

**BOARD OF COMMISSIONERS**

Jason Chappell, Chair  
Jake Dalton, Vice-Chairman  
Emmett Casciato  
Larry Chapman  
Teresa McCall



**COUNTY MANAGER**

Jaime Laughter  
828-884-3100  
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101 South Broad Street  
Brevard, NC 28712

## Transylvania County Board of Health

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

**October 10, 2023 – Regular Meeting**  
**Community Services Building First Floor Large Meeting Room**  
6:00 pm

### MINUTES

**I. Call to Order**

Quorum was reached with 8 members present.

Ms. McCall called the meeting to order at 6:00 pm.

<b>Members Present</b>	Wiley Sim Cozart, III, Dawn Kauffman, PJ Boatwright, DVM, Teresa McCall, Teesie Stanton, Christina Mahoney, Elizabeth Privette. Sandra McNeill
<b>Members Absent</b>	Dr. Ben Lamm
<b>Staff Members Present</b>	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 Cheyanne Gilbert, Preparedness & Accreditation Coordinator Kristen Gentry, M.A. Program Director CARE Coalition Paula Piercy, Purchasing & Vital Records
<b>Others Present</b>	

## **Welcome, Announcements, and Public Comment/Public Hearing**

Dr. Boatwright, DVM, was sworn in as a returning member of the Board of Health.

### **II. Agenda Modifications**

None.

### **III. Consent Agenda**

- A. Approval of Agenda
- B. Minutes – August 8, 2023.

The agenda and minutes from August 8, 2023, were approved with a motion from Dr. Cozart and second by Dawn Kauffman. Approval was unanimous.

### **IV. Administrative or Committee Reports**

#### **A. Health Director's Report**

1. The agency has deferred on purchasing COVID vaccine this fiscal year due to high cost per dose (\$125), late release of pricing (June), minimal agency billing footprint, and unknown reimbursement rates. Inquiries for the vaccine are referred to local pharmacies and primary care providers associated with major hospital systems. The agency will provide COVID vaccine for children through the state's Vaccines for Children Program (VFC). To meet private supply requirements for VFC, the agency will purchase a minimal number of children's doses from a neighboring county's order to meet inventory requirements. The COVID Vaccine Bridge Program run by the State provided the agency with 10 doses for uninsured/underinsured. The agency anticipates working with Haven and SAFE to identify clients in need.
2. The agency will provide flu vaccine in the school system next week to interested students and staff. The agency projects 200 VFC and 350 private/insurance in the schools. The agency provided a 2-day flu shot clinic for city and county employees, 94 people were served. Flu shots are available by appointment or walk-in at the agency, 27 given to-date. There appears to be a general decrease, it's yet to be determined if that's due to "vaccine fatigue" post-COVID or if clients are receiving COVID and flu at the same time through other vaccine providers.
3. The CARE Coalition has identified the Strategic Prevention Framework-Partnerships for Success (SPF-PFS) grant, administered by the Substance Abuse and Mental Health Services Administration (SAMHSA), as a next funding opportunity. No match dollars are required for the grant. The purpose of this grant is to continue to build substance misuse prevention capacity within a community. It will help reduce the onset and progress of substance misuse and its related problems through the development and delivery of community-based prevention and mental health promotion services. This grant program funds up to \$375,000 per year for up to 5 years. This grant program would allow CARE and its partners to develop and deliver more robust evidence-based prevention services, filling in an important gap in reducing substance misuse before it starts or causes harm. The application is due June 5, 2024. CARE staff and Executive Board plan to use several months to solidify partnerships and understand community needs to inform the specifics of the application and program activities. If awarded, the program would start September 30, 2024, when CARE's current prevention funding ends. The CARE Coalition anticipates requesting grant writing support from the Dogwood Health

Trust – Leverage Fund.

