



April 2, 2025

**BURKE COUNTY PUBLIC HEALTH ADVISORY BOARD
MEETING MINUTES**

The Burke County Public Health Advisory Committee met in its regular session on Wednesday, April 2, 2025, at 5:00 p.m. The meeting was held in the Board Room located at 700 East Parker Road, Morganton, North Carolina. The Members present were:

PRESENT:

- Dr. Anthony Frank
- Dr. Laura Gratton
- Dr. Nicholas Thomas
- Dr. Kenneth Bonfield
- Dr. Joel Welch
- Jessi Stout
- Gwen Stephens
- Joset Taylor
- Cristy Gupton

ABSENT: Commissioner Phil Smith

ALSO PRESENT:

- Danny Scalise, Public Health Director
- Ashley Jarrett, Assistant Health Director
- Bobby Smith, Director of Nursing
- Emma Fullett, Campbell University Resident

CALL TO ORDER: Chairman Frank called the meeting to order at 5:04 p.m.

MISSION, VISION, VALUES:
Burke County Public Health's Mission, Vision, and Values declaration was read aloud by Chairman Frank.

APPROVAL OF THE MINUTES:
Chairman Frank called for a motion to approve the Minutes from the February 5, 2025, Advisory Committee meeting. Dr. Gratton made the motion, and it stands approved.

APPROVAL OF THE MINUTES:
Chairman Frank called for a motion to approve the agenda for tonight's meeting. Joset Taylor made the motion, and it stands approved.

PUBLIC COMMENT:
There was no public comment

DISCUSSION:

Mr. Scalise provided an explanation of the July work session set for July 14, 2025, with the Burke County Board of Commissioners. At this work session, the Board of Commissioners will be reviewing and approving the health department policies that are due. They will also undergo Board of Health Training, etc.

Mr. Scalise stated that BCPH started the budgetary process in January. We have completed and submitted the budget book. He stated that roughly 1/3 of the health department's money comes from county funds, the rest comes from grants, fees, etc. We have a 1% decrease from last year. We did not request any new FTEs and have been exceptionally conservative with spending. We have stayed on target with no overspending in any line item. He is predicting that this department will come in under budget this fiscal year.

The matter of Write-Offs was presented and voted upon. The write-offs totaled \$10,039.55. Dr. Welch asked if these go to the state for collection, to which Mr. Scalise replied yes. Dr. Welch made the motion to present to the Burke County Board of Commissioners at the July Work Session. Ms. Taylor seconded the motion, and it was approved with no nays.

Mr. Scalise mentioned that we have just submitted our documentation for PHAB re-accreditation; being the first health department in the county to use PHAB's new process. Their Board will approve/disapprove in the coming months.

In alignment with the Burke County Public Health Strategic Plan, the following reports were made:

1. **Establish a Culture of Dignity, Love, and Respect (Ashley Jarrett)**
 - Ms. Jarrett reported that we have been working on disposing of outdated equipment. She reports that the TV in the front lobby has been replaced and is on a constant loop of the services that are offered at the health department.
2. **Be an Employer of Choice (Ashley Jarrett)**
 - Ms. Jarrett explained what an Agreement Addendum is leading into AA 117-Workforce Development Plan. She has developed and sent over a spending plan for AA117 that we are waiting for approval. Once that is approved, we can use those funds to continue education, make salary adjustments, and purchase much needed technology. Ms. Taylor asked if those funds could be taken back. Dr. Bonfield asked if this is the first time we've ever received these funds. Mr. Scalise explained that yes, they could be frozen or taken back, but that it is unlikely and that is the first time we've received a workforce development grant.
 - National Public Health Week is set to kick off next week. We are planning to celebrate by planting two peach trees in the park, inviting staff to watch the PBS special, *The Invisible Shield*, during lunch, and a special lunch is planned for staff.
3. **Be an Academic Health Department (Danny Scalise)**
 - Mr. Scalise introduced Emma Fullett, third year resident at Campbell University School of Osteopathic Medicine. Ms. Fullett is completing her Public Health rotation at the health department. She told the committee that she has learned a lot in her short time here; notably the vaccine schedule for infants and children.

Academic cont....

- Mr. Scalise and Ms. Jarrett now have faulty appointments with UNC Gillings. UNC Gillings received a grant to open a behavioral health collaborative. The first meeting will be held at the Morganton Community House on April 22, 2025. Governor Ernie Fletcher will be there to speak with members of the community. The Community Forum will be held at the CoMMA the same night. Doors open at 5:00p.
- 4. Be a Healthcare Treatment Provider of Choice (Bobby Smith)**
- Mr. Smith noted that the Phone Tree has been removed. This allows a live person to answer the telephone when a patient calls instead of listening to a message and choosing.
 - This quarter's clinic total visits were as follows:
 - Communicable Disease-71
 - General Clinic-258
 - Child Health-40
 - Women's Health-486
- 5. Be a Good Leader in Environmental Health (Ashley Jarrett)**
- Ms. Jarrett reported Environmental Health has been working diligently to get their numbers up. She reported that On-Site is officially 4-6 weeks out; that is a 50% decrease from last quarter.
 - Lakin Riddle was authorized in Food & Lodging and the department is now fully staffed.
 - ARC GIS is being implemented to help with On-Site permitting.
 - Food & Lodging compliance is now up to 55%, with approximately 3 months left in the fiscal year. Mr. Scalise noted that required inspections such as schools, daycares, nursing homes, and assisted living facilities are not included in that percentage, but they are still being completed.

DIRECTOR'S COMMENTS:

Mr. Scalise noted that he will be presenting the Quarterly Report to the Burke County Board on Commissioners on April 7. This report will cover everything from January 1 until now.

ADJOURNMENT:

Chairman Frank made the motion to adjourn the meeting. Dr. Thomas seconded the motion. The Burke County Public Health Advisory Committee Meeting was adjourned at 6:19p.

****Approval and Attestation on next page****



Approved on June 23, 2025

A handwritten signature in blue ink, appearing to read "A. Frank", is written over a horizontal line.

Dr. Anthony Frank, Chairman
Burke County Public Health Advisory Committee

ATTEST:

A handwritten signature in blue ink, appearing to read "Danny Scalise II", is written over a horizontal line.

Danny Scalise II, MBA, MPH, CPH, FACHE
Burke County Public Health