

# Macon County



## **MACON COUNTY BOARD OF COMMISSIONERS JANUARY 13, 2026 6 P.M. AGENDA**

1. Call to order and welcome by Chairman Young
2. Announcements
  - (A) Introduce Ms. Kimberly Dills as the new Consolidated Human Services Agency (CHSA) Director. Reminder that Macon Public Health and Macon County Animal Services became a Consolidated Human Services Agency on January 13, 2026.
  - (B) The Hurricane Helene grants application to repair, renovate, or replace infrastructure ineligible for FEMA Public Assistance funds approved at the December 9, 2025, meeting resulted in Macon County being awarded \$1,123,315.31 for four project locations, including Cullasaja Park, the Boardwalk on the Greenway at Arthur Drake Rd, Parker Meadows, and Tasse Park.
3. Moment of Silence
4. Pledge of Allegiance
5. Public Hearing(s) – None
6. Additions to agenda
7. Public Comment Period
8. Adjustments to and approval of the agenda
9. Reports/Presentations
  - (A) Presentation of the FY25 Audit – Bao Thao, Martin Starnes & Associates, CPAs, P.A.

10. Old Business

- (A) Update and Discussion on Fontana Regional Library Inter-Local Agreement – County Manager Warren Cabe and County Attorney Eric Ridenour
- (B) Consideration of Amended Resolution in Support of Revising the Macon County Board of Commissioners Election System and to Schedule a Public Hearing – Attorney Ridenour

11. New Business

- (A) Discussion of the Opioid Funding Process and Establishment of a Strategic Planning Committee – Mr. Cabe
- (B) Approval of Consolidated Human Services Agency Board Policies – Tammy Keezer
- (C) Helene Recovery Recycling Infrastructure Grant – Mr. Cabe
- (D) Discussion Regarding Personnel Matters – Sheriff Brent Holbrooks

12. Consent Agenda – Attachment #12

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

- (A) Minutes of the December 9, 2025, Regular Meeting
- (B) Budget Amendments #158-#163 and #165-#166
- (C) Request for Relief of the taxing unit for collection of Real Estate Taxes that are Ten Years Past Due in the amount of \$3,926.31
- (D) Approval of Destruction of Solid Waste Records Meeting the Records Retention Guidelines
- (E) Tax releases for the month of December 2025 in the amount of \$627.49
- (F) Monthly ad valorem tax collection report – no action necessary

13. Appointments

- (A) Consolidated Health Board – 4 Seats
- (B) Community Advisory Committee – 1 Seat

14. Closed session as allowed under NCGS 143-318.11

15. Adjourn/Recess

# **MACON COUNTY BOARD OF COMMISSIONERS**

## **AGENDA ITEM**

### **CATEGORY – REPORTS/PRESENTATIONS**

**MEETING DATE: JANUARY 13, 2026**

9A. Bao Thao with Martin Starnes & Associates, CPAs, P.A. will present the FY 2025 audit.

# MACON COUNTY BOARD OF COMMISSIONERS

## AGENDA ITEM

### CATEGORY – OLD BUSINESS

**MEETING DATE: JANUARY 13, 2026**

10(A). Jackson County and Swain County have approved proposed changes to the Inter-Local Agreement between Jackson, Swain and Macon Counties and the Fontana Regional Library and would like for Macon to consider such changes. The Fontana Regional Library Board will consider such changes at their January 13th meeting as well. Changes are underlined on the attachment and are specifically noted as:

1. The Regional Director shall devote full professional effort to the Fontana Regional Library and shall not simultaneously hold a Director position or comparable executive role in any other participating county library system or library entity within the region.

2. At the end of the year, upon completion of the audit and calculation of payables, any remaining funds in excess of operational costs will be reimbursed to the counties that allocated the funding in proportion to their respective contributions.

3. Each county shall have equal representation on the Fontana Regional Library Board of Trustees, composed of three members from each county, one of whom shall be a sitting member of that county's duly elected Board of Commissioners at the time of appointment and throughout the member's service on the Board of Trustees.

10(B). Attorney Ridenour has advised that the General Assembly has requested additional information in regard to the resolution approved at the December 9, 2025 meeting. Included in your packet is a revised and amended resolution for your consideration.

## **FONTANA REGIONAL LIBRARY INTER-LOCAL AGREEMENT**

This INTER-LOCAL REGIONAL AGREEMENT (the “Agreement”) is entered into by and among the following North Carolina counties: JACKSON COUNTY, MACON COUNTY, and SWAIN COUNTY and the Fontana Regional Library, Inc. (“Fontana Regional Library”);

**WHEREAS**, the mission of the Fontana Regional Library is to provide the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational and recreational needs; and

**WHEREAS**, the Boards of County Commissioners of Jackson, Macon, and Swain Counties recognize that collaboration provides the most effective and efficient means to provide public library service to the residents of said counties by unifying the administration of the participating libraries, providing professional library specialists, cooperating in the selection of books and other materials, and crossing county lines for the benefit of all; and

**WHEREAS**, this collaboration provides opportunities for service and resource allocations otherwise beyond the financial and service capacities of the individual county governments and libraries; and

**WHEREAS**, this Regional Agreement is up for the mandatory ten year review pursuant to Article X, B. of the Regional Agreement last adopted by the parties hereto in January, 2013.

**NOW, THEREFORE**, pursuant to resolutions duly adopted by their governing boards, the Boards of the County Commissioners of Jackson, Macon, and Swain Counties hereby renew their commitment for the organization of and participation in the Fontana Regional Library upon the terms set forth herein, effective the date last signed by a party as set forth below, hereby amending, restating and replacing the existing Regional Agreement by and among the parties with respect to the Fontana Regional Library.

### **I. Governments Involved**

The participating local government units of the Fontana Regional Library are as follows:

- A. Jackson County
- B. Macon County
- C. Swain County

### **II. Purpose Statement**

This Agreement is to promote and perpetuate excellent library services to the residents of the areas included within the jurisdictions of the aforementioned governing bodies through their collaborative and collective efforts under the legal authority of N.C.G.S. §153A-270 and N.C.G.S. Chapter 160A, Article 20, Part 1. To this end, the Fontana Regional Library shall operate the county libraries and branches of the participating local government units in accordance with governing statutory authority, North Carolina law and this Agreement.

### **III. Structure of the Fontana Regional Library Board of Trustees**

The Fontana Regional Library Board of Trustees shall be the governing body of the Fontana Regional Library.

#### **A. Membership**

1. There shall be nine members of the Fontana Regional Library Board of Trustees, all of whom shall be full-time, year-round residents of the county from which they are appointed.
2. Each county shall have equal representation on the Fontana Regional Library Board of Trustees composed of three members from each county, [one of whom shall be a sitting member of that county's duly elected Board of Commissioners at the time of appointment and throughout the member's service on the Board of Trustees]
3. Members shall serve no more than two consecutive full terms and no single term shall be longer than three years.
4. Members shall be appointed in staggered terms to promote consistency as well as to accommodate change.
5. The Members from each county shall be appointed by the County Commissioners. County Commissioners may select from the recommendations made by the County Library Board.
6. Vacancies on the Fontana Regional Library Board of Trustees shall be filled by appointment from the County Commissioners for said seat for the remaining term of the member that created the vacancy.

#### **B. Open meetings, Public Records and Public Comment**

1. All Library Board meetings shall be conducted in accordance with the North Carolina Open Meetings laws set forth in Chapt. 143, Art. 33C, §§143-318.9 through 318.18. and subject to the Public Records laws of Chapt. 132 of the North Carolina General Statutes. All meetings shall be recorded by video and placed on Fontana Regional Library's website.
2. There shall be a public comment period at the beginning of each library board meeting with no less than 3 minutes allowed per speaker. The comment period will be limited to 30 minutes. The library board may allow for additional time for public comments at the end of the meeting in the board's discretion.

#### **C. Powers and Duties**

##### **1. Governance - Bylaws**

The Fontana Regional Library Board of Trustees shall adopt bylaws and rules for its own governance as may be necessary and in conformity with the law and this agreement. These bylaws may be amended or repealed and new bylaws adopted by the affirmative vote of a majority of all the members of the Board of Trustees then holding office, provided that notice of the proposed action shall be stated in the call for the meeting and is given at least fifteen days prior to the meeting.

##### **2. Policies**

The Fontana Regional Library Board of Trustees is hereby delegated the power to adopt policies for the administration and operation of the Fontana Regional Library.

##### **3. Director**

The Fontana Regional Library Board of Trustees is hereby delegated the power to select, appoint, remove, determine salary and other terms of employment of a Regional Director and to delegate to the Regional Director executive powers. [The Regional Director shall devote full professional effort to the Fontana Regional Library and shall not simultaneously hold a Director position or comparable executive role in any other participating county library system or library entity within the region.]

1. These actions shall require a majority vote of the Fontana Regional Library Board of Trustees at which a quorum is present.
2. The Fontana Regional Library Director shall:
  - a. Have a valid North Carolina Public Librarian Certificate.
  - b. Be the chief executive and administrative officer of the Fontana Regional Library.
  - c. Function in accordance with the approved policies of the Fontana Regional Library and administer the Fontana Regional Library consistent with the policies adopted by the Board of Trustees.
  - d. A job description of the Director shall be placed on Fontana Regional Library's website.

#### **4. Budget**

The Fontana Regional Library Board of Trustees is hereby delegated the power to and shall adopt an annual budget which shall:

1. Be administered under the same provisions as units of local government (N.C.G.S. §159), with all state funds administered by the Fontana Regional Library and expended throughout the region as described in 07 NCAC 021.0202.
2. Be a composite of the separate budgets of each county library, with an agreed upon amount paid by each county for the materials, salaries and operating expenses that are shared within the region which shall be sent to the Finance Officer in monthly installments.
3. Include a specified amount of funding for each library's operating costs with gifts, special memorials, endowment and trust income, and appropriations for capital outlay earmarked for the designated purpose.
4. A proposed annual budget shall be posted on Fontana Regional Library's website for 30 days prior to approval vote, and final approved budget posted until replaced by a future budget.

#### **5. Finance Officer**

The Fontana Regional Library Board of Trustees is hereby delegated the power to appoint a regional Finance Officer as defined in N.C.G.S. §159-24. The Finance Officer shall:

- a. Be responsible for keeping the accounts of the Fontana Regional Library in accordance with generally accepted principals of governmental accounting and for disbursing all funds in strict compliance with N.C.G.S §159, the Local Government Budget and Fiscal Control Act, and 07 NCAC 021.0202.
- b. Ensure expenditure of funds consistent with the budget adopted, by the Fontana Regional Library Board of Trustees.
- c. Report directly to the Regional Director and the Fontana Regional Library Board of Trustees.
- d. A Fontana Regional Library budget report for each County Library Board shall be sent to the Chair of each County Library Board upon final approval for review.

#### **6. Compliance**

The Fontana Regional Library Board of Trustees is hereby delegated the power to assure compliance with all applicable state and federal law and eligibility requirements for the receipt of state and federal funds.

#### **7. Facilities**

The Fontana Regional Library Board of Trustees is hereby delegated the power to make recommendations to the counties concerning the construction and improvement of the physical facilities of the libraries within the Fontana Regional Library region; however, construction and facility maintenance shall be the responsibility of the local counties unless the Fontana Regional Library Board of Trustees negotiates and approves a collaborative effort.

#### **8. Reports**

The Fontana Regional Library Board of Trustees is hereby delegated the power to report to the participating local governmental units. The Fontana Regional Library Board of Trustees shall make regular reports, or delegate to the Regional Director the authority to make the reports, related to services and operations to each county.

#### **9. Audit**

- a. The Fontana Regional Library Board of Trustees shall obtain an annual independent audit of the Fontana Regional Library accounts consistent with generally accepted accounting principles.
- b. The Fontana Regional Library Board of Trustees is hereby delegated the power to provide a copy of the Fontana Regional Library's annual audit to the State Library of North Carolina.
- c. The Audit shall be posted on Fontana Regional Library's website within 30 days of completion and review and approval by the Fontana Regional Library Board of Trustees.

### **IV. Financial Structure**

- A. All monies from both state and local governmental units will be paid into the Fontana Regional Library as a public authority which will comply with the provisions of the N.C.G.S §159, the Local Government Budget and Fiscal Control Act.
- B. Each county will provide facilities necessary for the Fontana Regional Library to carry out its mission. Provision of these facilities will include utilities, building and grounds maintenance, improvements or rent for those facilities.



- C. Each county will pay the Fontana Regional Library an adequate amount of money necessary for the Fontana Regional Library to carry out its mission of providing the public of Jackson, Macon, and Swain counties with excellent service and convenient access to resources for their educational, informational, and recreational needs. These funds will allow the Fontana Regional Library to pay for library materials and for operating expenses for libraries within that county. Funds from each county will also be used to contribute to joint operations. **At the end of the year, upon completion of the audit and calculation of payables, any remaining funds in excess of operational costs will be reimbursed to the counties that allocated the funding in proportion to their respective contributions.**
- D. All state funds will be used for salaries and benefits of employees serving the whole Fontana Regional Library region, for library materials; for telecommunications or telephone services and any other region-wide service.
- E. The Finance Officer will account for all expenditures by source of funds.

## **V. Terms of Property Ownership**

A major benefit of regional cooperation is that scarce resources may be shared among the various county residents without wasteful duplication; however, certain ownership restrictions shall apply:

- A. All real property, buildings, grounds and other facilities of each library shall be acquired and owned by their respective county, and occupied by each library in accordance with a facility lease between Fontana Regional Library and each county.
- B. All other property, including library materials, technology, furnishings, fixtures and equipment, vehicles, or other resources, purchased with state, regional, or county funds shall be owned by Fontana Regional Library excepting what is provided for in Section V.C.
- C. The Hudson Library facility and all library materials, furnishings, and fixtures acquired by Hudson Library, Inc. shall be owned by Hudson Library of Highlands, North Carolina, Incorporated, a private non-profit corporation.
- D. All library materials, furnishings, and fixtures acquired by Fontana Regional Library and located at Hudson Library of Highlands, North Carolina, Incorporated shall be owned by Fontana Regional Library.
- E. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, real property if purchased by the Fontana Regional Library is owned jointly as tenants in common by the participating counties.
- F. See also Section VIII hereof regarding the distribution of property in the event of withdrawal of a participating local governmental unit and Section IX hereof regarding the dissolution of the Fontana Regional Library.

## **VI. Insurance Coverage and Indemnification**

### **A. Insurance Coverage**

- 1. Each county shall maintain insurance coverage for the real property, buildings, grounds and other facilities for each of their individual libraries, including general liability insurance, except as indicated in Section VI. A. 3. below.
- 2. The Fontana Regional Library shall maintain insurance coverage for all other property, including library materials, technology, furnishings, fixtures and

equipment, vehicles, or other resources, except as indicated in Section VI. A. 3. below.

3. Hudson Library, Inc. has stipulated liability and property insurance coverage as set forth in the governing Lease Agreement between Hudson Library, Inc. and Macon County. Said Lease Agreement and any Amendments thereto or subsequent Lease Agreements between Hudson Library, Inc. and Macon County shall continue to require said liability and property insurance coverage and is herein incorporated by reference.

**B. Indemnification**

The Fontana Regional Library Bylaws contain indemnification provisions regarding board members, officers, employees and volunteers, which provisions may be amended from time to time.