4. The agency's accreditation evidence package is due for submission on November 1, 2023. The physical site visit will occur on February 1<sup>st</sup>. The agency will have access to the evidence portal on January 30<sup>th</sup> – 31<sup>st</sup> to learn which of the 150 pieces of submitted evidence/documentation have been accepted, questioned, or rejected. For questioned or rejected evidence, staff will have the opportunity to provide additional explanation and/or completely new evidence. The accreditation cycle spans calendar years 2018 – 2023, due to COVID.

## **V. Old Business**

## **VI. New Business**

### **A. Opiate Settlement Process and Recommendations**

The Opioid Settlement in Transylvania County presentation is attached to the meeting minutes. (See Attachment 1)

- Transylvania County will be receiving \$5.7 million in opioid settlement funds over the course of 18 years, ending in 2039.
- The recommendations cited in the attached PowerPoint are the product of a planning process that started in 2020, led by the CARE Coalition and engaging 42 representatives from diverse sectors that intersect with substance misuse, including people with lived experience.
- The recommendations represent evidence-based and promising interventions that are part of specific prioritized strategies. These prioritized strategies address identified gaps along the continuum of local substance use services.
- Each recommended intervention was thoroughly researched to:
  - 1) assess the evidence-base
  - 2) estimate the impact in Transylvania County
  - 3) estimate the cost
  - 4) develop an implementation plan
- These recommended interventions will be presented to the public on November 16, followed by a presentation to the Board of Commissioners in late November/early December. The Board of Commissioners will ultimately make a decision on which interventions to fund with the allocation.

The presentation to the Board of Health was made by Kristen Gentry.

The recommendation to the Board of Health is to approve the overall body of evidence-based research practice recommendations. There was approval by the Board of Health to acknowledge and support the overall body of evidence-based research practice recommendations with a motion from Sandra McNeil and seconded by Dr. Cozart with unanimous approval.

**B. FY 22-23 Closeout Memo**

For the fiscal year 2022-2023, the financial statement resulted in an overall positive end for the agency. The agency only had the need to utilize 85% of local dollars budgeted. The department spent \$1,616,201 less than budgeted and had a revenue of \$1,451,012 less than budgeted. The key factors that assisted in the positive outcome are as follows:

- There was \$603,294 in unspent ARPA Regional Workforce and \$228,269 in one-time Communicable Disease funds that will carry forward into FY23-24. These funds have set spending plans with significant flexibility, we don't anticipate reverting these funds.
- There was \$143,061 in unspent COVID vaccination and Enhancing Detection Activities funds that will carry forward into FY23-24, we don't have a spending plan in place as these funds cannot be used on COVID vaccinations.
- There was \$525,332 in unspent COVID AA's that were focused primarily on temporary staffing; those funds ended 6/30/2023.
- Environmental Health collected an additional \$32,920.
- Vacancies within the department along with additional State funds received for COVID operations resulted in spending \$146,795 less than budgeted in salaries and fringe.

FY 2022-2023			
Summary	Budget	End of Year	% YTD
<b>Expenditures</b>	<b>5,514,600</b>	<b>3,751,604</b>	<b>68%</b>
Salary	2,914,102	2,767,307	95%
Operating	2,600,498	984,297	38%
<b>Revenue</b>	<b>3,501,441</b>	<b>2,050,429</b>	<b>59%</b>
Contract-	160,000	127,220	80%
Fees Clinic-460	72,200	69,637	96%
Fees Env Health-460	195,000	228,920	117%
Medicaid-425	192,400	164,454	85%
State/Federal-435	2,402,446	1,140,255	47%
Grants	479,395	320,186	67%
<b>Local Dollars</b>	<b>2,013,159</b>	<b>1,701,175</b>	<b>85%</b>

**C. Child Fatality Prevention Team (CFPT) Report**

North Carolina General Statute 7B-1406 through 7b-1413 define the work of a local Child Fatality Prevention Team (CFPT). The intent of a local CFPT case review is to identify opportunities for policy and systems improvements that can prevent future child fatalities. It is never the intent of a CFPT to assign blame, the intent is to identify improvements that may save the life of other children. Per the NCGS, the following entities serve on the review for Transylvania County: Health Department, Department of Social Services, SAFE, EMS, Sheriff's Office, District Attorney's Office, Hendersonville Pediatrics, Medical Examiner's Office, Transylvania County School System, and the Family Place.

