

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
January 11, 2022
Board of Elections Training Room
6:00 pm**

MINUTES

Call to Order

I. Welcome and Announcements

Meeting was called to order by Dr. Ben Lamm at 6:00 p.m. Dr. Cozart took the Oath of Office from Paula Piercy, Notary. Dr. Cozart was welcomed to the Board of Health by the group.

Members Present	David Guice, Dr. Ben Lamm, W.S. Cozart, III Attending via Zoom: Teesie Stanton, Dr. Jim Lyday, PJ Boatwright, DVM,
Members Absent	Kelvin Phillips, Anthony Fisher, MD, Sandra McNeill,
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Laura Petit, Business Officer Tara Rybka, Health Educator Jim Boyer, Environmental Health
Others Present	

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – November 9, 2021

C. There was Approval of Agenda and minutes from November 9, 2021 with a motion from Commissioner David Guice and seconded by Dr. Lyday with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports Health Director's Report

1. The State budget was finalized early December and contained a nonrecurring allocation of \$36,000,000 for Communicable Disease work in public health. In the distribution of these funds to local health departments, for each year of the 2021-2023 fiscal biennium, the Division of Public Health shall divide nine million dollars (\$9,000,000) equally among the local health departments based on the number of counties served by each local health department. The Division of Public Health shall distribute the remaining nine million dollars (\$9,000,000) to local health departments based upon the percentage of the State population served by each of the local health departments. Transylvania Public Health will receive \$120,000 for each of the two fiscal years in the funding cycle. The Agreement Addendum has not been issued by the Division of Public Health.
2. The transition to electronic death certificates through the NCDAVE system has been postponed by the state until the end of February. We do not anticipate another delay and are actively encouraging all medical providers and funeral homes to be enrolled in the system. The agency is making Deputy Registrar Paula Piercy available to assist local providers in need of support.
3. Agency leadership members are participating in the planning and response work of the Youth Collaborative. The intent of the Collaborative is to provide resources and interventions to support youth mental health. The work of the Youth Collaborative is facilitated by Dr. Rik Emaus.
4. The agency is preparing to engage with the FY22-23 budget process for the county. The budget is generally due in late January/early February.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. A couple of critical items remain including testing the ability to record multiple citations under one item, and the public facing My Health Department web portal. Any new issues are now going to be sent to the HS Customer Service portal for prompt action.
- The development of the on-site well and septic program modules is progressing with the internal and an online permit application module in development. County IT is involved to assist in solutions for making installation drawings in the field using the I-Pads, and to see if a customer service station can be set up in the EH Office to allow septic and well applications to be filled out online.

VII. New Business

A. Election of 2022 Chairman and Vice Chairman

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

B. Bad Debt Write-Off

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$57.00 for the time period 01/01/2021 to 06/30/2021.

Account balances less than \$50 (Bad Debt): \$2.00
Balances greater than \$50 (NC Debt Setoff): \$55.00

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. Lamm with a second from Dr. Lyday. The recommendation will now go to the County Commissioners.

C. CARE Coalition Grant Updates

Just before the Christmas holiday, the agency received notification that Transylvania County was awarded the Bureau of Justice Assistance's Comprehensive Opioid, Stimulant, and Substance Abuse Program grant (COSSAP). This project represents a partnership amongst C.A.R.E.'s Transylvania Opioid Response Team, Transylvania Public Health, and Transylvania County Sheriff's Department. The approved award amount is \$599,767 for a three-year period. The purpose of the grant is to support development of comprehensive, locally driven responses to opioids, stimulants, and other substances that expand access to treatment and recovery support services across the criminal justice system. The grant will establish a mental health clinician and care coordinator position (2 FTE) in the detention center. The grant supports evidence-based treatment services to detainees with mental health and substance use disorders. The grant will also provide reentry coordination and linkages to care that support recovery and reduce criminogenic risk factors.

Dogwood Health Trust also awarded the CARE Coalition \$306,504 over two years to assist with planning and preparing for decision on how to utilize opioid settlement funds. Terms are being reached for the National and State Opioid Litigation settlements that are poised to bring new funding to the county to support ongoing work.

The Health Department, CARE Coalition, and Transylvania County Sheriff's Department did agree to support a federal grant application by Blue Ridge Health Center to provide evidence-based treatment services for people post-incarceration. Notice of grant award will not occur until September. This would contribute to the continuum of care available in the community.

