

BOARD OF COMMISSIONERS

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Transylvania County Board of Health

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

December 12, 2023 – Regular Meeting
Community Services Building First Floor Large Meeting Room
6:00 pm

MINUTES

I. Call to Order

Quorum was reached with six members present.

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

Members Present	Dr. Ben Lamm, Wiley Sim Cozart, III, Dawn Kauffman, PJ Boatwright, DVM, Christina Mahoney, Elizabeth Privette
Members Absent	Sandra McNeill, Teesie Stanton, Teresa McCall
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 Cheyanne Gilbert, Preparedness & Accreditation Coordinator
Others Present	

Welcome, Announcements, and Public Comment/Public Hearing

II. Agenda Modifications

None.

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – October 10, 2023.

The agenda and minutes from October 10, 2023, were approved with a motion from Dr. Lamm and second by Ms. Kauffman. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

1. The Strategic Prevention Framework-Partnerships for Success (SPF-PFS) grant, administered by the Substance Abuse and Mental Health Services Administration (SAMHSA) is now due February 21, 2024, as opposed to June 5, 2024. Notice of award remains in early fall. The CARE Coalition meets with the Dogwood Health Trust Leverage Fund on December 12, 2023, to start the grant preparation process.
2. The agency's accreditation evidence package has been submitted. The physical site visit will occur on February 1, 2024. The agency will have access to the evidence portal on January 30-31, 2024, 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 in the 3-day window.
3. The CARE Coalition made the Annual Opiate Settlement Presentation on November 16, 2023, at the Library Rogow Room. Approximately 40 community members and 3 Board of Commissioners were in attendance. The CARE Coalition made the Annual Opiate Settlement Presentation with Funding Options to the Board of Commissioners on December 11, 2023. The decision for how to invest the opiate settlement funds resides with the Commissioners per the terms of the MOU issued by the NC Attorney General's Office. The Board of Commissioners is developing their additional questions for the staff to address. A funding selection decision will be made in the months ahead by the Board of Commissioners.
4. The agency is preparing for the development of the FY24-25 budget. Work will begin in January to develop the details, with submission to the County Finance Office anticipated for mid to late February.
5. The agency is pursuing a \$100,000 HRSA planning grant to support the Regional Workforce Development project. No match or in-kind is required. The grant is due January 26, 2024. The grant funding period is July 1, 2024 – June 30, 2025. Sarah Tennyson, Regional Workforce Development Director, is writing the grant.
6. The agency is submitting the annual supply grant request for \$2,500 to the Delta Dental Foundation. There is no in-kind or match associated with the grant. The agency has received this grant for numerous years to support the work of Lori Clark, Dental Hygienist, Healthy Smiles Program.
7. The Health Department nursing staff, several DSS staff, a Sheriff Office representative and Emergency Management held a day-long shelter tabletop exercise to revisit roles and responsibilities. The event was held at the Transylvania County Recreation Center (the

designated primary shelter site) on December 12, 2024.

8. Paula Piercy, Purchasing Agent and Deputy Registrar retires this month. A job offer was extended and accepted by an applicant, with a start date in January 2024. Deputy Registrar duties have been permanently transferred to Cheyanne Gilbert, Preparedness and Accreditation Coordinator.

V. Old Business

VI. New Business

A. Quarterly Financial Summary Report (July 1 – September 30)

Quarterly Financial Summary FY 23-24			
Summary	Budget	July- September	% YTD
Expenditures	5,168,614	1,430,869	28%
Salary	2,919,066	628,847	22%
Operating	2,249,548	802,023	36%
Revenue	1,756,700	300,457	17%
Contract-	160,000	16,593	10%
Fees Clinic-460	71,700	7,805	11%
Fees Env Health-460	195,000	46,444	24%
Medicaid-425	129,500	46,928	36%
State/Federal-435	688,751	115,311	17%
Grants	511,749	67,376	13%
Local Dollars	3,411,914	1,130,412	33%

B. WIC Service Update

Laura Rinehart, WIC Director, presented the following information on the WIC program. She also noted that the department’s dental hygienist, Lori Clark, has been able to provide dental health gift bags to WIC clients through the grant received by Delta Dental.

COVID-19 federal waivers ended with the return to in- person WIC program appointments beginning on August 1, 2023. Upon re -opening, the state had anticipated that there would be a drop in overall caseload, and most local agencies across the state have seen their caseload percent drop below the state’s assigned level of 97%. Transylvania County’s caseload for August 2023 was at 96.37%.

- Surrounding rural counties saw similar changes in caseload-Jackson County 97.3%; Swain County 96.58%; Haywood County 94.54%, and Macon County 82.61%.
- Current monthly caseload numbers are exceeding same month pre-covid caseload numbers, i.e., August 2019 caseload of 541, with August 2023 caseload of 555: September 2019 caseload of

556, with September 2023 caseload of 564. Suggesting that the current caseload is more realistic than numbers achieved during Covid, due to the extensive use of waivers.

- Historically, WIC Program policy has required that participants be physically present for each yearly certification appointment, as well as for the Midyear appointment. These appointments have included documented verification of ID, residency, and proof of income. These appointments have also required the obtainment of participant height, weight and Hgb level, as these anthropometric measures are required to generate a risk code needed to complete program eligibility.
- Federal waivers allowed the WIC program to operate remotely, completely removing the need to be physically present. Anthropometric measures were self-reported by clients, and verification of ID/ residency and income could be obtained by fax/email or completely waived under the federal waivers. Caseload numbers soared due to the ease of completing WIC appointments in this manner.
- Current WIC policy is allowing our program to operate under ARPA waivers, which still includes the waiver for physical presence, but has re-instituted the need for anthropometric measures, as well as specific documents requiring an in-person signature. By nature of these restrictions, some clients will still need to be seen in person, while a great many appointments can continue to be done by phone. This hybrid service has been well received by our participants.
- Moving forward, the North Carolina WIC Program has realized that clients prefer the convenience of the remote appointment service model and is completing a telehealth pilot program called THIS-WIC. This portal will allow clients to upload documents and participate in videoconferencing. It is expected to be available to our local agencies in early 2024.

C. Meeting Schedule 2024

The BOH meeting schedule for 2024 needs to be determined. Per NCGS a BOH must meet a minimum of quarterly. For 2023, the BOH used an alternating month meeting schedule. Prior years had used a monthly meeting schedule. The schedule adjustment was made to improve meeting efficiency and quorum attendance, both goals were achieved. A quarterly meeting schedule is not adequate to address emerging issues and the operational needs of the agency.

The recommendation to the BOH is to adopt an alternate month meeting schedule for 2024, with meetings held the 2nd Tuesday of February, April, June, August, October, and December at 6pm in the Community Services Large Conference Room. There was approval by the Board of Health to adopt an alternate month meeting schedule for 2024 with a motion from Dr. Cozart and seconded by Dr. Lamm with unanimous approval.

D. Epi Update

The December BOH Epi Update presentation is attached to the meeting minutes. (See Attachment 1)


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 6:40 p.m.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

February 13, 2024
Date



Dr. Ben Lamm
Chair, Board of Health

February 13, 2024
Approved Date

Attachment 1. Epi Update – Regional Case Study. (Double-Click to see entire file.)



Epi Update – Regional Case Study

Presented to Transylvania County Board of Health

December 12, 2023

