

MACON COUNTY BOARD OF HEALTH
MINUTES

August 12, 2008

Members Present: Dr. Ron Campbell, Paul Higdon, Dr. Roy Lenzo,
Dr. Scott Petty, Roberta Swank, Dr. David Silverstein,
and Russell Stevenson.

Absent: Angie Stahl, Tammy Dills, Ron Winecoff and
Dr. Jim Davis

Staff Present: Jim Bruckner, Anne Hyder, and Barry Patterson
Tiffany Plemons, Harold Faircloth, Pat Muse, and
Kathy McGaha were present for their applicable
discussion on the agenda.

Media: The Franklin Press

Guest: Leslie Moxley, County Attorney

Public Comments - Dr. Ron Campbell asked if there was anyone who wanted to
address the Board. There were no requests.

Call to Order - The meeting was called to order by Dr. Ron Campbell at 6:20
pm.

Approve Agenda - Jim Bruckner noted he wanted to add two items to the agenda -
a review of the end of the year budget and to go into closed session to discuss
potential legal issues. He requested that when the Board goes into closed
session that Barry Patterson, Anne Hyder, Leslie Moxley and he continue to stay
for the discussion. The revised agenda was approved by a motion by Russell
Stevenson and second by Dr. Scott Petty.

Welcome/ Introductions/ Departures - Chairman Campbell noted that several
Board members were absent from tonight's meeting due to being out of town.
He also thanked Angie Stahl for chairing the meeting last month. Mr. Bruckner
introduced the staff and Lesley Moxley.

Approval of Minutes - The minutes of the last regular meeting of June 10, 2008
were approved on a motion by Roberta Swank and second by Dr. David Silverstein.

Old Business

* Strategic Plan Update - Anne Hyder handed out a copy of a modified Strategic
Plan and noted changes. She expressed that this document is a plan that is a
work in progress and a document that needs input and review by both the Board
of Health and the Leadership Team. An agreement was reached to have this
document emailed out to the Board for a review at next month's retreat.

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* Well Program Update (VOC's) - In July, a presentation was given by Mr.
Bruckner to the Board of Commissioners to update the Board on the new well
program. He gave that same update to this Board and answered questions
regarding the development of the program.

* Temporary Food Establishments - At last month's meeting, Mr. Bruckner gave
an update on the changes in this program. To further answer the questions that

came up, he asked Pat Muse to address the Board tonight. Among other issues, Pat clarified the questions of the \$50 fee, referring to the handout that Board members had received previously. Pat plans a meeting with some of the vendors to address their questions. The \$50 fee is a state law so clarification was made that this board does not have to approve that fee.

* EH Salaries / Position Freeze - Mr. Bruckner reported that the EH salary increase had not been put into the budget this year and that after meeting on this topic with the County Manager, he had learned that there will be a market study done soon on all positions within the county. He also reported that at this time, the County Manager preferred to look at salaries across the board. Due to the lower number of permits being submitted at this time, Mr. Bruckner stated the department had made the decision to freeze the two positions that were currently vacant - one for the entire year and one until at least December. He added that in December, the intern who was assigned to our Dept via the incubator project will graduate and will have finished CIT so if hired, he could start issuing permits by February.

* End of Year Budget - Reporting on data from the Finance Department (not yet the official final report) and based on expenditures and revenues, Mr. Bruckner stated that the agency finished \$440,000 to the good this year and these funds were returned to the county. He praised the Adult Dental Program for a program that only started in October and came out \$5000 to the good.

New Business

* Recertification - Healthy Carolinians of Macon County - Kathy McGaha reported on the most recent recertification of her program. Last week she was notified not only that the program was recertified, but the regional consultant had called and reported that the State Partnership was going to start using Macon County's program as a role model for the state. Kathy expressed appreciation to her assistant, Rhonda Blanton, for her good work with this project and Anne Hyder, Jim Bruckner and Roberta Swank also expressed recognition to both Kathy and Rhonda for the excellent work that they do.