D. COVID Update

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


VIII. Adjournment

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

Respectfully Submitted:

 February 8, 2022
J. Elaine Russell
Secretary, Board of Health

Date

 February 8, 2022
Dr. Ben Lamm
Chair, Board of Health

Approved Date

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

February 8, 2022 – Regular Meeting Community Services 1st Floor Large Meeting Room 6:00 pm MINUTES

Call to Order

I. Welcome and Announcements

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

Members Present	Dr. Ben Lamm, David Guice, W.S. Cozart, III, PJ Boatwright, DVM Attending via Zoom: Teesie Stanton, Dr. Jim Lyday, Sandra McNeill
Members Absent	Kelvin Phillips, Anthony Fisher, MD
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 Rob Blake, Planner, Evaluator Kristen Gentry, Program Director C.A.R.E. Coalition
Others Present	

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – January 11, 2022

C. There was Approval of Agenda and minutes from January 11, 2022 with a motion from Dr. Boatwright and seconded by Commissioner Guice with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The NC Division of Public Health (DPH) received funding from the CDC in a grant titled "CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce". The grant provides funding to establish, expand, train, and sustain state, tribal, and local public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives. The work of the eighteen-month \$1M agreement addendum will address the seven Public Health Infrastructure Capabilities (Foundational Capabilities): assessment/surveillance; emergency preparedness and response; policy development and support; communications; community partnership development; organizational administrative competencies; accountability/performance management. A lead county was identified for each of the ten public health regions in the state. Lead counties were noted for an experienced Health Director, strong county fiscal infrastructure, and a collaborative rapport with counties in their region. Transylvania County was identified as the most viable lead county for Region 1 of the NC Health Directors Association. Region 1 entails: Transylvania, Haywood, Jackson, Swain, Graham, Macon, Clay, and Cherokee counties. The Region 1 Health Directors are working together to formulate the best strategies to use this funding to strengthen our rural public health workforce capabilities. A Regional Project Director will be hired. The regional work plan is under development by the Region 1 Health Directors.
2. The NC Board of Pharmacy has opened authorization for pharmacists to dispense oral contraceptives and contraceptive patches without a physician's prescription. The agency will continue to provide Family Planning services.
3. The agency was awarded a \$2,400 grant from the Delta Dental Foundation to support preventive dental supplies and teaching supplies for the Healthy Smiles Program which serves children in daycare, pre-k, and early elementary school.
4. The agency is actively preparing the FY22-23 budget due for submission on February 28th. The Division of Public Health Agreement Addendum with state funding allocations were received last week.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. Critical items remain including the lack of the ability to record multiple citations under one item, and the public facing My Health Department web portal lacking multiple recent inspections. New issues are sent to the HS Customer Support for action. Recently contract language about three business days for a fix was invoked concerning an error which prevented the inspectors finalizing their inspections. This error was corrected within a few hours.
- The development of the on-site well and septic program modules is progressing with the internal and an online permit application module in development. A recent purchase of a protective cover for the I-pad and an I-Pencil for one inspector will allow the testing of drawing installations in the field to link to the Site Evaluation module.

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 county's epi data and vaccination totals. Moderna tends to be the most requested vaccine. It is expected that the Pfizer emergency use authorization for vaccines for 6 months to under 5 years will be granted soon. The department, along with Hendersonville Pediatrics, are looking at receiving 100 doses each. Mask distribution continues in the county with an additional 9600 masks being received through NC Ready Ops.

The department has hired one full time staff member. This position will provide a much-needed break to nursing staff working weekend call.

Government Agencies have begun to plan for the transition from pandemic to endemic.

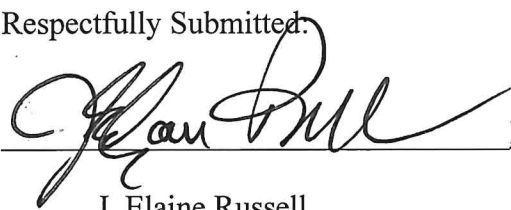
B. CARE Coalition – Impact of New Grants

Kristen Gentry, Program Director with the C.A.R.E. Coalition, detailed the planning for the new grants received by C.A.R.E. She explained the arrangement of the groups and the funding sources that will allow work to begin in Transylvania County to help with substance abuse prevention, harm reduction, treatment, and recovery. The grants will allow for the hiring of a behavioral health clinician and navigator for the detention center. These programs will also help the county to get ready for the opioid settlement money.

VIII. Adjournment

Dr. Lamm made a motion to adjourn with a second by Dr. Lyday. There was unanimous approval and the meeting concluded at 6:50 p.m.

Respectfully Submitted:



March 8, 2022

J. Elaine Russell
Secretary, Board of Health

Date



March 8, 2022

Dr. Ben Lamm
Chair, Board of Health

Approved Date

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

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

March 8, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

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

Members Present	Dr. Ben Lamm, David Guice, W.S. Cozart, III, Sandra McNeill Attending via Zoom: Teesie Stanton, Dr. Jim Lyday, PJ Boatwright, DVM
Members Absent	Kelvin Phillips, Anthony Fisher, MD
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Heather Bradley, RN, BSN Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Rob Blake, Planner, Evaluator
Others Present	Rik Emaus, MD Erin Drew

Quorum was present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – February 8, 2022

