

BOARD OF COMMISSIONERS
Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Larry Chapman
W. David Guice
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

February 14, 2023 – Regular Meeting
Community Services 1st Floor Large Meeting Room
6:00 pm

MINUTES

Call to Order

I. Welcome and Announcements

Meeting began at 6:00 p.m.

Members Present	Dr. Ben Lamm, Dawn Kauffman, Teesie Stanton, W.S. Cozart, III, Teresa McCall
Members Absent	Sandra McNeill
Staff Members Present	Elaine Russell, Health Director / Secretary to the Board Laura Petit, Business Officer Jim Boyer, Environmental Health Alisa Corn, Administrative Services Supervisor Tara Rybka, Health Educator Sabrina Griffin, RN, BSN Laura Rinehart, WIC Program Director Heather Bradley RN, BSN Kathy Kelley, RN Haley Putnam, MPH, Preparedness/Accreditation Coord.
Others Present	

Quorum was present. Dr. Lamm called the meeting to order.

Teresa McCall was sworn in as a new member of Board of Health representing the Board of Commissioners.

II. Agenda Modifications

None

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – December 13, 2022.

There was approval of agenda and minutes from December 13, 2022 with a motion from Dr. Cozart and seconded by Ms. Kauffman with unanimous approval.

IV. Public Comment or Public Hearing

None

IV. Administrative or Committee Reports

A. Health Director's Report

1. The national public health emergency for COVID will end May 11, 2023. The COVID vaccines will move into the open market. The agency is routinely asking our pharmaceutical sales reps for details on cost and dosage packaging. That information will be critical for how the agency plans to make the vaccine available moving forward, which must be considered in annual budget planning. The State is working to identify safety net mechanisms for adults and children that do not have insurance. The agency will also scale back the weekly COVID update to a monthly update, with the COVID update communication ending in May.
2. The NC Legislature has started their long session. The North Carolina Association of Local Health Directors (NCALHD) has chosen to put their full focus and effort on House Bill 108 (Local Communicable Disease Program Funds). The bill was introduced February 13, 2023, and seeks to support the long-standing duties of local health departments in the treatment and prevention of communicable disease. The bill seeks a total of \$25 million, recurring, for fiscal year 2023-2024 and 2024-2025.
3. During the February 13, 2023, BOC meeting, a 6.5% COLA (based on CPI) was approved for all full and part-time employees not in a probationary period. The BOC is also in the process of completing a pay plan study, which will be reviewed for recommendations in the months ahead. The BOC and County Manager have expressed their commitment to supporting employees, which is greatly appreciated.
4. The agency will provide the Annual Summer Camp Training on March 14, 2023. The intent of the annual training is to help summer camps connect with the variety of technical assistance and inspection guidance provided by the agency. Summer camps bring a broad national and international cohort of campers and camp staff to the community each year.

B. Annual Election of BOH Chair and Vice Chair

Ms. Russell turned this portion of the meeting over to the Board of Health members to elect a Board Chairperson and Vice Chair.

A motion was made by Dr. Cozart and seconded by Ms. Kauffman, nominating Benn Lamm to remain as Chairman, with unanimous approval. Teresa McCall nominated Sandra McNeill for Vice Chair. Dr. Cozart nominated Teresa McCall for Vice Chair. There were no seconds or votes for Vice Chair. Dr. Lamm stated that the election of a Vice Chair would be postponed until the April meeting when additional members had been selected for the BOH.

VI. Old Business

A. Health Space Update

- Teague Campbell reviewed the HealthSpace contract in early January to determine exit strategies. After review, their recommendation was to issue a notice to the company advising the agency would not pursue renewal on the upcoming April 1, 2023, annual renewal date. The contract required a 60-day notice for non-renewal.
- The guidance from Teague Campbell was reviewed with Ms. Laughter and she was supportive of their recommendation. A letter advising of non-renewal was sent by Teague Campbell on January 12, 2023.
- The DPH has approved use of the one-time Communicable Disease funding (\$240,000) for alternate software, as the investment would contribute to infrastructure that supports communicable disease prevention.

There was discussion among the board as to how the department came to this decision and how the department plans to proceed with Environmental Health software. Ms. Russell noted that IT Director, Nathanael Carver, was instrumental in discerning how to move forward with the software. Environmental Health will renew the previously used software program while Nathanael Carver will be working with the building inspections department to achieve better communication with that department.

VII. New Business

A. Bad Debt Write Off

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$100.00 for the time period 01/01/2022 to 06/30/2022.

Account balances less than \$50 (Bad Debt): \$100.00

Balances greater than \$50 (NC Debt Setoff): \$0.00

If this recommendation is approved by the Board of Health, it 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.

A motion was made by Dr. Cozart to submit the bad debts to the Transylvania County Board of Commissioners for consideration and approval. The motion was seconded by Teresa McCall with unanimous approval.

B. NCDAVE Vital Records Update

The NCALHD Letter is attached to the meeting minutes. (See Attachment 1)

Ms. Russell updated the board on the very serious problems that are occurring with the new NCDAVE vital records application. The NC Association of Local Health Directors have submitted the attached letter to Dr. Kansagra and Division of Public Health Leadership Team outlining the issues that have been identified with the application. Some of those being negatively affected include families with members having an out of county death, families of specific faiths that require burial within 24 to 48 hours of death, families with home burials.

C. Annual Communicable Disease Report 2022

The CD Report 2022 is attached to the meeting minutes. (See Attachment 2)

Ms. Russell reviewed the report with the Board with input from Kathy Kelley, Communicable Disease nurse. She commended Kathy and the other nurses for the work they have done with communicable disease. Kathy added that C.D. has been busy and it is helpful to have good contacts and a good Infectious Disease physician at Mission Hospital. She noted that out of state cases prove to be more difficult to follow.

Attachment 1. NCALHD Letter (Double-Click to see entire file.)



Dear Dr. Kansagra and Division of Public Health Leadership Team,

We are writing on behalf of the North Carolina Association of Local Health Directors in regards to recent developments with the NC Office of Vital Records and the NC Database Application for Vital Events (NCDAVE). We are, as always, appreciative of the collaboration and partnership with Division staff and leadership and welcome further conversations on how we can continue to find improvements in the processes with this new system.

Thank you for your recent updates on efforts within these programs. We are encouraged to hear that a customer satisfaction survey is in the works. We offer our full support in ensuring strong response from Local Health Departments. We welcome further collaboration and conversation about the data that will be gleaned from these surveys, and on how we can work together to use this data to drive process improvements.

We are equally encouraged and appreciative of other mentioned efforts focused on records digitization and staffing support to expand the capabilities of Vital Records Staff.

While the aforementioned updates are encouraging, we did still think it important to share this letter, raising additional concerns and some requests for information and collaboration. Since implementation of the NCDAVE system within The Office of Vital Records, Deputy Registrars have faced significant challenges that have inhibited their ability to successfully serve their communities. We hosted a discussion with Local Health Department Vital Records staff on December 13, 2022. The purpose of the discussion was to identify current challenges faced by local staff. The common challenges identified by local staff can be categorized into five key areas:

1. Communications and Customer Service
2. Accountability and Performance System
3. Capabilities and Support Access to
4. Actionable Data
5. Equity Concerns

Included with page 2 of this letter we have included further detail on these issues.

