0	0
DNMCD*	2	0	1	2	2
Tested Negative	0	17	1	3	0
Haemophilus Influenza					
	2	1	2	0	0
Influenza Deaths:					
Type A	0	0	3	0	0
Type B	0	0	2	0	0
Type A&B	0	0	0	0	0

COVID-19 RESPONSE

Transylvania Public Health began its COVID-19 response in January 2020. The internal Epi Team began meeting in February, with the full county Epi Team convening on February 27.

The first case of COVID-19 among Transylvania County residents was reported on March 22. A total of 957 cases, 56 hospitalizations, and 10 deaths were reported through December 31.

Of these, 129 cases and 7 deaths were associated with 5 separate outbreaks at 4 skilled nursing and assisted living facilities. Clusters of 5 or more cases were identified at 2 summer camps, 2 worksites, 1 college athletic team and 1 high school athletic team. Cases were also identified but did not reach the threshold to become a cluster at 8 county schools, 1 charter school, 1 private school, 4 childcare centers, and 1 after school program.

Isolation orders were issued for nearly all cases. Quarantine orders were issued for approximately 1,000 individuals identified as close contacts.

Communicable disease staff worked to track cases, conduct case investigations, perform contact tracing, keep an internal line list, and report to NCDHHS using a new electronic surveillance system. Nurses worked with the county's 6 skilled nursing and assisted living facilities to prevent and mitigate outbreaks. School nurses and the agency's childcare consultant provided technical assistance and conducted case investigations and contact tracing for their populations. In June, the agency began receiving assistance with contact tracing and then case investigations through state CCTO contracts.

Throughout the pandemic, staff also communicated guidance and provided technical assistance to the general public and to stakeholder groups including physicians, schools, churches, and businesses.

Late in the year, staff began preparations for administering COVID-19 vaccines; the first vaccinations were given on December 31.

Attachment 2. Annual Report 2020 (Double-Click to see entire file).



2020 Annual Report

ACCOMPLISHMENTS

Published the 2019 State of the County's Health Report, including updates to data trends, progress toward improving mental health and substance use and healthy lifestyle, and new or emerging issues.

Participated in Blue Zone Project community feedback sessions. TPH staff serve in leadership roles on the Blue Zones tobacco policy committee and food policy committee.

Participated in CDC/NACCHO COVID-19 webinar with over 1,000 participants providing local perspectives.

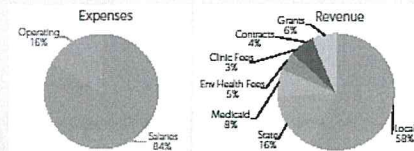
Received \$3,200 from Delta Dental for supplies to support the Healthy Smiles dental screening and educational outreach to schools, preschools, and childcare centers.

Awarded \$200,000 from the HRSA Rural Communities Opioid Response Program for the C.A.R.E. Coalition to expand work into harm reduction, treatment, and recovery with a focus on opioids and methamphetamine. Also received continued funding from Drug-Free Communities to prevent youth alcohol and nicotine use and continue outreach related to prescription drug misuse, and from the Comprehensive Addiction and Recovery Act (CARA) grant to enhance prevention efforts directed at root causes that lead to addictive drug use in youth.

Retained funding from NC Division of Public Health for vector control expertise and collaboration with Western Carolina University.

FINANCE & ADMINISTRATION

2019 2020

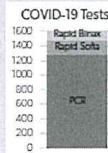
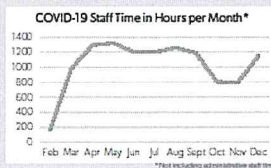


COVID-19 RESPONSE

Over 11,342 reported hours of staff time (not including administrative staff) were spent on COVID-19 activities in 2020. COVID-19 response efforts included daily internal Epi Team briefings, weekly state phone calls, and just-in-time education. Staff provided guidance and technical assistance to businesses, schools, childcare centers, camps, and other community partners.

A COVID-19 Nurse Line was staffed during business hours. Daily updates of case trends, demographics, and new developments were sent to county stakeholders and media contacts and shared via web and social media.