C. There was Approval of Agenda and minutes from February 8, 2022 with a motion from Dr. Lyday and seconded by Dr. Cozart with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The non-recurring communicable disease funding awarded by the NC Legislature was federal Department of Treasury COVID relief funding, not state originating funds. The state continues to clarify allowable and unallowable expenditures for the funding. The agreement addendum and ability to access the funds will not be released to local health departments until that critical information has been resolved.
2. Through the Medicaid Managed Care standard and tailored behavior/mental health plan administered by Vaya, there's an alternate pathway of Medicaid coverage clients can be assigned. Enrollment starts June 15th and coverage goes live December 1st. Health Departments will have to process the contract with Vaya in the same manner as the other vendors.
3. The agency has completed and submitted the proposed FY22-23 budget. With the approval of the 7% CPI, all departments were requested to submit the most streamlined budget possible. The budget will be ready for presentation to the BOH in April when the updated salary figures have been provided by County Administration for our final calculations.
4. Per federal guidance, WIC services will continue to provide support for clients via telephone, email, and automatic voucher renewal through early July. At that time, clients will be expected to return to in-person services and voucher renewal at their local health department.
5. The electronic death certificate system activation has been postponed again until May 1, 2022, per the directive of NCDHHS due to continued software issues and user on-boarding delays.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. The ability to record multiple citations under one item is being tested by our inspectors. The public facing My Health Department web portal lacks the ability to see multiple recent inspections at a facility, but this issue is in HS Development for resolution.
- New issues are sent to the HS Customer Support and are receiving prompt action.

- The development of the on-site well and septic program modules is progressing with several phases of permit application and processing underway. Inspectors are using the mobile technology in the field and giving feedback to HS on how the test modules can be improved.

VII. New Business

A. Youth Mental Health – TC Strong Presentation

The PowerPoint slide presentation for the Youth Mental Health – TC Strong is attached to the meeting minutes. (See Attachment 1)

The presentation was made by Ms. Elaine Russell with input from Dr. Rik Emaus, Erin Drew, Executive Director of the Family Place and Tara Rybka, Health Educator. Ms. Russell discussed the U.S. Surgeon General's Call to Action followed by a Call to Action Locally. She notes that the State has been slower to make that call although there is not time to wait for the State to rally. She draws attention to the Surgeon General's points which are seen in our community. The community has youth at higher risk with three youth suicides occurring in 2021. The suicide rate for our county is greater than the rate at the state level.

Local mental health providers have been dissolving in the last five years. Dr. Rik Emaus began planning for a youth collaborative two years ago as the COVID pandemic began. The planning has now transitioned to a collective impact model involving many talented individuals in our area, as well as student leaders who have renamed the group TC Strong. Dr. Emaus spoke of the involvement of the county school system in this effort. Erin Drew talked about the involvement of the programs of the Family Place and the Get Set program being the foundation to build from for the group.

Board of Health members spoke of their support for the developing group and of other establishments in the county that can contribute to reaching the goals and necessary funding for the success of the program.

B. COVID-19 Update

The PowerPoint slide presentation for the COVID-19 Update is attached to the meeting minutes. (See Attachment 2)

Ms. Russell shares that she is happy and thankful that COVID numbers are trending in the right direction. She is guardedly hopeful that the trend will continue throughout the Easter holiday and spring break. The department is continuing to offer COVID vaccines and maintains a supply of masks available to the community.

VIII. Adjournment

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

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

April 12, 2022

Date



Dr. Ben Lamm
Chair, Board of Health

April 12, 2022

Approved Date

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

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

April 12, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

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

Members Present	Dr. Ben Lamm, W.S. Cozart, III, Dawn Kauffman, Attending via Zoom: Teesie Stanton, Dr. Jim Lyday, PJ Boatwright, DVM
Members Absent	David Guice, Sandra McNeill, Kelvin Phillips, Anthony Fisher, MD
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Heather Bradley, RN, BSN Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Rob Blake, Planner, Evaluator Laura Rinehart, WIC Program Director Laura Petit, Business Officer
Others Present	Paula Piercy, Notary

Quorum was present. Dr. Lamm chaired the meeting.

Ms. Dawn Kauffman was sworn in as a new member of Board of Health representing the nursing community.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – March 8, 2022

C. There was Approval of Agenda and minutes from March 8, 2022 with a motion from Dr. Lyday and seconded by Dr. Cozart with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The long-awaited non-recurring communicable disease Agreement Addendum was released late last week by the Division of Public Health. The agency is reviewing the parameters of the agreement to determine the best way to use the funding.
2. Environmental Health experienced a retirement in the Food/Lodging/Institution program which will be effective May 1st. The agency has posted the upcoming vacancy and anticipates hiring an intern for training in the very near future. The market is extremely competitive for fully credentialed Environmental Health staff. It was determined the most realistic and timely option was to move forward with the trainee pathway. With the cost difference between an experienced staff member and a trainee, the agency was able to budget for two days per week of part-time experienced staffing.
3. Environmental Health revenue set a new high with a total of \$37,807.50 for the month of March.
4. The state-wide implementation of NC Dave remains schedule for May 1, 2022, despite multiple past delays for software glitches and slower than anticipated user on-boarding. The new system will make the creation and issuance of death certificates a total web-based process.
5. TC Strong is preparing a grant submission for a NCDHHS planning grant opportunity "Increasing Local Capacity to Provide Trauma/Resilience Training and Grow Infrastructure" with applications due April 29, 2022. The award period is June 1, 2022 – February 28, 2023. NCDHHS anticipates making 10 awards across the state. The planning grant is funded through CARES ACT money awarded to NCDHHS.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules. The public facing My Health Department web portal shows recent inspection activity and

is located at this link: [My Health Department - Transylvania Public Health](#)