Our association feels that it is imperative to improve upon these identified issues as quickly as possible. While we recognize progress in some areas will take time, we are committed to the partnership and offer our assistance in any way that we can.

Specifically, we stand ready to support the rollout of the upcoming survey to ensure that the above information is collected in a systematic and measurable manner. We are also more than happy to offer time in an upcoming NCALHD monthly in-person meeting to discuss these comments and the upcoming data more thoroughly. Lastly, should there be willingness to establish a small working group with local representation we would be glad to support the logistics of building local representation within that stakeholder group. We thank you, as always for your partnership and support as we strive for improvements to the Vital Records systems. We look forward to future collaborations.

Sincerely,

Handwritten signature of Lillian Koontz in blue ink.

Lillian Koontz, MPA, REHS
President
North Carolina Association of Local Health Directors

Handwritten signature of Patrick Brown in blue ink.

Patrick Brown, PharmD
Executive Director
North Carolina Association of Local Health Directors

220 N Person St. Suite 208
Raleigh, NC 27601

919-828-6206

Attachment 2. Annual Communicable Disease Report 2023 (Double-Click to see entire file.)



2022 COMMUNICABLE DISEASE REPORT

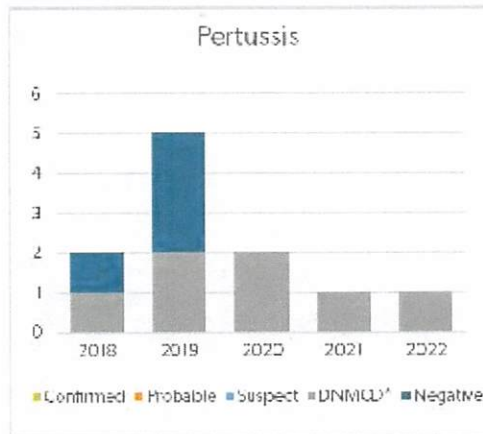
Each year, Transylvania Public Health produces an annual report of communicable diseases to be presented to the Board of Health and other interested community members. This report summarizes the communicable diseases investigated by and reported to the agency for calendar year 2022.

Some cases that were reported or investigated to local public health may not meet the criteria as defined in the Communicable Disease Manual issued by the NC Division of Public Health, based on guidance from the US Centers for Disease Control and Prevention. Because those cases did not meet case definition, they are marked as DNMCD* throughout this report.

AIRBORNE DISEASE

Transylvania County had 1 case of Haemophilus influenza and 2 influenza deaths reported in 2022.

Public health employees investigated 1 case of pertussis, which did not meet case definition.



	2018	2019	2020	2021	2022
Pertussis:					
Confirmed	0	0	0	0	0
Probable	0	0	0	0	0
Suspect	0	0	0	0	0
DNMCD*	1	2	2	1	1
Tested Negative	1	3	0	0	0
Haemophilus Influenza	2	0	0	1	1
Influenza Deaths:					
Type A	3	0	0	0	2
Type B	0	2	0	0	0
Type A&B	0	0	0	0	0

COVID-19 RESPONSE

Transylvania Public Health continued its response to the COVID-19 pandemic throughout 2022.

A total of 3,552 cases, 70 hospitalizations, and 20 deaths among Transylvania County residents were reported from January 1 to December 31, 2022.

Of these, 210 cases and 5 deaths were associated with 8 separate outbreaks at 5 skilled nursing and assisted living facilities and congregate living settings. Clusters of 5 or more cases were identified at 1 worksite, 1 college athletic team, 1 school athletic team, and 2 classrooms.

In early 2022, communicable disease staff continued work to track cases, conduct case investigations, perform contact tracing, keep an internal line list, and report to NCDHHS using the COVID-19 electronic surveillance system. The agency received assistance with contact tracing and case investigations through state CCTO contracts. Nurses continued to work with the county's 6 skilled nursing and assisted living facilities to prevent and mitigate outbreaks. School nurses and the agency's childcare consultant continued providing technical assistance and conducting case investigations and contact tracing for their populations. Staff also communicated guidance and provided technical assistance to the general public and to stakeholder groups including physicians, schools, churches, and businesses.

As the year progressed, the scale and scope of these efforts began to be reduced in response to lower COVID-19 case numbers and as normal health department services began to resume.

The agency continued offering COVID-19 vaccinations and boosters (along with flu vaccines) via in-office appointments. Transylvania Public Health provided a total of 1,281 COVID-19 vaccinations in 2022, including 187 first and second doses and 1,094 additional or booster doses.

Attachment 3. Epidemiology Update (Double-Click to see entire file.)



Epi Updates

Presented to Transylvania County Board of Health

February 14, 2022



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



COUNTY MANAGER
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101 South Broad Street
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Transylvania County Board of Health

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

April 11, 2023 – Regular Meeting
Community Services Building First Floor Large Meeting Room
6:00 pm

MINUTES

I. Call to Order

Quorum was reached with 4 members present.
Dr. Lamm called the meeting to order at 6:04 pm.

Members Present	Wiley Sim Cozart, III, Dawn Kauffman, Dr. Ben Lamm, Teresa McCall
Members Absent	Sandra McNeill, Teesie Stanton
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 Paula Piercy, Purchasing & Vital Records
Others Present	

Welcome, Announcements, and Public Comment/Public Hearing

Transylvania County Board of Commissioners appointed Elizabeth Privette and Christina Mahoney as new members of the Board of Health representing the general public, and reappointed Dr. Ben Lamm for another 3-year term as pharmacist. Because the appointments occurred within the past 24 hours, neither new board member was able to attend.

II. Agenda Modifications

None.

III. Consent Agenda

- A. Approval of Agenda**
- B. Minutes – February 14, 2023.**

The agenda and minutes from February 14, 2023, were approved with a motion from Dr. Cozart and second by Ms. Kauffman. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

1. The national public health emergency for COVID remains scheduled to end May 11, 2023. The agency's WIC services will return to in-person service on August 1st in compliance with federal WIC program operating standards. The end of telephone services/support will be a significant change for WIC clients and is anticipated to impact caseload numbers and engagement both locally and statewide. The return to in-person services will allow for more warm hand-off referrals for child health assessments, immunizations, and family planning services. Ms. Kauffman asked about notifications to clients and Ms. Russell said that notifications were going out and individuals were welcome to begin in-person services now if desired. Ms. McCall asked if the agency expected to lose clients due to Medicaid recertification and Ms. Rinehart responded that a majority of current clients qualify for WIC through Medicaid eligibility, but can also qualify as SNAP recipients or via proof of income. In addition, some clients may have aged out of eligibility since the pandemic began. Ms. McCall commented that she was aware of work to create a system that would allow information to be available across agencies to avoid re-entering information in multiple locations.

Commercialization of vaccine will not occur until the fall of 2023, until then agencies will continue to access and use the existing federal inventory through DPH. The CDC's VDAC group will be meeting on June 15 to determine a recommendation for which vaccine strains to include in this fall's bivalent booster doses.