All CFPT meetings are restricted to the agencies and professionals identified in the NCGS. All meeting material and communication is conducted in a secure and HIPPA compliant manner. Meetings are held in-person to assure this security. Per NCGS, all cases are held for 1 year prior to review. This ensures all records from the NC Medical Examiner's Office and other potentially associated organizations have been completed and are available for review. Due to the disruptions of COVID, the reviews for CY21 and CY22 were held in an in-person meeting August 18, 2023. The recommendations of the CFPT Review are presented in a manner to protect confidentiality.

A total of seven cases were reviewed for CY21 and CY22. The recommendations from CFPT:

1. Invest in youth mental health supports to include awareness and education campaigns related to youth mental health needs/response/supports; additional screening opportunities; legislative investments in youth mental health clinical resources; legislative investments in preventive youth mental health systems and resources; continue the local work of TCSTRONG
2. Support access and engagement with routine prenatal and postnatal care.

#### **D. Board of Health (BOH) Operating Procedures Update**

The document Operating Procedures of the Transylvania County Board of Health is attached to the meeting minutes. (See Attachment 2)

The Board of Health Operating procedures have been reviewed and updated. No changes in the foundational North Carolian General Statutes forming the basis of the operating procedures were identified. The reference to Roberts Rules of Order was updated to cite the current 11th Edition. The 10th Edition was previously cited. No additional changes, edits, or updates were identified for the document.

The recommendation to the BOH is to approve the updated BOH Operating Procedures. There was approval for the updated BOH Operating Procedures with a motion from Sandra McNeill and seconded by Dr. Cozart with unanimous approval.

#### **E. Strategic Plan Update**

Transylvania Public Health Strategic Plan of 2023 – 2027 is attached to the meeting minutes. (See attachment 3)

Due to the agency operational impact of COVID, the agency has continued to operate under the Transylvania Public Health Strategic Plan of 2017 – 2020. Agency leadership, Community Health Assessment data, and best practices in strategic planning influenced the updating process. The new Transylvania Public Health Strategic Plan of 2023 – 2027 is attached for review.

Recommendation to the Board of Health is to approve the updated plan. There was approval for the Transylvania Public Health Strategic Plan of 2023 – 2027 with a motion from Dr. Cozart and seconded by Ms. Stanton with unanimous approval.

**F. State of the County Health (SOTCH) Report**

The PowerPoint slide presentation 2022 Transylvania County SOTCH (State of the County’s Health) Report is attached to the meeting minutes. (See Attachment 4)

Tara Rybka presented the 2022 report, providing an informative summary.

**G. Health Director Job Description and Evaluation Process**

The Job Description and Evaluation Form for the Health Director position are attached. (See Attachment 5)

The job description and the evaluation form for the Health Director position are attached. Accreditation now requires documented proof all BOH members are given the opportunity to contribute feedback for the evaluation process. To facilitate this process, the item has been placed at the end of the agenda. All Health Department staff will depart the meeting room. The BOH members present can provide BOH Chairman Dr. Lamm with written or verbal feedback to complete the evaluation form. If a BOH member is not in attendance, their feedback can be requested via email or phone call. Once completed, a time will be identified to review the evaluation with the Health Director.

**VII. Public Comment or Public Hearing**

None

**VIII. Adjournment**

Dr. Cozart made a motion to adjourn the meeting with a second by Ms. McNeil. There was unanimous approval and the meeting concluded at 7:45 p.m.

