

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
February 14, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	Chris Biecker; PJ Boatwright; Lawrence Cull; William Dalton; Ben Lamm; Kelvin Phillips; Linda Tompkins;
Members Absent	Anthony Fisher
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, QA/QI Coordinator Tara Rybka, Health Educator Laura Petit, Administrative Services Coordinator Angela Leopard, Business Officer Beth Hyatt, WIC Director Cathey Nicholson, Nursing Supervisor Jim Boyer, Environmental Health Supervisor
Others Present	

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments (None)

IV. Health Director's Report

1. The agency received a \$2,500 Delta Dental grant award for 2017. The funds address preventive dental education in daycares and the elementary schools. Representatives of Delta Dental will visit the community in March for the press event.
2. Working with the State Oral Health Section and Transylvania County School System, the agency restarted a fluoride mouth rinse program in the elementary schools for children 6 years and older. Participation is voluntary.
3. St. Phillips Episcopal Church awarded a \$1,500 grant to the CARE Coalition for mediation lock boxes and a \$1,500 award to Maternal/Child Case Management client needs.
4. The management of the tuberculosis case has concluded. This was a major communicable disease event for the agency and community. The agency is very pleased to have helped the client achieve completing the full course of treatment.
5. The agency is 37 weeks out from accreditation HDSAI submission date. The process of collecting, reviewing and coordinating evidence for submission has started.
6. The agency has developed a 1-page infographic style annual report for calendar year 2016. The document is intended to be a concise, high-level view of the work accomplished by the agency. The report is a prototype for future annual reports and all feedback on the content, style, and informational capacity of the document is appreciated. The document is intended to be used in an electronic format.

V. Old Business

VI. New Business

1. Election of BOH Chairman and Vice Chairman

Chris Biecker was nominated to continue serving as chair. Dr. Boatwright was nominated as vice chair. Chair Biecker requested an approval of elected officers. Dr. Lamm made a motion to elect the officers; Mr. Phillips seconded the motion. The vote was unanimous.

2. 2016 Communicable Disease Report

Ms. Russell presented the 2016 Transylvania Public Health Annual Communicable Disease Report. The report contained charts containing the year's reported data and past reference years. The report also contained notation of the legal actions that occurred related to communicable disease.

3. Billing Code/Fee Schedule Memo

Ms. Russell presented a fee adjustment for the Prevnar-13 vaccine. This fee is recommended for adjustment after staff compared the current vaccine fee schedule against the acquisition cost. The proposed adjusted fee will cover the acquisition cost.

Vaccine	CPT code	Current Fee	New Proposed Fee
Prevnar-13	90670	153.00	170.00

Ms. Russell presented five new patient service CPT codes as follows:

CPT code	Proposed Fee
99201	75.00
99202	115.00
99203	160.00
99204	235.00
99205	293.00

Mr. Biecker requested approval of the clinical billing and fee schedule adjustments and additions as presented by Ms. Russell. Dr. Boatwright made a motion to approve the clinical fee schedule adjustments and additions as presented by Ms. Russell; Dr. Lamm seconded the motion. The vote was unanimous.

4. Update on ACA Repeal/Replace and Public Health Prevention Fund

Ms. Russell presented and update on the ACA Repeal/Replace, including the potential effects on public health. A quick summary of information on the potential public health financial impact of ACA repeal/replace:

1. During the creation of the ACA, a bipartisan effort placed long-standing and new public health funds in a section of the ACA called the “Public Health Prevention Fund.” Some of these funds have been around for 40+ years.
2. The creation of the “Public Health Prevention Fund” was intended to protect the money from continual cuts by Congress.
3. Loss of the “Public Health Prevention Fund” amounts to 10% of CDCs annual budget. The funds are pushed out to all states.
4. The financial impact for NC Public Health from the cut is \$20,088,270. A loss of funds at this volume can NOT be absorbed at the state level and will impact funds/services available to the local level. The excel file showing a chart of cuts is in the meeting packet materials.
5. The NC Association of Local Health Directors is advocating/educating to Congress regarding the local impact of the fund loss.
6. Local Health Directors, BOHs, and County Commissioners are asked to consider advocacy/education to Congress related to the local impact of the loss of Public Health Prevention Funds.