2. The Region 1 Health Directors have been in communication with Senator Corbin regarding support for HB 108 (Local Communicable Disease Funding). He has been very encouraging and supportive toward our advocacy. He understands the money needs to be a recurring appropriation to truly improve local Health Department capacity related to communicable disease. He serves as chair to the Health and Human Services Committee and is in a position to truly advocate. The bill seeks a total of \$25 million, recurring, for fiscal years 2023-2024 and 2024-2025.
3. The agency and CARE Coalition have identified a HRSA Rural Communities Opioid Response Program (RCORP) – Child and Adolescent Behavioral Health (CABH) grant. This is a 4-year grant award at \$1,000,000 per year to address prevention, treatment, and recovery of substance misuse in rural youth ages 5-17. The grant was released March 22, 2023 and is due May 12, 2023. It's a complex grant due in a very short time period. Due to staffing limits in the CARE Coalition and the work of meeting existing grants in their final 1-2 years, the difficult decision was made to hold on submission and pursue next year if posted. Mr. Cozart asked about the age being young for substance misuse, and Ms.

Russell clarified that the work included prevention efforts and can be directed to children from homes affected by adult substance misuse.

4. The agency's Region 1 ARPA Workforce Development Director Sarah Tennyson has been in communication with Dogwood Health Trust for the pre-engagement discussions. about upcoming grant opportunities that could continue the collaborative work. Interested applicants must submit a proposal between May 1 and June 2. Viable applicants will be invited to submit a final application starting June 17. A memo requesting Board of Commissioner approval to start the submission process will be submitted for the April 24 meeting. The Region 1 WFD Project has provided a schedule of legal trainings through Teague Campbell, communications campaign direct support, Medicaid billing analysis support, and paid internships for students in the WCU Environmental Health Studies Program.
5. The agency has concluded the contractual relationship with HealthSpace. Training and initiation of the CDP software for Food/Lodging/Institutions is scheduled for this month.
6. The agency provided the Annual Summer Camp Training on March 14, 2023. A total of 12 camps participated in the training with a total of 27 participants. A return to in-person training was welcomed by the participants and the staff.

B. Annual Election of BOH Vice Chair

Based on last month's tentative nominations, Ms. Russell shared that Ms. McCall has received training in conducting board meetings through her role on the Board of Commissioners and is willing to accept a nomination. Ms. Kauffman made a motion to elect Teresa McCall as the BOH vice chair, and Dr. Lamm seconded. The motion passed unanimously.

V. Old Business

None.

VI. New Business

A. Proposed Budget FY23-24

The PowerPoint slide presentation for the Proposed Budget FY 23-24 is attached to the meeting minutes. (See Attachment 1) The Schedule of Fees for 2023-2024 and Environmental Health Section Fee Schedule (revised July 1, 2021) are attached to the meeting minutes. (See Attachment 2 and Attachment 3)

Ms. Russell presented the agency's proposed budget for FY 23-24, which includes an operating budget of \$3,957,711. Revenue sources include \$1,967,992 (50%) from local appropriations, \$711,818 (18%) from state appropriations via Agreement Addenda, \$266,700 (7%) from clinic and environmental health fees, \$176,400 (4%) from Medicaid, \$674,801 (17%) from grants from local (Dogwood Health Trust) and federal (Drug Free Communities, RCORP, COSSAP) sources, and \$160,000 (4%) from contracts with Transylvania County

Schools for school nursing. Expenses include 74% for personnel costs and 26% for operating costs such as office and medical supplies and durable items.

Other budget notes include:

- No requests were submitted for new staff, equipment, or reclassifications, in alignment with county administration requests to focus on COLA and pay plan review for market compatibility.
- Increased costs include anticipation that medical malpractice insurance may increase by 15% (\$1,279) which increased the budget line to \$9,804; environmental health well kits purchase (\$5,800) due to additional business and no internal water lab testing capacity which increased the budget line to \$13,800, but some costs will be recouped via fees; and staffing costs for a mid-level provider to restart Family Planning clinics and STD services (\$14,100), which increased the budget line to \$31,200.
- The ARPA Workforce Development Regional multi-year grant will have an estimated carry forward of \$650,000.

The proposed budget has \$32,590 less in local appropriations compared to FY 22-23, due to a vehicle request last year and costs being trimmed where able. The overall budget is about \$2 million less than FY 22-23 due to all \$1 million of the 2-year ARPA grant being included in last year's budget and the ending of several large COVID-19 grants.

Ms. Russell presented the agency's Schedule of Fees for clinical services and Fee Schedule for environmental health services for information, as there were no proposed changes. The clinical fee schedule includes a provision to adjust the fees as the actual costs of vaccines change without additional board approval. Ms. McCall asked when the environmental health fee schedule was last updated and if the fees were comparable to nearby counties. Mr. Boyer said the septic fees were increased prior to COVID-19 and well fees were last changed around 2012. Ms. Russell suggested that agency staff would investigate the fees in nearby counties and bring a recommendation to the board at the next meeting in June. She also noted that N.C. Administrative Code requires septic fees to be applied to the cost of work related to septic systems.

Dr. Cozart made a motion to accept the budget as presented. The motion was seconded by Dr. Lamm and passed unanimously.

B. Medicaid Expansion Information

Ms. Russell shared a message from NC DHHS (*italic text below*) regarding Medicaid Expansion for situational awareness and for information. She noted that Medicaid recipients had been receiving automatic recertification of eligibility during the pandemic. Starting in May, all Medicaid recipients will need to recertify in person, and some people are expected to lose eligibility. In addition, some DSS staff were hired since the last time that in-person document certification was required and may be unfamiliar with the process. Ms. McCall noted that DSS is the county department with the highest staff turnover, and shared that there has been discussion of funding to hire additional DSS staff, but many agencies are already struggling to hire existing staff and find office space for any additional hires. Recertification

and expansion are likely to be complicated and cause confusion, so everyone is urged to be patient through this transition.

Medicaid expansion will extend coverage for both physical and behavioral health to approximately 600,000 North Carolinians in a timely way that improves quality of life.

We still have work to do before the first person can be enrolled, and expansion will become effective only when the state budget is passed.

Generally, expansion increases the income eligibility requirements for full Medicaid coverage to 133% of the federal poverty rate. Those who will be able to get access to care primarily includes single adults aged 19 –64 with incomes less than \$19,391 each year and parents with low income — for a family of three, annual income below \$33,064 qualifies (the current cut-off is \$8,004). People included in this expanded coverage include:

- *People who work in agriculture, childcare, construction, retail and other fields whose jobs often do not include insurance benefits,*
- *Some veterans and their families,*
- *Children who age out of Medicaid,*
- *Women who would be covered if they were pregnant, and*
- *Men and women who currently have a very limited family planning only benefit through Medicaid.*

NCDHHS is beginning to prepare. Our goal will be to increase the number of people that have health coverage — Medicaid or otherwise — and to minimize the costs to the state and private partners because of uncompensated care and untreated illness. We are starting with a small planning team that will expand as we move forward, creating a structure for internal NCDHHS stakeholders, cross-departmental collaborations, and external stakeholders. There will be three main pillars of the work:

- *Our Medicaid Division will lead the **operational work** tied to implementation.*
- *Our Office of Health Equity and Office of Rural health will drive robust engagement with external stakeholders and ensure **we reach every community in NC.***
- *Our Division of Social Services will lead our partnership with counties and support them in maximizing the **value of this effort, and minimizing the administrative barriers to the eligibility work.***

In the meantime, people who think they may be eligible can begin enrollment online at [ePass.nc.gov](https://epass.nc.gov) to see if they currently qualify for Medicaid benefits. Existing Medicaid beneficiaries should update their contact information during Continuous Coverage Unwinding so they do not inadvertently lose coverage. More information can be found at <https://medicaid.ncdhhs.gov/End-of-PHE>.

