



Public Health
Prevent. Promote. Protect.

Transylvania County Board of Health

Transylvania County
Department of Public Health

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

MINUTES
TRANSYLVANIA COUNTY BOARD OF HEALTH
October 11, 2011

Meeting Location: Department of Social Services Conference Room

Board Members Present: Mr. Allen, Mr. Becker, Dr. Boatwright, Ms. Byrne, Mr. Creasman, Dr. Folger, Ms. Schieve and Dr. Wells.

Board Members Absent: Dr. Cozart, Ms. Deppe & Mr. Phillips.

Staff Members and Guests Present: Mr. Boyer (Environmental Health Supervisor), Ms. Pepinsky and Mr. Smith.

Welcome and Announcements: Mr. Creasman called the meeting to order at 7:00pm and welcomed everyone present.

Amendments to Agenda/Adoption of Agenda: Mr. Creasman asked if there were any requested changes or additions to the agenda. Hearing none, Mr. Allen made a motion to adopt the agenda as proposed and Ms. Schieve seconded the motion. The motion passed by unanimous vote.

Approval of Minutes: Board members reviewed the September 13, 2011 minutes. There were no requested corrections. Ms. Byrne made a motion to approve the minutes and Ms. Schieve seconded the motion. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report – Mr. Smith referenced the written report which updated members about the pending dialysis facility, waterfall accidents, requested reports from county administration and staffing updates.
- B. Free Clinic of Transylvania County - Board members were briefed on the most recent discussions regarding the Free Clinic and potential transition of services to Blue Ridge Community Health Services in the future. BRCHS scored well with their initial grant submission and remained hopeful that they would be eligible for funding in the FY 13 funding cycle.

Committee Reports:

- A. Mr. Creasman solicited participants for the performance review process for the health director. Ms. Schieve and Ms. Byrne volunteered to participate with that process.
- B. Nominating Committee formation – The board reviewed the current applicants for board of health appointments since Dr. Folger and Ms. Deppe would be ending their terms in December 2011 (served maximum term limits). Board members were impressed with the caliber of candidates. Since the board was not familiar with some of the individuals, they requested that the health director forward an invitation to each to attend the upcoming November 15, 2011 meeting to afford an opportunity for everyone to meet each other and to witness the work of the board.

Unfinished Business:

- A. Fluoride/Public Input Process – The board was asked for their input on the public hearing notice which would be shared with local media and the proposed special order for the process to be followed. Board members endorsed the public hearing notice and decided to limit each speaker's comments to 3 minutes. The board also stipulated that the total time dedicated to the public hearing would be one hour. Dr. Wells made a motion to adopt the proposed special order with the decisions outlined above and Dr. Boatwright seconded the motion. The motion passed by unanimous vote. Mr. Smith added that it was difficult to predict how many people might attend or desire to speak. Board members were positive about the opportunity and hoped to bring some closure in the near future to the issue of fluoridation. Everyone complimented the Brevard City Council on the collaborative process that had been structured for the community.

New Business:

- A. Debt Reconciliation (Bad Debt write off) – Board members reviewed the bad debt information presented by Ms. Pepinsky (Administrative Officer). The total requested write off was \$5,435.95 with \$4,191.57 eligible for the NC Debt Setoff Program, \$698.08 deemed as bad debt with amounts that were less than those accepted by the NC Debt Setoff Program (less than \$50 each) and \$555.30 deemed as uncollectible due to lack of current contact information or valid social security number. Ms. Pepinsky explained that the debt doesn't disappear, it's simply an accounting measure to prevent perpetual accumulation of debt on accounts and is consistent with department policy. Any debt is re-activated once the individual presents again for a service. The period for this requested bad debt write off is July 1, 2009 through June 9, 2010.

Board members were also advised that per policy, bad debt write off should be accomplished on an annual basis. The board was reminded that this information was not presented last year because the information in the old Health Services Information System (HSIS) could not be reconciled with the report functions from the system (HSIS is an antiquated DOS based system). The time period for debt write off is usually consistent with the fiscal year, but was truncated on the earlier date (June 9, 2010) because this was the "crossover" date from HSIS to the newer Health Information System (HIS). The next bad debt write off cycle will start with June 10, 2010 and will end with June 30, 2011. This write off request makes the department current with its bad debt obligations per policy. Board members asked several questions including the

process for informing clients and patients of their payment obligations and associated collection efforts. These processes were reviewed.

Board members also asked if there were any strategies that might improve collections. Staff responded that acceptance of credit and debit cards would facilitate collections at the time of service. Dr. Boatwright made a motion to recommend the bad debt write off as presented and to forward it to the Transylvania County Board of Commissioner for approval with language referencing the desire to implement acceptance of debit and credit cards. Dr. Folger seconded the motion and it passed by unanimous vote.

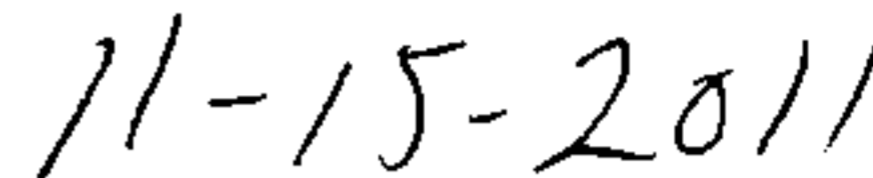
- B. Draft resolution of support for Free Clinic of Transylvania County—Board members agreed that much of the language in the resolution reflected their prior discussions about the Free Clinic and its inherent connection to public health. Dr. Folger recommended changing one phrase from “individual health” to “personal health” and adding the word “help” to the phrase “...meet the medical and health needs...”. Mr. Becker made a motion to approve the resolution with the revised wording and Ms. Byrne seconded the motion. The motion passed by unanimous vote.
- C. Succession plan for Department of Public Health – The board was advised that a succession plan draft for key positions had been requested by the county manager and that a copy of that draft would be shared with the board when available. This type of analysis and review is also consistent with the board’s obligation to review findings promulgated through the department’s workforce development plan on an annual basis. This draft plan was referenced as an evaluation that could serve as a major discussion item for that policy’s obligations as the board prepares for the FY 13 budget process.
- D. Environmental Health update – Mr. Jim Boyer (Environmental Health Supervisor) spoke to the board about current demands for the environmental health group and how that related to the monthly report format provided to the board. A central topic was the reduced demand for well and septic system permits which has been replaced with additional consulting demands for projects and additional efforts to improve the compliance rating for food, lodging and institutional inspections. That compliance rating has moved from approximately 57% in FY 08 to around 98% in FY 10. Environmental health staff have also been involved with other core public health efforts including communicable disease control, preparedness and Epi Team efforts. Staff are currently preparing for a transition to an FDA inspection model that will be substantially different from current practice.
- E. Board of Health 2012 membership roster – This element was previously discussed under the Nominating Committee formation discussion above. Board members decided to delay any specific recommendations to the board of commissioners until they had the opportunity to meet interested applicants at the November 15, 2011 meeting. Board members agreed to revisit the issue of recommendations at this same meeting if time allowed.

Informal Discussion and Public Comment: Board members discussed general items affecting community health with the central theme of constant change. There were several references about the requirements associated with the Affordable Care Act legislation and the substantial demands and costs for medical/dental practices to meet these expectations. Several members acknowledged the difficult economic environment and the hardships created for many families in our community. All agreed that public health played an important role for the community and that every effort must be made to address local needs.


Adjournment: Dr. Wells made a motion to adjourn and Dr. Boatwright seconded. The motion passed by unanimous vote.



Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date

October 11, 2011 minutes approved 11/15/2011