Staff developed a Licensed Care Facility COVID-19 Outbreak Response Plan with physician Rik Emaus. Designated TPH staff held weekly Zoom meetings with all 6 facilities to discuss concerns and provide guidance. Emergency PPE supplies were made available through a grant from Pisgah Health Foundation.



329 case investigations by TPH staff

661 case investigations by CCTO staff

1,140 calls answered by the COVID-19 Nurse Line

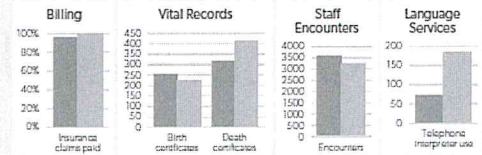
1,285 close contacts to COVID-19 cases traced by TPH and CCTO staff

\$717,280 COVID-19 funds received by TPH

School nurses focused on COVID-19 tracking cases and contact tracing among school students and staff. They also conducted a significant amount of COVID-19 testing in schools due to possible exposures on campus. Touchless thermometers for symptom checking were provided to all 15 childcare centers by the Buncombe County Partnership for Children and Dogwood Trust.

TPH performed 1,653 COVID-19 tests for priority populations such as county employees and staff of licensed care facilities. Nurses also provided on-site testing at multiple licensed care facilities and Bethel A Baptist Church in partnership with Blue Ridge Health and at Keystone Camp in partnership with Pinero Family Practice.

Incident action plans were created weekly to reflect current areas of focus. SWOT analyses were completed after testing events and outbreak responses to create after-action reports.



PUBLIC HEALTH PREPAREDNESS

Began thoroughly editing all annexes to the TPH All Hazards Plan, including: Shelter and Mass Care, Pandemic Influenza, Continuity of Operations, Medical Countermeasures, High Consequence Pathogens, Isolation and Quarantine, Health and Safety, and Contaminating Incidents.

Based on lessons learned from the COVID-19 response, updates were made to the Pandemic Influenza Annex Isolation and Quarantine Annex, Crisis Communications (now PH Information and Communication Annex) and PIO Policy update.

Uploaded multiple after-action reports from COVID-19 response activities into NCDETECT for evidence towards a five-year Medical Countermeasure (MCM) Exercise replacement due to the COVID-19 real-world event.

Uploaded many evidence documents to the new Accreditation Dashboard. Created a weekly updating mechanism towards the end of Year Two of Accreditation Cycle, which fell out of use during the COVID-19 response.

**Attachment 3. Power Point Slide Presentation COVID-19 Outbreak Update
(Double-Click to see entire file).**



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

August 10, 2021



BOARD OF COMMISSIONERS
Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Larry Chapman
W. David Guice
Teresa McCall



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

101 South Broad Street
Brevard, NC 28712

**Transylvania County Board of Health
October 12, 2021 – Regular Meeting
Community Services Conference Room
6:00 pm**

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	Linda Tompkins, David Guice, Ben Lamm, PJ Boatwright, DVM, Kelvin Phillips Attending via Zoom: Teesie Stanton, Sandra McNeill
Members Absent	Anthony Fisher, MD, Jim Lyday, Stacey Gash
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 Sabrina Griffin, RN, BSN Laura Rinehart, WIC Program Director Heather Bradley, RN, BSN
Others Present	

Quorum was present.

II. Agenda Modifications

Elaine Russell, Health Director/Secretary to the Board, requested to add a presentation about Environmental Health to tonight's agenda.

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – August 10, 2021

There was Approval of Agenda and minutes from August 10, 2021 with a motion from Dr. Lamm 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 agency's Medicaid cost settlement payment of \$100,825 for FY20 has been received.
2. The State's budget is in the final stages of reconciliation between the House and Senate. The long advocated recurring funding increase for local communicable disease work remains viable in the negotiations.
3. Flu shot clinics have been provided to county/city employees, are underway for schools, and will be made available to the public in the weeks ahead.
4. The agency is moving forward with the Community Health Assessment (CHA) process. This is a 3-year cycle. We have received primary data from the community survey and the key informant survey. Community prioritization meetings will occur virtually in the coming weeks.
5. The agency has received a non-competitive fiscal award of \$5,000 to support the work of the CHA/CHIP process.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. Weekly online meetings are held with HS to review the needed fixes. Changes in the state food establishment inspection form were successfully made by HS before the October 1st deadline. A few critical items remain including the ability to record multiple citations under one item, the public facing My Health Department web portal, and fixes to some reports.
- The development of the on-site well and septic program modules is underway! A meeting with county agencies such as the Tax Office and Building Inspection is being planned.