The direct impact to Transylvania Public Health from the loss of the Public Health Prevention Fund:

Agreement Addendum	Annual Amount
AA 886 Healthy Communities	\$36,174
AA534 HIV/STD Services	\$500
AA 715 Immunization Action Plan	\$8,598
TOTAL	\$45,272

The regional impact to Transylvania Public Health From the loss of the Public Health Prevention Fund will be felt through Agreement Addendum awarded to MountainWise, a collaboration of the 8 most western county Health Departments. Macon County Health Department serves as the fiduciary agent and the work addresses policy, systems, and environmental work to improve chronic diseases across the region.

Agreement Addendum	Annual Amount
AA 471 Obesity, Diabetes, Heart Disease & Stroke Prevention	\$117,334
AA 869 Diabetes Regional Consultants	\$82,134
AA 903 Community Liaisons for Health	\$35,200
TOTAL	\$234,668

The state impact due to loss of the Public Health Prevention Fund would affect the agency's ability to have services in the State Public Health Laboratory, the tobacco QUITLINE, and childhood lead investigation resources. The exact impact, loss of services or cost deferment to local agencies/clients, has yet to be determined.

State Level Program	Annual Amount
Quitline Capacity	\$ 546,730
Childhood Lead Prevention	\$311,705
State Epi/Laboratory/Health Information Systems	\$690,676
TOTAL	\$1,549,111

Ms. Russell will continue to monitor and provide updates on this issue.

5. Preliminary FY17-18 New Budget Requests

Ms. Russell will make the mid-year department presentation to the County Commissioners in February. As part of the presentation, Department Heads are requested to cite any new personnel, capital, or new projects that will appear in the next fiscal year. The proposed Health Department budget for FY 17-18 will be presented to the BOH at the March meeting.

Ms. Russell had proposed the addition of 2 new school nurse positions for the upcoming budget. However due to the serious financial impact the ACA Replace/Repeal could have on local, regional, and state public health funds she has determined to table any requests for program expansion for FY17-18. The financial impact of the ACA Repeal/Replace needs to be fully revealed before any program expansion is pursued with local funds. Any increases in the FY17-18 budget will be very minimal.

Dr. Boatwright made a motion in support of Ms. Russell writing a letter to the appropriate state representative, in reference to the ACA Repeal/Replace and support for local public health. Dr. Dalton seconded the motion. The vote was unanimous.

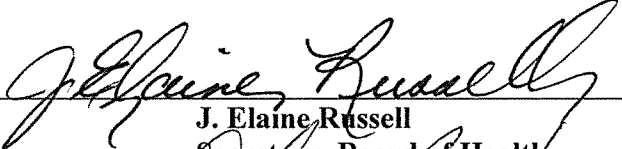
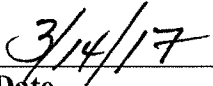
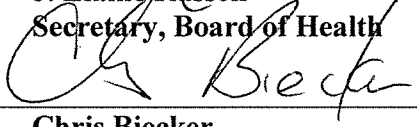
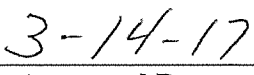
6. Strategic Planning for 2017-2020

Ms. Russell announced the final strategic plan will be sent for each member's final review and comments. The strategic plan will be voted on at the March meeting.

Adjournment

Dr. Lamm made a motion to adjourn; Dr. Phillips seconded the motion. The vote was unanimous. Meeting adjourned 7:02 p.m.

Respectfully submitted:

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

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
April 11, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

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

Members Present	PJ Boatwright; William Dalton; Anthony Fisher Ben Lamm; Kelvin Phillips; Linda Tompkins
Members Absent	Chris Biecker; Lawrence Cull;
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Tara Rybka, Health Educator Laura Petit, Administrative Services Coordinator Angela Leopard, Business Officer Anita Glance, QA/QI Preparedness Coordinator Jim Boyer, Environmental Health Supervisor
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Dr. Boatwright requested an approval of the consent agenda. Mr. Phillips made a motion to approve the consent agenda; Dr. Lamm seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The press event for the Delta Dental grant was cancelled last month and has been rescheduled for April 27th at Calvary Baptist Church Daycare "Nana and Mommies" tentatively starting at 10:00 am.
2. The agency's maternity and child case management staff will start a safe sleep campaign in June. Safe sleep recommendations have changed significantly in the past couple of years. The agency worked with existing funds and unexpended St. Phillips grant dollars to support staff attending the National Safe Sleep Conference and purchasing a limited number of the safe sleep boxes. Case management staff will make a presentation to the BOH in the coming months on the new initiative.
3. The agency will hold the Annual Communicable Disease Camp Training on May 4th. This is an excellent way to build rapport and communication with camp owners related to communicable disease risk and management.
4. The agency work on mosquito identification continues in conjunction with Dr. Byrd at Western Carolina University and the State Environmental Health Division. Staff will continue to facilitate the collection of mosquitos and larvae. An education campaign for use in the county and regionally is also being developed through Allison Development Group. Staff will make a presentation to the BOH in the coming months on this on-going body of work.
5. The accreditation preparation countdown continues. The initial review of evidence is underway. The agency aims to have all evidence compiled and prepared for submission on August 1st. Based on revisions to accreditation standards, there may be a few policies that require revision and subsequent approval by the Board of Health.