**VII. Provisions for Amendment**

- A. This Agreement may be amended providing that all parties accept and agree to those amendments.
- B. Recommendations for amendments shall be forwarded to each of the counties in writing with a thirty-day period for consideration given. The proposed amendments will be forwarded to the County Commissioners and shall be posted for 30 days on Fontana Regional Library's website. At the next regular meeting of the county boards after this thirty-day period, the amendments shall be voted on by those boards.
- C. Disagreements related to this Agreement shall be resolved first by a committee representatives of two commissioners from each county and the Fontana Regional Library Board of Trustees, and then by their legal counsels if necessary.

**VIII. Provisions for Withdrawal**

- A. A participating local governmental unit proposing to withdraw from the Fontana Regional Library shall, in accordance with NCAC 07 02I .0308 give written notice on or before July 1 to the Fontana Regional Library Board of Trustees, the other counties' Boards of Commissioners and the State Library of North Carolina. The withdrawal shall be effective the following June 30.
- B. Should that participating local governmental unit decide within this time period to rescind the proposal, that participating local governmental unit shall remain a part of the Fontana Regional Library under the same conditions and requirements as of the agreement currently in effect. under which they became a member.
- C. Should that participating local governmental unit fully withdraw, the following asset allocations would go into effect: Furniture and fixtures purchased by the Friends of the Library within the withdrawing county will remain with their respective library, and books and audiovisual materials will also remain with each library. Notwithstanding the aforementioned, assets located in the local library facility that were purchased by Fontana Regional Library with Fontana Regional Library funds and intended for Fontana Regional Library regional support services will remain assets of Fontana Regional Library.

**IX. Provisions for Dissolution**

- A. The Fontana Regional Library may be dissolved if two of the three participating local governmental unit parties withdraw in accordance with the procedures stated above.
- B. As included under N.C.G.S. Chapter 160A, Article 20, Part 1, Joint Exercise of Power, property if proved to be purchased by the Fontana Regional Library may be owned jointly as tenants in common by the participating counties; therefore, if the Fontana Regional Library is dissolved, the counties of Jackson, Macon, and Swain shall divide the joint assets equally among themselves.
- C. The distribution of properties and resources, if jointly owned, shall be accomplished by a committee composed of representatives from each county, a representative of the State Library of North Carolina, and the current Fontana Regional Director.
- D. After all outstanding debts are resolved, any remaining funds from the member counties shall be returned to them and the distribution of any remaining State or Federal funds shall be determined by the State Library. Any land and building property, if owned by the Fontana Regional Library, shall be sold and the proceeds distributed to the counties, or the property may be distributed to the counties on an equitable basis as agreed upon by the committee of representatives. Other property such as the bookmobile, outreach van, computers and other technology, books, and any other assets shall be sold at auction and the proceeds divided among the counties, or property may be distributed in some other equitable manner as agreed upon by the committee of representatives.

**X. Term, Provisions for Periodic Review and Automatic Renewal**

- A. This Agreement may be reviewed at any time by any county or the Fontana Regional Library Board, and amendments may be made according to the procedures stated in Section VII.
- B. This Agreement shall have an initial term of ten years from the date of this Agreement and thereafter shall automatically renew for successive periods of ten years each, unless otherwise terminated as set forth herein. This Agreement shall be reviewed ten years from the date of this Agreement, and every ten years thereafter, by the Fontana Regional Library Board of Trustees and the Boards of the County Commissioners of Jackson, Macon, and Swain Counties. If modifications are deemed reasonable and necessary, amendments may be made according to the procedures stated in Section VII. If modifications are not deemed to be reasonable and necessary, this Agreement shall automatically renew and remain in full force and effect.

**XI. Provisions for Termination of this Agreement**

This Agreement may be terminated in accordance with Section IX above.

**XII. Miscellaneous**

- A. This Agreement constitutes the entire agreement between the parties relating to the subject matter and supersedes all prior or contemporaneous oral or written agreements concerning such subject matter.
- B. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

- C. This Agreement shall be effective upon acceptance by all the parties hereto as indicated by the date of the last party to sign this Agreement as set forth below.
- D. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and which together shall constitute one and the same agreement.
- E. All By-Laws, and Policies & Guidelines of Fontana Regional Library shall be revised to reflect the changes in this Agreement. If there is an ambiguity between this Agreement and the Fontana Regional By-Laws, this Agreement shall control.

**IN WITNESS WHEREOF**, this Agreement has been executed by the principal official of the governing board of each party hereto, pursuant to authority of each respective board.

Attest:

**JACKSON COUNTY**

\_\_\_\_\_  
Clerk to the Board

by \_\_\_\_\_  
Board of Commissioners, Chair

Date: \_\_\_\_\_

**MACON COUNTY**

\_\_\_\_\_  
Clerk to the Board

by \_\_\_\_\_  
Board of Commissioners, Chair

Date: \_\_\_\_\_

**SWAIN COUNTY**

\_\_\_\_\_  
Clerk to the Board

by \_\_\_\_\_  
Board of Commissioners, Chair

Date: \_\_\_\_\_

**FONTANA REGIONAL LIBRARY, INC**

\_\_\_\_\_  
Secretary to the Board

by \_\_\_\_\_  
Board of Trustees, Chair

Date: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF MACON

AMENDED RESOLUTION IN SUPPORT OF REVISING THE STRUCTURE OF THE  
MACON COUNTY BOARD OF COMMISSIONERS ELECTION SYSTEM TO ALLOW FOR  
TWO AT-LARGE MEMBERS

WHEREAS, at its regularly scheduled meeting on December 9, 2025, the Macon County Board of Commissioners passed a Resolution requesting authority from the North Carolina General Assembly to revise the structure by which its county commissioners are elected; and

WHEREAS, the Macon County Board of Commissioners has since decided upon an election structure that would provide greater opportunity to its citizens to run for such election while still guaranteeing representation from all areas of the county; and

WHEREAS, in order to provide equal opportunity to all eligible citizens of Macon County to run for commissioner every 2 years, while still guaranteeing representation from the different geographical areas of the county, the Macon County Board of Commissioners believes that a fairer method for election the county commissioners is for Macon County to be divided into 3 districts of approximate equal population, with one commissioner elected from each of the 3 districts and 2 at-large members with staggered terms.

NOW THEREFORE, IT IS RESOLVED by the Macon County Board of Commissioners as follows:

1. The Resolution in Support of Revising the Macon County Board of Commissioners approved at the December 9, 2025 is amended to include the following specific request:
  - a. The North Carolina General Assembly establish that the Macon County Board of Commissioners election system shall consist of 3 geographical districts, Highlands, Franklin and Nantahala, which shall be divided by the commissioners with an equal number of the population of Macon County in each district. The Board of Commissioners shall consist of 1 resident from each of the 3 geographical districts and 2 at-large members with staggered terms, for a total of 5 members. All seats shall continue to be elected by county-wide vote in both the primary and general elections.
2. This change shall not impact the existing term of any current members of the Macon County Board of Commissioners and shall begin in the election cycle beginning in 2028.
3. This Resolution shall be forwarded to the Senator and Representative who represent Macon County in the North Carolina General Assembly and a copy be retained in the Office of the Clerk to the Board of Commissioners.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Joshua Young, Chairman  
Macon County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Warren Cabe, Clerk to the Board

# **MACON COUNTY BOARD OF COMMISSIONERS**

## **AGENDA ITEM**

### **CATEGORY – NEW BUSINESS**

**MEETING DATE: JANUARY 13, 2026**

11(A). In consideration of Macon County receiving \$300,000 from the Dogwood Health Trust to develop the strategic plan and guidelines for utilizing Opioid Settlement Funding as required, it is recommended that a committee be established to begin the process and proceed forward. A recommendation for members, at the discretion of the Board could include:

1. Clinical care provider(s)
2. Field care provider(s)
3. Law Enforcement
4. Person(s) affected by opioid abuse
5. BOCC representative
6. Other?

11(B). Included in your packet are several Consolidated Human Services Agency (CHSA) Board policies, which were previously approved by the Board of Health. The policies have been revised to indicate the change in board name and now need to be approved by this Board as well as the chair of the CHSA Board and/or the CHSA Director.

11(C). The Sheriff has requested to be added to the agenda for discussion of personnel matters.



Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Operating Procedure Macon County Consolidated Human Services Board**

Policy # 105.01	Revision #: 15	Page 1 of 7
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<b>Section/ Program Area:</b>	<b>Administrative Section</b>  <b>Consolidated Human Services Board Policy and Procedure</b>		<b>Original Effective Date:</b>	<b>06/10/08</b>	<b>This Revision Effective:</b>	<b>1/13/2026</b>
<b>Persons Affected</b>	<i>Membership of the Consolidated Human Services Board, Committees and / or Sub-Committees of the Consolidated Human Services Board, Local Health Director, Consolidated Human Services Director</i>					
<b>Approved By:</b>	<div><div>Josh Young, Chair, Board of County Commissioners</div><div>Date</div></div>		<div><div>Garrett Higdon, Chair, CHSA Board</div><div>Date</div></div>			
<b>Revision History</b>	<b>Date of Revision</b>	<b>Summary of Changes</b>				<b>Section</b>
	06/10/08	New Format				Entire Document
	03/10/09	Updated Template to reflect new Board Members Meeting date for Election of Officers Changed Adjusted narrative on meeting dates to reflect change Updated Agenda Template				Names/Signatures Article V Section 1 Article X Section 4 Article XI Section 1
	02/08/10	Updated Template to reflect new Board members. Changed frequency of meetings. Added Article XII Conflict of Interest Reformatted bullets/numbering				Names/Signatures Article X Section 4 Article XI Article XII
	03/23/11	Amended attendance requirements.				Article X Section 5
	09/01/12	Updated to new template and updated new Board Members Changed MCPHC to MCPH				Throughout Policy
	09/01/13	Updated with new Board Members				Approval Section
	11/18/14	Updated with new Board Members				Approval Section
	5/26/15	Updated with new Board Members Amended Order of Business				Article XI, Order of Business Section 1.
	12/13/16	Amended Signatory Section Added Attachments Section Revised Article IV Section 1 Amended Article X Section 2 and added Section 3 – renumbered Sections 4 - 14				Title Block Article XVI Article IV Article X
	01/23/18	Corrected Date of Adoption of this Board Procedure				Throughout Policy
	11/27/18	New Signature				Header
	10/22/19	New Signature				Header
	12/16/21	Amended the number of meetings annually. New Signature				Article X, Section 5 Header
	11/15/22	New Signature				Header
	11/19/24	New Signature				Header

Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Operating Procedure Macon County Consolidated Human Services Board**

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	1/13/2026	Updated language from Board of Health to Consolidated Human Services Board. Updated signatures.	Entire Policy
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*Adopted in regular meeting this 10th day of June 2008 in Franklin, North Carolina*

**RATIONALE**

Laws that establish or authorize small governing boards usually provide little or no guidance as to the procedure to be followed by such boards. Any procedural rules adopted must follow any requirements specifically prescribed by the board, but so long as that is done, the board, has a free hand in designing its own method of procedure.

**Guiding principles:**

1. The board must act as a body.
2. The board should proceed in the most efficient manner possible.
3. Board must act by at least a majority.
4. Every member must have an equal opportunity to participate in decision-making.
5. The board's rules of procedure must be followed consistently.
6. Board's actions should be the result of a decision on the merits and not manipulation of the procedural rules.

**The Macon County Consolidated Human Services Board (CHSA) shall abide and perform as follows:**

**Article 1. Offices**

**Section 1.** The name of this organization is the Macon County Consolidated Human Services Board (hereinafter "Board"). The principal office of the Board is 1830 Lakeside Drive, Franklin, North Carolina 28734.

**Article II. Objectives**

**Section 1.** The Consolidated Human Services Board is the primary policy-making, rule-making, and administrative body for the Health Department.

**Section 2.** The Consolidated Human Services Board is charged with the immediate care and responsibility for public health, and has the powers of duties conferred by law upon a board of health.

**Section 3.** The Board's regulatory power to protect and promote public health is best exercised under a uniform body of reasonable rules calculated to serve the public interests.

Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Operating Procedure Macon County Consolidated Human Services Board**

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**Article III. Appointment and Orientation of Board Members**

**Section 1.** The Board shall consist of the number of members appointed in the manner specified in North Carolina Law.

**Section 2.** New Board members will be notified of their appointment to the Consolidated Human Services Board by the County Manager's Office. At that time the new members will be directed to have an Oath of Office administered by the County Clerk or Deputy Clerk to the Board or a Notary Public at Macon County Public Health prior to attending the first Consolidated Human Services Board meeting.

**Section 3.** Orientation of Board Members:

- (a) The Health Board shall offer all Board members educational and informational opportunities on public health topics at Board meetings, retreats, and other settings; and
- (b) The Health Director will orient new Board members to public health services and organization, NC public health laws, and related policy and procedures.

**Article IV. Officers**

**Section 1.** The Board shall elect its own Chairperson and Vice-Chairperson. Only those members who have served at least six months on the Board shall be eligible to hold office. These officers shall perform the duties as prescribed by this procedure, the Public Health and related Laws of NC, and the parliamentary authority adopted by the Board.

**Article V. Election of Officers**

**Section 1.** The Health Director shall serve as Secretary to the Board and the Chairperson and Vice-Chairperson shall be elected annually at the first regular meeting of the calendar year by simple majority. There shall be no proxy voting and each member shall exercise one vote for Chairperson and one for Vice-Chairperson. The Secretary will temporarily preside at the annual election. The Secretary will solicit nominations from the nominating committee and members of the Board, conduct the vote, and immediately tally and announce the results. In the event of a tie vote; the Board shall continue allotting until the tie is broken. The newly elected officers shall be installed and preside at the next following meeting of the Board.

**Article VI. Terms of Office**

**Section 1.** Members, except the County Commissioners, serve three-year terms. No member may serve more than three consecutive three-year terms. Filling an unexpired portion of the term of member is not considered a full term. The County Commissioner serves a term concurrent with his/her term of office as Commissioner, and has the right to vote.

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MACON COUNTY PUBLIC HEALTH

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**Section 2.** Vacancies shall be filled for any unexpired portion of a term.

**Article VII. Compensation**

**Section 1.** As part of the County's annual budget process a set amount of funds as determined by the Board of County Commissioners shall be placed in the Health Department administrative budget, in a line titled Board of Health, to be used in providing refreshment and other provisions for Board meetings/functions and/or Board sponsored events. Members shall receive out-of-county travel expenses for attendance at official meetings and conferences. They shall be reimbursed at the rate established for county Agents when traveling by private car; for the actual fare when traveling by bus, railroad or airplane; receipted costs of room; estimated cost of meals and tips; and other necessary costs eligible for reimbursement per general county policy.

**Article VIII. Secretary**

**Section 1.** The Health Director will serve as Secretary to the Board but will not be a voting member of the Board. The Secretary shall notify Board members of upcoming Board meetings, record the Minutes of the meetings, and distribute them to the Board members. The Health Director may appoint a staff member to serve as Recording Secretary.

**Article IX. Committees**

**Section 1.** Committees/Liaison: The Board Chairperson may appoint members to committees or as a liaison to specific Health Department activities/functions.

**Section 2.** Personnel Committee: The officers of the Board and one to three members appointed by the Chairperson shall constitute the Personnel Committee. The function of this committee is to evaluate the Health Director annually and to serve as a search committee, when there is a vacancy for Health Director.

**Section 3.** Ad Hoc Committees: Such other committees, standing or special, shall be appointed by the Board or Chairperson when deemed necessary to carry on the work of the Board. The Chairperson shall be an ex-officio member of all committees except the Nominating Committee. The Chairperson has no obligation to participate at committee meetings and should not be counted in determining if a quorum is present.

**Article X. Meetings**

**Section 1.** The Chairperson shall preside at all meetings, shall appoint appropriate committees, and shall assist these committees in carrying out the duties for which they were appointed.

