

**Buncombe County Department of Health
Board Minutes
March 8, 2012**

The Buncombe County Board of Health held the March Meeting at 200 College St., on March 8, 2012.

Board Members Present: Susanne Swanger, Dr. John Whitener, Dr. Richard Oliver, Dr. Bart Martin, L.C. Ray, Bill McElrath, Winnie Ziegler, Dr. David McClain and Suzanne Molloy

Health Staff Present: Gibbie Harris, Julie Montanea, Dr. Jennifer Mullendore, Rich Munger, Eddie Shook, Linda Tettambel, Lisa Eby, Debbie Duncan, Karan Smith, Jim Holland and Terri Rogers.

Ms. Harris, Health Director held a Board of Health Orientation for members prior to the meeting. This is the first of a series of orientations over the next few meetings.

Board of Health Chair, Ms. Swanger called the meeting to order at 6:00 pm.

DISCUSSION & REVISION OF PROPOSED AGENDA/ADOPTION OF AGENDA

Ms. Swanger asked if there were any revisions to the agenda, with no revisions a motion was made to accept the agenda as written by Mr. Ray and seconded by Dr. Oliver.

SWEARING IN OF NEW BOARD MEMBER

Ms. Suzanne Molloy was sworn in as a new member of the Board of Health, she fills the Engineering role.

MINUTES

The minutes of the Board of Health Meeting on February 9, 2012 are in the packets. Ms. Swanger presented the minutes. A motion to accept the minutes was made by Mr. Ray and seconded by Mr. McElrath. Motion passed and minutes approved.

ACTION ITEMS

Policy Review and Approval

Ms. Swanger and Ms. Harris shared with the board numerous Policies that are scheduled for review and approval by the Board of Health. Each policy name and a brief review of each are listed below.

- 1) Workforce Development & Orientation Policy 1000.31- Accreditation requires a training and staff development policy. Added to this policy were the HSST HR Manager and BOH signature lines for approval.

Ms. Swanger asked for any discussion on the policy, Ms. Zeigler made a motion to approve, seconded by Dr. Oliver, all were in favor-the policy was approved.

- 2) Hiring and Retaining New Employee Policy 1000.34- Accreditation requires a policy on hiring and retention which supports non-discriminatory practices and promotes diversity. Added to this policy were BOH signature of approval and added training/community engagement component.

Ms. Swanger asked for any discussion on the policy, Mr. Ray made a motion to approve, seconded by Dr. Martin, all were in favor-the policy was approved.

- 3) Performance Appraisal Policy 1000.34A-This is a new policy. BCDH previously used guidelines from the Buncombe County Personnel Ordinance. The county no longer requires an annual performance appraisal. BCDH developed this policy to support Accreditation requirements and provide guidance to staff.

Ms. Swanger asked for any discussion on the policy, Mr. McElrath asked that it be added to this policy *The Board of Health will require an annual performance evaluation of the Health Director using the 360 model.*

Mr. Ray made a motion to approve, seconded by Ms. Zeigler, all were in favor once the change is made-the policy was approved.

- 4) Writing Policies (Policy on Policies) 1000.47-Accreditation requires a policy outlining policy development procedures for the agency. This revision reflects BOH signature of approval, modification of the approval grid (no longer have a "Nursing Director" position so approval moved to Health Director), general reformatting and updating, added delegation of BOH authority level to Health Director for policy review signature if no changes to policy.

Ms. Swanger asked for any discussion on the policy, Mr. Ray made a motion to approve, seconded by Dr. Martin, all were in favor-the policy was approved.

- 5) Observing Public Health Laws 1000.56-Accreditation requires a policy outlining access information for public health laws, regulations and guidelines. This revision reflects agency name change, BOH signature of approval, website updates and addition of Accreditation as a regulatory source.

Ms. Swanger asked for any discussion on the policy, Dr. Oliver made a motion to approve, seconded by Mr. Ray, all were in favor-the policy was approved

Operating Procedures Review and Approval

The Operating Procedures are presented for annual review and approval. The only change made was the address of the Department of Health.

Ms. Swanger asked for any discussion on the Operating Procedures, Dr. Oliver made a motion to approve, seconded by Mr. Ray, all were in favor the policy was approved.

QUESTION and ANSWER MONTHLY REPORTS:

Financial Report

The expenditure report shows we are at 66.67% of the way into the budget year. The grand totals for expenditures are at 72.61%.

The revenues grand totals are currently at 289,790.

HR Report

No HR Report this month

Performance Analysis Review

Ms. Swanger asked Mr. Shook if the 100% Q2 on the PAR under percent of restaurants in compliance were that all restaurants in Buncombe scored an inspection of 100%. Mr. Shook explained that the percentage of 100%Q2 was a score of the restaurants have had all employees attend and become certified in the food service class that is required.

Behavioral Health

Mr. Munger shared with the board information about the Homeward Bound program that works to end homelessness in Buncombe County. The Homeless count will be out in the media soon emphasizing that chronic homelessness with homeward bound is working.

OLD BUSINESS:

None

NEW BUSINESS

Proposed FY13 Budget

Mr. Holland shared information on the Proposed FY13 budget. The Cost Settlement that we have seen in years past is ending in 2013, we won't see the benefit of revenue from prenatal as we did last year. This proposed budget will come back to the Board of Health for approval at a future meeting, and then will be presented to the County Commissioners for final approval.

DIRECTORS REPORT

Ms. Harris shared the following.

We are doing regional work with partners on the CHA process and that work is moving right along.

The Department is also working with 11 different counties on a Community Transformation Grant. There is also a meeting on this grant that Ms. Harris will be attending in Raleigh before the next Board meeting.

April is Public Health Month and the MATCH data will be in on the 3rd of April.

Ms. Harris handed out a document on local health department messages and talking points and want the board to review and share with her any feedback on this document.

CTS update is that the building has come down. There are still some water issues that are elevated, yet below the TCE rates that are considered high.

PUBLIC COMMENT:

No public comments

CHAIR COMMENT:

Ms. Swanger asked that the Board consider moving the next meeting from Thursday April 12th to Tuesday April 10th due to a conflict that she has for the Buncombe County Schools. Orientation will take place again prior to the next meeting.

The next Board of Health Meeting will be April 10, 2012.

A motion was made by Ms. Swanger to Adjourn, seconded by, Dr. Martin, the meeting was adjourned at 7:20pm.

Respectfully submitted:

Gibbie Harris, Secretary

Adopted:

Susanne Swanger, Chair