6. The agency is exploring the evidence informed framework of “trauma informed care”. This is a model of care being heavily promoted by Vaya and other entities in the behavioral health realm. Dr. Cull and Dr. Dalton are helping the agency explore this framework and appropriate training opportunities.

V. Old Business

VI. New Business

1. Bad Debt Presentation

Bad Debt

Ms. Russell presented a recommendation to write off bad debts totaling \$950.60 for the time period 1/1/2016 to 6/30/2016 pursuant to the department’s Bad Debt Policy.

Account balances less than \$50 (Bad Debt): \$244.80

Balances greater than \$50 (NC Debt Setoff): \$705.80

Dr. Boatwright requested approval of the bad debt write off as recommended by Ms. Russell. Dr. Fisher made a motion to approve the bad debt write off as recommended; Dr. Dalton seconded the motion. The vote was unanimous.

Ms. Russell stated the recommendation 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.

2. Strategic Planning for 2017-2020

Ms. Russell presented the final strategic plan. Dr. Boatwright requested an approval of the adoption of the 2017-2020 strategic plan. Dr. Lamm made a motion to adopt the 2017-2020 strategic plan; Ms. Thompkins seconded the motion. The vote was unanimous.

3. Legislative Update

Ms. Russell presented a legislative update.

1. House Bill 66 – “Carolina Cares” has been filed; the bill is intended to increase access to insurance for North Carolinians who are working but currently do not have insurance
2. Senate Bill 74 – “Rabies Bill” seeks to incorporate the latest recommendations and guidelines from the National Association of State Public Health Veterinarians regarding the management of dogs, cats, and ferrets exposed to rabies; the bill has survived the Senate and is headed to the House
3. House Bill 250 – “Body Art Bill”; anticipating proposed committee substitute language that will eliminate the subdermal implanting language currently in the bill
4. Senate Bill 131 – “Regulatory Reform”; language in the bill would make Environmental Health responsible for the inspection of plumbing and electrical dynamics associated with new well installation; change of the language was sought and secured due to licensure requirements
5. House Bill 91 – “Require Safety Helmets/Under 21”; allows exceptions to require operators and passengers on motorcycles and mopeds to wear helmets
6. House Bill 243 – “Strengthen Opioid Misuse Prevention”; establishes a wide variety of

- controls and limits related to dispensing and access of opioids
7. Senate Bill 24 – “Outdoor Restaurant Grills”; allows restaurants that prepare and serve food to use outdoor grills for food preparation

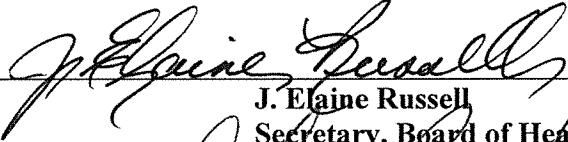
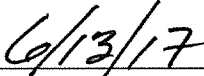
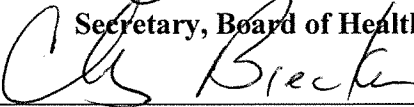
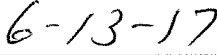
4. Annual State of the County Health Report (SOTCH)

This annual report is required to document the county’s overall health. Ms. Rybka, health educator, presented the SOTCH in detail and answered questions from the Board.

Adjournment

Dr. Lamm made a motion to adjourn; Mr. Phillips seconded the motion. The vote was unanimous. Meeting adjourned 7:08 p.m.

Respectfully submitted:

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

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
July 11, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 p.m. Chaka Roberts and Stacey Gash, took the Board of Health Oath of Office.