**Section 2.** The Vice-Chairperson shall preside in the absence of the Chairperson and shall perform such duties as are assigned by the Chairperson.

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**Section 3.** Should the Office of Chair or Vice Chair be vacated for any reason, the Secretary will solicit nominations from the Board, conduct a vote and immediately tally and announce the results.

**Section 4.** All meetings shall be subject to the provisions of the Open Meetings Law.

**Section 5.** The Board shall hold six regular meetings annually at which business may be conducted. Such meetings shall be pre-scheduled at a time and place agreeable to the majority of members. Unless otherwise amended, the regular meeting shall be held the fourth Tuesday of the month at 6:15 p.m. at the Macon County Human Services Building. Committees established by the Board or Chairperson shall meet as formed and instructed.

**Section 6.** Attendance Requirement for Board meetings: Members must attend at least one third of the total number of board meetings in a twelve-month period (January – December). If a member fails to meet minimum attendance requirement the Chairperson may make a recommendation for removal of said member from the Board to the Board appointing authority. Possible reasons for removal for failing to meet attendance requirements are as follows:

- Two un-notified absences in a row (“un-notified” means the member did not call ahead before an upcoming meeting to indicate they would be gone from the upcoming meeting).
- Three notified absences in a row.
- Missing one third of the total number of board meetings in a twelve-month period (January – December).

**Section 7.** The Secretary and the Chairman of the Board shall prepare an agenda for each meeting. Any Board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least six working days before the meeting. For regular meetings, the Board may add items to or subtract items from the agenda by majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meeting laws.

**Section 8.** A majority of the filled membership positions shall constitute a quorum.

**Section 9.** The Secretary shall record meetings and prepare written minutes.

**Section 10.** Voting: A majority vote is needed to pass any motion.

- (a) Each Board member shall have an equal vote on items before the Board. There shall be no proxy voting. The Chairperson shall be considered a member of the Board in determining the number on which the majority is based.
- (b) Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases of Conflict of Interest as defined by North Carolina law.

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- Section 11.** The Chairperson shall have the authority under North Carolina law to direct any person who willfully interrupts, disturbs, or disrupts any meeting, to leave.
- Section 12.** Any regular meeting may be adjourned to a set time and place upon a duly passed motion.
- Section 13.** The Board may hold special work session meetings for any purpose in furtherance of its objectives provided that no official action shall be taken nor any motions passed at such work sessions.
- Section 14.** Special meetings to deal with particular public health problems or emergency situations may be called by the Chairperson or any three board members. The Chairperson or calling members shall inform the Secretary to the Board of the special meeting and the Secretary shall give proper notice of the meeting. Except under emergency situations, a minimum of three days prior notice shall be required to hold a special meeting.

**Article XI. Order of Business**

- Section 1.** Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting shall be as follows:
- Nominations and Elections of Chair and Vice-Chair (when necessary)
  - Public Comment
  - Call to Order
  - Approval of Agenda
  - Discussion/Adjustment and approval of Adjustments to the agenda
  - Welcome, Introductions, Departures and Recognition
  - Presentations (when necessary)
  - Approval of minutes of previous meeting(s)
  - Old Business
  - New Business
  - Closed Session (when necessary)
  - Board Training and Information
  - Announcements
  - Next Meeting:
    - Requested Agenda / Discussions Items (General Updates, Emerging Issues, etc.)
    - Date

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- Adjournment

**Article XII. Conflict of Interest**

**Section 1.** Board members shall conduct themselves according to the highest standards of fairness, decency, and professional and personal integrity. They shall act in good faith, within the scope of their authority, within the law, according to the policies and procedures of Macon County and Macon County Public Health, and in the best interest of Macon County Public Health and the residents of Macon County.

**Section 2.** Board members shall not misuse their position and/or status on the Board in such a way as to require, expect, or accept favor from a subordinate Agent of Macon County Public Health.

**Article XIII. Amendments to Operating Procedures**

**Section 1.** This operating procedure may be revised by simple majority vote of members present at any regular meeting of the board at which a quorum is present and when a discussion of the proposed change was conducted at the preceding regular meeting.

**Article XIV. Conflict**

**Section 1.** Should any provision of these operating procedures in any way conflict with North Carolina law or for any reason be held to be invalid, illegal, or unenforceable in any respect, such conflict, invalidity, illegality, or unenforceable provision will be considered to have never been contained herein.

**Article XV. Compliance with North Carolina Law**

**Section 1.** In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

**Article XVI. Attachments**

N/A

Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Delegation of Authority to Health Director**

<b>Policy # 105.02</b>	<b>Revision #: 9</b>	<b>Page 1 of 2</b>
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<b>Section/ Program Area:</b>	<b>Administrative Section</b> <b>Board of Health Policy and Procedure</b>	<b>Original Effective Date:</b>	<b>06/10/08</b>	<b>This Revision Effective:</b>	<b>01/13/2026</b>
<b>Persons Affected</b>	Members of the Consolidated Human Services Board, Committees and / or Sub-Committees of the Consolidated Human Services Board, Local Health Director, and Consolidated Human Services Director				
<b>Approved By:</b>	_____ Kimberly Dills, MPH, Consolidated Human Services Director	_____ Josh Young, Chair, Board of County Commissioners	_____ Garrett Higdon, Chair, Consolidated Human Services Board		
<b>Date:</b>	_____ Date	_____ Date	_____ Date		
<b>Revision History</b>	<b>Date of Revision</b>	<b>Summary of Changes</b>			<b>Section</b>
	09/01/12	Updated to new template Changed MCPHC to MCPH Changed Employee to Agent			Throughout policy
	10/01/15	Removed "Contractor" from the definition of Agent			3.0
	09/19/16	Signatory Change Changed Staff to Agents Added Attachments Section			Title Block Throughout Policy 8.0
	11/27/18	Updated Policy Statement, Responsibilities and Procedure to eliminate redundant language about the Health Director's authority based on state statute and clarified delegated authority. Added Policy Number to Reference			2.0, 5.0, 6.0  7.1
	10/22/19	New Signature			Header
	6/23/20	New Signature			Header
	12/16/21	New Signature			Header
	11/15/22	New Signature			Header
	11/19/24	New Signature			Header
	01/13/2026	Updated Board of Health to Consolidated Human Services Board. Updated signatures.			Entire Policy

## 1.0 Purpose

- 1.1** To state general policies that will guide the Consolidated Human Services (CHSA) Board and Consolidated Human Services (CHSA) Director.

## 2.0 Policy

- 2.1** It is the Board's Policy:

- 2.1.1** To employ a qualified Director that meets to requires of a Health Director and delegate to him/her the authority and responsibility for the overall management of the Health Department in accordance with written policies. In the absence of written policies, the Health Director is to be guided by an application of Board



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intent as established in other policies and counseled as necessary by the appropriate members of the Board. The Health Director will speak on behalf of the Consolidated Human Services Board when so directed by the Consolidated Human Services Board.

**3.0 Definitions**

3.1 Not Applicable

**4.0 Applicable Law, Rules and References**

4.1 NCGS Chapter 130A – NC Public Health Law

4.2 NCGS 153A-77

**5.0 Responsibilities**

5.1 The Consolidated Human Services Board and/or the Chair of the Consolidated Human Services Board will be responsible for directing the Health Director or Consolidated Human Services Director as to the content of discussion in which he/she has the authority to speak on behalf of the Consolidated Human Services Board.

5.2 The County Manager will be responsible for directing the Consolidated Human Services Director with advisement from the Consolidated Human Services Board regarding public health issues.

**6.0 Procedure**

6.1 The Consolidated Human Services Board and/or the Chair of the Consolidated Human Services Board provides the Health Director or Consolidated Human Services Director direction to speak on behalf of the Consolidated Human Services Board.

**7.0 Reference Plans and Policies**

7.1 MCPH Policy 105.03 - Attachment 1 - Public Health Practices in North Carolina  
Resources for the Macon County Public Health Workforce

**8.0 Attachments**

8.1 Not Applicable

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MACON COUNTY PUBLIC HEALTH

**Title: Observing Public Health and Related Laws and Regulations**

<b>Policy # 105.03</b>	<b>Revision #: 8</b>	<b>Page 1 of 4</b>
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<b>Section/ Program Area:</b>	<b>Administrative Section</b>  <b>Consolidated Human Services Board Policy and Procedure</b>		<b>Original Effective Date:</b>	<b>06/21/08</b>	<b>This Revision Effective:</b>	<b>01/13/26</b>
<b>Persons Affected</b>	Members of the Consolidated Human Services Board, Committees and / or Sub-Committees of the Consolidated Human Services Board, Local Health Director, and Consolidated Human Services Director					
<b>Approved By:</b>  <b>Date:</b>	_____ Kimberly Dills, Consolidated Human Services Director  _____ Date	_____ Josh Young, Chair, Board of Commissioners  _____ Date	_____ Garrett Young, Chair, Consolidated Human Services Board  _____ Date			
<b>Revision History</b>	<b>Date of Revision</b>	<b>Summary of Changes</b>				<b>Section</b>
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	09/19/16	Changed Signatory Added Reference Plans and Policies Section Added Attachments Section				Title Block 7.0 8.0
	11/27/18	New Signatures				Header
	10/22/19	New Signatures				Header
	12/16/21	New Signatures				Header
	11/15/22	Updated hyperlinks to current websites Updated Reference Material				Throughout 3.0 6.3
	11/19/24	New Signatures				Header
	1/13/26	Updated Board of Health to Consolidated Human Services Board. Updated Signatures				Entire Policy

## 1.0 Purpose

- 1.1** This policy and procedure provides usage and access information for the workforce on the laws, regulations and guidelines applicable to public health practices and services and related activities.

## 2.0 Policy

- 2.1** The policy of Macon County Public Health (MCPH) is to ensure:
- 2.1.1** The MCPH workforce consults and follows Federal, state, and local laws and regulations and the most current recommendations of regulating and advisory agencies in the delivery of essential and mandated public health services.

## 3.0 Definitions

- 3.1** Agent: employees, board members, consultants, vendors, volunteers or others acting on behalf of the MCPH who are subject to this Plan.
- 3.2** CDC—Centers for Disease Control and Prevention—An agency of the United States government. The CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities

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designed to improve the health of the people of the United States. The Internet home page for the CDC is <http://www.cdc.gov>.

- 3.3 DHHS—North Carolina Department of Health and Human Services—A department of State government that is charged with "protecting health, fostering self-reliance and protecting the vulnerable." <https://www.dph.ncdhhs.gov/>.
- 3.4 Essential public health services — "Essential public health services" means those services that the State shall ensure because they are essential to promoting and contributing to the highest level of health possible for the citizens of NC.
- 3.5 Mandated public health services — The public health services that the State requires a local public health department to implement.
- 3.6 FR — Federal Register — The official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. The Internet search page for the CFR is located at <https://www.govinfo.gov/help/cfr>
- 3.7 USCFR — United States Code of Federal Regulations—The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis. The Internet search page for the FR is located at <https://www.govinfo.gov/app/collection/FR/>
- 3.8 NCAC — North Carolina Administrative Code—A compilation of the administrative rules of approximately 26 state agencies and 50+ occupational licensing boards. Compilation and publication of the NCAC is mandated by G.S. 150B-21.18. NCAC is located on the web at <http://reports.oah.state.nc.us/ncac.asp>
- 3.9 NCGS — North Carolina General Statutes—the laws of the state. Public health laws are located in the publication, Public Health and Related Laws of North Carolina, NCDHHS, Division of Public Health, 2002; and on the web at <https://www.ncleg.gov/Laws/GeneralStatutes>
- 3.10 Ordinance — Ordinances are local rules adopted by the Board of County Commissioners. They cover animal control, subdivisions, cable TV, noise, land use, manufactured homes, solid waste, erosion control and many other issues. Macon County ordinances are located at <https://maconnc.org/>.
- 3.11 Regulating and advisory agencies—Agencies that are created by a governing body to recommend best practices for Public Health or are charged with interpreting and enforcing Public Health law. (Examples: NC Department of Health and Human Services, Centers for Disease Control and Prevention).
- 3.12 Workforce — The agency staff. Agents, (including contract personnel), volunteers, trainees, students, and other persons whose actions, in the performance of work for MCPH are under direct control of MCPH, whether or not they are paid by the MCPH.

**4.0 Applicable Law, Rules and References**

- 4.1 See Attachment 1

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**5.0 Responsibilities**

- 5.1** Department supervisors must develop procedures and/or task outlines to assure effective and efficient service delivery within the scope of the most current public health laws and regulations.
- 5.2** The workforce must follow laws, established guidelines, and consistent procedure in order to assure that the public receives fair, efficient, and effective services.
- 5.3** The workforce must consult legal counsel such as the Macon County attorney, the NC Attorney General or the University Of North Carolina School Of Government Institute of Government whenever legal assistance is indicated to interpret laws and rules.

**6.0 Procedure**

- 6.1** The MCPH relies on the Macon County Consolidated Human Services Board to set public health policy and rules and to guide decision making related to public health practice, as required by NCGS 130-A, Article 2.
- 6.2** MCPH observes applicable laws and regulations when dispersing and utilizing funds that support public health programs (NCGS 159, NCGS 130A, Article 1; 10A NCAC 45A, 10A NCAC 46; NC Session Law 2001-424) (NC Division of Medical Assistance eligibility manuals) (ICD-9 / CPT / HCPCS Manual).
- 6.3** MCPH Administration follows the requirements of applicable laws, and licensing and certifying bodies for the process of hiring, training, and ensuring the credentials and competence of the public health workforce. (Examples: NCGS 90, NCGS 90A, NCGS 126, NCGS 130A; 25 NCAC Chapter 01, 21 NCAC; Macon County Personnel Policy; Macon County's New Hire Notebook).
- 6.4** MCPH takes the appropriate steps to ensure that confidential information is protected and public information is available when requested. (Examples of documents that address confidentiality and public record are 45 CFR Parts 160 and 164, the HIPAA Privacy Rule; NCGS 130A, NCGS 122C, NCGS 132 various chapters of 10A NCAC) (NC Health Information Management Legal Reference Manual).
- 6.5** MCPH takes steps to ensure adherence to non-discrimination regulations so that no person, on the grounds of race, color, national origin, sex, religion, marital status, immigration status, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. (Federal Civil Right Act of 1964 and Title VI of the Civil Rights Act of 1964) (Title II of the Americans with Disabilities Act 1990) (Age Discrimination Act of 1975) (Section 504 of the Rehabilitation Act of 1973) (Title IX of the Educational Amendments of 1972).
- 6.6** MCPH takes steps to ensure the safety and wellbeing of the workforce. (Occupational Safety and Health Act, 29 CFR Part 1910) (13 NCAC 7A &7F) North Carolina Occupational Safety and Health Standards for General Industry, February 1, 2001.
- 6.7** The workforce utilizes the appropriate laws, rules and manuals and other applicable publications in providing essential public health services as outlined in 10A NCAC. See Attachment 1.

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**7.0 Reference Plans and Policies**

7.1 Not Applicable

**8.0 Attachments**

8.1 Attachment 1 - Public Health Practices in North Carolina Resources for the Macon County  
Public Health Workforce

## **Public Health Practices in North Carolina Resources for the Macon County Public Health Workforce**

The list of statutes, rules, resources and manuals here is not a complete listing of all available information and regulations.