NCDHHS continues to work on communications to a broad range of questions including details of coverage overlap, the impact of the end of continuous coverage from pandemic, provider networks, stakeholder engagement, and more. More details will be available for

providers, stakeholders, potential enrollees and the general public as we draw closer to implementation.

C. Epidemiology Update

The PowerPoint slide presentation for the Epi Updates is attached to the meeting minutes. (See Attachment 4)

Ms. Russell reiterated the May 11 end date for the federal COVID-19 emergency declaration and deadline for Medicaid recertification. She presented information about COVID-19 vaccines, local cases in the past month, Community Levels, and most common variants statewide. Ms. Russell noted that the top variants will be used to determine the 2023 bivalent vaccine, which will have a much quicker turnaround compared to flu vaccine due to the manufacturing process.

In addition, Ms. Russell presented information about Mpox trends; Marburg virus outbreaks in Equatorial Guinea and Tanzania; global cases of measles; current outbreaks of salmonella, listeria, and drug-resistant infections associated with artificial tears; and trends in TB and STIs.

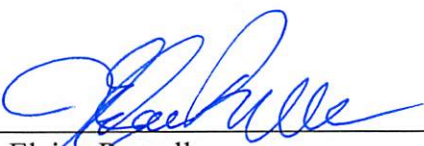
VII. Public Comment or Public Hearing

None

VIII. Adjournment


Dr. Cozart made a motion to adjourn the meeting with a second by Ms. Kauffman. There was unanimous approval and the meeting concluded at 7:04 p.m.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

June 13, 2023
Date



Dr. Ben Lamm
Chair, Board of Health

June 13, 2023
Approved Date

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
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Transylvania County Board of Health

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

June 13, 2023 – Regular Meeting
Community Services Building First Floor Large Meeting Room
 6:00 pm

MINUTES

I. Call to Order

Quorum was reached with 7 members present.

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

Members Present	Wiley Sim Cozart, III, Dawn Kauffman, Dr. Ben Lamm, Chairman, Teresa McCall, Vice-Chairwoman, Teesie Stanton, Christina Mahoney, Elizabeth Privette
Members Absent	Sandra McNeill
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 Paula Piercy, Purchasing & Vital Records
Others Present	

Welcome, Announcements, and Public Comment/Public Hearing

Elizabeth Privette and Christina Mahoney were sworn in as new members of the Board of Health representing the public.

II. Agenda Modifications

None.

III. Consent Agenda

- A. Approval of Agenda
- B. Minutes – April 11, 2023.

The agenda and minutes from April 11, 2023, were approved with a motion from Dr. Cozart and second by Ms. McCall. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

1. The agency is fully staffed with the exception of the Preparedness/Accreditation Coordinator. The applicant pool currently contains 2 applicants that are under review for meeting qualifications.
2. Senator Corbin has continued to advocate for local communicable disease funding in the budget process. He has advocated strongly for a baseline of funding to all counties and for the funding to be recurring. Budget negotiations are on-going.
3. The agency completed a multi-day, intensive state program audit for fiscal administration and family planning. The results of the program audit were overall strong and positive. Recommendation highlights include updating the clinical documentation abbreviation list and reviews to avoid under-billing.
4. A federal meeting will occur on June 15, 2023, to select the strains for COVID for inclusion in the next round of vaccine production. Pricing remains to be confirmed but is anticipated to be around \$100 per dose. The agency was selected by the WNC Health Network to participate in a National Council of Aging Grant, which has the potential to cover some vaccine costs associated with COVID and flu vaccine for fall 2023.

V. Old Business

A. Vital Records Update

The NCDHHS Letter and Progress Updates are attached to the meeting minutes. (See Attachment 1)

Working through the NCALHD leadership, the myriad of concerns related to the electronic death certificates (NCDAVE) has seen improvement in the past couple of months. Improvements include:

1. Specialized training of state level staff to respond to specific questions/correction needs.
2. Resolution of the extensive backlog
3. Improved hiring success and training at the state level

NCDHHS has stated the intent to start the electronic birth certificate process in January 2024. At the local level, there are concerns if the same systems challenges will be encountered. The NCALHD is working on pro-active engagement with the State Vital Records Office to avoid the problems encountered in the death certificate transition. Per the Register of Deeds Office, there is a current 1

year wait on birth certificates connected with adoption processes. The timeliness and accuracy of all vital records is essential given the life and estate decisions connected to the documents.

Ms. Russell noted that death certificate corrections were now being handled in 1 to 2 weeks. She shared that N.C. Representative Mike Clampitt had been interceded to get birth certificates for a family in our county adopting 5 children. As there are no hospital deliveries in our county, Mission Health or Advent Health will be responsible for new births residing in our county. The only birth certificates processed from within our county will be home births. Although, home births resulting in the child being transported to one of the regional hospitals for medical care will be handled by the county in which they are treated. There are an average of 7 to 8 home births per year in our county.

VI. New Business

A. Environmental Health Fee Data

WNC Environmental Health Fee Data is attached to the meeting minutes. (See Attachment 2)
The PowerPoint slide presentation for the BOH Environmental Fee Data is attached to the meeting minutes. (See Attachment 3)

Ms. Russell presented a detailed look at environmental health fees for our part of the state.

Per the request of the Board of Health at the April meeting, staff pulled the Environmental Health fee schedules for the 11 most western counties. The complete packet of fee schedules is included in the meeting materials. Although there are many similarities in the set-up of the fee schedules, differences do exist in services offered, description of services, and in service bundling. Effective July 1, 2023, Haywood County will adopt a new fee schedule closely mirroring the Transylvania County fee schedule. The current Haywood County fee schedule was included in this material.

Important definitions of services in the fee schedules:

1. IP – improvement permit; is a site approval only which transfer 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. The IP is valid for 5 years after issuance.
2. AC – authorization to construct 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.
3. IP/AC – North Carolina rules require the sequence of the IP first, followed by issuance of a AC.
4. GPD – gallons per day; some fee schedules are structures as GPD or by bedroom.
 - a. 2-bedroom permit = 240 GPD
 - b. 3-bedroom permit = 360 GDP
 - c. 4-bedroom permit = 480 GDP
 - d. Additional bedrooms = 120 GDP per bedroom

The NCGS allows for the charging of fees in on-site wastewater and wells, although no parameters of minimum or maximum are defined for the fees. The EOP/AOWE (private installs) are limited to 30% of

a county's applicable fees. The NCGS allows for fees in public swimming pool inspections and tattoo parlors. Plan reviews for most FLI programs are limited to \$250.

State-wide, Environmental Health budgets are comprised of 15% - 20% fee revenue. The remainder is county appropriations. Overall, the fees for Transylvania Health are in the middle of the range for the 11 counties surveyed. A comparison PPT will be shown at the BOH meeting.

Ms. Russell offered additional research for the board for consideration of fee changes. Ms. Russell recommended no changes to fees for now and continue to look at the economy.

B. Accreditation Information

Transylvania Public Health is due for a NC Public Health Accreditation site visit in March 2024. Due to the impact of COVID, all accreditation site visits were extended by 2 years. Therefore, the normal 4 years of review will become 6 years of review.

