



Public Health
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**Transylvania County
Department of Public Health**

Transylvania County Board of Health

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

**MINUTES
TRANSYLVANIA COUNTY BOARD OF HEALTH
February 8, 2011**

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

Board Members Absent: Mr. Creasman & Mr. Phillips.

Staff Members and Guests Present: Mr. Smith and Ms. Pepinsky.

Welcome and Announcements: Ms. Deppe welcomed all present. Mr. Smith stipulated that the February meeting constituted the annual organizational meeting for the board since they were unable to meet in January due to snow. Mr. Smith asked all board members present if they would allow Ms. Deppe to continue leading the meeting until the nomination/election of officers. All board members stated they wanted to proceed in that manner. Mr. Smith further recommended that the nomination and election of officers be addressed by the board as their first item of business.

Amendments to Agenda/Adoption of Agenda:

Ms. Deppe asked if there were any amendments or necessary changes to the agenda. Board members requested none. Dr. Wells made the motion to adopt the agenda as proposed with the stipulation that election of officers occur as the first item of business. Ms. Schieve seconded the motion and it passed by unanimous vote.

Approval of Minutes:

Board members reviewed and discussed the minutes from the October 12, 2010 and November 9, 2010 meetings. Dr. Boatwright made a motion to adopt the October 12, 2010 minutes as proposed and Ms. Byrne seconded. The motion passed by unanimous vote. Mr. Allen made a motion to approve the November 9, 2010 minutes as proposed and Dr. Boatwright seconded. The motion passed by unanimous vote.

Public Hearings: None.

Administrative Reports:

- A. Health Director's Report: Mr. Smith referenced the report developed for the January 11, 2011 meeting with emphasis on budget development and the requirement to submit the initial draft budget by January 27, 2011. The initial version was submitted with no changes to personnel or level of service given the guidance to "hold budgets flat". The submission on January 27th also emphasized that the board of health had not yet had an opportunity to review the budget and that their approval was required before it could be considered a valid budget document.

- B. Board of Health appointments: Board members that had terms expiring at the end of 2010 were advised that they had all been re-appointed for another term consistent with the board's recommendation to the board of commissioners. That roster included Dr. Wells, Ms. Schieve, Dr. Boatwright and Mr. Creasman. Their terms will now expire in December 2013.

Dr. Cozart made some additional comments expressing concern about the lack of participation on the board by the commissioner representative. He suggested that if the current commissioner representative is not available for meetings that some consideration regarding another commissioner appointee that might be able to participate on a more regular basis would be prudent. Mr. Allen stated that Mr. Phillips had called him just prior to the meeting and informed him of an unexpected conflict due to a business obligation. Dr. Cozart went on to say given the challenges ahead that the commissioner representative could add a lot to the dialogue and that it would be beneficial to the board to have more consistent representation.

- C. Proposal to expand water sampling: Board members were advised that the board of commissioners had declined the request to expand water sampling/analysis to existing wells. Several commissioners referenced their personal concerns with private sector interference and a preference for government to avoid expansion into areas that could be handled by private enterprise.

Committee Reports: None.

Unfinished Business:

- A. Vacant Board of Health position: Board members reviewed several pending applications for board of health membership given the outstanding vacancy for the optometrist position. Multiple solicitations to the three optometrists that currently reside in the county have been made and none are able to make any commitments for service in the near term. After general discussion about several of the candidates, board members developed a consensus for the application of Michael Becker. Dr. Cozart made a motion to recommend this applicant to the board of commissioners for appointment and Ms. Schieve seconded the motion. The motion passed by unanimous vote.
- B. Board of Health Training/Strategic Planning: Mr. Smith reminded the board that another planning session should be considered in the near future for updating the strategic plan and prioritizing current services in case substantial budget reductions become necessary. Board members agreed with this approach and wanted to digest some of the budgetary information being presented before setting a date and venue.