VII. New Business

A. Fiscal Report FY20-21

For fiscal year 2020-2021, the financial statement resulted in an overall positive end for the agency. The agency had the need to utilize 77% of local dollars budgeted. The department spent \$752,377 less than budgeted and had a revenue of \$327,467 less than budgeted. Therefore, the agency ended in a positive position of \$424,910. The key factors that assisted in the positive outcome are as follows:

- Due to additional State funds received for COVID operations, the agency spent \$444,324 less than budgeted in operational expenses.
- Medicaid Cost Settlement revenue in the amount of \$100,825 was not received prior to end of fiscal year.
- Environmental Health collected an additional \$100,459.
- 4 vacant positions/turnovers resulted in spending \$308,053 less than budgeted in salaries and fringe.

FY 2020-2021			
Summary	End of Year	Budget	% YTD
Expenditures	2,890,866	3,643,243	79%
Salary	2,391,925	2,699,978	89%
Operating	498,941	943,265	53%
Revenue	1,486,740	1,814,207	82%
Contract-	123,791	142,717	87%
Fees Clinic-460	66,592	82,500	81%
Fees Env Health-460	245,959	145,500	169%
Medicaid-425	153,201	216,200	71%
State/Federal-435	670,965	859,096	78%
Grants	226,232	368,194	61%
Local Dollars	1,404,126	1,829,036	77%

Ms. Russell presented this information indicating the need to use only 77% of local dollars budgeted allowed money to be returned to the county. She also noted that although the Medicaid Cost Settlement was not received before the end of the fiscal year, it has now been received by our county while other counties in the state have not yet received settlements.

B. Physician Appointment to CFPT

The Board of Health has the duty of appointing a local physician to the Child Fatality Prevention Team (CFPT). The CFPT is mandated by North Carolina General Statute to review deaths of youth/children under the age of 18 years of age. The intent of the review is to identify opportunities for systems improvement that could prevent future youth/child deaths. The intent of the CFPT is to build better systems to protect children, not to assign blame related to a death.

Dr. Ann Farash, Pediatrician, has indicated her willingness to serve on CFPT. It is the recommendation of the Health Director to appoint Dr. Farash to CFPT.

Ms. Russell responded to several questions from board members related to the CFPT. She clarified specifics including the team meets four times yearly to look at incidents one year out from their occurrence. This allows time for the appropriate response processed to work their course. The Department of Social Services has the option to review actions sooner and have two attendees to the CFPT meetings. Suicides would be reviewed to look at mental health needs and if treatment was received. Ms. Russell believes these meetings have provided useful results.

Commissioner Guice made a motion to appoint Dr. Farash to CFPT with a second by Mr. Phillips with unanimous approval.

C. COVID Update

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

Ms. Russell went over the specifics of the COVID update. She is hopeful the peak will level out as numbers have improved over the last few weeks. New cases have started to slow with vaccinations remaining slow and steady. The availability of additional booster shots and vaccines for younger children are progressing but will have to go through a three-step process for approvals. There were some changes to the school quarantine guidelines as to close contact exceptions while masked. The federal government has a contract to purchase many at-home tests prompting new guidance for positive results. The health department is talking with an outside vendor about providing testing in the area. The vendor says staffing to expand testing is an issue.

With vaccines for ages five to eleven forthcoming, Hendersonville Pediatrics may begin receiving smaller shipments to begin providing vaccines again. The health department is looking at the roll out of these vaccines in the schools utilizing recently acquired special coolers for vaccine storage.

There were some questions from the Board members as to confusion resulting from at-home testing and the need for contact tracing for the positive results. Ms. Russell explained that most contact tracing is done through North Carolina contact tracing staff, CCTO. The local health department does some contact tracing on more sensitive cases and the school nurses take care of some cases at the schools. Ms. Russell said the state is looking ahead to the future months and how to move from response to surveillance.

