

TOE RIVER HEALTH DISTRICT MEETING AGENDA

District Office ACHD MCHD Other: Mayland Community College Boardroom, Spruce Pine Meeting: Board of Health	
Date: 9/12/2023	Facilitator: Diane Walker
Time: 6:00 PM	Recorder: Bryna Heaton

- Call to Order and Invocation Diane Walker
- Discussion/adjustments/and approval of adjustments to Agenda *VOTE*
- Public Comment
- Swear in Cindy Aldridge and Raquel Jennings – Avery County Betty McKinney
- New Hires – Airea Williams, Laura Sparks, and Misty Biddix Mason Gardner
- On the Spot Award – Shelly Stafford Mason Gardner
- Old Business
 - Approval of minutes from the June meeting
 - Open Session Meeting *VOTE*
 - Closed Session Meeting *VOTE*
- New Business
 - Financial Report Betty McKinney
 - Income Statement
 - Budget Amendment #1 *VOTE*
 - WIC Program Report Sabrina Kees
 - Clinic Program Report Wendy Duncan
 - Elect Board Chair and Vice Chair *VOTE* Diane Walker
- CLOSED SESSION
- Director’s Report Mason Gardner
- Regular Meetings 2023: ~~February 7, 2023~~
~~May 9, 2023~~
~~June 13, 2023~~
September 12, 2023
November 14, 2023
- Adjourn

TOE RIVER HEALTH DISTRICT OPEN SESSION MEETING MINUTES

District Office ACHD MCHD Other Mayland Community College Auditorium

Meeting: Board of Health

Date: June 13, 2023
Time: 6:00pm – 8:07pm

Facilitator: Diane Walker
Recorder: Susan Clark

Attendees:

Present	Absent	Name	Position/County
X		Dr. Diane Walker - Chair	Optometrist/Mitchell
	X	Mr. Cole Phillips	Community Member/Mitchell
X		Mr. Jeff Gouge	Community Member/Mitchell
X		Mr. Joe Miller – Vice Chair	Community Member/Mitchell
X		Ms. Shayna Cole	Pharmacist/Avery
		Vacant	Registered Nurse/Avery
X		Dr. Jenna Lindsey	Dentist/Avery
X		Ms. Stephanie Greer	Community Member/Avery
	X	Mr. Mike Lacey	Engineer/Avery
		Vacant	Veterinarian/Mitchell
X		Mr. Jeff Harding	County Commissioner/Mitchell
X		Ms. Norma Duncan	Community Member/Mitchell
	X	Dr. Stephen North	Physician/Mitchell
	X	Ms. Vanessa Wiseman	Community Member/Avery
		Vacant	Community Member/Avery
X		Mr. Robert Burleson	County Commissioner/Avery
X		Mr. Mason Gardner/Secretary*	Interim Health Director

*Non-voting Member

Staff Present: Glenda Shuffler, HR Consultant, Debbie Gragg, Sabrina Kees, Betty McKinney, Susan Clark, Chad Donnahoo, Board of Health Attorney

1. Call to Order

Diane Walker called the meeting to order.

2. Discussion/Adjustments and Approval of Adjustments to Agenda *VOTE*

Robert Burleson made a motion to add the item of New Board Member/Avery to the agenda under New Business. Jeff Harding seconded the motion. All approved by acclamation.

3. Public Comment

There was no public comment.

4. Swear in Robert Burleson-Avery County

Betty McKinney swore in Mr. Robert Burleson as the newest member of the Board of Health. Robert Burleson is an Avery County Commissioner.

5. Old Business

- **Approval of Minutes from the May 9, 2023 Meeting**

- **Open Session Meeting *VOTE***

- Shayna Cole made a motion to approve the minutes as written. Norma Duncan seconded the motion. All approved by acclamation.

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- **Closed Session Meeting VOTE**
Jeff Harding made a motion to approve the Closed Session minutes as written. Shayna Cole seconded the motion. All approved by acclamation.