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* Fee Policy - Referring to the CPR classes that are taught by the agency for the community, Mr. Bruckner noted that we are limited on what we can charge based on the American Red Cross (ARC) fees. In July, the ARC raised their fees and Jim referred to the fee schedule in the Board packets. On a motion by Dr. David Silverstein and second by Roberta Swank, the Board unanimously approved the fee change. In October, Mr. Bruckner reported that he will be bringing the entire agency fee plan to the Board for approval.

* Monitoring Visits Report - Anne Hyder summarized the program reviews that have been held recently and stressed the impact of time demands on the staff since so many are being done in preparation for Accreditation. She reported on over 10 major programs that have been reviewed and added compliments to staff such as Stan Polanski, whose polices were complimented by the reviewers as great examples to be adopted across the state and to Judy Bell as the Administrative Audit held recently had no findings that had to be addressed.

* Policies - Referring to the Accreditation Process, Anne Hyder explained that several policies need Board review and that she plans to send these policies out electronically prior to the Retreat in September as there will be an opportunity for discussion of these policies at that time. She added that the dates for the Accreditation review are November 5, 6, and 7. She shared a review of the three day agenda including the time for the Board of Health members interviews.

* Health Director Annual Evaluation - Dr. Campbell noted that Mr. Bruckner was approaching his one year anniversary date. He noted that for Jim's six month performance review, he had asked those Board members who were previously on the Personnel Committee to be the team who met with Jim. For the annual review, Dr. Campbell suggested getting feedback from other Department Heads and continuing to have input from the Committee - Tammy Dills, Ron Winceoff and Dr. Campbell.

Board Training and Information

* Anne Hyder referred to the training packets that the Board had previously received and reviewed on their own. She also reminded members that they should have received a copy of a Board of Health Orientation Notebook when they were initially assigned to the Board and that notebook not only provided a section for minutes and updates but also included basic information about PH Essential Services, the agency Mission Statement and the agency Organizational Chart. She also noted that the magazine for Board of Health members from the National Association of Local Boards of Health (NALBOH) (handed out to members at the June meeting) is a good training opportunity for Board members. Ms. Hyder invited members to request any training need they may have in the future.

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Announcements

* Performance Review Data - Mr. Bruckner and Dr. Campbell invited members to review the data in the packets and call with any questions.

* Board of Health Retreat - A reminder was given that the Retreat is scheduled for Tuesday, September 9 in meeting rooms A and B at the Human Services Building starting at 6:00 pm for dinner. The agenda will include information on Personal Health Services - not Environmental Health issues since there has been a lot of information provided about that program recently. The meeting will last between 2-3 hours.

* School Nurses - Anne Hyder gave a brief report that we have had two of the five school nurses resign in the past couple of weeks. They both took other positions.

Next Regular Meeting - September 9, 2008 at 6:15 pm - planning retreat with short business meeting.

Closed Session - Dr. Campbell requested a motion to go into closed session at 7:35 pm to discuss legal issues. That motion was made by Paul Higdon and seconded by Roberta Swank. At 7:36 pm, a motion was made to come out of closed session by Roberta Swank and seconded by Russell Stevenson. Roberta Swank immediately made a motion to go into closed session to discuss a legal matter and a personnel matter. That motion passed unanimously after a second by Russell Stevenson.

A motion was made by to return to open session and seal the minutes at 8:14 pm by Paul Higdon with a second by Russell Stevenson. That motion passed unanimously.

Mr. Bruckner requested Board of Health approval to continue to pursue legal action against a property owner who received a notice of violation and failed to abide by that notice, applied for a permit and failed to pick up the permit and is still not in compliance but has until August 28 to get in compliance. Mr. Bruckner added that if he doesn't comply by that date, the Board with consultation with the County Attorney will pursue legal action.

Mr. Bruckner also requested Board of Health approval to pursue legal action against an individual who the agency had served an Administrative warrant against who erected a building on a site and began installation on a wastewater system without proper permitting.

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A motion by Paul Higdon was made for this board to support the actions noted by Mr. Bruckner and a second was made by Roberta Swank. The motion passed unanimously.

There being no further business, a motion to adjourn was made by Paul Higdon and seconded by Dr. David Silverstein. Meeting adjourned at 8:20 pm.

Respectfully submitted,

Anne Hyder RN, Assistant Health Director for Jim Bruckner, MS, Health Director
Macon County Public Health Center