Respectfully Submitted:

\_\_\_\_\_  
J. Elaine Russell  
Secretary, Board of Health

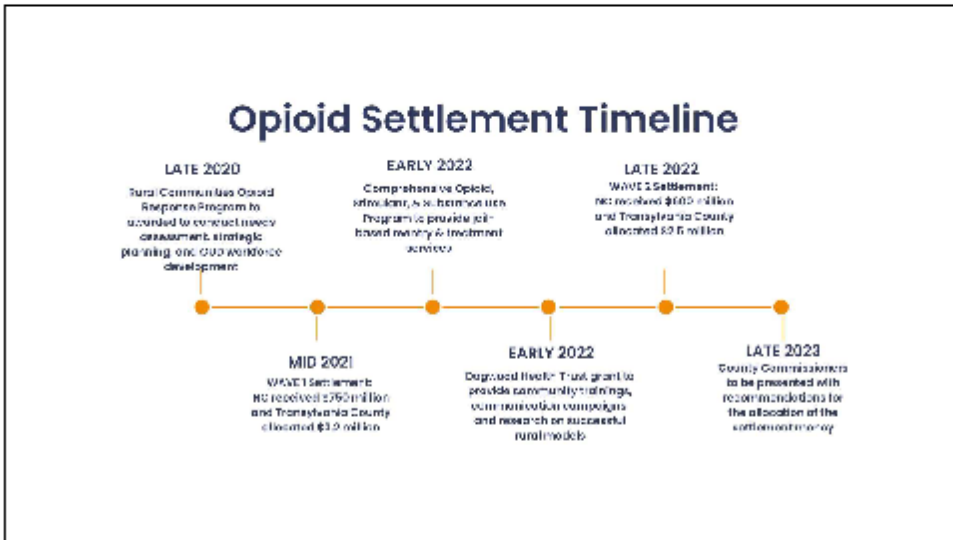
\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Ben Lamm  
Chair, Board of Health

\_\_\_\_\_  
Approved Date



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Attachment 2. Operating Procedures of the Transylvania County Board of Health. (Double-Click to see entire file.)

**BOARD OF COMMISSIONERS**  
Jason Chappell, Chair  
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Jaime Laughner  
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Brevard, NC 28712

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OPERATING PROCEDURES  
OF THE  
TRANSYLVANIA COUNTY BOARD OF HEALTH

**ARTICLE I: NAME AND PURPOSE**

Section 1: Name: The name of this organization shall be the Transylvania County Board of Health (hereinafter "board of health").

Principle Office: Principle Office of the Transylvania County Department of Public Health shall be located at the Community Services Building, 106 East Morgan Street – Suite 105, Brevard, NC 28712.

Phone number: (828) 884-3135

Fax number: (828) 884-3140

Section 2: Purpose: The purpose of this organization shall be to promote health, prevent disease and protect the public's health as set forth in Chapter 130A of the NC General Statutes.

**ARTICLE II: MEMBERSHIP OF THE BOARD**

Section 1: Responsibilities: The Transylvania County Board of Health shall be the policy-making, rule-making and adjudicatory body for the Transylvania County Department of Public Health as defined by applicable North Carolina law.

Section 2: Appointments: The members of the board of health shall be appointed by the county board of commissioners. The board of health shall be composed of eleven (11) members. The composition of the board of health shall reasonably reflect the population makeup of the county and shall include: one physician licensed to practice medicine in this state, one licensed dentist, one licensed optometrist, one licensed veterinarian, one registered nurse, one licensed pharmacist, one county commissioner, one professional engineer, and three representatives of the general public.



**Attachment 3. Transylvania Public Health Strategic Plan of 2023 – 2027. (Double-Click to see entire file.)**



The Transylvania Public Health Strategic Plan 2023-2027 is intended to bring focus and direction to the work of the agency and its efforts to improve the health of the community. This plan is informed by community health data gathered through the Community Health Assessment process, among other sources, along with alignment to necessary fiscal and regulatory frameworks and best practices in public health.

To allow the agency to both plan for future directions and remain responsive to an evolving world of public health practice, the strategies and goals outlined in this 5-year plan are generalized. Its implementation is dependent on an Annual Work Plan and an Annual Report, both of which will be presented to the Board of Health annually, along with a review of efforts to meet the goals and strategies in each calendar year.