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

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Commissioner Kelvin Phillips made a motion to approve the consent agenda; Dr. Dalton seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. The federal grant site visit for the Drug Free Communities grant is scheduled for August 16, 2017. County leadership, which includes the Board of Health, is invited to stop by from 9:30am – 10am for coffee to meet the federal program reviewer and express the county's support for prevention efforts in youth. The remainder of the day is a highly structured event related to grant documents and deliverables.
2. As the Region 1 NCALHD Representative, I will be participating in an invitation only multi-state hepatitis C collaborative meeting in Asheville during the month of October. The collaborative is intended to identify successful strategies in the Appalachian area to address testing, treatment, and prevention related to hepatitis C.
3. The agency had a program and fiscal audit for the Preparedness Response Program. There were no corrective action findings for program or fiscal work.
4. The agency had a program and fiscal audit for the Breast and Cervical Cancer Control Program (BCCCP). There were no corrective action findings for program or fiscal work.
5. Fight the Bite commercials will start running Monday on WLOS. Fight the Bite education bracelets, rack cards, and an additional copy of the communicable disease resource guide has been delivered to camps that requested the resource.
6. The agency is participating in the Local Emergency Planning Committee (LEPC) work for the August 21st eclipse. Eye safety is being promoted through education presentations and social media postings. Environmental Health is working with various entities to ensure food offerings (food trucks, ticketed events, benefits etc) comply with the rules.

V. Old Business

VI. New Business

Ms. Russell provided the Board with a summary of legislative progress for bills impacting public health as of June 30, 2017. Several bills were noted for making it to the Governor's desk for signature including the STOP Act, Allowing Restaurants to Use Outdoor Grills, Update of Rabies Control Laws, and Regulatory Reform.

Ms. Russell provided the Board a briefing on the status of permits for septic systems. The agency currently has a 4-6 week backlog and this is causing concern in the building/construction sector. Ms. Russell presented regional data on backlog times for Regions 1 & 2, also the Environmental Health staffing data for Region 1. Options to address the backlog time were presented those include an education sheet on the private sector pathway of an Engineered Option Permit (EOP), the use of staff overtime, and the use of contract staff. The positives and negatives of each of these pathways were discussed by Ms. Russell and Jim Boyer, EH Supervisor. The Board will be kept updated on the situation each month.


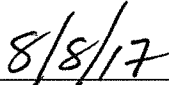
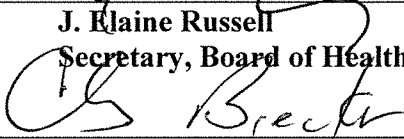
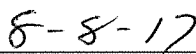
Ms. Russell provided the Board a briefing on the emerging concerns related to the federal Maternal and Child Health Block Grant awarded to North Carolina. Effective this fiscal year, the NC Legislature has carved out 38% of the block grant for projects not directly allowed by the federal block grant guidance. This has resulted in a block grant reduction to every county. Transylvania Public Health will take a \$7,804 reduction. Furthermore, the carve-outs have drawn federal scrutiny. The NC Division of Public Health has been informed to expect a federal site visit in October 2017 to review fiscal and program operations. The grant is in non-compliance and is at risk for being pulled.

Commissioner Phillips inquired if data can be presented at an upcoming meeting regarding the dynamic related to Mission Hospital System and NC BCBS. The group had a brief discussion regarding the impasse between Mission and BCBS to sign a new contract to be effective this October. The absence of a new contract creates a significant out-of-network dynamic.

Adjournment

Dr. Lamm made a motion to adjourn; Commissioner Phillips seconded the motion. The vote was unanimous. Meeting adjourned 7:00 p.m.

Respectfully submitted:

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

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
August 8, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 pm

Members Present	William Dalton; Anthony Fisher, Chris Biecker, Kelvin Phillips, Chaka Roberts, Stacey Gash
Members Absent	Jim Lyday, Linda Tompkins, Ben Lamm
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, Preparedness/QA/QI Coordinator Julie Cunningham, WIC Director Laura Petit, Administrative Services Supervisor Jim Boyer, Environmental Health Supervisor Sharon Cameron, Personal Health Director
Others Present	

Quorum was present.

II. Approval of Consent Agenda

Mr. Biecker requested an approval of the consent agenda. Commissioner Kelvin Phillips made a motion to approve the consent agenda; Dr. Boatwright seconded the motion. The vote was unanimous.