- The development of the on-site well and septic program modules is progressing with several phases of permit application and processing underway. Inspectors are using the mobile technology in the field and giving feedback to HS on how the test modules can be improved.
- The financial aspects of this system to accommodate fees-for-service are being worked on.
- A meeting is planned with the laser fiche company (MCCI) to integrate the historic onsite program documents which were scanned in an earlier phase of this project.
- New issues are sent to the HS Customer Support and are receiving prompt action, although at times it seems like two steps forward and three steps backwards.

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 presented the latest COVID data for our county. She noted that socialization for Easter and spring break could result in an increase in cases. The COVID vaccine clinics have picked up with the approval of the 2nd booster.

B. 2021 Communicable Disease Report

The presentation for the CD Report 2021 is attached to the meeting minutes. (See Attachment 2)

The 2021 Communicable Disease report was shared by Ms. Russell. She remarked that the lack of interaction with healthcare providers may have resulted in the decrease in numbers of some diseases. Dr. Cozart noted that there was no decrease in respiratory diseases despite all the masking.

C. Proposed FY22-23 Budget

The PowerPoint presentation for the Proposed FY22-23 Budget is attached to the meeting minutes. (See Attachment 3)

The proposed budget for the health department was presented and discussed. Ms. Russell said that state appropriations are higher now than in many years due to COVID funding. She believes this will likely continue for up to 18 months. Due to the tightened guidelines for county budgets, no additional staff positions were requested.

Dr. Cozart asked about the impact of new federal funds. Ms. Russell responded that although well intended the funds often have a very quick turnaround preventing a longer-term strategy and forcing the use of temporary positions instead of long term positions.

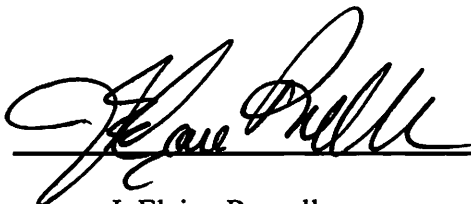
Schedule of fees for the health department clinic were updated. Environmental health had no fee changes.

A motion to approve the budget was made by Dr. Cozart with a second from Dr. Lyday. All members approved.

VIII. Adjournment

Dr. Cozart made a motion to adjourn with a second by Dr. Lyday. There was unanimous approval and the meeting concluded at 6:50 p.m.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

June 14, 2022

Date



Dr. Ben Lamm
Chair, Board of Health

June 14, 2022

Approved Date

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

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

June 14, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

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

Members Present	W.S. Cozart, III, Dawn Kauffman, Dr. Jim Lyday, PJ Boatwright, DVM, David Guice, Sandra McNeill Attending via Zoom: Teesie Stanton
Members Absent	Dr. Ben Lamm, Kelvin Phillips, Anthony Fisher, MD
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Heather Bradley, RN, BSN Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Rob Blake, Planner, Evaluator Laura Rinehart, WIC Program Director Laura Petit, Business Officer Neill Cagle, REHS Gabby Tucker, Environmental Health
Others Present	

Quorum was present. Dr. Boatwright chaired the meeting.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – April 12, 2022

C. There was Approval of Agenda and Minutes from April 12, 2022, with a motion from Dr. Lyday and seconded by Commissioner Guice with unanimous approval.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The NC Legislature has progressed with serious bipartisan dialogue for moving forward with Medicaid expanded care coverage.
2. Environmental Health hired a recent Western Carolina University student intern for the vacant FLI position. The opportunity to hire student interns with community connections is critical for workforce development in rural settings. The newly retired Environmental Health staff person has returned to assist the agency two days per week in FLI work.
3. The state-wide implementation of NC Dave did occur on May 1, 2022. The new system makes the creation and issuance of death certificates a total web-based process. The system is still experiencing some glitches for providers with dual function, but the problem has been referred to technical support for NC DAVE.
4. The planning work of TC STRONG continues this summer in preparation for the fall. Unfortunately, the project did not receive one of the NCDHHS planning grants. However, the TC STRONG leadership is formulating a funding request to Dogwood Health Trust to support the work.
5. The COSSAP grant is moving forward with the Transylvania County Detention Center. The jail has hired the re-entry coordinator and the Health Department will be moving forward in the near future with hiring the LCSW.

VI. Old Business

A. Health Space Environmental Health Software Update

The PowerPoint slide presentation for the Environmental Health Software Health Space Update is attached to the meeting minutes. (See Attachment 1)

- HealthSpace (HS) is completing work on the Food, Lodging, and Institution modules, such as reformatting for a new state swimming pool inspection form.
- Front desk receptionist Raime Hebb has been grappling with the system's financial modules and giving lots of feedback to the HS team
- The onsite septic and well team has been giving feedback to HS on the applicable modules. after the HS team did a major reshaping of the modules.

