

**BOARD OF COMMISSIONERS**  
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**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 9, 2024 – Regular Meeting**  
**Community Services Building First Floor Large Meeting Room**  
 6:00 pm

### MINUTES

**I. Call to Order**

Quorum was reached with nine members present.  
 Dr. Lamm called the meeting to order at 6:00 pm.

<b>Members Present</b>	Dr. Ben Lamm, Dawn Kauffman, PJ Boatwright, DVM, Christina Mahoney, Elizabeth Privette, Sandra McNeill, Teesie Stanton, Teresa McCall, Wiley Sim Cozart, III
<b>Members Absent</b>	
<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 Krystal Raines, WIC Director Heather Bradley, Personal Health Director Alisa Corn, Administrative Services Supervisor Cheyanne Gilbert, Preparedness & Accreditation Coordinator
<b>Others Present</b>	

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

## **II. Agenda Modifications**

None.

## **III. Consent Agenda**

- A. Approval of Agenda
- B. Minutes – February 13, 2024

The agenda and minutes from February 13, 2024, were approved with a motion from Ms. McNeill and second by Dr. Boatwright. Approval was unanimous.

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

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

1. Krystal Rains accepted the position of WIC Director upon Laura Rinehart's retirement. Krystal previously served as the WIC Program Nutritionist.
2. The Health Department/CARE Coalition is collaborating with the Transylvania County Sheriff's Office to pursue a NC Division of Public Safety grant to support medication assisted treatment in the jail. The grant is a 3-year award and would collaborate with the existing current COSSUP work in the jail. If the grant is awarded, it would support the administration of the non-narcotic Vivitrol/Naltrexone as a monthly injectable. The medication and administration would be handled by the jail's contract medical provider.
3. As part of the Region 1 Workforce Development Project, the agency plans to submit an application for the just-released Dogwood Health Trust RFP for "Policy and Advocacy." The proposal under consideration is a review of how state and federal economic and vulnerability tools are failing to capture unique aspects of southern Appalachian poverty and health disparity. A potential partner on the grant application will be the East Tennessee State University Rural Health Equity Center. A proposal review call with Emily Quinlan at Dogwood Health Trust was encouraging, although not a guarantee of selection.
4. The contract with Automated Results for the Environmental Health Septic and Well software was signed on March 28, 2024. The work has initiated, and the anticipated completion date is the end of calendar year 2024.
5. The Agreement Addendum 543 "Enhancing Detection Activities in Support of COVID Activity" (\$200,018) was able to provide approval for: partial payment on EH software, network infrastructure, power infrastructure, and server infrastructure. The County IT Director Nathanael Carver was an outstanding partner in helping map out this project.
6. The agency will hold the "Annual Summer Camp Training" on April 25, 2024, at the Rogow Room. This is an annual offering to support dialogue and rapport with our summer camps for routine inspection requirements and emerging communicable disease issues. Measles awareness will be a key part of the agenda presentation.

7. The Region 1 Workforce Development Project was selected by the National Environmental Health Association (NEHA) to receive a stipend scholarship for a summer intern. The region has been paired with an Environmental Sciences student from Western Carolina University with a stated interest in vector control.

8. The agency has started a policy review project with Debra Bechtel of Teague Campbell. She will review all the agency policies for legal compliance. The project will span into the spring of 2025, involving the agency leadership team and frontline staff. The work is being covered by 1-time agreement addendum funds to address foundational capabilities.

9. The Environmental Health section is dealing with a complex septic failure situation, that has evolved to requiring engagement with Teague Campbell. The property owner of the failing system has been issued correspondence, with a 30-day window, to secure a written repair easement OR vacate the property.

There was general discussion among the board members and Ms. Russell on the recent spike in measles cases and how it may be spread.

## V. Old Business

None

## VI. New Business

### A. FY24-25 Budget Presentation

The PowerPoint slide presentation for the FY24-25 Budget Summary is attached to the meeting minutes. (See Attachment #1)

The proposed FY24-25 operating budget for Transylvania Public Health is \$4,036,714. The projected revenue sources for the proposed budget are noted in the following chart. Please note, the projected fees do NOT include the proposed fee increases in Environmental and Clinical services. The projected fees would be adjusted if the Board of Health budget vote supports the proposed increases.