III. Public Comments (None)

IV. Health Director's Report

1. When the Legislature reconvened last week for a couple of days, language was inserted to Senate Bill 16 that allowed unused septic permits to be reactivated back to calendar year 2000. This was previously thwarted in House Bill 374. Senate Bill 16 was ratified and sent for the Governor's signature. Local agencies have received no further communication or guidance on this situation.
2. North Carolina's Medicaid Managed Care Proposal was officially released today. The NCALHD will review the proposal and submit comments related to integration of Public Health as a safety net provider by the September 8th deadline. I will forward the email containing all the documents to the BOH should they wish to submit comments to the process.
3. On July 24th Regions 1 and 2 hosted a legislative luncheon at MAHEC for the WNC Senators and Representatives serving in the NC Legislature. The luncheon topics focused on support for communicable disease, safety net provider status for health departments, and federal Maternal and Child Health Block Grant. Legislators attending included Senator Jim Davis, Representative John Ager, Representative Mike Clampitt, and Representative Michele Presnell.
4. The agency received the 90-day notice of accreditation submission on August 1st. The agency's completed HDSAI (standards with evidence attached) is due to the NC Accreditation Board by November 1st.
5. The agency continues provide eclipse eye safety messaging to community groups, through social media outlets, and a targeted reach to daycares. The Environmental Health Section is also working with events throughout the community to ensure food trucks and food sales specific to

the event are in compliance with NCGS/NCAC related to food service.

6. The FY17-18 budget as approved by the Board of Health was fully supported and approved by the County Commissioners in the budget process.

V. Old Business

Ms. Russell and Jim Boyer briefed the Board of Health on the status of Environmental Health. There was a willingness/interest on the part of County Commissioners to make a limited period of overtime available to help address the backlog. In discussions with the county, it was determined to make 2 pay periods (4 weeks) available with 10 hours of overtime per employee for each pay period. The cost to the county per pay period at \$1,945.81, so two pay periods to cover a month would be \$3,891.62. There was also agreement that late fall or early winter the Environmental Health Section will work with Ruth Harris on a LEAN process improvement project to help make operations more efficient while evaluating if utilizing technology could also aid in the future to keep wait times lower. The current septic backlog is approximately 4 weeks and 2 days. Ms. Russell is working to gather more detailed comparative Environmental Health data from Regions 1 and 2.

VI. New Business

Ms. Russell briefed the Board regarding accreditation standard 30.10: The local health department shall make efforts to prohibit the use of tobacco in all areas and grounds within fifty (50) feet of the health department facility. In 2009, the Board of Commissioners established a 15-foot perimeter to prohibit tobacco use. The reduced perimeter reflected the physical reality that the Community Services Building sits at the corner of Gaston and Morgan Streets. The Board discussed the physical challenges of the building location, the intent of the accreditation standard to improve health and the reality of collecting the required evidence for the accreditation process. The motion from the Board of Health was to request to the Board of Commissioners to approve a revision to the current smoking ordinance to extend the no smoking perimeter of the Community Services Building from 15 feet to 50 feet to align with accreditation standards. The motion was made by Dr. Cull and seconded by Dr. Boatwright with a unanimous vote of support.

Ms. Russell lead a discussion related to the regional health care access dynamic created by the failing contract negotiations between Mission Hospital System and NC Blue Cross and Blue Shield. As the major carrier throughout Western North Carolina, the loss of in-network status will create hardships, complications, and disrupt established health care dynamics throughout communities. Emergencies and some very specific, limited treatment plans patients have underway will not shift to out-of-network status. Mission owns all but a couple of medical practices in Transylvania County and BCBS is the leading insurance coverage in the county. The current contract between the two entities is set to expire on October 5, 2017.

Ms. Russell briefed the Board on the SFY13 Medicaid cost settlement process. The agency has received, and is reviewing, notification of the final settlement for the LHD Medicaid Cost Settlement year ending


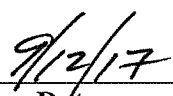
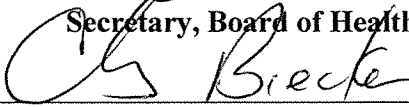
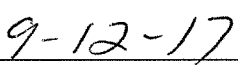
2013. Transylvania Public Health, like most in North Carolina, is in a payback situation in order to close out the settlement year 2013. The total at this point is \$44,810. Ms. Russell plans to file the allowed appeal with DMA, scrub the data per the instructions of DMA, and hopefully make some reduction in the payback amount.

Anita Glance, Accreditation Coordinator, presented edits for the Board of Health Operating Procedures. Edits entailed: corrections to the Section 1 address which was changed due to a 911 readdressing project for the Community Services Building; the inclusion of Section 9 to define orientation; and Section 10 to define on-going training. The motion was made by Dr. Boatwright to accept the amendments as presented, the motion was seconded by Dr. Cull and the vote was unanimous.

