The Buncombe County Health and Human Services Board met on September 22, 2017 at 12:00 p.m. at 200 College Street. In attendance were:

- Health and Human Services Board Members: Susanne Swanger, Chairperson; Ken Putnam, Dwight Mullen, Frank Castelblanco, Candrice Thul, Jennifer Wehe Davis, Sharon West, Ellen Frost, Lucy Lawrence, Jim Pitts and Jim Holland.
- Health and Human Services staff: Tammy Shook, Jan Shepard, Phillip Hardin, Amy Davis, Fletcher Tove, Jennifer Chilton, Christina McEntee, Zo Mpofu, Paul Watson, Eric Barnes, and Chiloh Campbell.
- Family Justice Center Coordinator: Julie Klipp Nicholson was in attendance.
- County Attorney Brandon Freeman was in attendance.

**MEETING TO ORDER**

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

**ACTION ITEMS**

- A quorum was not present so no Board action could be taken
- 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.

**DIRECTOR’S REPORT**

- Jim shared the new HHS SLT team with the Board
- Mission/BCBS no agreement – Jim will share employee survey results with Mission at an upcoming meeting
- Last Commissioners meeting a resolution was adopted to hold pharmaceutical companies and distributors responsible for the Opioid epidemic in Buncombe County. An RFI will be issued for potential interest in legal representation
- State updates:
  - Implementation of NC FAST Project 4 for Child Welfare, scheduled for Buncombe County implementation on October 23. Shared NC Fast successes and challenges. Child Welfare is heavily involved in training
- Julie Klipp Nicholson announced that October is Domestic Violence Prevention Month. There was a premier viewing of the Still Standing Project. Julie outlined activities for the Month beginning with a proclamation by Commissioners.
  - Other activities scheduled:
    - October 3rd- Domestic Violence Prevention Month Proclamation, Board of Commissioners
    - October 4th- Helpmate’s Annual Domestic Violence Vigil October 4- UNCA Sherrill Center Mountain View Room (#417)
    - October 16th-20th- Clothes Line Project exhibit at YWCA, VA
    - October 24th- Clothes Line Project exhibit at Warren Wilson
    - A video and agenda of activities for the month were presented. The video is attached and made a part of these minutes.
PROGRAM UPDATES

- How we Prepare – Steps to a Coordinated Response – Fletcher Tove, Preparedness Coordinator
  Buncombe County Preparedness Team:
  o Fletcher Tove - Preparedness Coordinator, Veterans Services Supervisor
  o Eric Barnes - Assistant Preparedness Coordinator, Environmental Health Program Specialist
  o Ben Hancock - Preparedness Intern, WCU MSW Program
  o Angela Ledford - Emergency Management Planner, CEM CFM

Preparedness Goals:
  o An integrated cross-trained preparedness team, confident in its ability to deploy quickly and effectively in response to various HHS threats.
  o Establishing Multi-disciplinary sheltering responsibilities (DSS, Public Health including Environmental Health and Nursing Staff)
  o Revise and organize all essential plans into All Hazards Plan format
  o Establish, Strengthen and grow response network in coordination with County EMS
  o Increase Individual (Household) preparedness throughout Buncombe County.

The PowerPoint is attached and made a part of these minutes.

NEW BUSINESS – CHAIR AND VICE CHAIR ELECTIONS

- A quorum was not present so no action was taken. Chair and Vice Chair elections will be held in October if a quorum is present.

FY17-18 FINANCIAL UPDATE

- Jennifer Chilton reviewed the Financials in the Board Packet. FY18 Budget Guide is now on the Board website along with the financials and the PAR.

CHAIRS REPORT AND ADJOURNMENT

- Chairperson Swanger advised the Board has an opening for an Optometrist. Applications are open.
- Chairperson Swanger made the Board aware that the elections of Chair and Vice Chair will be held next month if a quorum is present. Chairperson Swanger advised she would entertain a motion to adjourn.
- Chairperson Swanger moved that the meeting be adjourned at 1:30 p.m. Board member Ken Putnam seconded the motion and the vote was unanimous approval.

Minutes read and approved this ____ day of ________, 2017.

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Susanne Swanger                Jim Holland
Health and Human Services      Executive Secretary to the Board
Board Chairperson