Local appropriations	\$2,156,862
State appropriations	\$774,561
Fees*	\$266,700*
Medicaid	\$164,700
Grants	\$513,891
Contracts	\$160,000

County Administration guidance for the annual budget development process emphasized efficiencies, identification of funding support options for growth/expansion/reclassification requests, and organization service trends. In response to these directives the agency leadership team:

1. Reviewed the Environmental Health Fee Schedule and identified modest potential fee increases in septic, well, and pool fees that would generate an estimated \$22,480 based on CY23 service data. Other services on the Environmental Health Fee Schedule would have modest increases but are not considered high volume services. The proposed fee increases remain in-line with the charges of the other WNC counties.  
The agency is neither highest nor lowest but trending slightly above the middle of the group with the proposed fee schedule. A copy of the current fee schedule with highlighted proposed changes is included at the end of this memo. The fee schedule was last modified for July 1, 2021, by the BOH.
2. Reviewed the Clinical Fee Schedule and identified potential fee increase for TB placement/reading from \$15 to \$20 which would generate an estimated \$595 in additional revenue based on prior year data; establish a fee for a TB Work Form Screening of \$20 which would generate an estimated \$260 in additional revenue based on prior year data. The total increase in revenue for the adjustment in TB service costs would be \$855. The vaccines of RSV and COVID (associated with Vaccine for Children Program Compliance) would be added to the fee schedule at acquisition price with administration fee, per existing policy. Current acquisition price for RSV is \$485.10 per dose and COVID is \$114.30 per dose for 6 months — 11 years and \$115.64 per dose for 12+ years.
3. Reviewed the federal grant indirect cost options and received approval for claiming supervision, communications, and evaluation support for CARE Coalition associated grants. The projected indirect cost that could be claimed and held in reserve is \$116,147.08.

Agency operational growth needs and strengthening continuity of operations are best served with the following investments in the proposed FY24-25 budget. Extensive consideration was given to how the investments supported the needed growth and purchases for the agency. As a complex budget with multiple revenue streams, full consideration was given to identifying revenue other than county appropriations to support the following requests:

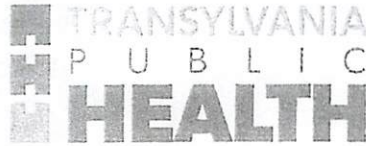
1. Reclassification of an existing Planner/Evaluator II to an Assistant Health Director for continuity of operations planning and creation of internal career growth pathways which support employee retention. The revenue source identified was a federal grant indirect cost allocation.
2. Reclassification of the Environmental Health Processing Assistant IV to Administrative Assistant I to support the implementation of the new well/septic software and facilitate data analysis with the new software. The revenue source identified was Environmental Health fee increases.

3. The internal Environmental Health water lab needs to be restarted to facilitate basic water testing support to inspected facilities and community demand. This requires training of current staff through the State Public Health Laboratory in Raleigh and purchase of the required start-up chemical/testing supply inventory. The need is currently being addressed through very early morning collection of water samples and shipment to the State Public Health Lab by courier at the 9:30am pick-up time. The most efficient use of staff time is to credential and restart internal basic water lab services. Retired staff previously held the credential and handled the duties. The revenue source identified was Environmental Health fee increases.
4. The agency continues to see a rise in the cost of routine medical supplies for clinic and WIC operations. The revenue source identified was clinic fee increases and county appropriations.
5. The Vaccines for Children Program (VFC) added state supplied COVID and RSV to the formulary. The identical formulary must be maintained to serve private pay children. Therefore, the agency must purchase COVID and RSV vaccine for private supply to remain in program compliance. The revenue source identified was vaccine fee acquisition cost allowance in the clinic fee policy.

The proposed FY24-25 budget does reflect a \$188,870 variance in local appropriations due predominantly to the 3.4% cost of living increase provided in FY23-24, continued increases in employee insurance, and the increase in retirement system costs.

The recommendation to the BOH is to approve the proposed FY24-25 Transylvania Public Health budget as presented, including the proposed changes to the Environmental and Clinical Fee Schedules.