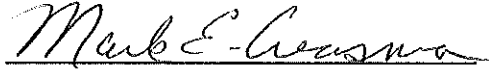
New Business:

- A. Nomination/election of 2011 officers: Ms. Deppe opened the floor to any nominations for Chairperson or Vice Chairperson. She further acknowledged that she would like to move out of the chairperson role for 2011 due to multiple commitments. Ms. Deppe also referenced a communication from Mr. Creasman indicating his willingness to serve in that capacity (chairperson). Ms. Schieve indicated her willingness to serve another term in the Vice Chairperson role. Board members discussed several options. Dr. Wells nominated Mr. Creasman to serve as chairperson for 2011 and Ms. Schieve to serve as Vice Chairperson for 2011. There being no other nominations, Ms. Byrne made a motion

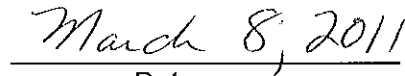
- to appoint Mr. Creasman as chairperson and Ms. Schieve as Vice Chairperson. Dr. Wells seconded that motion and the motion passed by unanimous vote.
- B. 2011 Meeting Schedule: Board members were presented with an annual meeting calendar that maintained the typical meeting schedule of meetings every month on the second Tuesday of the month at 7:00pm. The majority of the board expressed a desire to maintain this schedule. Ms. Byrne made a motion to adopt the meeting schedule as presented and Dr. Wells seconded the motion. The motion passed by unanimous vote.
- C. Blue Cross Blue Shield of NC Foundation grant for TRAIN: Board members were informed that due to a specific timetable for return of the grant agreement, the Executive Committee had been asked to approve the grant agreement and to authorize the current chairperson (Ms. Deppe) to sign the document and return it to BCBSNC Foundation. The issue was being brought to the full board per their current policy for Executive Committee decisions. Board members endorsed moving forward with the project as described. Dr. Cozart made a motion to approve the finalization of the grant agreement and Ms. Byrne seconded the motion. The motion passed by unanimous vote.
- D. Proposal to Board of Commissioners regarding flu vaccine: Board members were advised that a recommendation had been submitted to the Executive Committee to forward a request to the board of commissioners to allow all remaining flu vaccine to be provided free to the public during the final months of flu season. The request was based on the extraordinary amount of remaining vaccine (around 800 doses) and the very slow uptake by the public given substantial market saturation during the early portion of the season. The Executive Committee had provided their endorsement of the recommendation and the matter was now being presented to the full board. Board members were positive about the action and believed it was necessary to avoid wasting vaccine.
- E. FY 12 Budget proposal: Mr. Smith reviewed a number of documents related to the FY 12 proposal including classification of current services as mandated or essential and the line item format with expected changes for revenues and expenditures. The budget proposal held the local dollar demand "flat" with the exception of increased retirement withholding for all staff and a select number of staff that would receive salary adjustments for their transition from "work against" status to full qualification. The board was advised that reductions in funding were likely for FY 12 (local, state or federal) and that operating expenses simply couldn't be reduced any further for our current array of services (85% personnel and 15% operational). Board members expressed their endorsement of the budget proposal as presented and supported the necessity of prioritizing services if difficult decisions had to be made. Toward that end, Mr. Smith suggested that it might be helpful to have Mr. Wilson (county manager) present an overview of the county's fiscal challenges in FY 12 at the next board meeting. Board members agreed and asked the Director to invite Mr. Wilson to the March meeting.
- F. Performance Review for Health Director: Ms. Deppe made a motion to enter into closed session to discuss the summary report for the Director's 2010 performance review per NCGS 143-318.11(a)(6). Ms. Schieve seconded and the motion passed by unanimous vote. Mr. Smith and Ms. Pepinsky were excused from the meeting room. After the discussion, Mr. Smith and Ms. Pepinsky were invited back into the meeting room. Mr. Allen made a motion to leave the closed session and Ms. Byrne seconded. The motion passed by unanimous vote. Ms. Deppe informed Mr. Smith that his performance review was favorable and that an individual session would be scheduled in the immediate future with him to review the input regarding his performance. Mr. Smith thanked the board for taking the time to structure the performance review.

Informal Discussion and Public Comment: None.

Adjournment: Dr. Boatwright made the motion to adjourn and Mr. Allen seconded. The motion passed by unanimous vote.



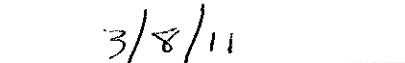
Mark Creasman, Chairperson



Date



Steve Smith, Secretary



Date