

The Buncombe County Health and Human Services Board met on October 27, 2017 at 12:00 p.m. at 200 College Street. In attendance were:

- Health and Human Services Board Members: Susanne Swanger, Chairperson; Frank Castelblanco, Johnnie Grant, Stephanie Kiser, Candrice Thul, Ed Coryell, Thomas Priester, Rick Weigel, Ellen Frost, Yvette Jives, Sonya Greck, Lucy Lawrence, Terry VanDuyn, Sharon West, Jacquelyn Hallum, Rachel Keener, and Ellen Frost.
- Health and Human Services staff: Jim Holland, HHS Director, Tammy Shook, Jan Shepard, Phillip Hardin, Amy Davis, Ellis Vaughn, Shirley Rogers, Jennifer Chilton, Jennifer Mullendore, Fletcher Tove, Christina McEntee, Amy Huntsman, Lisa Melton, Katie Swanson, Angie Garner, Rebecca Smith, Christa Lance, Liz Hart, Jessica Justice Moore and Chiloh Campbell.
- Family Justice Center Coordinator: Julie Klipp Nicholson was in attendance.
- County Attorney Brandon Freeman was in attendance.
- Special guest Dr. Steven Satterfield 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**

- 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 October 27, 2017 Board agenda. Board member Stephanie Kiser moved that the agenda be approved as presented. Board member Rachel Keener seconded the motion and the vote was unanimous in approval.
- The Board members reviewed the July 28, 2017 Board minutes. Board member Lucy Lawrence moved that the July Board minutes be approved as presented. Board member Rachel Keener seconded the motion and the vote was unanimous in approval.
- The Board members reviewed the August 25, 2017 Board minutes. Board member Jacquelyn Hallum moved that the August Board minutes be approved as presented. Board member Rachel Keener seconded the motion and the vote was unanimous in approval.
- The Board members reviewed the September 22, 2017 Board minutes. Board member Jacquelyn Hallum moved that the September Board minutes be approved as presented. Board member Rachel Keener seconded the motion and the vote was unanimous in approval.

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

- Jim shared an update to the NC FAST Group 1 Implementation for Child Welfare. Rollout for group 1 has been pushed back to January 22, 2018.
- Immunization rates were published and Buncombe County exemption rate is the highest in North Carolina. Dr. Mullendore has been point person for highlighting importance of childhood immunizations.
- Jackie Kiger with Pisgah Legal Services spoke to the Board on open enrollment for the Affordable Care Act.
- Fletcher Tove shared with the Board about Veterans History Awareness Month.

### **PROGRAM UPDATES – ADOPTION AWARENESS**

- Tammy Shook introduced Rebecca Smith and Angie Garner. Some employees of the Foster Care and Adoption unit were in attendance and were introduced. Rebecca Smith and Angie Garner presented a Foster Care and Adoption PowerPoint to the Board. November is Adoption Awareness Month. A copy of this PowerPoint is attached and made a part of these minutes.

### **NEW BUSINESS**

- Board Chair Susanne Swanger asked Board attorney Brandon Freeman to conduct the election of officers. Mr. Freeman asked if any Board Members had any objections to him conducting the election of officers. None were raised.
- Mr. Freeman shared the Executive Committee's recommendations according to the process outlined in the Board Operating Procedures that Board Chair Suzanne Swanger continue to serve as Board Chair and that Board Member Frank Castelblanco be appointed Vice Chair because the current chair, Richard Oliver, desired to transition out of the role but remains on the Executive Committee.
- A motion was made by Board Member Terry VanDuyn nominating Board Chair Susanne Swanger for Board Chair. The Motion was seconded by Board Member Jacquelyn Hallum and the motion passed unanimously.
- A motion was made by Board Member Ellen Frost nominating Board Member Frank Castelblanco for Vice Chair. The Motion was seconded by Jacquelyn Hallum and the motion passed unanimously.
- Mr. Freeman reported to Board Chair Swanger that she had been elected Board Chair and that Board Member Frank Castelblanco had been elected Vice Chair. Mr. Freeman recommended that the Board ratify the vote out of an abundance of caution. Board Chair Swanger moved to ratify the vote. The Motion was seconded by Board Member Ellen Frost and passed unanimously.
- The Health Division Director addressed the board, providing recommendation that the board amend local HHS Board rule 2016-01, which adopted the guidelines for rabies post-exposure management specified by the National Association of State Public Health Veterinarians (NASPHV) in October of 2016. The reason for the amendment was to repeal this local rule, as the General Assembly adopted said guidelines in June of 2017 and the local BOH Rule became redundant. Chair Swanger asked for a motion which was provided by Board Member Jacquelyn Hallum and a second provided by Board Member Terry VanDuyn. There was discussion and subsequently, the board approved the resolution and local Rule 2016-01 was repealed.

### **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 invited the Board to attend the HHS Staff Thanksgiving Lunch and Learn on November 6th.
- Chairperson Swanger adjourned the meeting at 1:20 p.m.

Minutes read and approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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Susanne Swanger  
Health and Human Services  
Board Chairperson

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Jim Holland  
Executive Secretary to the Board