Adjournment

Dr. Boatwright made a motion to adjourn; Dr. Dalton seconded the motion. The vote was unanimous. Meeting adjourned 7:00 p.m.

Respectfully submitted:

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

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
September 12, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chair Biecker at 6:00 pm

Members Present	William Dalton; Chris Biecker, Chaka Roberts, Stacey Gash, P.J. Boatwright, Jim Lyday, Ben Lamm, Linda Tompkins
Members Absent	Lawrence Cull; Kelvin Phillips, Anthony Fisher
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Anita Glance, Preparedness/QA/QI Coordinator Tara Rybka, Health Education Julie Cunningham, WIC Director Laura Petit, Administrative Services Supervisor Jim Boyer, Environmental Health Supervisor Sharon Cameron, Personal Health Director
Others Present	Nicole Santa-Maria, MPH Intern

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments (None)

IV. Health Director's Report

1. Anita Glance, Preparedness/QA/QI Coordinator is leaving the agency to accept a similar position with Henderson County Health Department. Although her start date is mid-October for the new position, she has graciously agreed to stay with the agency in a part-time capacity until the accreditation package is submitted.
2. The Accreditation Site Visit has been scheduled for March 20-21st.
3. Per Ms. Laughter at the direction of the County Commissioners, she is now signing all contracts. NCGS/NCAC allows for Health Directors to sign contracts, unless otherwise directed by County Commissioners.
4. Through the agency's Health Communities and regional MountainWise work, support has been provided to Jarret's Grocery in Rosman to establish the business as tobacco free and 1 of 4 state-wide recognized Healthy Food Retail Outlets through the Eat Smart Move More NC Campaign. The agency has also been able to use these resources to provide support to the local housing authority related to HUDs rule to restrict smoking in public housing effective July 30, 2018. The agency has provided guidance on how to educate residents about the pending rule change and to provide resources related to tobacco cessation. Beth Hyatt's contract role has been instrumental in providing this support to the community.
5. The Drug Free Community (CARE) federal grant site visit was very positive and well attended. Federal Project Officer Dexter Pritchett encouraged the staff to consider a presentation at the annual CADCA Conference and to contemplate making an application to serve as a mentor coalition.

6. CARE is hosting a “Marijuana Community Forum” on Thursday, September 14th from 6 – 7:30 pm at the Elections Board Training Room. The guidelines for the forum have been circulated and will be posted that evening. It’s a forum for Transylvania County residents, it’s not a debate, and each speaker is limited to 3 minutes. The intent of the forum is to start assessing the community’s perspective on marijuana. Mayor Harris is serving as the event moderator.

V. Old Business

Ms. Russell and Jim Boyer briefed the Board of Health on the status of Environmental Health. The limited overtime period has started and will conclude after 2 payroll cycles. The backlog continues to hold steady around 4 weeks. Requests for regional data continue.

Ms. Russell provided the Board with an update on the SFY13 Medicaid Cost Settlement data scrub process. The data scrub resulted in a reduction of total charges to Medicaid by \$32,036. Reducing charges to Medicaid impacts the payback formula in a way that reduces the payback to some degree for an agency. We are hopeful this process will reduce the agency’s payback of an estimated \$44,810. In anticipation of the payback, the agency worked with Gay Poor to set aside portions of Medicaid and legislative payments to the agency to help off-set the payback. The agency currently has \$24,407.71 set aside to address the payback. Ms. Laura Petit did an outstanding job of handling this task for the agency.

VI. New Business

Ms. Russell provided the Board with a briefing on the necessary vaccine fee updates. For high dose influenza, Gardasil HPV 9, MMR, Pneumonia, Rotateq, Varicella, and Zostavax, the current vaccine purchase price is higher than the approved vaccine fee. Ms. Russell recommended a series of modest new vaccine fees that will allow the agency to recoup the price increases on the listed vaccines. The vaccine fee updates as presented received a motion of approval from Ms. Gash, a second from Dr. Dalton, and a unanimous vote of approval from the BOH. The recommended increases, with the approval of the BOH, will be presented to the County Commissioners for final approval at their upcoming meeting.