- County IT Director Nathanael Carver has become involved with this project at my request. Nathan will be sending the Access database transfer to HealthSpace. He is also planning a temporary customer service kiosk to allow some customers to try out the My HD website so that we get customer feedback and adjust before going fully live
- A meeting was held with the laser fiche company (MCCI) to integrate the historic onsite program documents which were scanned in an earlier phase of this project. Another meeting is needed for this integration this time including Nathanael Carver.

Neill Cagle, REHS, detailed the journey and challenges of implementing a developing software program as shown in the presentation. A Monday board is used to keep track of and manage ongoing problems with the software. Despite the persistent setbacks, good working relationships have been maintained.

The I-pads are promising and work well in the field where cellular service is available. The public facing side of the system is up and available in a testing phase.

Members of the board asked questions concerning the contract and time restraints for the project. Commissioner Guice confirmed that sufficient resources remain to finish the programs.

VII. New Business

A. COVID Update

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

Ms. Russell noted that there has been a slight uptick in cases. The true number of cases are not being captured due to the increase in home tests. The department is starting to add reported home test positives to the contract tracing.

Routine public health programs are slowly being opened back up.

B. CHA Priority Update

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

Tara Rybka, Health Educator, gave a brief overview of the Community Health Assessment process as depicted in the presentation. She described the factors that led to the list of selected health priorities for 2021. Planning will be followed by taking action and evaluating the improvement to health.

C. WIC Formula Update

The PowerPoint slide presentation for the WIC Formula Update is attached to the meeting minutes. (See Attachment 4)

Laura Rinehart, WIC Director, brought everyone up to date on the current baby formula shortage and how WIC is assisting clients. Laura has developed a good relationship with our local stores, making regular visits and working with ordering managers to stock appropriate substitutes for unavailable formulas. WIC has reached out to clients to offer formula alternatives.

In June, the state WIC program granted a federal waiver to allow purchases of non-Gerber products to provide additional relief to clients. Transylvania County WIC remains in contact with clients, vendors, and the state office.

D. Monkeypox Update



The PowerPoint slide presentation for the Monkeypox Update is attached to the meeting minutes. (See Attachment 5)

Ms. Russell brought the board up to speed on the emerging Monkeypox outbreak. She gave detail on previous and current cases and the presentation of symptoms. The federal government has released some vaccine to be administered to reduce symptoms. The NC Public Health Laboratory can test for Monkeypox. Cases are spread by close contact and have emerged as a sexually transmitted disease.

VIII. Adjournment

Commissioner Guice made a motion to adjourn with a second by Sandra McNeill. There was unanimous approval and the meeting concluded at 7:35 p.m.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

Date



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

Approved Date

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

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

August 9, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

Members Present	W.S. Cozart, III, Dawn Kauffman, Dr. Ben Lamm Attending via Zoom: Dr. Jim Lyday, PJ Boatwright, DVM
Members Absent	David Guice, Sandra McNeill, Kelvin Phillips, Anthony Fisher, MD, Teesie Stanton
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Tara Rybka, Health Educator Rob Blake, Planner, Evaluator Laura Petit, Business Officer
Others Present	Debra Bechtel, Attorney, Teague-Campbell, via Zoom Sarah Tennyson, MPH, via Zoom

Quorum was not present.

II. Agenda Modifications

None

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – June 14, 2022

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

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The planning and strategy work of TC STRONG continued to moved forward throughout the summer. The leadership team held a strategic retreat last week for refining objectives, work plan, and staffing approaches. On Thursday, August 11th the Leadership Team starts the funding interview process with Dogwood Health Trust. The agency also received notification from Division of Public Health that some of the COVID Agreement Addendum (AA) funds for the school response can be redirected toward mental health youth population health intervention in the schools. The revised AA will be received by the agency the end of August.
2. The agency posted and hired internally for the Nursing Director position. Heather Bradley applied for the position after serving as nursing co-lead role throughout COVID.
3. The agency was the first in the state to undergo the 5-year preparedness audit. The agency passed and was noted for having no corrective action items. Many points from our work and records were cited as examples of “well done.”
4. The agency was pulled for the first COVID funding audit in local health departments. A pool of 10 agencies were pulled across the state. Our submitted fiscal records are currently under review.
5. The agency is preparing for a 3-day WIC audit this month. The fiscal portion of the audit occurred today and there were no corrective action findings. The programmatic portion of the audit will occur later this month and will intensely review all of WIC operations for federal compliance.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is working on the Food, Lodging, and Institution modules, but we have had recent setbacks with multiple state BETS system rejections of various inspections. County IT Director Nathanael Carver and his staff are working with State officials and HS Customer Service to try to resolve these issues.
- The onsite septic and well team has been giving feedback to HS on the applicable modules and the online My HD application.
- County IT Director Nathanael Carver and his staff are very involved with the onsite

project. He is overseeing the Access database upload, and the connection to the Laserfiche company (MCCI) to integrate the historic onsite program documents with Health Space.