Dr. Cozart made a motion to approve the proposed FY24-25 Transylvania Public Health budget as presented, including the proposed changes to the Environmental and Clinical Fee Schedules. There was a second from Commissioner McCall with all in favor. The budget will move on for approval from the Board of Commissioners.



**ENVIRONMENTAL HEALTH SECTION  
FEE SCHEDULE (Revised July 1, 2021)**

**SEPTIC SYSTEM APPLICATION FEES**

	IP* only	AC* only	IP/AC Combination*	
<b>Residential:</b> Up to 3 bedrooms.....	\$275 <sup>300</sup>	\$275 <sup>300</sup>	\$500 <sup>600</sup>	No more discount - too confusing!
4 bedrooms.....	\$325 <sup>350</sup>	\$325 <sup>350</sup>	\$600 <sup>700</sup>	
5 bedrooms.....	\$375 <sup>400</sup>	\$375 <sup>400</sup>	\$700 <sup>800</sup>	
Add for each bedroom over 5...	\$50	\$50	\$75 <sup>100</sup>	
<b>Commercial:</b> Up to 250 GPD.....	\$300	\$300	\$450 <sup>600</sup>	

Greater than 250 GPD, add \$0.50/gallon above 250 for IP only or AC only; IP/AC combination @ 1.5 times the single permit rate.

**Repair/replacement of malfunctioning existing system.....NO CHARGE**

**Inspection of existing systems:**

For storage buildings, garages, mobile home connections, etc. ....<sup>100</sup>\$75 (Valid for 90 days after issuance)

*\*Improvement Permit (IP) is a site approval only which transfers 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. (Valid for 5 years after issuance)*

*\*Authorization for Wastewater System Construction (AC) 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.*

**NEW WELL PERMIT APPLICATION FEES**

Private drinking water well permit application.....<sup>500</sup>\$470 (includes water sampling after completion)

Revision of existing new well permit due to site planning changes, etc. ....<sup>250</sup>\$235 (prior to construction)

WATER SAMPLING FEES FOR EXISTING WELLS

Organic (Bacteriological) ONLY	\$35.00 ea ← 50.00
Full Panel: Organic/Inorganic/Nitrate/Nitrate collected during one visit	\$150.00 ea ← 200.00
Pesticide/Herbicide Kit*	\$225.00 ea ← 300.00
Petroleum/ VOC/VOA Kit* (volatile organic compounds)	\$75.00 ea ← 100.00
*(add to "Full Panel")	

FOOD & LODGING APPLICATION FEES

Plan review application

Food and lodging... \$250	Temporary Food Service Permit..... \$75.00
Swimming pool..... \$250	Limited Food Service Permit..... \$75.00
Tattoo parlor..... \$250	

Site revisit fee.....\$50

(Site/facility not ready as indicated by applicant, property lines not marked, etc.)

Administration fee for application refund..... \$25 50

(Site not visited, no work commenced on property or project, etc.)

ANNUAL PERMIT FEES

Public Swimming Pools *Too late to change this year!*

Seasonal (per pool).....	\$150 200
Annual (per pool).....	\$200 250
Additional pool (per pool).....	\$100 150