The NC Public Health Accreditation was developed and adopted into NCGS/NCAC in 2004. As the process is reaching the 20-year mark, there has been a push to revisit and refine the process. A workgroup has refined the standards cited in NCAC from 150 to 50. A review of the revised standards has been requested of the NC Health Services Commission, which has authority of implementation and changes of public health related NCAC. That is due to occur late this summer and will start with a period of written public comment.

There is interest among numerous Health Directors to explore making the process elective due to the following points:

1. Duplication of effort in relation to the DPH program audits, local fiscal audits, and other regulatory work requirements
2. Accreditation is an unfunded mandate covered by local appropriations; the work requires a dedicated staff member and annual dues to the NC Institute of Public Health
3. NCDHHS – Division of Public Health received national public health accreditation (PHAB) and the question has been raised if this truly meets the intent of accreditation given the level of program audits agencies receive.

Ms. Russell says that the NC Region 1 Health Directors are asking some hard questions about the review of accreditation. Although Ms. Russell is not anti-accreditation, she wants to see the best use of staff time and money.

C. Epidemiology Update

The PowerPoint slide presentation for the Epi Updates is attached to the meeting minutes. (See Attachment #4)

Ms. Russell noted that with the expiration of the Public Health Emergency, the role of the health department will be to provide education, vaccines, and handwashing instruction.

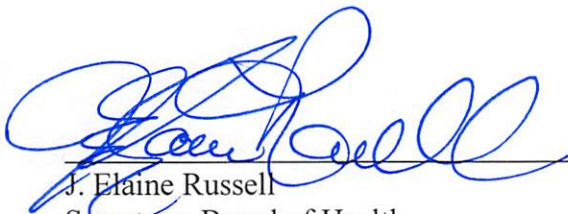
VII. Public Comment or Public Hearing

None

VIII. Adjournment

Dr. Cozart made a motion to adjourn the meeting with a second by Ms. Stanton.
There was unanimous approval and the meeting concluded at 7:25 p.m.

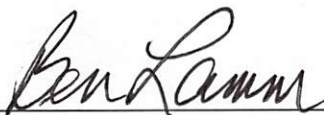
Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

August 8, 2023

Date



Dr. Ben Lamm
Chair, Board of Health

August 8, 2023

Approved Date

Attachment 1. The NCDHHS Letter and Progress Updates (Double-Click to see entire file.)



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
MARK BENTON • Deputy Secretary for Health
SUSAN KANSAGRA • Assistant Secretary for Public Health
Division of Public Health

April 25, 2023

Dear Ms. Koontz and Mr. Brown,

Thank you for reaching out with your concerns regarding NC Office of Vital Records and NC Database Application for Vital Events (NCDAVE) a few months back. We appreciated having the chance to discuss these concerns with you in our DPH/NCALHD monthly executive leadership meeting and in the monthly full NCALHD meeting over the last several months. The Office of Vital Records is eager to provide you with the following progress updates in response to your letter. Please see some progress updates attached to this letter.

We are committed to transparency as we work through the updates and transitions in the Office of Vital Records and the utilization of NCDAVE. We will continue to share updates with NCALHD leadership and membership in our meetings. We appreciate your ongoing support and feedback, and it is our intention that these initiatives will support the success of the Vital Records system for everyone.

Thank you again for your partnership and support. If you have any further questions or concerns, please don't hesitate to reach out.

Sincerely,

Handwritten signature of Susan Kansagra in black ink.

Dr. Susan Kansagra, Director
NC Division of Public Health
State Health Officer
NCDHHS

Handwritten signature of ClarLynda Williams-Devane in black ink.

Dr. ClarLynda Williams-Devane
Senior Deputy Division Director
NC State Registrar
NCDHHS

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH

LOCATION: 5605 Six Forks Road, Raleigh, NC 27609
www.ncdhhs.gov • TEL: 919-707-5000

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Attachment 2. WNC Environmental Health Fee Data (Double-Click to see entire file.)

**BUNCOMBE COUNTY HEALTH & HUMAN SERVICES
ENVIRONMENTAL HEALTH FEE SCHEDULE**

Effective July 1, 2022

On-Site Wastewater and Wells Program

Improvement Permit Residential, Commercial, & Industrial	
First 500 Gallons	\$200.00
For each additional 500 gallons (round to the nearest 500 gallons), add	\$250.00
Improvement Permit revision	\$200.00
Authorization to Construct (w/ existing improvement permit) includes operations permit	\$300.00
Authorization to Construct (w/ existing improvement permit) includes operations permit, Phy Permit	\$500.00
Authorization to Construct Pavement/Expansion	\$200.00
Septic system repair	\$1000.00
Pumping System inspection	\$100.00
Construction Authorization, Improvement & Operation Permits - commercial & industrial	
First 500 gallons	\$525.00
For each additional 500 gal (round to nearest 500 gal), add:	\$250.00
Engineered Operation Permit	\$165.00
Session Law Permit	\$850.00
Revol fee (site not ready)	\$75.00
Well Permit Fee	\$300.00
Well Water Sampling	
Bacterial Analysis Well Site Visit	\$75.00
- Recurrence if Positive	Free
Bacterial - Chemical Analysis Site Visit	\$100.00
Water Sample - in situ (at Well-Point)	\$80.00
- Coliforms	\$100.00
- Heterotika	\$100.00
- Fecalium	\$100.00
- Volatile Organic Compounds (VOCs)	\$100.00
- Chemical Panel w/ Nitrate/Nitrites	\$125.00
- Chemical Panel	\$100.00
- Nitrate/Nitrites	\$50.00
Food, Lodging, & Institutions Program	
Food Service Plan Review (new)	\$250.00
Food Service Plan Review (existing greater than 500 sq ft)	\$150.00
Food Service Plan Review Renovation/ Addition (less than 500 sq. ft)	\$100.00
Mobile Food Unit Plan Review	\$175.00
Limited Food Establishment Permit	\$75.00
Temporary Food Establishment Permit	\$75.00
Public Swimming Pool Permit - seasonal	\$200.00
Public Swimming Pool Permit - annual	\$250.00
Public Swimming Pool Plan Review (part body of water)	\$300.00
Re-Visit Fee (Public swimming pools, if unable to permit)	\$75.00
Tattoo Parlor Permit, annual	\$175.00
Temporary Tattoo* or Guest Tattoo Artist Permit**	\$100.00
Serve Safe Food Certification classes	\$30.00
Food Service Day Care classes	\$40.00

* A temporary tattoo permit is a permit issued to a tattoo artist at an organized tattooing event for no exceed 7 days. The organized tattoo event must have a minimum of 15,000 sq. ft. and a minimum meet the requirements of NCGS 130A 283 and Human Governing - although 130A NCAC 16A. 0200.

** A guest artist is a tattoo artist that has a tattoo permit issued by another county or state and operates out of an existing permitted Buncombe County tattoo establishment for a period not to exceed a total of 90 days per calendar year.

Attachment 3. PowerPoint slide presentation for the BOH Environmental Fee Data (Double-Click to see entire file.)



Environmental Health Fee Data

Presented to Transylvania County Board of Health

June 13, 2021



Attachment 4. PowerPoint slide presentation for June BOH Epi Updates (Double-Click to see entire file.)



Epi Updates

Presented to Transylvania County Board of Health
June 13, 2023



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



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

August 8, 2023 – Regular Meeting
Community Services Building First Floor Large Meeting Room
 6:00 pm

MINUTES

I. Call to Order

Quorum was reached with 5 members present.
 Dr. Lamm called the meeting to order at 6:00 pm.

