

BOARD OF COMMISSIONERS
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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

**April 14, 2026– Regular Meeting
 Community Services Building First Floor Large Meeting Room
 6:00 pm**

MINUTES

I. Call to Order

Quorum was reached with five members present. Ms. Privette called the meeting to order at 6:04 pm.

| | |
|------------------------------|--|
| Members Present | Thomas Fuller, OD Elizabeth Privette Teesie Stanton Wiley Sim Cozart III, DDS Dawn Kauffman, RN Teresa McCall Christina Mahoney, RN |
| Members Absent | Sandra McNeill, RN |
| Staff Members Present | Elaine Russell, Health Director / Secretary to the Board Sabrina Griffin, Clinical Planner/Evaluator Laura Petit, Business Officer Krystal Raines, WIC Director Tara Rybka, Assistant Health Director Jermois Morris, CARE/Preparedness Coordinator Alisa Corn, Administrative Services Supervisor |
| Others Present | |

Welcome, Announcements, and Public Comment/Public Hearing

II. Agenda Modifications

None

III. Consent Agenda

A. Approval of Agenda

B. Minutes – February 10, 2026

The agenda and minutes from February 10, 2026, were approved with a motion from Dr. Cozart and second by Commissioner McCall. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

1. Very sadly Brian Johnson, REHS, FLI Program Specialist, passed away February 14, 2026. His public health knowledge and commitment to public service will always be remembered. The agency moved forward in the weeks after his passing to post his position. Gabby Tucker was promoted from within the agency for the position. Her vacancy is being processed by County HR for posting.
2. Due to unexpected schedule conflicts, the Annual Staff Training Day was rescheduled from April 9th to September 30th. Debra Bechtel and Megan Silver of Teague Campbell will provide the training which will focus on legal aspects of communicable disease and contain a mock trial with a communicable disease focus. The agency will be closed for services on the training day.
3. Debra Bechtel will be at the June BOH meeting to provide the required annual legal training for the BOH. She will cover the key topics from the SOG Annual Legal Conference and take general questions from the BOH.
4. On March 23, 2026, the agency was honored to have a site visit with the Dogwood Health Trust Leadership Team to review their recent award of a collaboration grant to the Region 1 Health Departments to help address public health workforce development. The team was visiting with all grant awardees across the region. It was a very positive and collaborative meeting. Multiple Region 1 Health Directors also joined the meeting by Zoom.

V. Old Business

None

VI. New Business

A. Presentation of Proposed Budget

The Transylvania Public Health Proposed Budget FY 26-27 document is attached to the meeting minutes. (See Attachment #1)

The proposed FY26-27 operating budget for Transylvania Public Health is \$4,406,912. County Administration guidance for the annual budget development process emphasized efficiencies, awareness of funding stream trends, and departmental budget growth limited to a maximum of 2%.

| REVENUE SOURCE | AMOUNT |
|----------------------|-------------|
| Local appropriations | \$2,029,464 |
| State appropriations | \$1,011,332 |
| Medicaid | \$245,500 |
| Grants | \$664,516 |
| Fees | \$282,500 |
| Contracts | \$173,600 |

The agency developed a very reserved budget with no new staff requests, no staff reclassifications, and no program expansion. The uncertainty of all funding streams was considered in the budget development process. The growth for the proposed FY26-27 agency budget was 0.32%.

The recommendation to the BOH is to approve the proposed FY26-27 Transylvania Public Health budget as presented.

Dr. Cozart made a motion with a second by Thomas Fuller, O.D., to approve the proposed FY26-27 Transylvania Public Health budget as presented. Approval was unanimous.

B. Agency-Wide Policy Project Update and BOH Governance Policies

The Board of Health Policies for Review are attached to the meeting minutes. (See Attachment #2)

The agency has completed a comprehensive review and overhaul of all policies and standing orders. The goal of the project was to transform every policy with plain-spoken, concise, legally correct language. Leadership team worked by program with Debra Bechtel (Teague Campbell Counsel), myself, and frontline staff across 21 months to accomplish this major agency improvement. One-time funds for public health infrastructure improvement and workforce development allowed the agency to pursue the project. The funds supported the purchase of the software PowerDMS, a cloud-based product of the management and electronic signature of agency policies and operational plans. Every staff member has an individual PowerDMS account with access to all completed policies and operational plans. The system and new policies will be effective and “go live” May 1, 2026.

The BOH Governance Policies are included for review and approval by the BOH. The BOH Chair will work with the agency leadership to complete the electronic signature process which will have the electronic date stamp.

The recommendation to the BOH is to approve the BOH Governance Policies as presented.

Dr. Cozart made a motion with a second by Commissioner McCall to approve the BOH Governance Policies as presented. Approval was unanimous.

VII. Public Comment or Public Hearing

None

VIII. Adjournment

Dr. Cozart made a motion to adjourn the meeting with a second by Commissioner McCall. There was unanimous approval, and the meeting concluded at 6:45 p.m.

Respectfully Submitted:

J. Elaine Russell
Secretary, Board of Health

Date

Sandra McNeill
Chair, Board of Health

Approved Date

Attachment 1: Transylvania Public Health Proposed Budget FY 26-27 (Double-Click to view entire document.)



Transylvania Public Health Proposed Budget FY 26-27

Attachment 2: Policies for Board Review

TRANSYLVANIA PUBLIC HEALTH

| | |
|-----------------------|---------------------------------|
| POLICY NAME | Policy Development and Guidance |
| SECTION | Governance |
| EFFECTIVE DATE | May 1, 2026 |

PURPOSE

To provide guidance and direction for development of policies and procedures governing operations.

PROCEDURES

- Policy Development
 - Define the issue, problem, or task
 - Determine who has responsibility for writing the policy.
 - Ensure staff, whom the policy affects, are included in development and review.
 - Ensure the Medical Director is involved where standing orders and procedures related to clinical services are covered.
 - Obtain legal input as necessary.
 - Ensure consistency with laws, rules, regulations and standards of practice.
 - Following the initial draft, allow for staff review and revision as necessary.
 - Adopt the policy according to the level required in the table in Section 4 below.
 - Conduct training on new or revised policies.
 - Maintain policies in manuals including a Table of Contents.
 - Train staff on new policies, existing policies, and revisions to policies, at time of hire, as needed and related to position.
- Policy Review and Revision
 - Policies are reviewed periodically, by appropriate staff, and revised when necessary.
 - Revised policies must be documented and disseminated to staff.
 - Where applicable, staff have input on new or revised policies.
- Policy Dissemination

New policies or revisions are distributed to applicable staff by PowerDMS, and/or at staff meetings. Documentation of distribution may be through staff meeting minutes or individual acknowledgements.
- Policy Storage and Access
 - The Director or respective Supervisor is responsible for maintaining current policies in appropriate manuals.