There was some dialogue among Board members as to the workload on current health department staff and possible solutions. Ms. Russell stated that some vacant positions or a variation of the positions will be posting soon, along with the approval to hire temporary COVID staff.

D. Environmental Health Update

The PowerPoint slide presentation for the Environmental Health Update is attached to the meeting minutes. (See Attachment 2)

The local realty community has expressed concern to the Board of Commissioners over the delay in obtaining permits from environmental health. Ms. Russell wanted the Board of Health to be informed of the events leading to the current backlog and the limitations for immediate improvement for permit times.

Ms. Russell along with Jim Boyer, Environmental Health Supervisor, detailed the information contained in the presentation. The combination of increasing requests for permits and the decrease in staff have led to a slow down in permit approvals. The staffing shortage is a state-wide problem currently with limited applicants having certification or full registration. A recent posting for the position of REHS yielded two viable candidates. The county was not able to acquire either of the individuals for the open position. Commissioner Guice recommended the salary for the position be revisited by the county. Partnering with local colleges for internships was also discussed as a positive step for future staffing.

Mr. Boyer described three private sector options to obtain permit approval. Session Law permit, Engineered Option permit and a temporary COVID19/Authorized On-Site Wastewater Evaluator Option permit. These options may prove more costly to the property owner and once permitted, finding an available installer may be difficult.

The department plans to move forward with hiring an intern, considering approval of an additional FTE if an authorized applicant became available and informing of the private sector pathways. There will also be an analysis of possible contracting options with REHS from other counties.

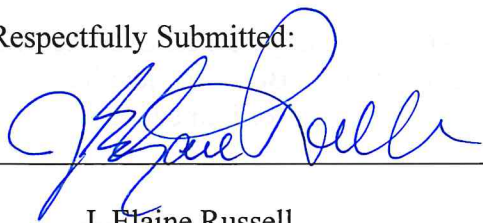
The county manager will work with the department on a response to the realty community.

VIII. Adjournment

Dr. Boatwright expressed his thanks to the health department for all their work.

Dr. Lamm made a motion to adjourn with a second by Mr. Phillips. There was unanimous approval and the meeting concluded at 7:30 p.m.


Respectfully Submitted:



November 9, 2021

J. Elaine Russell
Secretary, Board of Health

Date



November 9, 2021

P.J. Boatwright
Chair, Board of Health

Approved Date

Attachment 1. Power Point Slide Presentation COVID-19 Outbreak Update
(Double-Click to see entire file).



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

October 12, 2021



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



EVERYDAY.
EVERYWHERE.
EVERYONE.

Environmental Health Update

Presented to Transylvania County Board of Health

October 12, 2021



BOARD OF COMMISSIONERS

Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Larry Chapman
W. David Guice
Teresa McCall

**COUNTY MANAGER**

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

101 South Broad Street
Brevard, NC 28712

**Transylvania County Board of Health
November 9, 2021 – Regular Meeting
Library Rogow Room
6:00 pm**

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	Linda Tompkins, David Guice, Ben Lamm, PJ Boatwright, DVM, Kelvin Phillips, Anthony Fisher, MD, Sandra McNeill Attending via Zoom: Teesie Stanton, Stacey Gash, Jim Lyday
Members Absent	
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Laura Petit, Business Officer Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Laura Rinehart, WIC Program Director Heather Bradley, RN, BSN
Others Present	