#### MISSION STATEMENT

- Dedicated to improving and protecting the health of all people in Transylvania County

#### PEOPLE SERVED BY THE AGENCY

- All residents of Transylvania County
- Residents of the region

#### AGENCY BELIEF

- Public health is everywhere, every day, and for everyone.
- Everyone is of value and deserves courtesy and respect.
- All individuals are responsible for their own health.

#### AGENCY ACKNOWLEDGMENT

- The health care systems of the United States are in a period of great uncertainty.
- The role of public health in the United States health care systems is uncertain.
- Accurate and reliable health information is essential.
- Prevention and early intervention are most effective in clinical and community programs.
- Multiple factors, from individual behavioral choices to population-wide physical and economic environments, will determine the health of the entire community.
- Health equity efforts and cultural competency are necessary to serve all members of a community.
- Collaboration with local, regional, and state partners is essential for contributing to the health of the community.

Attachment 4. 2022 Transylvania County SOTCH (State of the County's Health) Report (Double-Click to see entire file.)



# 2022 Transylvania County SOTCH (State of the County's Health) Report

Presented to Transylvania County Board of Health  
October 9, 2023



**Attachment 5. Job Description and Evaluation Form for the Health Director Position. (Double-Click to see entire file.)**

STATE OF NORTH CAROLINA OFFICE OF STATE PERSONNEL POSITION DESCRIPTION FORM (PD-102R)		APPROVED CLASSIFICATION: _____ _____ EFFECTIVE DATE: _____ ANALYST: _____ (This Space for Personnel Department Use Only)	
1. Present Classification Title of Position: Local Health Director	7 Present 15 Digit Position Number:	Proposed 15 Digit Position Number:	
2. Usual Working Title of Position: Health Director	8. Department, University, Commission, or Agency Transylvania County Department of Public Health		
3. Requested Classification of Position:	A. Institution & Division:		
4. Name of Immediate Supervisor: Transylvania County Board of Health	10. Section and Unit:		
5. Supervisor's Position, Title & Position Number:	11. Street Address, City and County: 98 East Morgan Street – Suite 170 Brevard, NC 28712 Transylvania County		
6. Name of Employee: J. Elaine Russell	12. Location of Workplace, Building and Room Number:		

I. A. **Primary Purpose of Organizational Unit:** To protect and promote the public health consistent with the Transylvania County Board of Health's obligations relative to NCGS 130A-39 (a). That primary purpose is further defined by the agency's mission statement to improve and protect the health of all people in Transylvania County.

B. **Primary Purpose of Position:** Administration of the local health department including personnel, budget, operational compliance (contracts, deliverables and fiscal performance), public relations, public information, education, enforcement and other activities as required to protect and promote the public health. Framework for activities includes the 3 core functions of public health (assessment, assurance & policy development) and numerous federal, state and local public health laws, regulations and rules including, but not limited to NCGS 130A-41. The position also serves as secretary to the board of health and is responsible for initiating and managing board directives consistent with their role as the policy-making, rule-making and adjudicatory body for the county health department (NCGS 130A-35).

C. **Work Schedule:** Typical work schedule is Monday – Friday from 8:30am to 5:00pm (37.5 hour work week). Position is responsible for working additional hours as needed (including weekends and holidays) to comply with all public health obligations.

# TRANSYLVANIA COUNTY

## Employee Performance Review



Confidential Record for <u>J. Elaine Russell</u>			
<small>(Employee Name)</small>			
Position Title	<u>Health Director</u>		
Division/Department	<u>Transylvania Public Health</u>		
This Review reflects: <input type="checkbox"/> 6 Months Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Annual Job Description Review			
Date of this Review:	<u>                    </u>	Reviewed by: <u>                    </u>	
Goal setting and review form included: <input type="checkbox"/>		<small>(Supervisor Name)</small>	
Quarterly Review process	QTR	Date	Initial
	1st		
	2nd		
	3rd		