Members Present	Wiley Sim Cozart, III, Dawn Kauffman, Dr. Ben Lamm, Chairman, Teesie Stanton, Elizabeth Privette
Members Absent	Teresa McCall, Vice-Chairwoman, Christina Mahoney, Sandra McNeill
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 Beth Hyatt, Healthy Communities Coordinator 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 – June 13, 2023

The agenda and minutes from June 13, 2023, were approved with a motion from Dr. Cozart and second by Ms. Kauffman. Approval was unanimous.

IV. Administrative or Committee Reports

A. Health Director's Report

The Social District Public Comment CARE Coalition is attached to the meeting minutes. (See Attachment #1)

1. The agency is fully staffed with the July 17th hiring of Cheyanne Gilbert for the Accreditation/Preparedness Coordinator. She joins the agency from Transylvania County Communications Department. She has embraced her new job and is actively working throughout the agency to pull together the accreditation evidence due for submission November 1st.
2. WIC returned to in-person services on August 1st. Program staff will analyze service utilization and confer with other WNC counties to compare successes and challenges. An update will be provided to the BOH later in the calendar year when utilization data is more complete.
3. Staff from the CARE Coalition (Celia Richmond and Jermois Morris) presented prepared remarks at the August 7, 2023, City of Brevard public hearing on the city's proposed Social District. The CARE Coalition cannot lobby for a particular outcome or decision. However, the Coalition can educate in relation to policy, data, and protective factors related to youth alcohol and substance exposure in the county. The prepared remarks are provided for your reference.
4. A federal meeting occurred on June 15, 2023, at which time the omicron subvariant XBB.1.5 was selected for the new single-strain COVID shot. It is the most immune-evasive strain of the virus to date. Roll-out of the vaccine has been deferred at the federal level until October. The agency continues to analyze what the appropriate service footprint is for providing the vaccine. The cost of the vaccine purchase is significant (\$121.60 – 123.02 per dose) and was not included in the agency's development of the FY23-24 budget. The agency is strongly considering a role as the safety net provider of the vaccine through the State's Vaccines for Children Program (VFC) and the State's proposed bridge program for the indigent. Although the VFC does requires the agency to hold private supply vaccine for all offerings in the VFC program. Those interested in the vaccine that did not qualify for either safety net caveat would be referred to the private market which has a far more robust insurance billing capacity than the Health Department. The National Counsel of Aging funding awarded to the agency has been determined ineligible for flu or COVID vaccine purchase. The funds can be used to cover staff time, marketing, and transportation costs associated with receiving the vaccines.

V. Old Business

VI. New Business

A. Bad Debt Memo

The Department of Public Health Bad Debt policy identifies the process for handling aging accounts with no payment activity greater than 180 days. Pursuant to this policy, it is my recommendation to write off bad debts totaling \$121.20 for the time period 07/01/2022 to 12/31/2022.

Account balances less than \$50 (Bad Debt): \$58.20

Balances greater than \$50 (NC Debt Setoff): \$63.00

If this recommendation is approved by the Board of Health, it 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.

A motion was made by Dr. Cozart to submit the bad debts to the Transylvania County Board of Commissioners for consideration and approval. The motion was seconded by Ms. Kauffman with unanimous approval.

B. Policy Update Briefing

Session Law 2023-90 (House Bill 628) approved July 10, 2023, provided for changes related to the fees associated with on-site wastewater private permitting options. The effective date of the fee changes per the new law is September 1, 2023.

Private Permitting Option	Completeness Review	Fees Allowed
(a2) IP/CA	Yes – within 5 days	IP: up to 100% CA: up to 40% IP+CA: up to 40%
EOP	No	Up to \$35
AOWE	No	Up to \$35

The EOP and AOWE have previously required a review of the associated paperwork to verify all of the required documents have been completed and are included in the submission package. Under the new law, the documents are simply assigned a permit number and filed.

The recommendation to the BOH is to adopt the new fee parameters and adjust the agency Environmental Health Fee Schedule accordingly. The recommendation will be passed to the Board of Commissioners for final approval.

A motion was made by Dr. Cozart to submit the new fee parameters to the Transylvania County Board of Commissioners for consideration and approval. The motion was seconded by Ms. Stanton with unanimous approval.

C. Epidemiology Update

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

There was discussion regarding the nine-banded armadillo's presence in our county and risk of exposure to leprosy. Leprosy is curable with antibiotics.

Ms. Russell also emphasized the risks in travelling outside the United States for medical procedures.

D. Tobacco 21 Resolution

The Tobacco 21 Resolution BOH is attached to the meeting minutes. (See Attachment #3)

The Tobacco 21 Resolution TCS is attached to the meeting minutes. (See Attachment #4)

The TCS SHAC Support Letter for Tobacco 21 Resolution is attached to the meeting minutes. (See Attachment # 5)

On December 20, 2019, the President signed legislation to amend the Federal Food, Drug, and Cosmetic Act, and raise the federal minimum age of sale of tobacco products from 18 to 21 years. It is now illegal for a retailer to sell any tobacco product – including cigarettes, cigars, and e-cigarettes – to anyone under 21. Across the nation, all but nine states have aligned their state legislation with the Tobacco 21 federal directive. The nine states include: Arkansas, Arizona, Kansas, Missouri, Montana, North Carolina, South Carolina, Wisconsin, and West Virginia.

Transylvania Public Health is seeking Board of Health support for a resolution to encourage updating the North Carolina law for obtaining tobacco products from 18 to 21. The support of local Boards of Health and county leadership entities will help encourage the updating and alignment process in the North Carolina General Assembly. On June 19, 2023, the Transylvania School Health Advisory Committee (SHAC) presented the resolution to the Transylvania County Board of Education, where it passed unanimously. The signed SHAC letter of support and the signed resolution by the Board of Education are attached for review/reference.

Federal law, known as the Synar Amendment, now requires states to annually inspect a random sample of tobacco retailers to determine what percentage are selling to youth under age 21. If the percentage of underage sales goes above 20%, the state may be forced to forfeit millions of federal Substance Abuse Prevention and Treatment block grant monies that fund prevention, treatment, and recovery initiatives. Federal funding of this nature is essential for the continued work of the CARE Coalition. Recent high violation rates in North Carolina have sounded the alarm to focus on reducing sales to youth.

The Tobacco 21 proposed law will protect kids from vaping and nicotine addiction by establishing a tobacco permitting system and raising the age limit from 18 to 21. It also does the following:

- Applies to all tobacco products.
- Requires retailer permit.
- Requires ID checks.
- Imposes minimal penalties for purchasers under 21.
- Holds retailers responsible for violations.

- Requires signage.
- Requires employee training.
- Prohibits internet sales to people under 21.
- Allows local government authority.
- Provides enough time for the state to implement and to educate retailers about the new law.

Ninety-five percent of nicotine users start before the age of 21. In 2019, 27.3% of high school students in NC report tobacco use. E-cigarette use has significantly increased among youth since 2011.

To put the numbers in perspective, as of 2017, 10.7% of NC middle school students use tobacco products. These students would fill 1,527 buses stretching thirteen miles long. 28.8% of NC high school students use tobacco products. These students would fill 5,574 buses, stretching forty-five miles long.

Also, in the same year (2017) 17% of high school students were using e-cigarettes, and 23% said they would use them next year. This growth has continued and will become worse if we do not work to stop it.