6. New Business

- **New Board Member/Avery VOTE**
Ms. Cindy Aldridge, Family Nurse Practitioner from Avery County, will replace the seat held by Vivian Greene, RN. Robert Burleson made a motion to approve Cindy Aldridge as the new board member for Avery County. Jeff Harding seconded the motion.
- **2023-2024 Budget VOTE**
Mason Gardner stated that the Finance Committee and the Avery and Mitchell County Commissioners approved the 2023-2024 budget. Joe Miller made a second to the approval of the budget by the finance committee. All approved by acclamation.
- **Financial Report**
 - **Income Statement**
The June financial report is basically the same as the report given on May 9, 2023, minus the fractions.
 - **Budget Amendment #5 VOTE**
The changes include payments received from private insurances for the Adult Health Clinic, being moved to other programs and monies received from interest earned. Jeff Harding made a motion to approve Budget Amendment #5. Normal Duncan seconded the motion. All approved by acclamation.
 - **Bad Debt Write-off VOTE**
The Bad Debt Write-Off for the period of July 2022-June 2023 is \$4,459.12. Joe Miller made a motion to write off the Bad Debt of \$4,459.12. Robert Burleson seconded the motion. All approved by acclamation.
 - **Infrastructure Security AA Money VOTE**
The American Rescue Plan Act (ARPA) of 2021 Grant has been reapproved for the 2024 fiscal year. We have received quotes from BCTI for:
 - **Cisco Secure Unified Infrastructure \$13,073.76**
Jeff Harding made a motion to purchase the secure unified infrastructure. Shayna Cole seconded the motion. All approved by acclamation.
 - **Backup Power and Infrastructure \$29,662.69**
Jeff Harding made a motion to purchase the backup power and infrastructure. Shayna Cole seconded the motion. All approved by acclamation.
 - **Cisco Secure Wireless \$17,677.20**
Jeff Harding made a motion to purchase secure wireless. Shayna Cole seconded the motion. All approved by acclamation.
 - **Cisco Next Generation Firewalls \$4,036.08**
Jeff Harding made a motion to purchase next generation firewalls. Joe Miller seconded the motion. All approved by acclamation.

Stephanie Greer made a motion allowing Mason Gardner to sign the BCTI contracts on behalf of the Board of Health. Jeff Gouge seconded the motion. All approved by acclamation.

- **Environmental Health Program Report**

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Grassy Creek Holdings, LLC hired a soil scientist to conduct soil evaluations. After reviewing the lots, Land Resource Management, PLLC (LRM) sent out letters to the lot owners. These preliminary soils investigations lead to a lot of misunderstanding. Diane Walker asked Mason Gardner to contact the company and ask if they will clarify the information being sent to the landowners.

The Environmental Health interns are close to being authorized. They need three grouts to be approved for wells, five IPCA's onsite. Mason Gardner anticipates all this to be completed and authorization granted in July 2023. We are advertising for an additional Environmental Health employee.

- **Tattoo Parlor Fee/Bloodborne Pathogens Training Option VOTE**

Mason Gardner suggested the following:

- Artist Fee-renewable annually for \$500.00
- Parlor Fee-one time of \$700.00
- Existing Parlor-IF all artists are certified annually in Bloodborne Pathogens, there would be no reoccurring Parlor fee.

Joe Miller made a motion to leave the Artist Fee at \$500.00 annually and the parlor fee at a onetime fee of \$700.00 if all artists go through an annual Bloodborne Pathogens training. Shayna Cole second the motion. All approved by acclamation.

- **Lunch BOH Members**

Joe Miller suggested the Board Members join the district employees in a lunch provided by the Board Members. Lunch will be provided for the staff of Avery Campus on July 12, 2023. Lunch will be provided for the staff of Mitchell Campus on July 26, 2023.

7. CLOSED SESSION VOTE

Jeff Harding made a motion to go into closed session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the Board to discuss matters related to the attorney-client privilege. Norma Duncan seconded the motion. All approved by acclamation. The Board went into closed session.

8. Open Session VOTE

Jeff Harding made a motion to return to the open session. Norma Duncan seconded the motion. All approved by acclamation.

9. Director's Report

Toe River Health started a rabies clinic in Mitchell and Avery. 212 animals were vaccinated at the clinic in Mitchell County.

CureMD has merged with the North Carolina Immunization Data Base at the Mitchell Campus. The Avery Campus will merge soon.

Staff members from the Avery Campus went to the Old Beech Mountain Fish Fry, providing blood pressure checks and information on services offered at the health department.

The request to purchase automobiles with ARPA funds has been turned down. The grant has been resubmitted to purchase trucks.

After 25 years of service in Toe River Health, Susan Clark will retire July 31, 2023,

10. Regular Meetings 2023
September 12, 2023

**TOE RIVER HEALTH DISTRICT
OPEN SESSION MEETING MINUTES**

November 14, 2023

11. Adjourn

Diane Walker adjourned the meeting at 8:07 pm