

**Buncombe County Department of Health  
Board of Health Minutes  
June 10, 2010**

The Buncombe County Board of Health held its monthly meeting at the Department of Health Building on June 10, 2010.

**Board Members Present:** Dr. Richard Oliver, Bill McElrath, John Whitener, Dr. David McClain, Carol Peterson, Mike Goodson, L.C. Ray, Dr. John Whitener, Dr. Bart Martin and Gibbie Harris.

**Staff Present:** Julie Montanea, Rich Munger, Erin Henderlight, Dr. Yancey, Eddie Shook, Sharon West, Nelle Gregory, Lisa Eby, Jim Holland and Terri Rogers.

**County Administrators Present:** Mandy Stone

Chair, Dr. Oliver called the meeting to order at 6:07 pm.

Dr. Oliver introduced Dr. Bart Martin, DDS as the new Dental Representative to the Board. Dr. Bart Martin was sworn in by Terri Rogers, Administrative Assistant with the Buncombe County Department of Health.

**MINUTES**

The minutes of the April 8, 2010 Meeting were reviewed. Ms. Peterson made a motion to approve the minutes, Dr. Whitener second. Minute's accepted.

**CHAIR'S PRIVILEGE:**

Dr. Oliver spoke about committees that various Board Members were appointed or volunteered to sit on. The only committee not yet completed would be the nominating committee which Dr. Oliver made recommendations of the following: Dr. Bart Martin, Mr. Ray and Dr. John Whitener. Each person has accepted the committee recommendation. Dr. Oliver stated that he would be sharing information with each committee as to the responsibilities that are involved.

**ACTIONS:**

**A. Septic Repair Permit Fee**

At the previous meeting a proposal was submitted by Eddie Shook to the Board to begin charging a fee for septic repairs done within Buncombe County. All members of the Board received documentation pertaining to the proposal last month. Dr. Oliver asked if anyone had further questions regarding this proposal. The fee was questioned as to the surrounding counties and those of similar size to Buncombe. Eddie Shook shared with the Board that the fee of \$95.00 was mid range to what other counties are currently requiring. With no other questions a motion was made by Dr. McClain, seconded by Mr. Ray, all were in favor. Ms. Peterson abstained from the vote. Action on the Septic Repair Permit Fee was approved by the Board of Health and will be submitted to the County Commissioners for final approval.

**B. Board of Health Operating Procedures**

Ms. Harris discussed the Operating Procedures that the Board of Health currently has in place. These procedures are to be reviewed annually and at that time any changes to be made are subject to the Board doing so. Mr. McElrath mentioned that he recently attended a conference about Roberts Rules of Order, and there are some updates and changes that are currently in affect pertaining to motions,

seconding of motions and more. A question of section **d. Quorum** was brought up. After a brief discussion it was suggested to ask the County Attorney Michael Frue to look into this and make any suggestions to the Board. A decision by the board was made to have the Operating Procedures reviewed by the County Attorney Michael Frue.

Ms. Peterson asked if there was any possibility of changing the time of the Board of Health Meetings, she shared that the majority of those that attend the meetings are staff that have worked all day and are then asked to stay over for a few more hours to conduct or be present at this meeting, which makes for a long day for staff. With discussion from other Board Members it was suggested to keep with the current time, as most of the members are working during the daytime and it would make it extremely difficult for them to be able to make a mid day meeting time with their current schedules.

### **Tobacco Policy**

Ms. Harris shared with the Board that the numbers of smoking violations that are reported have been very little since the County Policy went into effect. In fact, the last 4 weeks or more we have had zero complaints. It was asked how complaints are submitted. Ms. Harris stated that the individual restaurants have No Smoking signs that are required to be posted at the businesses. There is a number and website that the public can call or submit on line a complaint. These are gathered at one location in Raleigh and reported to the counties that have violation complaints made each week.

Dr. Oliver asked the Board to comment on anything that they might see in the Tobacco Policy that was on the agenda for approval. With no questions, Dr. Whitener made a motion to approve the policy; with all in favor the policy was approved.

### **Rabies Policy**

The Rabies Exposure and Treatment Policy is on the table for discussion and questions before a vote to approve. Dr. McClain asked who receives a call from the Department of Health from Mission Hospitals if they get a patient in the ER after the hours that the Department of Health is open. Ms. Harris answered that there is always someone on call from the Disease Control Office who will get that call. Also what fees are covered for the patient under this policy? Ms. Harris shared that the sliding fee scale would be followed that is in the Department of Health Billing Guide.

