

## Health and Human Services Board Meeting

December 18, 2015

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The Buncombe County Health and Human Services Board met on December 18, 2015, 2015 at 12:00 p.m.

In attendance were:

- Health and Human Services Board Members: Don Locke, Chairperson; Terry VanDuyn, Richard Oliver, Winnie Ziegler, Sonya Greck, Jennifer Wehe, Rick Weigel, Dr. Ed Coryell, Sharon West, Dr. David McClain, Frank Castelblanco, Ken Putnam, Dr. Paul Endry, as well as Mandy Stone, Health and Human Services Director.
- Buncombe County HHST staff: Amanda Stratton, Rachael Nygaard, Jennifer Chilton and were present.
- Health and Human Services staff: Jan Shepard, Lisa Eby, Phillip Hardin, Dr. Jennifer Mullendore, Tammy Shook, Nelle Gregory and Christa Lance.
- Michael Frue, Buncombe County Attorney was in attendance
- Debra Gentry, Melissa Baker and Terri March with MAHEC were in attendance

### **MEETING TO ORDER**

- Don Locke, Health and Human Services Board Chairperson called the meeting to order at 12:00 p.m.

### **ACTION ITEMS**

- The Chairperson asked if any Board member had any known conflict of interest or appearance of conflict with respect to any matter coming before the Board and none were stated.
- The Board reviewed the December 18, 2015 agenda. Chairperson Locke moved that agenda be approved as presented. The vote was unanimous in approval.
- The Board reviewed the November 20, 2015 Board minutes. Board member Ken Putnam moved that the minutes be approved as presented. Board member Paul Endry seconded the motion and the vote was unanimous in approval.
- A copy of the December 18, 2015 board agenda and November 20, 2015 minutes are attached and made a part of these minutes.

### **BUDGET FY16 FINANCIALS**

- Jennifer Chilton presented the FY16 financials. The Financials and PAR are attached and made a part of these minutes.

### **BOARD ORIENTATION TO PUBLIC HEALTH**

- Jan Shepard provided a Public Health Board Orientation in compliance with Accreditation standards. The Public Health Board Orientation PowerPoint has been placed on the Health and Human Services Board website.
- The following Health policies were presented and reviewed:
  1. Policy 1000-56 - Observing Laws and Regulations Utilized to Support Public Health was reviewed by the Board. Board member Winnie Ziegler motioned that the policy be accepted as presented. Board member Sonya Greck seconded the motion and the vote was unanimous in approval.
  2. Policy 1000.57 - Media and Public Request for Information Plan was reviewed by the Board. Board member Frank Castelblanco motioned that the policy be accepted as

presented. Board Vice-Chair Susanne Swanger seconded the motion and the vote was unanimous in approval.

3. Policy 1000.74A - Smoke-free Education and Enforcement Policy for Buncombe County was reviewed by the Board. Board member Dr. David McClain moved that the policy be accepted as presented. Board Vice-Chair Susanne Swanger seconded the motion and the vote was unanimous in approval.

- The PowerPoint and Policies are attached and made a part of these minutes.

#### **DIRECTOR'S REPORT**

- MAHEC Update - Debra Gentry, Melissa Baker and Terri March with MAHEC presented an overview of the School Nursing Partnership. The PowerPoint is attached and made a part of these minutes.
- Mandy discussed the agenda for January

#### **CHAIRS REPORT AND ADJOURNMENT**

- Chairperson Locke then advised he would entertain a motion to adjourn. Susanne Swanger moved that the meeting be adjourned at 12:50 p.m. Winnie Ziegler seconded the motion and the vote was unanimous approval.

Minutes read and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Don Locke, Ed.D  
Health and Human Services  
Board Chairperson

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Amanda L. Stone  
Executive Secretary to the Board