

Henderson County Board of Health

Minutes

Regular Meeting – November 18, 2024

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 6:02 p.m.

Members Present	Bill Lapsley, County Commissioner John Bryant, General Public Member Samantha Roberts, Veterinarian Alison Reid, Dentist Scott Prechter, General Public Member Jennifer Hensley, General Public Member Kathleen Baluha, Registered Nurse Maggie Hayes, Physician – Chairperson Kenesha Smith, Pharmacist – Vice Chairperson Jeffrey Young, Professional Engineer
Members Not Present	Haley Perry, Optometrist
Staff Leadership Present	Dave Jenkins, Health Director Crystal O’Dell, Director of Nursing Camden Stewart, Administrative Officer Stacy Nash, Community Health Director Seth Swift, Environmental Health Director Amy McCall, WIC Director

Quorum Present

II. Public Comments

None.

III. Approval of the Meeting Agenda

Henderson County Board of Health

Minutes

Regular Meeting – November 18, 2024

Dr. Maggie Hayes asked board members if they were prepared to approve the proposed agenda. **Motion:** Ms. Baluha made a motion for the agenda to be approved. The motion was seconded by Dr. Bryant. **Vote:** The motion passed by unanimous vote.

IV. Approval of the Consent Agenda

Dr. Hayes requested approval of the August 19, 2024 regular meeting minutes.

Motion: Dr. Bryant made a motion for the minutes to be approved and it was seconded by Ms. Baluha. **Vote:** The motion passed by unanimous vote.

Dr. Hayes requested approval of the September 16, 2024 regular meeting minutes.

Motion: Dr. Hensley made a motion for the minutes to be approved and it was seconded by Ms. Baluha. **Vote:** The motion passed by unanimous vote.

The 403 WIC Funding increase was discussed. There was no need for board approval of this item.

V. Presentations and Reports

Hurricane Helene Response/Health Director's Report

Mr. Jenkins discussed the Health Department's response to Hurricane Helene including staffing and caring for the shelter, managing distribution sites, coordinating mental health and housing care for those affected by the storm, responding to questions about well and septic repairs, and participating in Emergency Operations Center communications and coordination. Mr. Jenkins thanked the Health Department staff for their dedication to serving the community. Mr. Lapsley, echoed Mr. Jenkins' comments regarding the response of county staff including that of the Health Department.

Mr. Jenkins also mentioned that the state has allocated \$12 million to be given to the counties affected by Hurricane Helene. More information will come regarding the specific amount per county and the spending requirements.

Health Department leadership has begun discussing departmental requests for the FY26 budget. These proposals will be brought to the board in the January board meeting.

End of Fiscal Year 23/24 Report

Mr. Jenkins presented the FY24 End of Fiscal Year Report to the board, noting that the year ended in good standing related to personnel and operating expenses as well as revenues.

Henderson County Board of Health

Minutes

Regular Meeting – November 18, 2024

Quarterly Fiscal Year 24/25 Report

Mr. Jenkins presented the FY25 Quarterly Fiscal Year Report, documenting expenses and revenues for July-September 2024 for both the Health Department and Environmental Health. He also made note of special funding sources and grants that contribute to the department's budget.

Monthly Activities Report

Mr. Jenkins presented the Monthly Activities Report to the board. This report documents monthly performance measures for each internal division and allows the department to track changes and improvements in the department over time. This report will continue to evolve and will be tied to performance management and quality improvement initiatives across divisions.

VI. Old Business

None.

VII. New Business

BOH Policy Review

The Board of Health is responsible for reviewing seven board policies annually. Of the seven policies, only two required revisions during this annual review. Revisions to both the Policy on Policy and Determining Costs and Setting Fees for Services Policy were discussed. **Motion:** Dr. Prechter made a motion to approve the seven Board of Health policies with revisions as discussed. Ms. Baluha seconded this motion. **Vote:** The motion passed by unanimous vote.

Child Fatality Prevention Team/ Community Child Protection Team

Legislative changes will impact Child Fatality prevention systems in North Carolina beginning in Calendar Year 2025. Mr. Jenkins presented these legislative changes to the board that include potential restructuring of child fatality teams, changes to membership, revised meeting schedule, and increased funding. These changes must be presented to and approved by the Board of Commissioners before the end of the calendar year. The Board of Health endorsed the proposed recommendation to continue as single county team and agreed to move this item forward to the Child Fatality prevention Team and then to the Board of Commissioners.

Records Retention and Disposition Schedule

It is necessary for the Health Department to follow the Records Retention and Disposition Schedule for Local Health Departments issued by the NC Department of Natural and Cultural

Henderson County Board of Health

Minutes

Regular Meeting – November 18, 2024

Resources, Division of Archives and Records for retaining and disposing of records appropriately. Mr. Jenkins requested the board's approval and adoption of this retention schedule. **Motion:** Dr. Hensley made a motion to approve the retention schedule and proceed with record retention and disposition as necessary. Ms. Baluha seconded this motion. **Vote:** The motion passed by unanimous vote.

Training/Speaker

The board typically interacts with an external community trainer or speaker on an annual basis tied to a specific topic of interest. Mr. Jenkins gauged the board's interest in potential speakers or trainers to attend a meeting in the new year. There were no preferences by the board of specific topics for discussion. The Health Department leadership team will discuss this item and return to the board with options at a later date.

VIII. Board Member Remarks

Dr. Bryant inquired about what the board could do to support Health Department staff in the weeks and months following response to the hurricane. The board is open to input and ideas about how best to show their appreciation for all the ways the Health Department staff contributed to storm response and recovery.

Dr. Hensley honored the City of Hendersonville's Water and Sewer Department for restoring 99% of Hendersonville's water supply within two weeks.

IX. Closed Session

Dr. Hayes indicated that the board needed to go 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...". **Motion:** Ms. Baluha made a motion to go into closed session for the stated purpose and Dr. Bryant seconded the motion. **Vote:** The motion passed by unanimous vote. Dr. Hayes further stated to all those in attendance that the board would take no further action once it came back into open session and would immediately adjourn. Dr. Hayes excused all present except for board members and Mrs. Stewart.

The board concluded the closed session at approximately 7:10 p.m.

X. Adjournment

The meeting was adjourned at 7:10pm.

Henderson County Board of Health

Minutes

Regular Meeting – November 18, 2024

Respectfully submitted: D. David Jenkins
Secretary to the Board/Health Director

 01/23/25
Date

Approved by the Henderson County Board of Health at the January 21, 2025 meeting.