### **(1) Health Support:**

- Assessment of health status, health needs, and environmental risks to health; (NCGS 130A-1 1)
- Macon County Community Health Assessment Report 2000 and updates: Patient and community education; Guidelines & Resource Materials for SIDS Grief Counselors, NC Department of Environmental Health & Natural Resources; Jan 1994.
- (Public health laboratory support for essential public health services ;( NCGS 130A-88 through 89; 10A NCAC 42) (42CFR Part 493, Fed. Reg. Vol. 68 and Vol. 16, January 2003) (Federal Clinical Laboratory Improvement Amendment (CLIA) of 1988) Laboratory Procedure Manual, Federal government)
- Registration of vital events; (NCGS 130A, Article 4; 10ANCAC 41H)

### **(2) Environmental Health (NCGS 130A ; 15A NCAC Subchapter15A)**

- Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments 15a NCAC 18a .2600
- Rules Governing the Sanitation of Bed and Breakfast Homes 15A NCAC 18A .2200 Rules Governing the Sanitation of Summer Camps 15A NCAC 18A .1000
- Rules Governing the Sanitation of Lodging Establishments 15A NCAC 18A .1800 Rules Governing the Sanitation of Meat Markets 15A NCAC 18A .2700
- Rules Governing the Sanitation of Hospitals, Nursing Homes, Rest Homes, And Other Institutions 15A NCAC 18A .1300
- Rules Governing the Sanitation of Child Care Centers 15A NCAC 18A .2800
- Rules Governing the Sanitation of Residential Care Facilities 15A NCAC 18A .1600 Rules Governing the Sanitation of Public, Private and Religious Schools 15A NCAC 18A.2400
- Rules Governing the Sanitation of Local Confinement Facilities 15A NCAC 18A .1500 Rules Governing the Sanitation of Adult Day Service Facilities 15A NCAC 18A .3300 Rules Governing Public Swimming Pools 15A NCAC 18A .2500
- *Rules Governing Tattooing*
- Rules Governing the Sanitation and Protection of Water Supplies 15A NCAC 18A .1700 Laws and Rules for Sewage Treatment, And Disposal Systems, Munsell Soil Color Charts, 1990
- Lodging and institutional sanitation; (NCGS 130A, Article 8)

- On-site domestic sewage and wastewater disposal; (NCGS 130A, Article 9) Water and food sanitation and safety:
  - i. Public water supply safety;
  - ii. Private water supply sanitation;
  - iii. Milk sanitation; (NCGS 130A-274 through 279)
  - iv. Shellfish sanitation;
  - v. Public swimming pool sanitation; (NCGS 130A-280 through 282)
  - vi. Food sanitation; (NCGS 130A-235 through 259)
  - vii. Mosquito Control (NCGS 130A, Article 12)

(3) Personal Health: (NCGS 90-171.20(7))

- Public Health Nurse Manual, NCDHHS, 1999
- NC Breast and Cervical Cancer Program Policy and Procedure Manual, NCDHHS Pharmacy Laws of NC, NC Board of Pharmacy/August 2002 (21NCAC 46) (CFR 21 Chapter 11 Part 1300)
- Medicaid Manuals, NCDHHS, Division of Medical Assistance
- Child health: (NCGS 130A, Article 5, Article 18; 10A NCAC 43D (WIC), 10A NCAC 43E) (Section 17 (a), Public Law 95-627, Child Nutrition Amendment of 1978.)
- NC WIC Program Manual, DHHS, 2004
- Breastfeeding Promotion of Support Guidelines for Healthy Full Term Infants, NCDHHS, 1995
- Problem Oriented Health Record Child Health Training Book; Division of Public Health Dec. 2000
- Child Care Sanitation: Facilities Practice and Procedure, NC Department of Environment and Natural Resources; May 2002
- Child Care Handbook Division of Child Development; Jan. 2003
- Program Regulations for Head Start & Early Head Start Manual
- Lead poisoning prevention; (NCGS 130A-131.7 through 131.9) NC Childhood Lead
  - i. Screening and Follow-up Manual, NC Department of Environment and Natural Resources
  - ii. Well-child care Child Health Program Manual, 1986
  - iii. Genetic services (10A NCAC 43H)
  - iv. Services to the developmentally-disabled child (10A NCAC 43G)
  - v. Child care coordination; N.C. CSC Program Manual, DHHS, 2002; N.C. Infant- Toddler Program Manual, MH/DD/SAS 1996
  - vi. Adolescent health services; *CIDocuments and Settings\blaine\Local Settings\ Temporary Internet Files\OLK4110bserving Public Health and Related Laws and Regulations 14105.3.doc*
  - vii. School health services; School Health Program Manual, 1999 Chronic Disease Control: (NCGS 130A, Article 7;)
  - viii. Early detection and referral;
  - ix. Patient education;
  - x. Chronic disease monitoring and treatment;

- Communicable Disease Control: NCGS 130A, Article 6; 10A NCAC 41A)
- Control of Communicable Diseases Manual, American Public Health Association, 2000 NC Communicable Disease Manual, NCDHHS, 1987
  - i. Tuberculosis control (10A NCAC 41A & 41E; NC TB Policy Manual, NCDHHS, 1999)
  - ii. Immunization; (NCGS 130A-152 through 158; 10A NCAC 41A)
  - iii. Manual for the Surveillance of Vaccine Preventable Diseases, DHHS, 2003
  - iv. Epidemiology and Prevention of Vaccine Preventable Diseases, CDC, 2002
  - v. Health Information for International Travel, CDC, 2003
  - vi. Epidemiological investigation, surveillance and general communicable disease control; (NCGS 130A-134 through 138)
  - vii. HIV/STD control; Sexually Transmitted Diseases Treatment Guidelines, CDC, 2002
  - viii. Rabies control; (NCGS 130A-184 through 201; 10A NCAC 41G)
- Dental Public Health: (NCGS 130A-366 through 367; 10A NCAC 40A, 40B, 40C) (Title 21 of the US Social Security Act)
- NC Health Choice Manual, NC DHHS, Division of Medical Assistance)
  - i. Dental health education;
  - ii. Fluoride prophylaxis;
  - iii. Sealant utilization;
  - iv. Dental screening and referral; Family Planning: NCGS 130A, Article 5; 10A NCAC 43A & 43D; 42CFR Part 59
- Program Guidelines for Project Grants for Family Planning Services, USDHHS, January 2001 (Title X Manual)
- Women's Health Resource Manual, NC DHHS, May 2001
  - i. Preconception counseling;
  - ii. Contraceptive care;
  - iii. Fertility services;
- Health Promotion and Risk Reduction:
  - i. Lifestyle behavior modification;
  - ii. Injury control (10A NCAC 41B)
  - iii. Nutrition counseling; (NCGS 130A-361; 10A NCAC 43D)
  - iv. Bright Futures in Practice: Nutrition, USDHHS, 2002
- Maternal Health Services: (NCGS 130A, Article 5; 10A NCAC 43B, 43C, 43D)(1986 SOBRA)
- Women's Health Resource Manual, NCDHHS, May 2001
- NC WIC Program Manual, DHHS, 2004)
- *C:\Documents and Settings\blaine\Local Settings) Temporary Internet Files\OLK4110bserving Public Health and Related Laws and Regulations #1 05.3.doc*
  - i. Prenatal and postpartum care;
  - ii. Maternity care coordination.
- Baby Love, A Technical Manual for Maternity Care Coordination, DHHS, Division of Medical Assistance 5/99;
- Baby Love Maternal Outreach Worker Service Manual, 5/95)



- Maternal Outreach Worker Field Manual DHHS, DMA and Office of Rural Health; Maternal Outreach Worker Supervisor's Training Manual, DHHS, DMA and Office of Rural Health 1/95)
- Public Health Emergencies:
  - i. Terrorist event (NCGS 130A-475 through 479; 10A NCAC 41A)
  - ii. Macon County Emergency Operations Plan, BC Office of Emergency Preparedness
  - iii. Macon county public health Emergency Response Plan

Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Community Involvement in Public Health**

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<b>Section/ Program Area:</b>	<b>Administration Section</b>  <b>Consolidated Human Services Board Policy and Procedure</b>	<b>Original Effective Date:</b>	<b>08/25/08</b>	<b>This Revision Effective:</b>	<b>01/13/26</b>
<b>Persons Affected</b>	Members of the Consolidated Human Services Board, Committees and / or Sub-Committees of the Consolidated Human Services Board, Local Health Director, Consolidated Human Services Board, and All agents				
<b>Approved By:</b>  <b>Date:</b>	_____ Kimberly Dills, MPH, Consolidated Human Services Director  _____ Date	_____ Josh Young Chair, Board of Commissioners  _____ Date	_____ <b>Garrett Higdon</b> , Chair, Consolidated Human Services Board  _____ Date		
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	09/19/16	Title section corrections and Signatory Approval Added Attachments Section			Title Block 8.0
	11/27/18	New Signatures			Header
	10/22/19	New Signatures			Header
	12/16/21	New Signatures			Header
	11/15/22	Changed "faxed" to "emailed"			6.1.4
	11/19/24	New Signatures Renamed Healthy Carolinians Steering Committee to Community Partners			Header 5.2
	1/13/26	Updated Board of Health to Consolidated Human Services Board. Updated signatures			Entire Policy

## 1.0 Purpose

1.1 Macon County Public Health's (MCPH) mission is to serve the people of Macon County by:

- 1.1.1 Identifying, preventing and reducing health risks in the community
- 1.1.2 Controlling the spread of disease
- 1.1.3 Promoting healthy lifestyles and a safe environment
- 1.1.4 Collaborating with the private sector to ensure accessible health care.
- 1.1.5 And providing quality health care services when not otherwise available.

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**Title: Community Involvement in Public Health**

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**1.2** The Consolidated Human Services Board recognizes that community participation is an important aspect in supporting the mission. Therefore, the Consolidated Human Services Board will support a process:

- 1.2.1** To allow segments of a community to share responsibility for the protection and improvement of the public's health.
- 1.2.2** To ascertain that CHSA BOARD members and the workforce of the agency participate in community partnerships, taskforces and committees that supports the agency's mission.
- 1.2.3** To establish methods and guidelines to be followed by the Consolidated Human Services Board to encourage community participation in its meetings and decisions.

**2.0 Policy**

**2.1** Macon County Public Health shall support a community involvement process that will support the agency's mission of improving involvement of the public and key community stakeholders in its discussions of programs, actions or rules designed to protect the public's health.

**3.0 Definitions**

- 3.1 Agent:** Employees, Consolidated Human Services Board, consultants, vendors, volunteers or others acting on behalf of the MCPH who are subject to this Plan.
- 3.2 CHSA:** Consolidated Human Services Board
- 3.3 CHA:** Community Health Assessment

**4.0 Applicable Law, Rules and References**

**4.1** GS 130A NC Public Health Laws

**5.0 Responsibilities**

- 5.1** The Health Director/Consolidated Human Services Director / Chair of Consolidated Human Services Board set the agenda for Consolidated Human Services Board meetings where the public may address the Board.
- 5.2** Macon County Public Health's education staff, in coordination with community partners, provides leadership in the development of a periodic Community Health Assessment (CHA) based on a schedule approved by the State of NC.
- 5.3** The Health Director enters into applicable contracts and agreements.

**6.0 Procedure**

**6.1** The CHSA Board recognize that there are formal and informal methods for individuals and organizations to become involved in the community health improvement process. The following are examples of how the community may participate:

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- 6.1.1** Community Health Assessment (CHA) - Macon County Public Health provides leadership for a comprehensive Community Health Assessment based on a schedule approved by the State of NC. A CHA is a process by which community members gain an understanding of the health care concerns of the community by identifying, collecting, analyzing and disseminating information of community assets, strengths, resources and needs. CHA is a collaborative process; therefore it includes community partners throughout the process. CHA usually culminates in a report or a presentation that includes information about the health of the community and the community's capacity to improve the lives of residents. CHA can provide the basis for discussion and action.
- 6.1.2** Committees, Task Forces and Partnerships - The Macon County Public Health often provides leadership to and / or participates in a wide variety of committees, task forces, and partnerships that engage in community health improvement activities. These committees, task forces and partnerships may vary in their organizational structure, developmental stage, geographic focus, resource availability and purpose. Operationally, these partnerships may share information, coordinate health related services, identify health issues, set goals for action, plan and implement strategies and activities, and evaluate outcomes.
- 6.1.3** Contracts and Memoranda of Understanding - Macon County Public Health enters into contracts and memoranda of understanding / agreement to address public health needs.
- 6.1.4** Public Comment at Board Meetings - Members of the public may address the Board during a public comment period held at the beginning of each regularly scheduled meeting. Meeting notice/agenda is posted at the Main Entrance of the Macon County Courthouse; the agenda is emailed to the media list as defined by the Macon County Board of Commissioners and an agenda is posted in the lobby of Macon County Public Health.

**7.0 Reference Plans and Policies**

- 7.1 MCPH Policy 105.1 Operation Procedures for Macon County Consolidated Human Services Agency  
7.2 MCPH Policy 105.2 Delegation of Authority to Health Director

**8.0 Attachments**

- 8.1 Attachment 1 - MCPH Representatives on Boards and Committees

## Partners, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
Child Fatality Task Force	Jennifer Garrett	
Community Care of North Carolina	Vacant	CC4C, OBCM
CCNC, CCWNC	Km Dills, Dr. Smith, Vacant (2), Melissa Setzer	Clinically Intergrated Care Network (Provider Network)
CCWNC	Vacant	Regional Hep C Steering Committee
CCWNC	Courtney Bell, Jennifer Garrett, Kim Dills, Vacant (2)	Behavioral Health
Community Care Clinic's Franklin Board of Directors	Jennifer Garrett	Increased access to health services for the unisured
Franklin Board of Realtors	Vacant CHSA Board, Lisa Browning	Information exchange.
Hospital CEO Meetings	Kim Dills	Information exchange.
Juvenile Crime Prevention Committee	Vacant	Information exchange and advocacy for services.
Ladies Night Out Committee	Vacant-Health ED	Participation in health events.
Macon Area Transportation Advisory Board	Vacant	Information exchange.
Macon County Disaster Preparedness Team	Kim Dills, Lisa Browning, Melissa Setzer, Jennifer Garrett, Noah Sitton, Chaz Allen, Vacant (3)	

## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
Macon County Employee & Family Health Clinic Leadership Team	Kim Dills, Vacant	
Macon County Employee Health Insurance Task Force	Kim Dills, Vacant	Improve health of the workforce.
Macon County Senior Service Home and Care Block Grant	Kim Dills, Vacant	Advise on senior health and other issues.
Local Inter-Agency Council Meeting (LICC)	Lauren Powell, Vacant	Advise on family and children's well-being.
MountainWise of Macon County Substance Use Task Force	Vacant, Kim Dills, Vacant, Kristina Loughborough, Vacant	
Macon County Worksite Wellness Committee	Kim Dills, Vacant	
Macon Housing Development Corporation	Kim Dills	
Macon Program for Progress Board of Directors	Kim Dills	
Macon Program for Progress Policy Council	Vacant	
Macon Program for Progress Health Advisory Meeting	Vacant	
Mental Health Task Force	Kim Dills, Kristina Loughborough, Kirstyn Smotherman, Noah Sitton	
Mountain Environmental Health Section of the NCPHA	Lisa Browning, Chaz Allen, Ashley Woody, Vacant	
MountainWise of Macon County Steering Committee	Kim Dills, Vacant(2)	
MoutainWise of Macon Domestic Violence and Sexual Assault Response Coalition	Kim Dills, Kristina Loughborough, Vacant(2)	

## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
MoutainWise of Macon County Economic Development Taskforce	Kim Dills, Vacant(3) Kristina Loughborough	
MountainWise of Macon County Full Partnership	MCPH Leadership, Vacant, Kristina Loughborough, Courtney Bell, etc.	
MountainWise Regional Partnership	Tobin Lee, Kim Dills, Vacant	8 County partnership-Macon County is the lead county
NC Association of Local Health Directors (NCALHD)	Kim Dills	State local health directors association
North Carolina Environmental Health Supervisors Association	Lisa Browning	
NCLPH MSSA (Management Support Supervisor Association)	Melissa Setzer, Vacant, Sharon Roper	Provide networking and training opportunities for health department front office and finance staff.
NC Public Health Association	Kim Dillsa, Vacant, Jennifer Garrett, Melissa Setzer, Vacant	State Public Health Association
NC Public Health Association EH Section	Lisa Browning	
NC Mountain Region HIS/HUG User Group	Vacant	
NC Vital Records Electronic Records Conversion	Vacant, Melissa Setzer	Development and implementation of electronic processing of death certificates
Patagonia Practice/Billing Users Group	Melissa Setzer, Vacant	Development and implementation of electronic billing

## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
Patagonia Clinical User's Group	Courtney Bell, Dr. Smith	Development and implementation of electronic clinical documentation
Permanency Planning Review Committee	Vacant, Jennifer Garrett	Permanency Planning Review Committee
Region A Aging Advisory Council (Commissioner Appointed)	Vacant	
Region A Health Care Workforce Development Committee	Vacant	Advocate for workforce development, employer partnerships and adequate workforce in Western NC.
Region A Health Promotion Coalition	Vacant	
Region I Health Director's Association (8 Counties)	Kim Dills, Vacant	Networking and information exchange. Policy development and grant partnerships.
Region I and II Health Director's Association (19 Counties)	Kim Dills	Networking and information exchange. Policy development and grant partnerships.
Region 9 Domestic Preparedness Regional Meetings	Vacant	
Regional Family Nurse Partnership Meeting	Jennifer Garrett	
Regional Management Support	Melissa Setzer, Vacant(4)	Provide networking and training opportunities for health department front office and finance staff. MCPH created and leads.



## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
Regional Pregnancy Substance Use Collaborative	Jennifer Garrett	Pregnancy substance use collaborative
Regional Preparedness Coordinators Meeting	Noah Sitton	
Rotary Club	Vacant Vacant BOH	
Safe Kids of Macon County	Jennifer Garrett	Safety prevention group
School Health Advisory Council	Jennifer Garrett, Vacant	
School Nurse Association (Asheville Region)	Jennifer Garrett, Mary Tyson	
School Nurse Association of North Carolina	Jennifer Garrett	
Senior Services Care Transitions Committee	Kim Dills	
SIDS Grief Counselor	Jessica Jones, Mercy Avila	
Society of Human Resources Management	Tammy Keezer	
Southwestern Community College Health Information Technology	Vacant	
Southwestern Community College Nursing	Jennifer Garrett	
Special Olympics Planning Committee	Jennifer Garrett	
Western Carolina University Nursing	Jennifer Garrett	
WNC Health Promotion/Health Education Coordinators Meetings	Vacant	
Western NC Health Network	Kim Dills, Vacant Health Educator	

## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
Western NC Association of Public Health Nurse Administrators (WNCAPHNA)	Jennifer Garrett, Courtney Bell	
Western CN EH Supervisors Association	Lisa Browning	
Western NC LPH MSSA (Management Support Supervisors Association)	Melissa Setzer, Sharon Roper	Networking, information exchange, training with Regional Administrative Consultant.
NCWorks (Division of Workforce Solutions)	Kim Dills, Vacant HR	Job Postings, Skills Testing, Recruitment
Macon County (EMS, Law Enforcement, Transit, Landfill, etc.)	Various staff	Partnership Purpose
Local Gyms and Athletic Programs	Various staff - generally Worksite Wellness staff, DPP staff and/or Health Education staff	Networking, information exchange, service enhancement, etc.
Behavioral Health Providers	Various staff	Partnership Purpose

## Partnerships, Boards, and Committees

Partner Name	MCPH Representation	Partnership Purpose
CCWNC - Integrated Care Technical Assistance Group	Various staff	Partnership Purpose
Regional Health Directors Groups	Kim Dills, various other staff	Partnership Purpose, Networking, information exchange, service enhancement, etc.
CHSA Board Member Employeers	CHSA Members	Partnership Purpose
Office of Rural Health	Kim Dills, Vacant(2)	Partnership Purpose, Networking, information exchange, grants, recruitment, etc.

Policy and Procedure  
MACON COUNTY PUBLIC HEALTH

**Title: Tobacco Free Workplace**

<b>Policy # 105.08</b>	<b>Revision #: 10</b>	<b>Page 1 of 4</b>
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<b>Section/ Program Area:</b>	<b>Administrative Section</b>  <b>Consolidated Human Services Agency Board Policy and Procedure</b>	<b>Original Effective Date:</b>	<b>01/01/07</b>	<b>This Revision Effective:</b>	
<b>Persons Affected</b>	<i>All Agents of MCPH and consumers of MCPH services</i>				
<b>Approved By:</b>  <b>Date:</b>	_____ Kathleen McGaha, MHS, Health Director  _____ Date	_____ Jerry Hermanson, Chair, Board of Health  _____ Date			

<b>Revision History</b>	<b>Date of Revision</b>	<b>Summary of Changes</b>	<b>Section</b>
	<b>08/14/08</b>	Put policy into new template.	Throughout policy
	<b>07/01/12</b>	Updated to new template Updated references of MCPHC to MCPH Updated to new template Changed Employee to Agent	Throughout policy
	<b>11/18/14</b>	Updated definition of tobacco product. Added definition for tobacco-derived product, and vapor product, and e-cigarette. Provided a policy exception for Federal Drug Administration approved cessation aids Expanded applicable laws, rules, and references	Throughout policy
	<b>10/01/15</b>	Removed "contractor" from definition of Agent	3.0
	<b>09/19/16</b>	New Signatures	Header
	<b>11/27/18</b>	New Signatures	Header
	<b>10/22/19</b>	New Signatures	Header
	<b>12/16/21</b>	New Signatures	Header
	<b>01/24/23</b>	Updated policy to current standards IAW Medicaid & Medicare	Throughout
	<b>11/19/24</b>	New Signatures	Header
	<b>01/13/26</b>	Changed Board of Health to Consolidated Human Services Agency Board	Entire Policy

## 1.0 Purpose

**1.1** Macon County Public Health is dedicated in directing Macon County to become a healthier community with healthy people living in a healthy environment. Tobacco use is a major cause of preventable disease and death. MCPH serves as a model for our community in promoting the good health of its staff and influencing public attitudes about tobacco use. MCPH is committed to providing a healthful, comfortable and productive work environment

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**Title: Tobacco Free Workplace**

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for employees, and as an example to our clients and our community, will be a facility that will be entirely tobacco and smoke-free.

## 2.0 Policy

- 2.1** The Macon County Consolidated Human Services Agency Board prohibits the use of all tobacco products by all persons, including clients, visitors and Agents, upon the premises of the Macon County Health Department, as allowed by North Carolina General Statutes. This policy is intended to advance the Consolidated Human Services Agency Board's mission to "identify, prevent, and reduce health risks in the community." Therefore, the Macon County Consolidated Human Services Agency Board provides a tobacco-free work environment and provides programs and resources designed to assist staff members in adhering to this commitment.
- 2.2** For purposes of this policy, "tobacco product" includes any product containing tobacco or nicotine that is intended for human consumption, irrespective of whether the nicotine is tobacco-derived or synthetic, including but not limited to: cigarettes, cigars, pipe tobacco, electronic cigarettes, hookah, smoked or vaped tobacco substitutes, chewing tobacco, snuff, snus, dissolvable tobacco products, and heated tobacco products. Tobacco products do not include ni/cotine replacement products approved by the FDA for treatment of tobacco use and dependence.
- 2.3** This policy applies to all persons while in or on MCPH property, including staff, contractors, vendors, clients, and visitors. The Macon County Consolidated Human Services Agency Board prohibits the use of all tobacco products, except those approved by the FDA. Staff members are prohibited from using tobacco products while at off-site activities in an official capacity, including during services provided virtually.
- 2.3.1** This policy also prohibits the purchasing, accepting as donations, and/or distributing tobacco products, from/to the clients they serve.
- 2.4** This policy covers all of the property owned, leased, or controlled by MCPH, including the following: a. Buildings b. Vehicles c. Outdoor grounds and walkways d. Parking lots; and within 50 linear feet of any aforementioned building or vehicle.

## 3.0 Definitions

- 3.1** "Smoking" is defined as inhaling, exhaling, burning, or carrying any lighted cigar, lighted cigarette, or other lighted tobacco product in any manner or form.
- 3.2** "Spit tobacco" is defined as any tobacco product that is chewed, dipped, spit, or held in the mouth in any manner or form.
- 3.3** "Tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and E-cigarettes or any other type of tobacco derived product, vapor product, or component of a vapor product.
- 3.4** Agent: employees, board members, consultants, vendors, volunteers or others acting on behalf of the MCPH who are subject to this Plan.
- 3.5** "Premises" is defined as all property owned or leased by the Macon County for use by the local health department and local department of social services and the building, Macon County Animal Services building, and grounds where the local health department or local

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**Title:** Tobacco Free Workplace

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department of social services, as applicable, is located. For the purposes of this subdivision, "grounds" means the area located within 50 linear feet of a local health department or a local department of social services.

- 3.6 *E-cigarette*:** shall mean any electronic oral device, such as one composed of heating elements, battery, and/or electronic circuit, that contains or delivers nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of ***vapor or aerosol*** from the product. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen or under any other product name or descriptor.
- 3.7 Tobacco-derived product** is any noncombustible product derived from tobacco that contains nicotine and is intended for human consumption, whether chewed, absorbed, dissolved, ingested, or by other means. This term does not include a vapor product or any product regulated by the United States Food and Drug Administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.
- 3.8 Vapor product** is any noncombustible product that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution contained in a vapor cartridge. The term includes an electronic cigarette, electronic cigar, electronic cigarillo, and electronic pipe. The term does not include any product regulated by the United States Food and Drug Administration under Chapter V or the federal Food, Drug, and Cosmetic Act.
- 3.9 MCPH-Macon County Public Health.**
- 3.10 FDA-Food and Drug Administration.**

#### **4.0 Applicable Law, Rules and References**

- 4.1** North Carolina General Statute 143-599
- 4.2** North Carolina General Statute 14-313
- 4.3** North Carolina General Statute 130A-498
- 4.4** Letter dated 3/28/2014 to Local NC Health Directors from the NC Division of Public Health's Ruth Peterson, MD and Sally Herndon, MPH regarding e-cigarette usage.

#### **5.0 Responsibilities**

- 5.1** The Health Director has the overall responsibility for assuring policy compliance.
- 5.2** All MCPH agents, clients and visitors share in the responsibility for enforcing and adhering to this policy.

#### **6.0 Procedure**

- 6.1** Signs declaring these premises "tobacco-free" will be posted at each entrance and displayed in other prominent, visible areas thanking the agents and the public for not smoking and not using tobacco in accordance with this policy.
- 6.1.1** Signs shall have letters of not less than one inch (1") in height and/or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it).
- 6.1.2** No person shall remove or deface any sign, by authority of this section.

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MACON COUNTY PUBLIC HEALTH

**Title: Tobacco Free Workplace**

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- 6.2** Section Administrators and Supervisors will advise new staff of the policy and consequences during the orientation process. They will also ensure that their agents are updated on any changes to this policy.
- 6.3** Outside groups using the health department property will be informed of the tobacco-free policy.
- 6.4** Staff will be made aware of the availability of quitting support services provided by the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW (1-800-784-8669). Staff will also be made aware of tobacco treatment and pharmacotherapy options available through their health insurance plan.
- 6.5** When agents violate the tobacco use policy, Section Administrators will determine appropriate consequences in accordance with Macon County Personnel Policy.
- 6.6** All MCPH agents will promote compliance with this Tobacco-Free Policy.
- 6.7** Agents who observe someone violating this policy are encouraged to politely remind the violator about this policy and ask him/her to terminate use of the tobacco product and/or discard the tobacco product in an appropriate receptacle.
- 6.8** If a visitor does not comply with a request to terminate use of the tobacco product or discard a tobacco product, ask him/her to move beyond the 50 linear foot designation while continuing to use the tobacco product.
- 6.9** Non-adherent contractors, vendors, visitors, and other individuals may be excluded from the property; as determined by the Health Director.
- 6.10** In the event a tobacco-use violation involves a potential threat to health or safety (smoking where combustible supplies, flammable liquids, gases or oxygen are used or stored), and in other situations, which may so warrant, call the Section Administrator or 911 for further assistance.
- 6.11** Agents are encouraged to inform any member of Macon County Public Health's leadership when they witness any agent violating this policy.

**7.0 Reference Plans and Policies**

- 7.1** Macon County Personnel Policy

**8.0 Attachments**

- 8.1** N/A

# **MACON COUNTY BOARD OF COMMISSIONERS**

## **AGENDA ITEM**

### **CATEGORY – CONSENT AGENDA**

**MEETING DATE: January 13, 2026**

Item 12A. Draft minutes from the December 9, 2025, regular meeting are attached for the board's review and approval. (Tammy Keezer)

Item 12B. Budget Amendments #158-163 are attached for your review and approval. (Lindsay Leopard)

Item 12C. Request for Relief of the taxing unit for collection of Real Estate Taxes that are Ten Years Past Due in the amount of \$3,926.31. (Tax Collections Supervisor Delena Raby)em. (Responsible Staff Name)

Item 12D. Approval of Destruction of Solid Waste Records Meeting the Records Retention Guidelines. (Tammy Keezer)

Item 12E. Tax releases for the month of December 2025 in the amount of \$627.49, per the attached memorandum from Tax Collections Supervisor Delena Raby.

Item 12F. A copy of the ad valorem tax collection report as of December 31, 2025. Report only. No action is necessary. (Delena Raby)





**MACON COUNTY BOARD OF COMMISSIONERS  
DECEMBER 9, 2025  
REGULAR MEETING MINUTES**

Years of Service Awards were presented to county employees before the meeting. A reception for those employees was held in the hallway of the third floor of the Macon County Courthouse immediately following the presentations.

Chairman Young called the meeting to order at 6:00 p.m. All Board Members, County Manager Warren Cabe, Deputy Clerk Tammy Keezer, Finance Director Lindsay Leopard, and County Attorney Eric Ridenour were present, as were a number of county employees, media, and citizens.

**ANNOUNCEMENTS:**

- (A) Ms. Keezer announced that a formal offer for the Consolidated Human Services Director position had been extended and that Miss Kimberly Dills had accepted the offer to begin employment on January 12, 2026.
- (B) Mr. Cabe announced that, based on the Distressed County Tier Ranking System, Macon County will move from a Tier 2 County to a Tier 3 County in 2026. The 40 most distressed counties are designated as Tier 1, the next 40 as Tier 2, and the 20 least distressed as Tier 3. Macon County's shift in 2026 is due to improvement in the county's economic distress rank to #81 (from #73 in 2025), improvement of 12 positions in the county median household income, and population growth improving by 8 positions. He said that this will not have any impact on anything for Macon County at this point.
- (C) Mr. Cabe introduced Travis Higdon as the Town of Franklin's board liaison.
- (D) Commissioner Antoine announced that he will not be seeking re-election and shared a few words about his time in service.
- (E) Commissioner Young announced that he has appointed Commissioner Shields as the liaison for the quarter-cent sales tax initiative.
- (F) Commissioner Shields announced that he is going to be working with Ms. Betsy Baste on the education and strategies for the quarter-cent sales tax campaign.