Tattoo Parlors

Per artist..... \$250 300

ALL FEES ARE TO BE PAID PRIOR TO THE PROVISION OF ANY SERVICES



**2023-2024 SCHEDULE OF FEES**

IMMUNIZATIONS	FEE
ADULT HEPATITIS A (2 SHOT SERIES)	\$69.00 EACH + ADMIN FEE = \$92.00
ADULT HEPATITIS B (3 SHOT SERIES)	\$61.00 EACH + ADMIN FEE = \$84.00
CHILD HEPATITIS A (2 SHOT SERIES)	\$31.00 EACH + ADMIN FEE = \$54.00
CHILD HEPATITIS B (3 SHOT SERIES)	\$24.00 EACH + ADMIN FEE = \$47.00
DTAP (DIPHTHERIA, TETANUS, PERTUSSIS)	\$25.00 EACH + ADMIN FEE = \$48.00
HIB	\$23.00 EACH + ADMIN FEE = \$46.00
HPV-9 (GARDISIL)	\$269.00 EACH + ADMIN FEE = \$292.00
INFLUENZA	\$18.00 EACH + ADMIN FEE = \$41.00
HIGH DOSE INFLUENZA (AGE 65+)	\$63.00 EACH + ADMIN FEE = \$86.00
IPV (POLIO)	\$39.00 EACH + ADMIN FEE = \$62.00
MENINGITIS (MENVEO)	\$124.00 EACH + ADMIN FEE = \$147.00
MENINGOCOCCAL B (BEXSERO)	\$188.00 EACH + ADMIN FEE = \$211.00
MMR (MEASLES, MUMPS, RUBELLA)	\$90.00 EACH + ADMIN FEE = \$113.00
PNEUMONIA (PPSV23)	\$118.00 EACH + ADMIN FEE = \$141.00
PNEUMONIA (PREVNAR 13)	\$212.00 EACH + ADMIN FEE = \$235.00
PNEUMONIA (PREVNAR 20)	\$235.00 EACH + ADMIN FEE = \$258.00
ROTAVIRUS (ROTATEQ)	\$94.00 EACH + ADMIN FEE = \$117.00
TD (TETANUS)	\$35.00 EACH + ADMIN FEE = \$58.00
TDAP (TETANUS, DIPHTHERIA, PERTUSSIS)	\$41.00 EACH + ADMIN FEE = \$64.00
VARICELLA (CHICKEN POX) (2 SHOT SERIES)	\$160.00 EACH + ADMIN FEE = \$183.00
SHINGRIX (SHINGLES) (2 SHOT SERIES)	\$184.00 EACH + ADMIN FEE = \$207.00

**SERVICES**

AUDIOMETER TESTING	\$10.00
BLOOD PRESSURE	\$1.00
CHILD HEALTH EXAM	SLIDING FEE SCALE \$0.00 - \$125.00
DIABETIC SCREENING	\$4.00
SICKLE CELL TESTING	\$10.00
TB SKIN TEST	\$15.00 <b>\$20</b>
VDRL/VENIPUNCTURE	\$10.00
WOMEN'S HEALTH	SLIDING FEE SCALE \$0.00 - \$200.00
ADMINISTRATION FEE	\$12.00 - \$23.00

Add TB Work Review Form \$20

Fees for the Transylvania County Department of Public Health are determined by the cost of actual service and/or need of the community. Actual charges include staff time, salaries & cost of supplies. Vaccine fees are determined by acquisition cost of the vaccine and the cost to provide the service including staff time and supplies; state supplied vaccines are provided at no charge. Please speak with staff about requirements & sliding fee scales and/or payment agreements for cancer screening, child health, child immunizations and women's health programs. A complete list of services and fees is available upon request. All 340B pharmaceuticals are charged at acquisition cost.

CONFIDENTIAL SERVICES ARE AVAILABLE TO CLIENTS



**B. Community Health Assessment (CHA) 2024 Process Update**

The PowerPoint slide presentation for the CHA Overview is attached to the meeting minutes. (See Attachment #2)

Tara summarized the Community Health Assessment Process for the Board. She spoke about the current telephone survey for residents of Transylvania County. In case of any questions, she emphasized the calls are not a scam.

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

Progress around mental health has shown TC Strong to be ahead of other counties. They were asked to present their work plan at UNC Chapel Hill for the Our State, Our Wellbeing initiative.

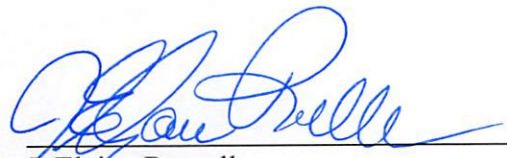
**VII. Public Comment or Public Hearing**

None

**VIII. Adjournment**


Dr. Cozart made a motion to adjourn the meeting with a second by Dr. Boatwright. There was unanimous approval and the meeting concluded at 7:50 p.m.

Respectfully Submitted:

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

06/11/2024

\_\_\_\_\_  
Date

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

06/11/2024

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



# Transylvania Public Health Proposed Budget FY 24-25





# 2024 Community Health Assessment Update

Presented to Transylvania County Board of Health  
April 9, 2024