Vaccine	CPT Code	Current Vaccine Fee	Vaccine Purchase Price	Recommended New Vaccine Fee
Infleunza high dose	90662	37.00	42.70	43.00
Gardasil HPV 9	90651	174.00	182.96	185.00
MMR	90707	63.00	66.97	68.00
Pneumonia	90732	79.00	83.15	85.00
Rotateq	90680	78.00	81.20	83.00
Varicella	90716	108.00	115.04	117.00
Zostavax (Shingles)	90736	185.00	219.77	221.00

Ms. Russell provided the BOH with a FY16-17 end of year fiscal summary. For fiscal year 2016-2017, the financial statement resulted in an overall positive end for the agency. The agency had the need to utilize 100% of local dollars budgeted. However, the department spent \$83,194 less than budgeted and had a revenue of \$80,606 less than budgeted. Therefore, the agency ended in a positive position of \$2,588. A detailed memo with a summary chart of revenue and expenditures was provided.

Ms. Anita Glance provided a Board of Health Policy review. There was 1 update to the “Observing Public Health Laws, Rules, and Regulations Policy”. Dr. Lamm made a motion to adopt the update, a second was made by Dr. Boatwright, and the vote of support by the BOH was unanimous.

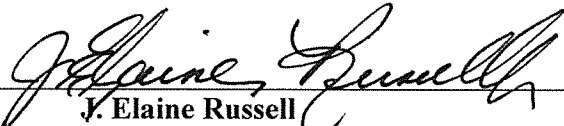
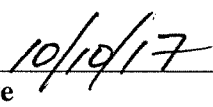
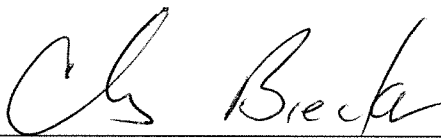
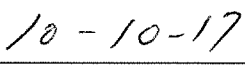
Ms. Glance presented the updated Board of Health Handbook. The updates included: current organizational chart, the revised BOH operating procedures approved at the August BOH meeting, the current BOH roster, and the current BOH policies.

Ms. Glance also presented the attestation statements to be signed by the Board of Health Chairman for the accreditation process. Attestations of no action were signed for: 14.4 (local rules and ordinances), 17.2 (local rules and ordinances for Environmental Health), 34.3 (no rules adopted), 35.1 (no adjudications).

Adjournment

Dr. Lamm made a motion to adjourn; Dr. Boatwright seconded the motion. The vote was unanimous. Meeting adjourned 7:15 p.m.

Respectfully submitted:

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

Transylvania County Board of Health
Minutes
☒ **Regular Meeting** ☐ **Special Meeting**
October 9, 2017; 6:00 p.m.
Community Services Building Conference Room

I. Call to Order and Introductions

Meeting was called to order by Chairman Chris Biecker at 6:00 pm

Members Present	Chris Biecker, Chaka Roberts, Stacey Gash, P.J. Boatwright, Jim Lyday, Linda Tompkins, Lawrence Cull
Members Absent	Kelvin Phillips, Anthony Fisher, Ben Lamm, William Dalton
Staff Members Present	Elaine Russell, Health Director/Secretary to Board Tara Rybka, Health Education Laura Petit, Administrative Services Supervisor Jim Boyer, Environmental Health Supervisor Sharon Cameron, Personal Health Director
Others Present	Nicole Santa-Maria, MPH Intern Kristen Gentry, CARE Youth Coordinator Dr. Cohen, CARE Board Aliah Garcia, Student and TAFFY Member John Moore, Student and TAFFY Member Summer Brown, Student and TAFFY Member Madison Murr, Student and TAFFY Member

Quorum was present.

II. Approval of Consent Agenda

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

III. Public Comments

Members of the CARE Coalition and TAFFY were welcomed to the meeting by agency and Board of Health leadership. Dr. Joe Cohen, CARE Coalition Chairman thanked the Board for the opportunity to bring forth the work and accomplishments of CARE. He emphasized that by making Transylvania better for the youth, we make it better for everyone. He looks forward to the continued success and collaborations that are emerging from the work of the CARE Coalition.

IV. Health Director's Report

1. Representing NCALHD Region 1, I participated in a 7-state (Ky, WV, Va, Tenn, NC, SC, Ga) "Hepatitis C Summit" at the Renaissance Hotel in Asheville, NC. North Carolina DPH: Communicable Disease served as the conference host and lead. Participants included key leadership at the state and local levels of public health for each state. The conference focused on inter-state communications, emerging data trends, clinical best practices, prevention measures, and fiscal resources. When the summit proceedings are released, the document will be shared with local and state leadership. Western North Carolina is clearly in the Appalachia high impact zone.
2. The agency's accreditation process will finalize this month. Anita Glance is working with the agency on a part-time basis until December 1st (nights and weekends) to wrap up and transition details related to accreditation and preparedness. Her position was posted internally

to the county and is currently posted externally. The interview and job offer process will be completed prior to December 1st.