**ELECTION OF BOARD CHAIRMAN** – County Manager Warren Cabe opened the floor for nominations. Commissioner Shields made a motion, seconded by Commissioner Antoine to re-elect Commissioner Young. The vote was unanimous.

**ELECTION OF BOARD VICE CHAIRMAN** – Commissioner Young opened the floor for nominations. Commissioner Shearl made a motion, seconded by Commissioner Breeden, to re-elect Commissioner Shields. The vote was unanimous.

## **AFFIRMATION OF THE 2026 REGULAR MEETING SCHEDULE –**

Commissioner Breeden made a motion, seconded by Commissioner Shields, to approve the schedule as presented. The vote was unanimous.

**MOMENT OF SILENCE:** Chairman Young requested all in attendance rise and a moment of silence was observed.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Shields, the pledge to the flag was recited.

**PUBLIC HEARING(S):** None

**ADDITIONS, ADJUSTMENTS TO AND APPROVAL OF THE AGENDA:** Upon a motion by Commissioner Shields seconded by Commissioner Breeden, the board voted unanimously to approve the agenda, as adjusted, as follows:

- To add Item 13C under Old Business, Resolution in support of revising the Commissioners Election System, per Commissioner Shearl

**PUBLIC COMMENT PERIOD:** **Scott Baste** spoke in support of the quarter-cent sales tax referendum. **Mary Ann Ingram** read a statement about expressing and receiving grace and love in 2026 and thanked the board members for their service. **Betsy Baste** thanked Jaimie Picou for her presentation on solid waste at the November meeting and commented about the Macon County Animal Shelter. **Lake Silver** shared updates from Congressman Chuck Edwards' office.

## **REPORTS/PRESENTATIONS:**

**HUDSON LIBRARY FOUNDATION** – Andrew Chmar and Philip Curcuru shared plans to renovate and expand the facility using a PowerPoint presentation and indicated that the total cost for the project is \$1,500,000 (exterior is \$590,000, and interior is \$910,000), with a need for \$350,000 from this board. Chairman Young indicated that this is an item that should be considered during the budget planning process. Mr. Cabe stated that he would have conversations with Mr. Chmar during the budget planning process.

**UPDATE FROM THE MACON COUNTY FAIR ASSOCIATION AND REQUEST FOR FUNDING** - Macon County Fair Association Co-Chairman Dennis Conley and Fair Director Jamie Brooks discussed the need for a security system at the horse arena, updated lighting for the fairgrounds, as well as Wi-Fi access for vendors and fair operations.

## **OLD BUSINESS:**

**UPDATE ON THE LOCAL GOVERNMENT COMMISSIONS' APPROVAL OF THE LANDFILL CONSTRUCTION** – Mr. Cabe shared that the financing package had been submitted and approved by the Local Government Commission (LGC), and now we have to decide on how to move forward. He said his recommendation is to move forward with the financing approval of the landfill cell construction of 2A2B, which is phase 3, and adopt the bond order authorizing the issuance of special obligations bonds. Commissioner Shields made a motion, seconded by Commissioner Antoine, to follow Mr. Cabe's recommendation and to approve the budget amendment and the project ordinance. After discussion with Mr. Cabe and Interim Solid Waste Director Jaimie Picou, the vote was 4 to 1, with Commissioners Young, Shields, Shearl, and Antoine voting in favor of the motion, and Commissioner Breeden opposing. Ms. Picou shared data comparing Macon County to the surrounding seven counties in regard to their waste management operations. Mr. Cabe

requested approval of the bid and to award the bid to F.M. Kitchens Construction Services for the construction of cell 2A2B in the amount of \$8,411,889, and to allow the County Manager to enter into a contract. Commissioner Shields made a motion, seconded by Commissioner Antoine, to approve the request as presented. The vote was unanimous.

**UPDATE ON OPIOID GRANT REQUEST** – Mr. Cabe reported that the grant application to Dogwood Health Trust had been approved, and Macon County has been awarded \$300,000 to use for the strategic planning process to determine how the opioid funds will be spent. He said the next step is to establish a committee to develop the plan, and to contract with someone to put the plan in writing according to the guidelines. Mr. Cabe said he would bring additional information to the January 13, 2026, meeting.

**RESOLUTION IN SUPPORT OF REVISING THE MACON COUNTY BOARD OF COMMISSIONERS ELECTION SYSTEM** – Attorney Ridenour provided a review of the previous resolution that was adopted by this Board in 2023. He explained that the resolution has been updated and read the resolution into the records. After discussion, Commissioner Shearl made a motion, seconded by Commissioner Antoine, to approve the resolution and submit it to the legislature for approval. After discussion, the vote was 4 to 1 with Commissioner Shearl, Commissioner Antoine, Commissioner Breeden, and Commissioner Shields voting in favor of the motion, and Commissioner Young opposed [Attachment 1].

#### **NEW BUSINESS:**

##### **DISCUSSION ON THE MACON COUNTY PLANNING BOARD ORDINANCE –**

Attorney Ridenour said the Planning Board has requested reducing the number of members on the board to assist with better success in getting board members to show up to the meetings and to have a quorum. He indicated that the general statute allows for as few as three members, but feels there would be better input from a membership of five to seven. Attorney Ridenour said the current ordinance is from 1972. Planning, Permitting, and Development Director Joe Allen explained the current board make-up, and the terms of each of the members, indicating that several terms are soon expiring. He said if we do not fill seats now, the membership would be down to six members by February, which would include a member from Franklin and one from Highlands. Commissioner Shearl said that, as the Liaison, he has not attended any of the meetings because of the lack of business to address. He says he understands that the Planning Board is an advisory board, and feels this board could serve as the Planning Board. Commissioner Breeden recommended a five-member board with a commissioner and a representative from the Town of Highlands and one from the Town of Franklin as non-voting members. Commissioner Young commented about the membership of other boards and said he agrees with having liaisons from the Town of Highlands and the Town of Franklin, and with a five-member board. Commissioner Young asked to put a reminder on the March or April meeting to add Planning Board appointments to that agenda. Attorney Ridenour recommended having a public hearing in January 2026. Commissioner Breeden made a motion, seconded by Commissioner Shearl, to hold a public hearing in January. The vote was 4 to 1, with Commissioners Breeden, Shearl, Shields, and Young voting in favor of the motion, and Commissioner Shields opposed.

##### **APPROVAL OF RESOLUTION GIVING NOTICE TO ALL CANDIDATES FOR THE SHERIFF AND REGISTER OF DEEDS POSITIONS IN MACON COUNTY –**

Attorney Ridenour explained the resolution and recommended it be approved and sent to the Board of Elections office. Commissioner Breeden made a motion, seconded by Commissioner Shields, to approve the resolution as presented [Attachment 2]. The vote was unanimous.

**NC OFFICE OF STATE BUDGET MANAGEMENT CAPITAL GRANT**

**APPLICATION** – Mr. Cabe explained the grant opportunity as it relates to storms. He said we used the Southwestern Commission to help develop the grant application and identified Cullasaja Park, Parker Meadows, Tassesee Park, and the Arthur Drake Boardwalk as the four projects with a total request of \$1,276,768.55 with no local match required. Mr. Cabe requested approval to submit the grant application. Commissioner Breeden made a motion, seconded by Commissioner Shields, to approve submission of the grant application as requested. The vote was unanimous.

**CONSENT AGENDA:** Upon a motion by Commissioner Shearl, seconded by Commissioner Breeden, the board voted unanimously to approve the consent agenda as presented which includes: (A) Minutes of the November 13, 2025, regular meeting, (B) Budget Amendments #142-147 and #150-151, (C) approval of the Macon County 2026 Holiday Schedule, (D) Resolution Examination of Official Bonds for Public Officials of Macon County, (E) Tax releases for the month of November 2025 in the amount of \$5.30, and (F) Monthly ad valorem tax collection report for which no action is necessary.

**APPOINTMENTS:**

**CONSOLIDATED HUMAN SERVICES BOARD (15 SEATS) - APPOINTMENT OF CURRENT BOARD OF HEALTH MEMBERS TO THE CONSOLIDATED HUMAN SERVICES BOARD** – Mr. Cabe said the process that we discussed was to roll the current Board of Health membership into the Consolidated Human Services Agency (CHSA) Board. Attorney Ridenour said that under NCGS 153A-77 (c), in addition to the current members, we need a psychologist, a social worker, one at-large member who is a consumer of human services, and an optometrist. He recommended moving Commissioner Breeden to the commissioner member, with Commissioner Shearl moving to an at-large member until the vacancies are filled. Attorney Ridenour said after re-appointment of the current members, they will take their new oath at the January CHSA Board meeting and read the names of the current members into the record as Garrett Higdon, Dr. Matt Corbin, Angela Stone, Dr. Cortney Partick, Dr. Nathan Feibelman, Dr. Michael Toedt, Dr. Roy Lenzo, Commissioner Breeden, Ava Ammons, Steve Grissim, and Commissioner Shearl. Commissioner Breeden made a motion, seconded by Commissioner Shearl, to appoint the members as listed to the CHSA Board. The vote was unanimous.

**PLANNING BOARD (1 SEAT)** – Removed as discussed above under new business.

**CLOSED SESSION:** None.

**ADJOURN:** With no other business, at 8:31 p.m., upon a motion from Commissioner Breeden, seconded by Commissioner Shearl, the board voted unanimously to adjourn.

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Warren Cabe  
Ex Officio Clerk to the Board

---

Josh Young  
Board Chair

EXPLANATION	APPROPRIATE STATE GRANT FUNDING FOR HELENE LOCAL GOVERNMENT CAPITAL GRANTS PROGRAM
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[illegible]

REQUESTED BY DEPARTMENT HEAD                  ^                  ^

RECOMMENDED BY FINANCE OFFICER *Thomas J. Kemp*

APPROVED BY COUNTY MANAGER

ACTION BY BOARD OF COMMISSIONERS 1/13/2026 meeting

APPROVED & ENTERED ON MINUTES DATED \_\_\_\_\_

CLERK

159

DOGWOOD OPIOID SETTLEMENT

DOGWOOD HEALTH TRUST GRANT - OPIOID PLANNING

REQUESTED BY DEPARTMENT HEAD

Lindsay Leopold

APPROVED BY COUNTY MANAGER

## ACTION BY BOARD OF COMMISSIONERS

1/13/2020 meeting

CLERK



160

DEPARTMENT: SOLID WASTE

EXPLANATION: I. MOVING MONEY FOR INSURANCE SETTLEMENTS

[illegible]REQUESTED BY DEPARTMENT HEADRECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

### ACTION BY BOARD OF COMMISSIONERS

1/13/2020 meeting

APPROVED AND ENTERED ON MINUTES DATED

CLERK

161

Date:

Explanation: Received additional grant funds from Community Care of NC to support transition to new Electronic Health Records.

[illegible]

PREPARED BY

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

### ACTION BY BOARD OF COMMISSIONERS

APPROVED AND ENTERED ON MINUTES DATED

CLERK



AMENDMENT # 162

EXPLANATION: Insurance settlement for C. Bryson's vehicle.

[illegible]

CLERK

163

## Senior Services

New Grant monies and extra donations

Lindsay Leopard

CLERK

## AMENDMENT #

EXPLANATION

### APPROPRIATE FUNDS TO COVER TB FEES AND AUTOPSY PRICE INCREASE

[illegible]

REQUESTED BY DEPARTMENT HEAD

RECOMMENDED BY FINANCE OFFICER

APPROVED BY COUNTY MANAGER

## ACTION BY BOARD OF COMMISSIONERS

APPROVED &amp; ENTERED ON MINUTES DATED \_\_\_\_\_

CLERK

January 8, 2026

FROM: FINANCE

DEPARTMENT: DSS

EXPLANATION: Available State Links Funds – 100% Reimbursable

REQUESTED BY DEPARTMENT HEAD Lynne Kurimay, DSS CSSBO I  
RECOMMENDED BY FINANCE OFFICER Lindsay Leopand  
APPROVED BY COUNTY MANAGER \_\_\_\_\_  
ACTION BY BOARD OF COMMISSIONERS 1/13/2026 meeting  
APPROVED AND ENTERED ON MINUTES DATED \_\_\_\_\_  
CLERK \_\_\_\_\_

Macon County Tax Office  
5 West Main Street  
Franklin, NC 28734



Phone: (828) 349-2149  
[draby@maconnnc.org](mailto:draby@maconnnc.org)

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Collector's Office  
Delena Raby, Tax Collections Supervisor

DATE: January 6, 2026

RE: Relief of the Taxing Unit for Collection of Real Estate Taxes that are Ten Years Past Due

Dear Commissioners:

It is the practice in North Carolina that the tax collections staff be relieved of collecting any tax accounts that are a minimum of ten (10) years old. This procedure is allowed under North Carolina General Statute §105-378.

Based on this statute, I am asking the Commissioners to only charge this office with the collection of taxes that are ten (10) years delinquent.

2015: \$ 30,926.31

Thank you and please contact my office if you should have any questions.

Respectfully,

Delena Raby  
Tax Collections Supervisor





## Destructions Log

County/Municipality	Macon County		
Division	Solid waste mgmt.	Section	Branch
Location(s) of Records	109 Sierra Drive, Franklin, N.C. 28734		

[illegible]

Macon County Tax Office  
5 West Main Street  
Franklin, NC 28734



Phone: (828) 349-2149  
[draby@maconnc.org](mailto:draby@maconnc.org)

TO: MACON COUNTY COMMISSIONERS

FROM: Macon County Tax Collector's Office  
Delena Raby, Tax Collections Supervisor

DATE: January 6, 2026

RE: Releases for December, 2025

Attached please find the report of property tax releases for real estate and personal property that require your approval in order to continue with the process of releasing these amounts from the tax accounts. Please feel free to contact me if you should have any questions. The report of releases in alphabetical order is attached.

