

BOARD OF COMMISSIONERS

Jason Chappell, Chair
Jake Dalton, Vice-Chairman
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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 13, 2023 – Regular Meeting

Community Services Building First Floor Large Meeting Room

6:00 pm

MINUTES

I. Call to Order

Quorum was reached with 7 members present.

Dr. Lamm called the meeting to order at 6:00 pm.

Members Present	Wiley Sim Cozart, III, Dawn Kauffman, Dr. Ben Lamm, Chairman, Teresa McCall, Vice-Chairwoman, Teesie Stanton, Christina Mahoney, Elizabeth Privette
Members Absent	Sandra McNeill
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Laura Petit, Business Officer Jim Boyer, Environmental Health Supervisor Tara Rybka, Community Health Coordinator & PIO Sabrina Griffin, Clinical Planner/Evaluator Laura Rinehart, WIC Director Heather Bradley, Personal Health Director Alisa Corn, Administrative Services Supervisor Paula Piercy, Purchasing & Vital Records
Others Present	

Welcome, Announcements, and Public Comment/Public Hearing

Elizabeth Privette and Christina Mahoney were sworn in as new members of the Board of Health representing the public.

II. Agenda Modifications

None.

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – April 11, 2023.

The agenda and minutes from April 11, 2023, were approved with a motion from Dr. Cozart and second by Ms. McCall. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

1. The agency is fully staffed with the exception of the Preparedness/Accreditation Coordinator. The applicant pool currently contains 2 applicants that are under review for meeting qualifications.
2. Senator Corbin has continued to advocate for local communicable disease funding in the budget process. He has advocated strongly for a baseline of funding to all counties and for the funding to be recurring. Budget negotiations are on-going.
3. The agency completed a multi-day, intensive state program audit for fiscal administration and family planning. The results of the program audit were overall strong and positive. Recommendation highlights include updating the clinical documentation abbreviation list and reviews to avoid under-billing.
4. A federal meeting will occur on June 15, 2023, to select the strains for COVID for inclusion in the next round of vaccine production. Pricing remains to be confirmed but is anticipated to be around \$100 per dose. The agency was selected by the WNC Health Network to participate in a National Council of Aging Grant, which has the potential to cover some vaccine costs associated with COVID and flu vaccine for fall 2023.

V. Old Business

A. Vital Records Update

The NCDHHS Letter and Progress Updates are attached to the meeting minutes. (See Attachment 1)

Working through the NCALHD leadership, the myriad of concerns related to the electronic death certificates (NCDAVE) has seen improvement in the past couple of months. Improvements include:

1. Specialized training of state level staff to respond to specific questions/correction needs.
2. Resolution of the extensive backlog
3. Improved hiring success and training at the state level

NCDHHS has stated the intent to start the electronic birth certificate process in January 2024. At the local level, there are concerns if the same systems challenges will be encountered. The NCALHD is working on pro-active engagement with the State Vital Records Office to avoid the problems encountered in the death certificate transition. Per the Register of Deeds Office, there is a current 1

year wait on birth certificates connected with adoption processes. The timeliness and accuracy of all vital records is essential given the life and estate decisions connected to the documents.

Ms. Russell noted that death certificate corrections were now being handled in 1 to 2 weeks. She shared that N.C. Representative Mike Clampitt had been interceded to get birth certificates for a family in our county adopting 5 children. As there are no hospital deliveries in our county, Mission Health or Advent Health will be responsible for new births residing in our county. The only birth certificates processed from within our county will be home births. Although, home births resulting in the child being transported to one of the regional hospitals for medical care will be handled by the county in which they are treated. There are an average of 7 to 8 home births per year in our county.

VI. New Business

A. Environmental Health Fee Data

WNC Environmental Health Fee Data is attached to the meeting minutes. (See Attachment 2)
The PowerPoint slide presentation for the BOH Environmental Fee Data is attached to the meeting minutes. (See Attachment 3)

Ms. Russell presented a detailed look at environmental health fees for our part of the state.

Per the request of the Board of Health at the April meeting, staff pulled the Environmental Health fee schedules for the 11 most western counties. The complete packet of fee schedules is included in the meeting materials. Although there are many similarities in the set-up of the fee schedules, differences do exist in services offered, description of services, and in service bundling. Effective July 1, 2023, Haywood County will adopt a new fee schedule closely mirroring the Transylvania County fee schedule. The current Haywood County fee schedule was included in this material.