3. The agency is working with the Division of Public Health's Industrial Hygienists to offer an employee safety training related to opiate exposures in the line of work. A team of Industrial Hygienists will provide the training opportunity twice on Wednesday, November 29th. County agencies with at-risk field staff and law enforcement will be invited to participate.
4. Annual Training Day will be held on Thursday, November 2nd in the Election Board Training Room from noon until 4:30 pm. The Board of Health is welcome to join all or part of the program for the afternoon.
5. The agency was invited to participate in the September 26th WNC Opiate Round Table hosted by Attorney General Stein. The event was held in Cherokee at the Tribal Law Enforcement Center. The work of CARE was presented as an example of working with federal funding opportunities to address primary prevention work with youth. The CARE collaboration with the ABC Board was of particular interest to AG Stein.

V. Old Business (None)

VI. New Business

Kristen Gentry, CARE Youth Coordinator provided the Board of Health with an overview of the youth engagement work she is facilitating through their group named TAFFY (Teens Advocating for Future Youth). The presentation to the Board of Health is the first in a series of presentations that will also be made to the Transylvania County Board of Commissioners, the City of Brevard Council and the Town of Rosman Alderman. The following TAFFY participants assisted Kristen in delivering the presentation: Aliah Garcia, John Moore, Summer Brown, and Madison Murr. Kristen and the TAFFY members used the Thrill Seeker, Risk Taker, Fact Sheet and Partner Pledge tools from the CARE external communications plan to assist with the presentation. The youth concluded their presentation with a request to the Board of Health to support and sign the Partner Pledge for supporting the work of CARE and the youth throughout Transylvania County. In summary the work endeavors to result in these outcomes:

1. CARE Coalition will become the go-to for resources related to the prevention of underage drinking and substance abuse
2. Parents will find resource to support their efforts in parenting their youth. Youth will find resources that support their needs and allow them to thrive in a safe environment.
3. Youth will find a voice and productive outlet for their thrill-seeking, risk taking, and determined tendencies.
4. The community will understand that when we make Transylvania County great for youth, we naturally make it great for everyone.
5. Youth will feel they are an important part of and supported by the community.

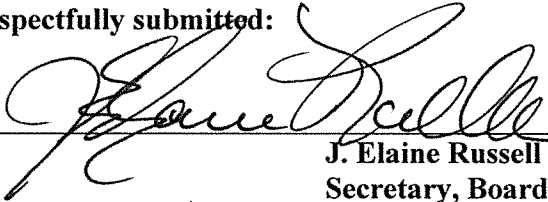
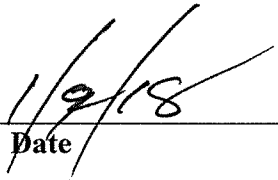
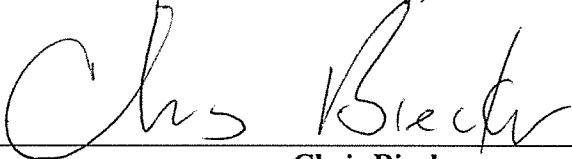
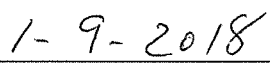
Dr. Boatwright made a motion for the Board of Health to sign the pledge, Dr. Cull provided the second. The vote was unanimous. All Board of Health members present signed a single copy of the pledge and later posed for a series of pictures with the group.

As the next item of new business, Ms. Russell provided the annual review of the Health Director's job description which was included in the Board meeting materials. The duties listed are consistent and accurate with the scope of work Ms. Russell is providing as Health Director, with the exception of the designation as HIPPA Privacy Officer for the entire county. Concern has been previously raised by Ms. Russell about this element in the job description, although she understands that staffing availability and expertise is profoundly limited in the county to address the need. The Board and Ms. Russell had a discussion regarding the complexities and liabilities of the task with a collective desire to help the county identify solutions that addressed liability and the complexity of the task. A motion was made by Dr. Cull and seconded by Dr. Boatwright for Ms. Russell to again address the concerns in writing to the county in an effort to resolve the needs related to this task. The vote was unanimous.

Adjournment

Dr. Lamm made a motion to adjourn; Dr. Boatwright seconded the motion. The vote was unanimous. Meeting adjourned.

Respectfully submitted:

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