Dr. Oliver made a motion to approve the Rabies Exposure and Treatment Policy; with all in favor the policy was approved.

### **Department of Health Billing Guide**

Mr. Holland approached the Board of Health to discuss the Billing Guide for the Department of Health. This billing guide is reviewed and adjusted yearly and approved by the Board of Health for submission to the Buncombe County Commissioners for final approval. Mr. Holland shared that the billing guide was adjusted to the level of the Federal Poverty level at the April 2009 rate, with there being no change in the poverty level. Dr. McClain made a motion to accept; with all in favor the Department of Health Billing Guide was approved. Ms. Peterson abstained.

### **Buncombe County Behavioral Health Budget**

Mr. Munger shared with the Board of Health the Behavioral Health Budget that was recently presented at the Department of Social Services Board. Mr. McElrath motioned to accept; with all in favor the Behavioral Health Budget was approved.

### **REPORTS**

**Health Director's Report:** Gibbie Harris

Ms. Harris shared that the strategic planning groups are being formed for the Department of Health and will be starting discussions soon.

The space issues at the Department of Health are in motion, with the County Tax Department's projected move to the west wing of the building in August. This will then require the 1<sup>st</sup> floor to vacate for additional construction for the Register of Deeds into the east wings. Our clinical services area will be moved temporarily into a location at 53 South French Broad Ave. that will be accessible to the clients we serve. The remainder of the Health staff that are not part of the clinical services staff may be in a different location. All of this will be challenging and eventually we will be at one location.

The budget process is moving along with both a 3% and 5% contingency budget begin worked on by request of Wanda Greene, County Manager. This would possibly include not filling vacant positions that would go away all together so we would not have to cut any current staffing positions.

Ms. Harris announced that the H1N1 Team consisting of Chris Emory, Sue Ellen Morrison and Nelle Gregory was selected as winners of the Buncombe County Employee Productivity Awards. Karen Caldwell is with the Project ASSIST Coalition in Buncombe County and with BCTV and volunteers and staff from the Department of Health worked on and submitted a video for a national contest that is sponsored by the National Cancer Institute. The purpose of the video is to encourage women to quit smoking.

**WNCCHS Update:** Mandy Stone

Ms. Stone shared an update on the Primary Care agreement with Western North Carolina Community Health Services. Starting in January 2010 to date the clinic there has seen 7400 unduplicated clients, 53% uninsured clients, 174 previous Buncombe County Health Center Clients and 90 walk-in's daily. This has been an overall increase in access for the people of Buncombe County. The Dental Clinic with WNCCHS, has also been increased in patient services.

Mr. McElrath asked if the prior Health Center staff are still there and how they are doing with the Transition and the recent restructuring at WNCCHS. Ms. Stone said that she knew of the restructure that WNCCHS recently had and they may have cut back on a Doctor, Dentist, and a few others but she was not sure of the numbers.

**Monthly Financial Report:** Jim Holland

Jim Holland shared the financial report for the month. The spending target for Operating expenses is 91.67%. However, the target is 96.18% for salaries because there have been 20 of the 26 pay periods. Overall, agency spending is at 92.50%. The revenue budget reflects 11,237,205.

**Performance Analysis Reviews:** Department of Health and Behavioral Health

Dr. Oliver asked the Board members to ask questions if they had any that pertained to the Performance Analysis Reviews from health or behavioral services. Mr. Goodson asked about the recent drop in the School nurses numbers of students seen from the PAR Report from April. Ms. Montanea said that might be due to the Spring Break holidays during that months reporting.

**PUBLIC COMMENT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ANNOUNCEMENTS:**

The next meeting will be the Integrated Meeting held at 12:00 pm on May 13, 2010. The location will be announced at a later date.

Mr. McElrath motioned to adjourn the public meeting, and proceed to the closed session.

**CLOSED MEETING:**

Mr. McElrath motioned to adjourn the closed meeting.

**OPEN SESSION:**

The Board of Health members recommended that the 360 Evaluation be conducted annually for the Health Director.

Chair, Richard Oliver adjourned the meeting at 8:15 pm.

Respectfully submitted:

Gibbie Harris, Secretary

Adopted:

Richard Oliver, Chair