The CARE Coalition and the agency's Healthy Communities Coordinator Beth Hyatt have worked diligently to support youth tobacco prevention and protective measures throughout the community in recent years. Policy advocacy as presented in this briefing further supports their work to uplift and help the youth of our community. A copy of the proposed resolution for BOH signature has been included in the materials.

A motion was made by Dr. Cozart to approve the proposed resolution. The motion was seconded by Ms. Kauffman with unanimous approval.

VII. Public Comment or Public Hearing

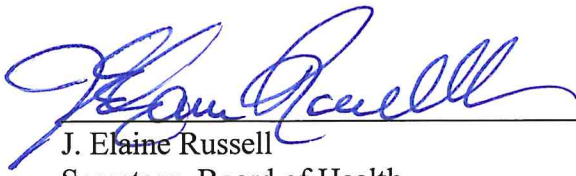
None

VIII. Adjournment

Dr. Cozart made a motion to adjourn the meeting with a second by Ms. Kauffman.

There was unanimous approval and the meeting concluded at 7:10 p.m.

Respectfully Submitted:



J. Elaine Russell
Secretary, Board of Health

October 10, 2023
Date



Dr. Ben Lamm
Chair, Board of Health

October 10, 2023
Approved Date

Attachment 1. The Social District Public Comment CARE Coalition (Double-Click to see entire file.)

Good evening. My name is Jermois Morris, and I am a project coordinator with the CARE Coalition of Transylvania County.

The CARE Coalition is a grassroots community group with people from multiple sectors that works to reduce substance misuse and underage drinking in Transylvania County. We approach these issues from a public health perspective, so we focus on overall health, safety, and well-being related to substance use for everyone in Transylvania County.

Because the law that allows social districts in North Carolina is rather new, we don't yet have solid data on the long-term impact of policies like these. At this point, the public health, financial, and social costs, benefits, and risks are largely unknown.

- For instance, Pilot Mountain has seen an increase in law enforcement calls for disruptive behaviors, and North Carolina ALE had received reports of people drinking alcohol out of trash cans after hours, but many other communities have not reported problems.
- We have seen anecdotal reports showing increased youth access to alcohol in Surry County and Union County.
- Many communities report increased business revenue and downtown foot traffic, but these increases may or may not offset the enforcement costs and health impacts of expanded access to alcohol.


Until we have better data, we must rely on what we *do* know about safe alcohol use.

- We know that additional alcohol outlets, increased hours, and price discounts negatively impact health.
- We know that exposure to alcohol consumption increases youth drinking behaviors, and that people in recovery can be particularly sensitive to increased promotion and normalization of drinking.
- And we know that increased alcohol consumption has high social costs – totaling about 10 billion dollars per year for local communities across North Carolina – in terms of lost productivity, healthcare costs, criminal justice expenses, and motor vehicle crash costs.

To address these concerns, the CARE Coalition continues its work to support “protective factors” like policies and practices that promote healthy social norms and reduce access and availability of alcohol specifically for minors, but also for people in recovery and those who struggle with alcohol consumption.

My CARE Coalition colleague will share some recommendations based on best practices that we know can help address some of these public health risks.

Attachment 2. Epi Updates (Double-Click to see entire file.)



TRANSYLVANIA
P U B L I C
H E A L T H

EVERYDAY.
EVERYWHERE.
EVERYONE.

Epi Updates


Presented to Transylvania County Board of Health
August 8, 2023



1

COVID-19 Update

- Key indicators are increasing nationally (hospital admissions, emergency department visits, test positivity, wastewater levels)
- Current recommendations based on low hospitalization rates
- Vaccines:
 - Pfizer, Moderna, Novavax planning to deliver single-strain vaccines in September targeted to omicron subvariant XBB.1.5
 - Uptake expected to be modest; messaging needed around annual doses
 - US government has started phasing out vaccine distribution in preparation for transition to commercialization and new version



2

Attachment 3. The Tobacco 21 Resolution BOH (Double-Click to see entire file.)

Protecting Our Kids from Vaping and Nicotine Addiction

Tobacco 21

WHEREAS, one of every five deaths in North Carolina is associated with cigarette smoking,¹ and for each death, 30 more people are sick or live with a disability²; and

WHEREAS, 95% of tobacco users start before the age of 21³; and

WHEREAS, as of 2019, 27.3% of high school students in North Carolina report tobacco use. E-cigarette use has significantly increased among youth since 2011⁴; and

WHEREAS, nicotine is harmful to developing brains, and its use during adolescence can disrupt the formation of brain circuits that control attention, learning, and susceptibility to addiction⁵; and

WHEREAS, in a 2020 study among NC schools, a high proportion of school administrator and teacher respondents believed that e-cigarette use among students is somewhat or very problematic (81%), and that student e-cigarette use is a somewhat or high priority issue for their school administration (80%)⁶; and

WHEREAS, most North Carolina young people obtain tobacco products, including e-cigarettes, from retailers. NC young people who get e-cigarettes from friends primarily get them from friends who are under 21⁷; and

WHEREAS, in 2019, Congress increased the federal minimum legal sales age of all tobacco products, including e-cigarettes, from 18 to 21. While a majority of states (41 states, as of September 2022) have increased their minimum tobacco sales age to 21 to match federal law, North Carolina's minimum sales age remains 18⁸; and

WHEREAS, having the same legal sales age at 21 for alcohol and tobacco products reduces the burden on retailers; and

WHEREAS, North Carolina is one of only 10 states in the country that do not require tobacco retailers to obtain a license or permit⁹; and

WHEREAS, the North Carolina ABC Commission is capable of implementing an efficient and effective tobacco retailer permitting system based on the system also in place for alcohol retailer permitting; and

WHEREAS, establishing a retailer permitting system AND raising the minimum legal sale age to 21 will:

- Allow the state to know where tobacco products are being sold
- Improve merchant education efforts

Attachment 4. The Tobacco 21 Resolution TCS (Double-Click to see entire file.)

Protecting Our Kids from Vaping and Nicotine Addiction

Tobacco 21

WHEREAS, one of every five deaths in North Carolina is associated with cigarette smoking,¹ and for each death, 30 more people are sick or live with a disability²; and

WHEREAS, 95% of tobacco users start before the age of 21³; and

WHEREAS, as of 2019, 77.3% of high school students in North Carolina report tobacco use. E-cigarette use has significantly increased among youth since 2011⁴; and

WHEREAS, nicotine is harmful to developing brains, and its use during adolescence can disrupt the formation of brain circuits that control attention, learning, and susceptibility to addiction⁵; and

WHEREAS, in a 2020 study among NC schools, a high proportion of school administrator and teacher respondents believed that e-cigarette use among students is somewhat or very problematic (91%), and that student e-cigarette use is a somewhat or high priority issue for their school administration (90%)⁶; and

WHEREAS, most North Carolina young people obtain tobacco products, including e-cigarettes, from retailers. NC young people who get e-cigarettes from friends primarily get them from friends who are under 21⁷; and

WHEREAS, in 2019, Congress increased the federal minimum legal sales age of all tobacco products, including e-cigarettes, from 18 to 21. While a majority of states (41 states, as of September 2022) have increased their minimum tobacco sales age to 21 to match federal law, North Carolina's minimum sales age remains 18⁸; and

WHEREAS, having the same legal sales age at 21 for alcohol and tobacco products reduces the burden on retailers; and

WHEREAS, North Carolina is one of only 10 states in the country that do not require tobacco retailers to obtain a license or permit⁹; and

WHEREAS, the North Carolina ABC Commission is capable of implementing an efficient and effective tobacco retailer permitting system based on the system also in place for alcohol retailer permitting; and

WHEREAS, establishing a retailer permitting system AND raising the minimum legal sale age to 21 will:

- Allow the state to know where tobacco products are being sold
- Improve merchant education efforts

Attachment 5. The TCS SHAC Support Letter for Tobacco 21 Resolution

To: Transylvania County Board of Education
From: SHAC-School Health Advisory Council
Subject: Letter of Support for Resolution for Raising Tobacco Legal Age to 21

On behalf of SHAC, we are writing to express our support to raise the statewide minimum age to buy all tobacco products, including e-cigarettes and vaping devices, from 18 to 21. By passing this resolution, we are sending a message to NC that we value our young people in prevention of starting down a path that often leads to nicotine addiction, disease, and ultimately, premature death.