VII. New Business

A. Legal Education Training/Update with Teague-Campbell

The PowerPoint slide presentation for the Transylvania County Board of Health Legal Training is attached to the meeting minutes. (See Attachment 1)

Debra Bechtel is a leading Public Health attorney with Teague Campbell. She presented legal training to the board which touched on the topics of vaccine history and requirements, public records requests, harassment of public health officials, and closed sessions for board of health. Board members were given opportunity for questions and discussions of this required legal training.

B. Bad Debt Write-Off

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$60.60 for the time period 07/01/2021 to 12/31/2021.

Account balances less than \$50 (Bad Debt): \$3.60
Balances greater than \$50 (NC Debt Setoff): \$57.00

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.

As there was not a quorum for this meeting, there was no recommendation by the Board of Health to submit bad debt to the Transylvania Board of Commissioners for consideration and approval for write off. This will be addressed at the board's next meeting.

C. COVID Update

The PowerPoint slide presentation for the August BOH COVID Update is attached to the meeting minutes. (See Attachment 2)

Ms. Russell reviewed the county and state statistics, as well as, the CDC Community Level Metrics, the variants currently being detected in North Carolina and the current state of vaccinations. She notes that although COVID continues, we do have more resources. The department may stop the county weekly reports as the numbers are skewed due to increased at home testing. Ms. Russell does point out that

hospitalization numbers continue to be important. There was some discussion amongst the board on the significance of reporting. The newest vaccine, Novavax, will not be ordered for use at the department at this time due to lack of interest.

D. Monkeypox Update

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

Ms. Russell brought the board up to date on the monkeypox situation. It has now shifted to a global outbreak. The most recent numbers show 114 cases in North Carolina with no cases in Transylvania County. Ms. Russell adds that there was a suspect case over the past weekend. At the start of the outbreak, most cases were travel related but now are locally acquired. Some areas that have used wastewater testing to track Covid are now adding Monkeypox to the tests. To date, Las Vegas has shown the largest increase in cases of Monkeypox.

The vaccine for Monkeypox has been distributed by the state to ten county health departments with Buncombe and Henderson being supplied in our region. Transylvania County can request the vaccine for our department as needed. There does appear to be a racial imbalance on those presenting for vaccine due to the stigma of the disease and anonymity among the MSM population.


Ms. Russell detailed the transmission, isolation and cleaning and disinfection protocols for Monkeypox. She emphasized the seriousness of this outbreak and the need to ramp up vaccine production. Contact cases have been reported in a daycare, a convenience store worker, and a housekeeper. The most common strain has a 1% fatality rate with another strain at 5%.

Ms. Russell discussed an emerging Polio situation in New York City among Ultra-Orthodox Jews who tend not to vaccinate. A case was thought to have been contracted by an unvaccinated person who traveled out of the country and came into contact with someone with Polio.

VIII. Adjournment

This informational meeting concluded at 8:00 p.m.


Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

Date

12/13/22



Dr. Ben Lamm
Chairman Board of Health

Approved Date

12/13/2022

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

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

September 13, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

Meeting began at 6:10 p.m.

Members Present	W.S. Cozart, III, Dawn Kauffman, David Guice
Members Absent	Dr. Jim Lyday, PJ Boatwright, DVM, Sandra McNeill, Dr. Ben Lamm, Kelvin Phillips, Anthony Fisher, MD, Teesie Stanton
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Alisa Corn, Administrative Services Supervisor Heather Bradley, RN, BSN Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Rob Blake, Planner, Evaluator Laura Petit, Business Officer
Others Present	

Quorum was not present.

Dr. Boatwright has resigned from the Board of Health as he is working out of the area. With the end of the COVID public health emergency, member votes can no longer be cast when attending by Zoom.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – June 14, 2022, and August 9, 2022

C. There was no Approval of Agenda and Minutes for June 14, 2022, and August 9, 2022.

IV. Public Comment or Public Hearing

None

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

1. The planning and strategy work of TC STRONG continues to move forward. The agency received notice from NC DHHS - Division of Public Health that Agreement Addendum 362 ELC Testing - School Health Staffing was modified to allow recipients to add population based mental health services for K-12 in schools. The modification to the AA was granted by the CDC Project Officer. For Transylvania, this will allow \$466,338 to potentially be directed toward TC STRONG. All expenditures will be approved by DPH prior to execution. The funds must be expended by the close of the current fiscal year. A no cost extension is not anticipated. A series of meetings have occurred with Dogwood Health Trust to explore their interest in supporting the work of TC STRONG. The dialogue has been encouraging and they are actively working with the group to identify funding opportunities.
2. On August 23rd, the agency participated in a local briefing to Attorney General Stein regarding local preparations for working with Opiate Settlement Funds. The work of the CARE Coalition was a foundational piece of the presentation. Commissioner Guice was a critical contact for facilitating AG Stein's meeting with Transylvania County.
3. The agency posted and hired internally for a Clinical Planner/Evaluator to assist with the quality assurance and strategic planning of agency clinical services. Sabrina Griffin applied for the position after serving as nursing co-lead role throughout COVID.
4. The agency had a very successful WIC audit in August. Only a couple of correction actions were cited. The audit team specifically lauded the strong work of the agency's WIC staff and noted it was not common to find such strong WIC program performance post-COVID.
5. The agency hired a licensed Substance Abuse Counselor to work in the COSSAP grant project based at the Transylvania County Jail. The individual will join the agency September 19th. The agency looks forward to moving forward with operational start-up on the grant in the weeks ahead.