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – October 12, 2021

There was Approval of Agenda and minutes from October 12, 2021 with a motion from Commissioner Guice 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 agency has made a job offer for the vacant Environmental Health position in On-site/Wells. The individual must go through the REHS credentialing process; however, he comes from the private sector having worked in septic system repairs for several years. This work experience will be of benefit to the individual.
2. The State's budget remains unresolved, which delays decisions related to recurring communicable disease funding and new federal COVID fund pass-throughs specific to local public health.
3. The Health Director will represent the NC Association of Health Directors (NCALHD) on a short-term virtual workgroup facilitated by National Association of City and County Health Officials (NACCHO) to examine operational challenges of rural health departments. The findings of the workgroup will help inform NACCHO's legislative advocacy.
4. The agency has been selected by NACCHO to participate in the national fielding of the Suicide, Overdose, and Adverse Childhood Experiences Prevention Capacity tool, known as SPACECAT. The agency's work through the CARE Coalition prompted the selection. SPACECAT, developed in collaboration with the Association for State and Territorial Health Officials and support from the Centers for Disease Control and Prevention, strengthens LHDs capacity to address these intersection issues by providing insight for strategic planning, program improvement, technical assistance requests, and relevant funding opportunities.
5. The agency has posted temporary COVID related staffing positions through the NC Public Health Alliance staffing agency and is hopeful of securing an applicant pool to assist with vaccine administration, on-call duties, and COVID school nursing.
6. The agency is still awaiting a decision regarding the federal COSSAP grant submitted by the CARE Coalition this summer. All grant awards will be issued by December 31, 2021. The agency has been advised by the Dogwood Health Trust of a favorable review of grant submitted by the CARE Coalition related to planning work for the opiate settlement funds that are forthcoming from the state and will be awarded to each county to address prevention and response work in substance abuse.
7. The agency is in the process of advertising to replace the LPN position due to a staff retirement.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. Weekly online meetings are held with HS to review the needed fixes. A few critical items remain including testing the ability to record multiple citations under one item, and the public facing My Health Department web portal.
- The development of the on-site well and septic program modules is progressing with the internal and an online permit application module in development.

VII. New Business

A. COVID Update

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

Ms. Russell detailed the current trends and changes for Covid nationally, regionally and in our county. Ms. Sharon McNeil proposed sending a letter to the school board supporting an end to the current mask mandate. Ms. Russell defers to the Board if they would like to make a recommendation to the school board. She adds that Betsy Tilson, State Health Director, has stated that counties should look at the community spread map and following guidance from the state.

B. SOTCH Report

The document for the SOTCH Scorecard presentation is attached to the meeting minutes. (See Attachment 2)

Tara Rybka, Public Information Officer for the department, presented the 2020 Transylvania County SOTCH Scorecard. The SOTCH Scorecard was created and submitted by June 1st, 2021, to meet the requirements for the Transylvania County annual State of the County's Health (SOTCH) Report. Tara highlighted items of significance, including the WIC program serving more people with the current remote options that before the pandemic. There was discussion as to overlapping services provided by the Blue Zones project and the area covered by Blue Zones. Tara offered further discussion for any lingering questions about the report.

C. CHA Update

The PowerPoint slide presentation for the CHA Update is attached to the meeting minutes. (See Attachment 3)

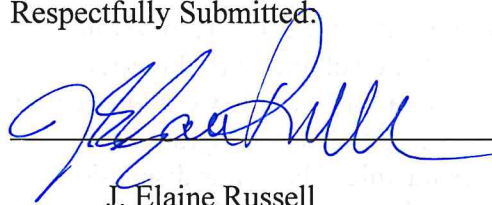
Tara Rybka also presented the CHA Update. This is a 3-year process, currently in phase 1 to collect and analyze community data. There will be a Prioritization workshop on December 1, 2021, to determine the top health priorities. Board members discussed their concern regarding tobacco use.

VIII. Adjournment

Dr. Boatwright expressed his thanks to the health department for all their work. He also reminded everyone of the upcoming Marine Corps birthday on November 10th and Veterans Day on November 11th.

Dr. Lamm made a motion to adjourn with a second by Mr. Phillips. There was unanimous approval and the meeting concluded at 7:10 p.m.

Respectfully Submitted,



J. Elaine Russell
Secretary, Board of Health

January 11, 2022

Date



P.J. Boatwright
Chair, Board of Health

January 11, 2022

Approved Date

**Attachment 1. Power Point Slide Presentation COVID-19 Update
(Double-Click to see entire file).**



COVID-19 (Novel Coronavirus) Outbreak Update

Presented to Transylvania County Board of Health

November 9, 2021



**Attachment 2. Document for the SOTCH Scorecard presentation
(Double-Click to see entire file).**



2020 Transylvania
County SOTCH Score

**Attachment 3. Power Point Slide Presentation CHA Update
(Double-Click to see entire file).**



Transylvania County 2021 Community Health Assessment

Presented to Transylvania County Board of Health
November 9, 2021