Amount of Releases for December, 2025: \$ 627.49

NAME	BILL NUMBER	Release Reason	OPER	DATE/TIME	DISTRICT	VALUE	AMOUNT
7210 BALILES, ROBERT JAMES	2025-76275	DY:ORP:6588020668 CLERICAL ERROR	LAS	12/31/9999 12:39:10 PM			
					G01 ADVLTAX	3,680.00	9.94
					F08 ADVLTAX	3,680.00	2.87
11 COWEE		LAND ADJUSTMENT NOT APPLIED TO THE LAND SEGMENT			Total Releases:		12.81
----- 136689 BRYSON, SHARON	----- 2025-301769	----- DY: PERSONAL PROPERTY CLERICAL ERROR	----- LAS	----- 12/31/9999 3:34:00 PM			
					G01 ADVLTAX	9,492.00	25.63
					L01 FFEEFEE	9,492.00	120.00
					F05 ADVLTAX	9,492.00	4.62
08 CARTOOGECHAYE		MOBILE HOME IS TAXED ON REAL PROPERTY			Total Releases:		150.25
----- 77232 CABE, WANDA BURCHFIELD	----- 2025-91069	----- DY:ORP:7506471110 CLERICAL ERROR	----- DLR	----- 12/31/9999 3:24:21 PM			
					G01 ADVLTAX	26,520.00	71.60
					F01 ADVLTAX	26,520.00	18.56
					L01 FFEEFEE	26,520.00	120.00
02 MILLSHOAL		Building Removed prior to 1.1.25			Total Releases:		210.16
----- 94098 JACOBS, RUBY LIFE ESTATE	----- 2025-59263	----- DY:ORP:6518636280 CLERICAL ERROR	----- LAS	----- 12/31/9999 12:46:12 PM			
					G01 ADVLTAX	5,800.00	15.66
					F09 ADVLTAX	5,800.00	2.82
09 NANTAHALA		CONDITION CHANGED ON MOBILE HOME			Total Releases:		18.48
----- 70272 TIPPETT, ANGELA JOY	----- 2017-205950	----- DY: PERSONAL PROPERTY CLERICAL ERROR	----- LAS	----- 12/31/9999 4:44:49 PM			
					L01 FFEEFEE	4,886.00	95.00
					F08 ADVLTAX	4,886.00	5.39
					G01 ADVLTAX	4,886.00	17.05
11 COWEE		SOLD MOBILE HOME IN 2016			Total Releases:		117.44
----- 70272 TIPPETT, ANGELA JOY	----- 2018-205950	----- DY: PERSONAL PROPERTY CLERICAL ERROR	----- LAS	----- 12/31/9999 4:45:48 PM			
					F08 ADVLTAX	5,083.00	5.61
					G01 ADVLTAX	5,083.00	17.74
					L01 FFEEFEE	5,083.00	95.00
11 COWEE		SOLD MOBILE HOME IN 2016			Total Releases:		118.35
Total Taxes - Release:							627.49



COLLECTIONS MONTHLY TOTALS REPORT  
Macon County - Year To Date December 2025 Tax Year 2025

Macon County Advalorem Tax Collections Report Year To Date December 2025 Tax Year 2025										
TAX YEAR 2025 Month To Date December 2025 Tax Year 2025										
Month to Date	Beginning Balance	Levy Added	Less Releases	Less Administrative Refunds	Less Write Offs	Equals Adjusted Levy	Less Payments	Outstanding Balance		
General Tax	12,025,057.18	5,935.10	0.00	0.00	-10.32	12,030,981.96	-6,238,630.62	5,792,351.34		
Fire Districts	1,931,240.34	1,461.12	0.00	0.00	-2.38	1,932,699.08	-973,812.25	958,886.83		
Landfill User Fee	1,127,407.02	0.00	0.00	0.00	-1.62	1,127,405.40	-562,571.87	564,833.53		
TOTAL:	15,083,704.54	7,396.22	0.00	0.00	-14.32	15,091,086.44	-7,775,014.74	7,316,071.70		
TAX YEAR 2025 Year To Date December 2025 Tax Year 2025									This Year	Last Year
Year to Date	Beginning Balance	Levy Added	Less Releases	Less Administrative Refunds	Less Write Offs	Equals Adjusted Levy	Less Payments	Outstanding Balance	Collection Percentage Tax Year 2025 As of 12/31/2025	Collection Percentage Tax Year 2024 As of 12/31/2024
General Tax	0.00	35,020,474.74	-16,619.16	0.00	-1008.32	35,002,847.26	-29,210,495.92	5,792,351.34	83.45%	83.56
Fire Districts	0.00	5,467,920.83	-3,108.25	0.00	-187.13	5,464,625.45	-4,505,738.62	958,886.83	82.45%	82.63
Landfill User Fee	0.00	3,390,120.00	-16,262.44	0.00	-8.90	3,373,848.66	-2,809,015.13	564,833.53	83.26%	83.47
TOTAL:	0.00	43,878,515.57	-35,989.85	0.00	-1204.35	43,841,321.37	-36,525,249.67	7,316,071.70	83.31%	83.44

# **MACON COUNTY BOARD OF COMMISSIONERS**

## **AGENDA ITEM**

### **CATEGORY – APPOINTMENTS**

**MEETING DATE: JANUARY 13, 2026**

13A. **Consolidated Human Services Board (4 seats)** – The current vacancies are for an optometrist, psychologist, social worker, and consumer of human services (General Public). Included in your packet are applications received from August 2025 to present from Richard Brady, Phillip Gibson, Mark Hehn, Lyndsey Henderson, Debra Prince, and Monica Severn. Each of these applicants would be eligible to serve in the consumer of human services seat. No applications were received from an optometrist, psychologist, or social worker.

13B. **Consumer Advisory Committee (1 seat)** – According to Regional Long-term Care Ombudsman for Region A, Anna Franklin, the Community Advisory Council (CAC) Volunteer Ombudsman position is both unique and rewarding. CAC advocates visit residents in long-term care facilities quarterly to support Residents' Rights, which, most importantly, include dignity and respect. During these visits, they review the residents' conditions, interactions with staff, living environments, access to services, and other key observations made during friendly rounds and basic questions. Volunteers are trained to address and resolve basic complaints during their exit interviews with a lead staff member. If an issue requires further investigation or mediation, it is referred to the Regional Ombudsman, who will work directly with the resident and/or their representative.

This CAC role requires a high level of commitment and dedication, distinguishing it from other volunteer positions. Volunteers undergo comprehensive training totaling over 40 hours before being certified and designated as Volunteer Ombudsmen by the Office of the State Ombudsman. Volunteers continue to meet with the Regional Ombudsman quarterly for facility updates and to complete 18 continuing education hours per federal fiscal year.

Included in your packet is a letter from the State Ombudsman outlining the significant changes to the CAC/Community Advisory Committee program under House Bill 248, and a handout regarding the new appointment process described in House Bill 248 which shifts more control to the State Ombudsman's office while still integrating the efforts of the State and Regional Ombudsmen, the County Commissioners, and the County Clerks.

Ms. Franklin shares that Conflict of Interest for this volunteer is outlined in 45 CFR §1324.21 that typically includes recent or current employment with a regulatory agency (such as DSS or DHHS) or a nursing home or assisted living facility. Other conflicts of interest include a recent residency in a nursing home or assisted living facility for oneself or a close family member, to avoid attempts at retaliation or unlawful acts against the facility or its residents. Other conflicts may include ownership or a financial interest in the facilities. County Commissioners can serve on the board in an ex officio capacity.

Ms. Franklin is requesting the appointment of Ms. Denise Allen, whose application is also included in your packet.



Monday, August 4, 2025

# Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable and dedicated people to serve on authorities, board and committees. If you have an interest in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of board or commission for which you are applying to serve on

Health Board

## Contact Information

Name	Mr. Richard James Brady
Preferred Name	Richard
Physical Address	346 Pauline Ave Franklin, North Carolina, 28734
Mailing Address	346 Pauline Ave Franklin, North Carolina, 38734
Email	Nthemtns@morrisbb.net
Mobile Phone Number	(352) 257-7118
Home Phone Number	(828) 524-0454
Preferred Number	Mobile Phone Number

## Education

High School Name	Citus County Ad Ed
Graduated	Yes

Year Graduated

1982

Employment Status

Please provide your current employment status

Retired

Professional Licenses held (if applicable)

Nursing Home Administrator-NC,FL

Previous employment or experience

I have 41 years of proven healthcare exp, of those 30 years as the Licensed Nursing Home Administrator worked, I retired in 2017. I currently remain licensed which now is nearly 38 years licensed. In this capacity I was the LNHA/ED/COO/CEO of the operations of a Skilled Nursing Facility. I served my last 12+ years right here in Macon County. I was previously academically credentialed as a Hospital Administrator, Assisted Living Facility Administrator through the American College of Health Care Administrators.

Membership in professional, civic organization or government boards or commissions

Previous member of the American College of Health Care Administrators. Previous exp on government board. Recently appointed by this BOCC to serve on the BOA/PB as the ETJ member of the Franklin Boards. Previous member of Kiwanis, United Way, Chamber.

Community Service/Volunteer Activities

MACONGOP, Community Advisory Committee. Contributions to No Wrong Door.

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this board or commission?

I previously applied for a vacant position for this board in January 2025. I am applying again as I feel my many years of proven healthcare experience in the capacity of Administration/Leadership/Risk Management/Infection Control/Quality Assurance and Improvement could benefit the current board. I have actual Human Resource experience working with employees, working through orientation, training, cuing, coaching, developing them to accept responsibility and encouraging them along the way. Employee are "customers and stakeholders" too and need to be respected, treated with respect and appreciation. Employee "sensing sessions" are very important, a grievance protocol must be in place in which will address issues, resolve them and prevent continuous staffing turnover. Exit interviews information collected can be very effective "when the information" is used properly and not taken personal.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Health Care Administration exp, Previous Licensed Health Care Risk Manager (LHRM), Previous Nationally Certified as a Nursing Home Administrator (CNHA) thru the American College of Health Administrators, 1 of only 67 Nationwide at the time of obtaining this Credential. Previously held National Certifications in Resident Assessment Coordinator (RAC-CT). (SPICE) Certified in State of North Carolina, meaning State Certified in Infection Control by the NC-DHHS/DHSR. Quality Assurance and Performance Improvement (QAPI) having the ability to recognize the results of studies, evaluating the trends for benchmarking purposes, providing an opportunity for making improvements to the identified areas that are below the established bench mark.



**How did you learn of the opening on the board, commission, or committee for which you are applying?** Website of Macon County

**Are you registered to vote in the state of North Carolina** Yes

**Are you a full time resident of Macon County** Yes

**Are you a Macon County property owner** Yes

**If you are applying for the Nursing Home Adult Care Advisory Committee**

**References**

**Conflict of Interest Disclosure**

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

**I. Declaration of Policy**

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

**II. Applicability of Ethics Policy**

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

**III. Financial and Personal Disclosure**

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

**IV. Gifts and Favors**

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

**V. Appointment, Employment, or Contract Award of Relatives or Business Partners**

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county board, commission or committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a board, commission or committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeez r@maconnnc.org,wcabe@maco nnc.org	Monday, August 4, 2025



Thursday, August 7, 2025

## Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

### Approval Status

COMPLETED

**If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020**

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Health Board

### Contact Information

Name

Mr. Phillip Ray Gibson

Preferred Name

Phillip Gibson

Physical Address

29 Bert Waldroop Road  
Franklin, North Carolina, 28734

Mailing Address

29 Bert Waldroop Road  
Franklin, North Carolina, 28734

Email

phillipraygibson@gmail.com

Mobile Phone Number

(828) 712-0972

Preferred Number

Mobile Phone Number

### Education

High School Name

Scottsburg Indiana

Graduated

Yes



Year Graduated	1984
College Name	University of Louisville
Year Graduated	1991
Graduated	Yes
Degree	B.A. Political Science
Post Grad College Name	Southern Illinois University
Graduated	Yes
Year Graduated	1999
Degree	M.S. Geography

Employment Status

Please provide your current employment status	Full-Time
Employer	North Carolina Department of Health and Human Services
Job Title	NC Radon Program Coordinator
Address	Homebased
Employment Date	Sunday, July 1, 2012
Professional Licenses held (if applicable)	I hold a NC real estate license #283150

Previous employment or experience

For the past 13 years, I have served as the North Carolina Radon Program Coordinator with the Department of Health and Human Services. The primary goal of my position is to increase awareness of radon-induced lung cancer. In this role, I advise several key public health initiatives, including the NC Cancer Control Plan, the State Health Improvement Plan, and the Occupational and Environmental Epidemiology Branch Advisory Committee. My work has given me a broad and deep understanding of public health, environmental exposure, and risk communication, especially as they relate to indoor air quality and cancer prevention.

Membership in professional, civic organization or government boards or commissions	None at this time
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**Community Service/Volunteer Activities**

None at this time other than involvement with my church community.

**Could you or your family be affected financially by decisions made by the board or commission for which you are applying?**

No

**Why do you want to serve on this Authority, Board, Commission, or Committee ?**

I believe I could bring a valuable perspective to the Macon County Board of Health, combining practical health expertise with a strong commitment to community service. Thank you for considering my interest. I would welcome the opportunity to support the important work of the Board.

**Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission**

For the past 13 years, I have served as the North Carolina Radon Program Coordinator with the Department of Health and Human Services. In this role, I advise several key public health initiatives, including the NC Cancer Control Plan, the State Health Improvement Plan, and the Occupational and Environmental Epidemiology Branch Advisory Committee. My work has given me a broad and deep understanding of public health, environmental exposure, and risk communication, especially as they relate to indoor air quality and cancer prevention.

In addition to my professional background in public health, I also serve as a pastor. In this capacity, I have completed specialized DHHS training for faith leaders on suicide prevention. I view mental and emotional health as vital components of community wellness.

I bring experience in medical geography, vector-borne diseases, water and air quality, environmental health, and community-based outreach. Earlier in my life, I served for several years in a Level One trauma emergency room in Louisville, Kentucky—an experience that shaped my dedication to healthcare and emergency response.

My wife, Reverend Julia Gibson, and I live in Franklin. She serves as the minister for both Snow Hill United Methodist and Memorial United Methodist churches. We are both deeply invested in the well-being of Macon County and its people.

**How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?**

Announcement in the Franklin Newspaper

**Are you registered to vote in the state of North Carolina**

Yes

**Are you a full time resident of Macon County**

Yes

**Are you a Macon County property owner**

Yes

**If you are applying for the Nursing Home Adult Care Advisory Committee**

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?

No

Is someone in your immediate family a resident in a nursing home located in Macon County?

No

References

Conflict of Interest Disclosure

Full Name of Spouse (if married)	Julia Turner Gibson
Spouse's Place of Employment	Snow Hill United Methodist and Memorial United Methodist
Spouse's Position/Title	Minister

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

None

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward

an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

**V. Appointment, Employment, or Contract Award of Relatives or Business Partners**

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

**Upon appointment to a Board/Committe, the information contained herein becomes a matter of public record per North Carolina Statute 132-1**

**Signature**



**Approval Activity History**

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org	Thursday, August 7, 2025



Tuesday, August 5, 2025

## Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable and dedicated people to serve on authorities, board and committees. If you have an interest in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

Approval Status

COMPLETED

**If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020**

Name of board or commission for which you are applying to serve on

Health Board

## Contact Information

Name

Lyndsey Caroline Henderson

Preferred Name

Lyndsey

Physical Address

242 Clyde St  
Franklin, North Carolina, 28734

Mailing Address

242 Clyde St  
Franklin, North Carolina, 28734

Email

lyndseyhen26@gmail.com

Mobile Phone Number

(336) 776-7911

Preferred Number

Mobile Phone Number

## Education

High School Name

Surry Central High School

Graduated

Yes

Year Graduated

2010

<b>College Name</b>	UNC Asheville
<b>Year Graduated</b>	2014
<b>Graduated</b>	Yes
<b>Degree</b>	Bachelor of Arts
<b>Post Grad College Name</b>	UNC Greensboro
<b>Graduated</b>	Yes
<b>Year Graduated</b>	2016
<b>Degree</b>	Master of Public Health
<b>Employment Status</b>	
<b>Please provide your current employment status</b>	Full-Time
<b>Employer</b>	Eastern Band of Cherokee Indians   Public Health and Human Services
<b>Job Title</b>	Preparedness Coordinator
<b>Address</b>	43 John Crowe Hill Cherokee, North Carolina, 28719
<b>Contact Person</b>	Sheena K. Lambert
<b>Phone Number</b>	(828) 359-6782
<b>Email</b>	sheekano@ebci-nsn.gov
<b>Employment Date</b>	Wednesday, November 13, 2019
<b>Professional Licenses held (if applicable)</b>	Certified Health Educator Specialist (CHES)
<b>Previous employment or experience</b>	
Community Health Promotions Coordinator, Macon County Public Health (June 2016- October 2019)	
<b>Membership in professional, civic organization or government boards or commissions</b>	North Carolina Public Health Association
<b>Community Service/Volunteer Activities</b>	Volunteer Coordinator, 80s Flashback Weekend Non-profit

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this board or commission?