Ms. Russell added that Attorney General Stein was impressed with the county's work in advance of the Opioid Settlement funding. Transylvania was one of ten counties selected by Dogwood Trust to receive a planning grant. Other communities are not as far along in planning as Transylvania County.

The state auditors for the WIC program were very complimentary of the work being done in our WIC program.

The newly hired Substance Abuse Counselor position is grant funded for three years with full time hours.

VI. Old Business

A. Health Space Environmental Health Software Update

- HealthSpace (HS) is working on the Food, Lodging, and Institution modules, but we have had recent setbacks with multiple state BETS system rejections of various inspections. County IT Director Nathanael Carver is working with State officials and HS Customer Service and may have to go to the Health Space Officers to resolve these issues.
- The onsite septic and well team continues to give feedback to HS on the applicable modules and the online My HD application.
- County IT Director Nathanael Carver and Robert Williams are very involved with the onsite project. They are overseeing the Access database upload, and the connection to the Laserfiche company (MCCI) to integrate the historic onsite program documents with Health Space.

VII. New Business

A. Bad Debt Write-Off

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$60.60 for the time period 07/01/2021 to 12/31/2021.

Account balances less than \$50 (Bad Debt): \$3.60

Balances greater than \$50 (NC Debt Setoff): \$57.00

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.

As there was not a quorum for this meeting, there was no recommendation by the Board of Health to submit bad debt to the Transylvania Board of Commissioners for consideration and approval for write off. This will be addressed at the board's next meeting.

B. FY21-22 Close-out Report

For fiscal year 2021-2022, the financial statement resulted in an overall positive end for the agency. The agency had the need to utilize 53% of local dollars budgeted. The department spent \$211,949 less than budgeted and had a revenue of \$157,603 more than budgeted. Therefore, the agency ended in a positive position of \$369,552. The key factors that assisted in the positive outcome are as follows:

- Due to additional State funds received for COVID operations and less out of county travel, the agency spent \$211,949 less than budgeted in operational expenses.
- Agency received entire amount for two-year Dogwood Health Trust Grant in the amount of \$306,504.
- Environmental Health collected an additional \$52,594.
- Vacancies within the department along with additional State funds received for COVID operations resulted in spending \$494,943 less than budgeted in salaries and fringe.

FY 2021-2022			
Summary	Budget	End of Year	% YTD
Expenditures	3,683,477	2,976,585	81%
Salary	2,866,191	2,371,248	83%
Operating	817,286	605,337	74%
Revenue	1,826,841	1,984,444	109%
Contract-	160,000	184,675	115%
Fees Clinic-460	82,500	73,633	89%
Fees Env Health-460	200,000	252,594	126%
Medicaid-425	165,700	244,312	147%
State/Federal-435	848,059	706,031	83%
Grants	370,582	523,199	141%
Local Dollars	1,856,636	992,141	53%

C. COVID Update

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

Ms. Russell noted the uptick in cases. Contact tracing has been scaled back. The new bivalent booster has streamlined the administration of boosters. As the federal government stops purchasing vaccine, the department will need to begin charging for the COVID vaccines.

D. Monkeypox Update



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

The Monkeypox virus continues to appear in parts of the world that have not historically reported Monkeypox. Additional vaccine has arrived. Extra vaccine and staff will be made available to states hosting large LGBTQ events, such as the event recently held in Charlotte, N.C. Vaccine eligibility has been expanded to include healthcare workers, first responders and public health workers.

VIII. Adjournment

The informational meeting concluded at 7:10 p.m.

Respectfully Submitted:

J. Elaine Russell
Secretary, Board of Health

Date

Ben Lamm *12/13/2022*

Chairman, Board of Health Approved Date

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

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

October 11, 2022 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

Meeting began at 6:00 p.m.

Members Present	Dr. Ben Lamm, Dawn Kauffman, David Guice, Teesie Stanton
Members Absent	W.S. Cozart, III, Sandra McNeill, Kelvin Phillips, Anthony Fisher, MD, Dr. Jim Lyday
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Rob Blake, Planner, Evaluator Laura Rinehart, WIC Program Director
Others Present	Rik Emaus, MD Erin Drew

Quorum was not present.

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – June 14, 2022, August 9, 2022 & September 13, 2022

There was no Approval of Agenda or minutes from June 14, 2022, August 9, 2022 & September 13, 2022, due to lack of quorum.

