

# Henderson County Board of Health

## Minutes

Regular Meeting – October 10, 2023

Classroom of the Henderson County Department of Public Health  
1200 Spartanburg Highway Hendersonville, NC 28792

### I. Call to Order

The Henderson County Board of Health meeting was called to order by Dr. Maggie Hayes, Chairperson, at 6:05 p.m.

<b>Members Present</b>	Kathleen Baluha, Registered Nurse John Bryant, General Public Member Maggie Hayes, Physician – Chairperson Jennifer Hensley, General Public Member Bill Lapsley, County Commissioner Alison Reid, Dentist Kenesha Smith, Pharmacist – Vice Chairperson Jeffrey Young, Professional Engineer
<b>Members Not Present</b>	Leslie Leidecker, Veterinarian Scott Prechter, General Public Member *Optometrist Member Position Vacant
<b>Staff Leadership Present</b>	Steve Smith, Health Director Camden Stewart, Administrative Officer

Quorum Present

### II. Approval of the Meeting Agenda

Dr. Hayes inquired if board members were ready to proceed with the proposed agenda.

**Motion:** Dr. John Bryant made a motion for the agenda to be approved and

Ms. Kathy Baluha seconded the motion. **Vote:** The motion passed by unanimous vote.

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#### III. Approval of the September 12, 2023 Minutes

Dr. Hayes asked board members to consider approval of the September 12, 2023 meeting minutes. **Motion:** Dr. Bryant made a motion for the minutes to be approved and Ms. Baluha seconded the motion. **Vote:** The motion passed by unanimous vote.

#### IV. Public Comments

None.

#### V. Presentations

None.

#### VI. Reports

##### Health Director's Monthly Report

Mr. Steve Smith referenced the capacity and experience summary for public health staff and noted a marked improvement with staff that have been in their positions for more than 1 year (86 in September 2023 compared to 76 in December 2022). In addition to those numbers, Mr. Smith shared that there were 17 staff members with less than a year's experience and 10 vacant positions for a total of 113 staff positions. Dr. Bryant mentioned that community organizations were now going deeper with this type of analysis by placing staff into additional tiers of experience like 1-3 years, 4-7 years and then 8 years or more to give a better sense of experience and retention. Mr. Smith responded that this approach would have value and would amend the report to reflect that additional detail going forward.

Mr. Smith also shared that active recruitment efforts were underway to identify an optometrist candidate for the board.

##### FY 23 Fiscal Year Summary

Mr. Smith referenced the summary report for the past fiscal year with favorable performance for the Health and Environmental Health budgets. Expenses for the Health budget were under at 71% with revenues as estimated. Expenses for the Environmental Health budget were under at 92% with revenues exceeding estimates. Both budgets operated within the limits of local appropriations provided.

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#### VII. Old Business

##### **Annual Review of Board of Health Policies**

Dr. Hayes stated that the board still needed to achieve its annual approval of board policies to comply with their policy management requirements. Mr. Smith reminded the board that no substantive changes to existing policies were recommended with the exception of the Aged Accounts – NC Debt Set-Off and Bad Debt Write-Off Policy which had been revised to accomplish clear language and an improved delineation between Debt Set-Off and Bad Debt Write-Off obligations. **Motion:** Dr. Jennifer Hensley made a motion to approve the policies as presented and Dr. Alison Reid seconded the motion. **Vote:** The motion passed by unanimous vote.

#### VIII. New Business

##### **Closed Session - Personnel**

Dr. Hayes requested that the board go into closed session. **Motion:** Mr. Lapsley made a motion for the board to enter into closed session pursuant to North Carolina General Statute 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. Dr. Hensley seconded the motion. **Vote:** The motion passed by unanimous vote.

Dr. Hayes stated to those present at the meeting that once the board exited the closed session that it would be taking no action and would then adjourn. All present were excused with the exception of board members, Mr. Smith and Mrs. Karen Ensley, Henderson County Human Resources Director.

The board exited the closed session at approximately 7:30pm. **Motion:** Mr. Lapsley made a motion for the board to exit the closed session and Dr. Hensley seconded the motion. **Vote:** The motion passed by unanimous vote.

#### IX. Discussion

None.

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### X. Adjournment

**Motion:** Dr. Bryant made a motion to adjourn, and it was seconded by Dr. Kenesha Smith.

**Vote:** The motion passed by unanimous vote.

Respectfully submitted:   
Secretary to the Board/Health Director

11/14/2023  
Date

*Approved by the Henderson County Board of Health at the November 14, 2023 meeting.*