Important definitions of services in the fee schedules:

1. IP – improvement permit; is a site approval only which transfer to all owners within the valid period provided site conditions, etc. do not change. Most real estate transfers, especially those made for investment purposes, only require an IP. The IP is valid for 5 years after issuance.
2. AC – authorization to construct provides the ability to obtain building permits and to install the designed wastewater system. The AC does transfer with the sale of the property and designated use within the specified time frame of the IP.
3. IP/AC – North Carolina rules require the sequence of the IP first, followed by issuance of a AC.
4. GPD – gallons per day; some fee schedules are structures as GPD or by bedroom.
 - a. 2-bedroom permit = 240 GPD
 - b. 3-bedroom permit = 360 GDP
 - c. 4-bedroom permit = 480 GDP
 - d. Additional bedrooms = 120 GDP per bedroom

The NCGS allows for the charging of fees in on-site wastewater and wells, although no parameters of minimum or maximum are defined for the fees. The EOP/AOWE (private installs) are limited to 30% of

a county's applicable fees. The NCGS allows for fees in public swimming pool inspections and tattoo parlors. Plan reviews for most FLI programs are limited to \$250.

State-wide, Environmental Health budgets are comprised of 15% - 20% fee revenue. The remainder is county appropriations. Overall, the fees for Transylvania Health are in the middle of the range for the 11 counties surveyed. A comparison PPT will be shown at the BOH meeting.

Ms. Russell offered additional research for the board for consideration of fee changes. Ms. Russell recommended no changes to fees for now and continue to look at the economy.

B. Accreditation Information

Transylvania Public Health is due for a NC Public Health Accreditation site visit in March 2024. Due to the impact of COVID, all accreditation site visits were extended by 2 years. Therefore, the normal 4 years of review will become 6 years of review.

The NC Public Health Accreditation was developed and adopted into NCGS/NCAC in 2004. As the process is reaching the 20-year mark, there has been a push to revisit and refine the process. A workgroup has refined the standards cited in NCAC from 150 to 50. A review of the revised standards has been requested of the NC Health Services Commission, which has authority of implementation and changes of public health related NCAC. That is due to occur late this summer and will start with a period of written public comment.

There is interest among numerous Health Directors to explore making the process elective due to the following points:

1. Duplication of effort in relation to the DPH program audits, local fiscal audits, and other regulatory work requirements
2. Accreditation is an unfunded mandate covered by local appropriations; the work requires a dedicated staff member and annual dues to the NC Institute of Public Health
3. NCDHHS – Division of Public Health received national public health accreditation (PHAB) and the question has been raised if this truly meets the intent of accreditation given the level of program audits agencies receive.

Ms. Russell says that the NC Region 1 Health Directors are asking some hard questions about the review of accreditation. Although Ms. Russell is not anti-accreditation, she wants to see the best use of staff time and money.

C. Epidemiology Update

The PowerPoint slide presentation for the Epi Updates is attached to the meeting minutes. (See Attachment #4)

Ms. Russell noted that with the expiration of the Public Health Emergency, the role of the health department will be to provide education, vaccines, and handwashing instruction.

VII. Public Comment or Public Hearing

None

VIII. Adjournment

Dr. Cozart made a motion to adjourn the meeting with a second by Ms. Stanton.

There was unanimous approval and the meeting concluded at 7:25 p.m.

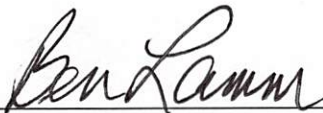
Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

August 8, 2023

Date



Dr. Ben Lamm
Chair, Board of Health

August 8, 2023

Approved Date

Attachment 1. The NCDHHS Letter and Progress Updates (Double-Click to see entire file.)



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
MARK BENTON • Deputy Secretary for Health
SUSAN KANSAGRA • Assistant Secretary for Public Health
Division of Public Health

April 25, 2023

Dear Ms. Koontz and Mr. Brown,

Thank you for reaching out with your concerns regarding NC Office of Vital Records and NC Database Application for Vital Events (NCDAVE) a few months back. We appreciated having the chance to discuss these concerns with you in our DPH/NCALHD monthly executive leadership meeting and in the monthly full NCALHD meeting over the last several months. The Office of Vital Records is eager to provide you with the following progress updates in response to your letter. Please see some progress updates attached to this letter.