SHAC promotes the goal of protecting every child so they can reach their fullest potential in a safe supportive environment. As a school system, we must encourage youth in their efforts to make healthy choices and maintain healthy lifestyles, free from danger of substance abuse, including nicotine. Nicotine, along with other substances, has been shown to be harmful to a youth's brain, potentially disrupting the formation of brain circuits that control attention, learning, and susceptibility to addiction. In addition, nicotine can cause chemical changes that affect mood, depression, anxiety which are mental health issues already a problem for teens.

Efforts to reduce the use of e-cigarettes is important to our community. Adolescent smoking rates were steadily decreasing but now adolescents' use of e-cigarettes, nicotine vapor devices, hookahs and small cigars has increased dramatically, threatening to completely erase a decade of progress in protecting our youth. In fact, 2019 data shows that 27.3% of high school students in NC reported tobacco use.

Raising the age to 21 to purchase tobacco products in NC will help keep e-cigarettes and other tobacco out of our schools, where younger teens often obtain tobacco products from older classmates who can purchase legally.

Forty-one states have increased their minimum tobacco sales age to 21 to match federal law. NC is one of nine that have yet to match federal law.

Please join us in supporting the Resolution!

Signed:

Missy Ellenberger

Missy Ellenberger
Transylvania County Schools, SHAC Chair

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



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

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.

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

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 1st. The agency will have access to the evidence portal on January 30th – 31st 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
Expenditures	5,514,600	3,751,604	68%
Salary	2,914,102	2,767,307	95%
Operating	2,600,498	984,297	38%
Revenue	3,501,441	2,050,429	59%
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%
Local Dollars	2,013,159	1,701,175	85%

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:



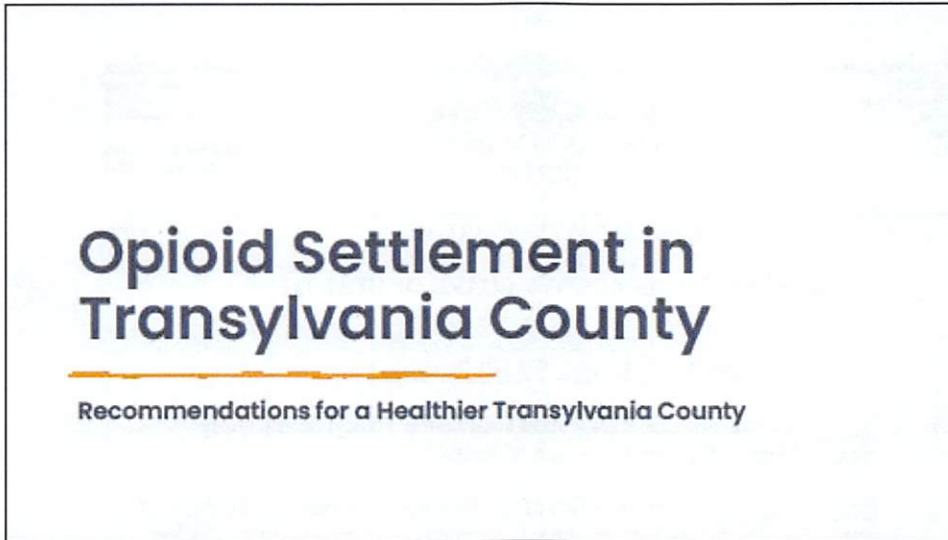
Elaine Russell
Secretary, Board of Health

December 12, 2023
Date

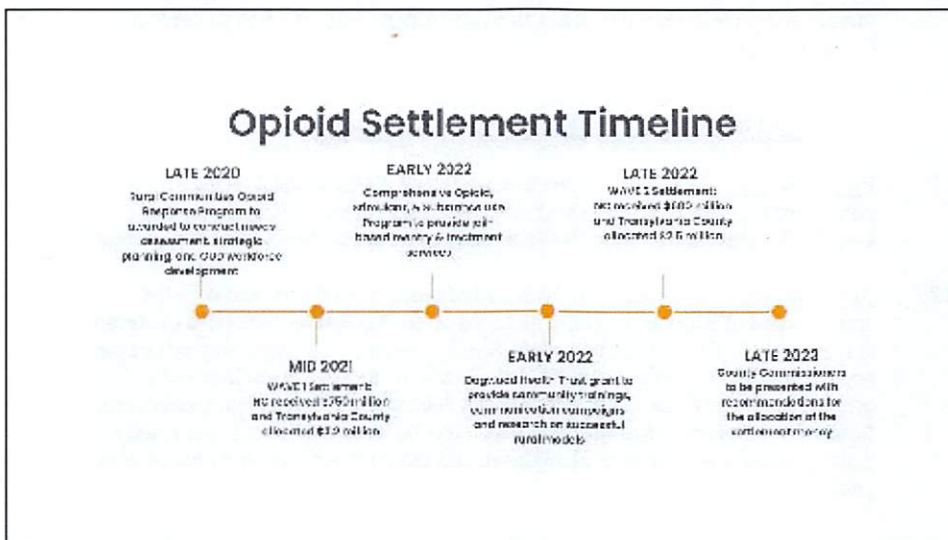


Dr. Ben Lamm
Chair, Board of Health

December 12, 2023
Approved Date



1



2

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

BOARD OF COMMISSIONERS
Jason Chappell, Chair
Jake Dalton, Vice-Chairman
Ernett Casciato
Larry Chapman
Teresa McCall



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119
101 South Broad Street
Brevard, NC 28712

**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.)



**STRATEGIC PLAN
2023-2027**

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: <hr/> <hr/>	
		EFFECTIVE DATE: <hr/>	
		ANALYST: <hr/>	
		(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:	Reviewed by: _____												
Goal setting and review form included: <input type="checkbox"/>	<small>(Supervisor Name)</small>												
Quarterly Review process	<table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="width: 15%;">QTR</th> <th style="width: 35%;">Date</th> <th style="width: 50%;">Initial</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td> </td> <td> </td> </tr> <tr> <td>2nd</td> <td> </td> <td> </td> </tr> <tr> <td>3rd</td> <td> </td> <td> </td> </tr> </tbody> </table>	QTR	Date	Initial	1st			2nd			3rd		
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2nd													
3rd													

BOARD OF COMMISSIONERS

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



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

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