IV. Public Comment or Public Hearing

None

V. Administrative or Committee Reports

Health Director's Report

1. The electronic death certificate system (NCDAVE) is operational across the state. If the State Office of Vital Records rejects a death certificate due to errors once it has been filed through the Registrar's Office, there's a current delay of 4-6 weeks for errors correction to happen at the State level. This has the potential to impact the settlement of estates due to lack of an official death certificate. Therefore, the Health Department and Registrar's Office are being extra diligent in reviewing and requesting corrections prior to filing with the State. Mistakes corrected at the local level keep for a streamlined, timely process.
2. The licensed Substance Abuse Counselor for the COSSAP grant has on boarded with the agency. The agency is working closely with Teague Campbell for a review of all documents and processes to ensure compliance with state and federal legal standards. The program is moving forward with providing services to those being held at Transylvania Detention Center.
3. The agency received Board of Commissioner approval to move the Maternal/Child Case Manager FTE to the NC Public Health Alliance Staffing Agency. The agency is firmly committed to providing case management services but determined the flexibility of placing the FTE at the Alliance was a good strategic move in the context of Medicaid Managed Care.
4. The agency has submitted all the financial data for the preparation and calculation of the FY21-22 Medicaid Cost Settlement. The work is handled for local health departments through contract fiscal analysts at the NC Public Health Alliance Staffing Agency.

VI. Old Business

A. Health Space Environmental Health Software Update

- The onsite septic and well team continues to give feedback to Health Space (HS) on the applicable modules and is producing the septic and well permits using the computer tablets. We are now receiving initial customer input on the online My HD application.
- County IT Director Nathanael Carver and Robert Williams facilitated a meeting of MMCI Laserfiche and Health Space companies and TPH onsite staff about the integration of the historic onsite program documents with HS. They are also overseeing the Access database upload to HS.
- Numerous Customer Support tickets have been submitted to HS by Gabby Tucker for the Food, Lodging, and Institution modules. Overall, the TPH team estimates we are at about 85% project completion, but the remaining items would improve functionality. County IT Director Nathanael Carver is in discussions with Denise McKay who leads HS Customer Service and will go higher on the Health Space hierarchy to resolve these issues.

B. TC Strong Update

The PowerPoint slide presentation for the TC STRONG Youth Mental Health Initiative Update and the TC STRONG Work Plan 2022-2023 are attached to the meeting minutes. (See Attachments 1 and 2)

Rik Emaus, MD and Erin Drew, Executive Director of The Family Place, provided an update on the status of the Youth Mental Health Initiative in the county. Mr. Emaus stated that Tara and Elaine have been a very big help with the Initiative. NCDHHS have approved use of some COVID related funds for K-12 mental health use. There is a pending application with Dogwood Trust for \$100,000 grant. Dr. Emaus shared some of the most recent statistics of students in the county school system. There have been 149 suicide assessments, 36 suicide attempts in county schools and 4 within Brevard Academy. Forty percent of students say they have anxiety and 1 of 4 students claim to be depressed and lonely. Of students ages 12 to 17, 12 percent say they have considered suicide. Commissioner Guice asked about family drivers, such as single parenting and families involved in the judicial system. Dr. Emaus noted that each negative social determinate increases risk.

It was announced that Davidson River School is a pilot for the for the DBT (Dialectical Behavior Training) Skills Curriculum. This teaches coping skills for high-risk students.

Ms. Drew said that The Family Place helps to connect families to resources. Grants have allowed for a Program Director and Internship Coach to pair with local business to help students with their life plans.

Some law enforcement officers are trained in CIT (Critical Intervention Training). Board member, Teesie Stanton, suggested that DSS workers, foster families and Court staff should also receive this training. Ms. Drew says The Family Place does have a foster family group.

VII. New Business

A. Bad Debt Write-Off

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$60.60 for the time period 07/01/2021 to 12/31/2021.

Account balances less than \$50 (Bad Debt): \$3.60

Balances greater than \$50 (NC Debt Setoff): \$57.00

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.

As there was not a quorum for this meeting, there was no recommendation by the Board of Health to submit bad debt to the Transylvania Board of Commissioners for consideration and approval for write off. This will be addressed at the board's next meeting.

B. COVID Update

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

Ms. Russell presented the latest COVID statistics for our county. She noted that there would be data changes in the lab reporting to NCDHHS. The new bivalent booster vaccination rate has been slow.

C. Monkey Pox Update

The presentation for the Monkey Pox Update is attached to the meeting minutes. (See Attachment 4)

Ms. Russell says that the number of cases is trending down in the U.S. Monkey Pox is now mandatory reportable resulting in better data. Ms. Russell is encouraged that more men of color are seeking vaccination. Pharmacists, pharmacy techs and interns can now give the vaccine.

D. Community Health Improvement Plan (CHIP)

The PowerPoint presentation for the Community Health Improvement Plan (CHIP) is attached to the meeting minutes. (See Attachment 5)

VIII. Adjournment

Respectfully Submitted:

Dr. Ben Lamm
Chair, Board of Health

Approved Date