We are committed to transparency as we work through the updates and transitions in the Office of Vital Records and the utilization of NCDAVE. We will continue to share updates with NCALHD leadership and membership in our meetings. We appreciate your ongoing support and feedback, and it is our intention that these initiatives will support the success of the Vital Records system for everyone.

Thank you again for your partnership and support. If you have any further questions or concerns, please don't hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Kansagra".

Dr. Susan Kansagra, Director
NC Division of Public Health
State Health Officer
NCDHHS

A handwritten signature in black ink, appearing to read "ClarLynda Williams-Devane".

Dr. ClarLynda Williams-Devane
Senior Deputy Division Director
NC State Registrar
NCDHHS

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH

LOCATION: 5605 Six Forks Road, Raleigh, NC 27609
www.ncdhhs.gov • TEL: 919-707-5000

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Attachment 2. WNC Environmental Health Fee Data (Double-Click to see entire file.)

BUNCOMBE COUNTY HEALTH & HUMAN SERVICES ENVIRONMENTAL HEALTH FEE SCHEDULE

Effective July 1, 2022

On-Site Wastewater and Wells Program

Improvement Permit: Residential, Commercial, & Industrial	
First 500 Gallons	\$200.00
For each additional 500 gallons (round to the nearest 500 gallons), add	\$250.00
Improvement Permit revision	\$200.00
Authorization to Construct (w/ existing improvement permit) includes operations permit	\$350.00
Authorization to Construct (w/ existing improvement permit) includes operations permit, Phos Permit	\$550.00
Authorization to Construct Paving/Expansion	\$200.00
Septic system repair	\$100.00
Pumping System inspection	\$100.00
Construction Authorization, Improvement & Operation Permits - commercial & industrial	
First 500 gallons	\$525.00
For each additional 500 gal (round to nearest 500 gal), add:	\$250.00
Engineered Operation Permit	\$165.00
Baseline Law Permit	\$55.00
Revisit fee (site not ready)	\$75.00
Well Permit Fee	\$350.00
Well Water Sampling	
Bacterial Analysis Well Site Visit	\$75.00
Reanalysis if Positive	Free
Bacterial - Chemical Analysis Site Visit	\$100.00
Water Sample - in situ test (Salt-On test)	\$50.00
Test Tubes	\$100.00
Antibiotics	\$100.00
Perchlorate	\$100.00
volatile Organic Compounds (VOCs)	\$100.00
Chemical Parameter Nitrate/Nitrites	\$125.00
Chemical Panel	\$100.00
Nitrate/Nitrites	\$50.00
Food, Lodging, & Institutions Program	
Food Service Plan Review (new)	\$250.00
Food Service Plan Review (existing greater than 500 sq ft)	\$150.00
Food Service Plan Review Renovation Addition (less than 500 sq. ft)	\$100.00
Mobile Food Unit Plan Review	\$175.00
Limited Food Establishment Permit	\$75.00
Temporary Food Establishment Permit	\$75.00
Public Swimming Pool Permit seasonal	\$200.00
Public Swimming Pool Permit annual	\$250.00
Public Swimming Pool Plan Review (partially or entire)	\$300.00
Re-visit fees (Public swimming pools, if unable to permit)	\$75.00
Tattoo Parlor Permit, annual	\$175.00
Temporary Tattoo* or Guest Tattoo Artist Permit**	\$100.00
Serve Safe Food Certification classes	\$300.00
Food Service Day Care classes	\$40.00

* A temporary tattoo permit is a permit issued to a tattoo artist at an organized tattooing event not to exceed 7 days. The organized tattoo event must have a minimum of 15,000 sq. ft. site and a minimum meet the requirements of NCQS 130A.223 and Human Governing Statute 130A.220.

** A guest artist is a tattoo artist that has a tattoo permit issued by another county or state and operates out of an existing permitted Buncombe County tattoo establishment for a period not to exceed a total of 90 days per calendar year.

Attachment 3. PowerPoint slide presentation for the BOH Environmental Fee Data (Double-Click to see entire file.)



Environmental Health Fee Data

Presented to Transylvania County Board of Health

June 13, 2021



Attachment 4. PowerPoint slide presentation for June BOH Epi Updates (Double-Click to see entire file.)



Epi Updates

Presented to Transylvania County Board of Health
June 13, 2023