I love my community and I am invested in seeing our community flourish and reach its full potential. Though I am no longer with the Macon County Health Department, my commitment to the well-being of this community remains steadfast. I continue to be highly invested in public health matters, as their impact extends beyond organizational boundaries.

I am a firm believer in servant leadership, a philosophy that puts the needs of the community first, which is fundamental to public health. Through the power of public health we can equip individuals and communities with health, dignity, and justice. Together, we can build a healthier and more resilient future for everyone in our county.

I am eager to use my skills and experience to make a meaningful contribution to the health and safety of Macon County.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

I am a public health professional whose competence lies in community health and emergency preparedness. I have eight years of public health experience working in local and tribal government.

I have an additional degree not listed in the application that I would like to mention - a Bachelor of Science in Emergency and Disaster Management from Western Carolina University (2021).

How did you learn of the opening on the board, commission, or committee for which you are applying?

This opening was brought to my attention through local news coverage.

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

Conflict of Interest Disclosure

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

I. Declaration of Policy

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**II. Applicability of Ethics Policy**

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

**III. Financial and Personal Disclosure**

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

**IV. Gifts and Favors**

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**Signature**



**Approval Activity History**

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeeze r@maconnc.org,wcabe@maco nnc.org	Tuesday, August 5, 2025





Sunday, August 31, 2025

# Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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Approval Status

COMPLETED

If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020

Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Health Board

## Contact Information

Name Debra Prince

Preferred Name Deb

Physical Address 7138 Upper Burningtown Road  
Franklin, North Carolina, 28734

Mailing Address 7138 Upper Burningtown Road  
Franklin, North Carolina, 28734

Email prinedeb@gmail.com

Work Phone Number (828) 349-3200

Mobile Phone Number (850) 418-8545

Home Phone Number (850) 418-8545

Preferred Number Mobile Phone Number

## Education

High School Name Hugh C. Williams

Graduated	Yes
Year Graduated	1978
College Name	SUNY
Year Graduated	1980
Graduated	Yes
Degree	Associate in Applied Sciences, Science Laboratory Technician
Post Grad College Name	SUNY
Graduated	Yes
Year Graduated	1984
Degree	Associates in Nursing

## Employment Status

Please provide your current employment status	Part-Time
Employer	Smoky Mountain Pregnancy Care Center
Job Title	Registered Nurse
Address	226 E Palmer Street Franklin, North Carolina, 28734
Contact Person	Pam Raby, RN
Phone Number	(828) 349-3200
Email	PamNurseMgr@mysmpcc.com
Employment Date	Monday, January 15, 2024
Professional Licenses held (if applicable)	North Carolina Registered Nurse

### Previous employment or experience

Debra L. Prince, R.N.  
7138 Upper Burningtown Road  
Franklin, N.C. 28734  
C: 850-418-8545  
E: prinedeb@gmail.com

Objective - Registered Nurse (North Carolina License #: 340037)

#### Experience

Smoky Mountain Pregnancy Care Center - Franklin, NC- Part Time Registered Nurse and Limited OB Ultrasonographer, January 2024 to present, covering Franklin and Sylva offices, as well as The Medical Mobile Unit. Performing free pregnancy tests and limited ultrasounds, counseling and sharing available community resources to pregnant women and their families, educating, encouraging and empowering them.

Dogwood Wellness - Sylva, NC - Part time Registered Nurse, January 2022-October 2022 Responsible for incoming lab/imaging/reports and placing in charts, both EMR and hard copy. Drawing labs, performing GTT, autoclaving, ordering stock/checking expiration dates. Prior Authorizations, Prescription renewal, scheduling, front desk coverage, general clinic maintenance, putting goats back in fence when they get out. World closely with Nurse Practitioner, Linda Thomas

State of Florida Okaloosa Health Dept. - Fort Walton Beach, FL

Senior Community Health Nurse - Dec 2018-Mar 2021

Autonomous position as Okaloosa County Immunization Nurse, Utilizing VFC program and maintaining accurate records in FLSHOTS.

Developed rapport with vaccine hesitant parents

Additional duties included:

State Emergency Group 2

Special Needs Shelter Team Leader

Community HPV Task Force

Drive Thru Covid Testing Team, Level 1 Assessor with AHCA, Moderna Vaccination Clinic

Supervisor Shawn Phillips 850-654-4575

Twelve Oaks Recovery Navarre, FL 32566

Staff Nurse - July 2015-Nov 2018

Responsible for providing nursing care to patients in acute detoxification from alcohol/drugs using specific medication protocols, COWS/CIWA assessments, as well as physical and behavioral health needs

Supervisor - Yvonne Mallard, RN, DON 850-939-1200

UH Hills Health and Rehab, Pensacola, FL 32514

Wound Care RN - Nov 2014- Feb 2015

Provided consistent wound care for patients with surgical and chronic needs in a 120 bed SNF/Rehabilitation Center.

Accurate documentation for MDS and reimbursement.

Empowered CNAs to better skin integrity practices.

Monitored Infection Control, Restorative Department

Supervisor – Ben Glidden, RN, DON 850-474-0570

Locklin Tech, Milton, FL 32570

Registered Nurse Instructor - July 2014-Nov 2014

Vocational Instructor Semester One for High School students pursuing certification as Nursing Assistants

Taught Anatomy and Physiology and basic Nursing Skills

Utilized available technology in class and clinical setting

Principal Maria Ladouceur 850-983-5700

Anchorage Neighborhood Health Center, Anchorage, AK 99503

Pod B Staff Registered Nurse - Feb 2012- Sept 2013

Provided oversight in Primary Care clinic, worked closely with 2 Physicians, 3 PA-Cs, 4 NCMA's in meeting health care needs for all ages in a Family Practice setting

Exceptionally cohesive teamwork provided services of minor surgeries, immunizations, OB-GYN, basic/complex physicals, EKG/stress tests, visual acuity, tympanograms, CLIA exempt testing, ear/eye/wound irrigations, Intravenous hydration, catheterizations, IUDs, PFTs

Collaborated with providers to utilize RN appointments for brief follow up of HTN, medication response/refills, basic assessment, Insurance authorizations, Pharmacy/chart audits Telephone Triage Follow up and accurate documentation for every patient interaction using EMR, Pod B Meeting Facilitator Supervisor Tabi Jayd 907-743-7200

Assets, Inc, Anchorage, AK 99508

Community Service Nurse - May 2008-Nov 2011

As the only RN for this nonprofit agency, networked with local physicians to maintain/improve both mental and physical health for clients who experience a wide variety of disabilities

Worked closely with 3 teams of case managers and 2 pharmacies to manage client specific protocols; 1:1 teaching performed basic triage, basic first aid, gave ordered injections, monitored 80 weekly medsets

Maintained all staff medical records, tracking PPds, Hep B immunizations, taught Blood Borne pathogens, 3 hour Medication Course to comply with state regulations, supervise UAPs  
Wellness Initiative Committee  
Supervisor Susan Newsome 907-279-6617  
Internal Medicine Associates, Anchorage, AK 99508  
Clinical Supervisor - Aug 2006- Nov 2007  
Supervisory RN for Specialty Practice of 8 Gastroenterologists, one endocrinologist, two pulmonary physicians  
Managed 16 staff in day to day clinic activities and procedures  
Recruited, trained and maintained continuing education for all staff monitoring budgets, oversee research projects, quality assurance, physician input  
Scheduling, analysis of staffing patterns, evaluate staff, discipline, mentor  
Professional role model, resource to staff and patients  
Office Manager Tamara Barker 907-276-2811  
Education  
State University of New York - A.A.S. Science Laboratory 1980, A.A.S Nursing 1984

**Membership in professional, civic organization or government boards or commissions** Heartbeat International

**Community Service/Volunteer Activities** Health and Wellness column for Macon Sense

**Could you or your family be affected financially by decisions made by the board or commission for which you are applying?**

**Why do you want to serve on this Authority, Board, Commission, or Committee ?**  
I have a varied background and experience in Public Health, and want to serve my community

**Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission**  
As a nurse for over 40 years, I have learned to meet people where they are, and good communication is very necessary to move through a situation I have worked with all ages and like to work through problems and find solutions.

**How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?** Newspaper, facebook

**Are you registered to vote in the state of North Carolina**

**Are you a full time resident of Macon County**

**Are you a Macon County property owner**

**If you are applying for the Nursing Home Adult Care Advisory Committee**

# References

First Reference	David Cheek
Title	Well Pump Service
Organization	Owner
Phone Number	(828) 369-5176
Relationship	neighbor
Second Reference	Lynn Snow
Title	Secretary
Organization	SUNY
Phone Number	(315) 323-2750
Email	lsnow8@twcnny.rr.com
Relationship	Best friend since middle school
Third Reference	Will Long
Title	Ckerk
Organization	Okaloosa County Health Department
Phone Number	(850) 344-0602
Email	OkImmunization@FLhealth.gov
Relationship	Coworker at DOH

# Conflict of Interest Disclosure

Full Name of Spouse (if married)	Bobby Lee Prince
Spouse's Place of Employment	Not currently employed
Spouse's Position/Title	Registered Nurse

Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")

None

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

## **I. Declaration of Policy**

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I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

**Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1**

**Signature**



Approval Activity History

Actor	Actions	Date
<div><div></div><div>Notification</div></div>	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Sunday, August 31, 2025



Friday, August 22, 2025

## Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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Approval Status

COMPLETED

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Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Health Board

## Contact Information

Name	Mrs Monica Cowart Severn
Preferred Name	Monica
Physical Address	164 Carolina Crest Dr Franklin, North Carolina, 28734
Mailing Address	164 Carolina Crest Dr. Franklin, North Carolina, 28734
Email	monicasevern3@gmail.com
Mobile Phone Number	(954) 593-2256
Home Phone Number	(954) 593-2256
Preferred Number	Mobile Phone Number

## Education

High School Name South Carolina GED



**Graduated**

Yes

**Year Graduated**

1975

**College Name**

Miami dade community college

**Graduated**

No

**Degree**

No

## Employment Status

**Please provide your current employment status**

Retired

**Professional Licenses held (if applicable)**

AAMA,basic X-ray state of fla. phlebotomy

**Previous employment or experience**

10 yrs service USAFRes as aeromedical evacuation flight examiner, 10yrs clinical manager pulmonary critical care practice. 19 yrs manager multiple urgent care facilities in the CareSpot system. Multiple advisory committees for training medical assistants and X-ray. DOT certified instructor for drug screening. Veteran.

**Membership in professional, civic organization or government boards or commissions**

Retired

**Community Service/Volunteer Activities**

None at this time

**Could you or your family be affected financially by decisions made by the board or commission for which you are applying?**

No

**Why do you want to serve on this Authority, Board, Commission, or Committee ?**

I have 50 yrs experience in health care.Serving both as a provider and administrative manager for multiple urgent care locations. I work well with others. Team building is one of my strong points. I create a positive and productive environment. I retired 2 yrs ago and feel I have something to offer my community.

**Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission**

As previously stated.

**How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?**

Franklin press

**Are you registered to vote in the state of North Carolina**

Yes

**Are you a full time resident of Macon County**

Yes

**Are you a Macon County property owner**

Yes

## **If you are applying for the Nursing Home Adult Care Advisory Committee**

**Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?**

No

**Is someone in your immediate family a resident in a nursing home located in Macon County?**

No

## **References**

### **First Reference**

Richard Walsh

#### **Title**

SVP , president urgent care operations and transformation

#### **Organization**

Novant health enterprises

#### **Phone Number**

(954) 818-6400

#### **Email**

richt.walsh@yahoo.com

#### **Relationship**

Previous COO of CareSpot Urgent Care

### **Second Reference**

Erin Pazos

#### **Title**

Vice president of urgent care operations

#### **Organization**

Novant Health Enterprises

#### **Phone Number**

(915) 479-9920

#### **Email**

pazos.erin@gmail.com

#### **Relationship**

Previous regional director/supervisor CaeSpot Urgent Care

### **Third Reference**

Bryan Quintero

#### **Title**

Business Development Manager

#### **Organization**

CareSpot Urgent Care

**Phone Number** (954) 687-3759

**Email** bryan.quintero@carespot.com

**Relationship** I was his supervisor.

## Conflict of Interest Disclosure

**Full Name of Spouse (if married)** Mr Steven Loranze Severn

**Spouse's Place of Employment** Retired

**Spouse's Position/Title** Aircraft mechanic

**Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")**

None

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**Signature**



### Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Friday, August 22, 2025



Saturday, December 20, 2025

## Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

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COMPLETED

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Name of Authority, Board, Commission, or Committee for which you are applying to serve on

Health Board

## Contact Information

Name	J Marc Hehn
Preferred Name	Marc Hehn
Physical Address	934 Wilson Rd Highlands, North Carolina, 28741
Mailing Address	934 Wilson Rd Highlands, North Carolina, 28741
Email	marchehn@nctv.com
Work Phone Number	(828) 526-2793
Mobile Phone Number	(843) 693-4392
Home Phone Number	(828) 526-2793
Preferred Number	Home Phone Number

## Education

High School Name TL Hanna

Graduated	Yes
Year Graduated	1967
College Name	Clemson
Year Graduated	1972
Graduated	Yes
Degree	Public Administration
Post Grad College Name	Clemson
Graduated	Yes
Year Graduated	1976
Degree	Master of City & Regional Planning

Employment Status

Please provide your current employment status	Retired
Address	934 Wilson Rd Highlands, North Carolina, 28741
Contact Person	Marc Hehn
Phone Number	(828) 526-2793
Email	marchehn@nctv.com
Professional Licenses held (if applicable)	A Water Treatment, A Wasrewater Treatment, Certified Landfill Manager, American Institute of Certified Planners
Previous employment or experience	Director of Berkeley County SC Water & Sanitation 20 years  MONCKS Corner SC Town Manager 7 years  Managed State of SC \$200M investment in Volvo Car Project 2 years
Membership in professional, civic organization or government boards or commissions	International City Management Association, Highlands Town Board
Community Service/Volunteer Activities	Highlands Cashiers Hospital Board

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?

No

Why do you want to serve on this Authority, Board, Commission, or Committee ?

I would like to identify areas where it is feasible to extend sanitary sewer service and prioritize based on failing septic tanks and protection of surface drinking water sources

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission

Managed three wastewater treatment plants, one surface water treatment plant, a 300 ton pe4 day subtitle D sanitary landfill and a construction and demolition debris landfill

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?

County Board of Commissioners YouTube

Are you registered to vote in the state of North Carolina

Yes

Are you a full time resident of Macon County

Yes

Are you a Macon County property owner

Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

References

First Reference	Pat Taylor
Title	Mayor
Organization	Town of Highlands
Phone Number	(828) 506-3138
Email	mayor@highlandsnc.org
Relationship	Professional
Second Reference	Rev Emily Wilmarth
Title	Minister
Organization	First Presbyterian Church Highlands
Phone Number	(828) 526-3175

<b>Email</b>	fpchemily@gmail.com
<b>Relationship</b>	Minister
<b>Third Reference</b>	Bentley Manning
<b>Title</b>	Rector
<b>Organization</b>	Episcopal Church of the Incarnation
<b>Phone Number</b>	(828) 526-2968
<b>Email</b>	bentley@incarnationwnc.org
<b>Relationship</b>	Minister

## Conflict of Interest Disclosure

**Full Name of Spouse (if married)** Elizabeth Laseter Hehn

**Spouse's Place of Employment** Retired

**Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")**

Sunset Meadow View, Inc Partner  
Elizabeth Laseter Hehn Trust Trustee

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or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.


I would like to be considered for appointment to serve, without compensation, on a county Authority, Board, Commission, or Committee and I hereby certify by signing that all of my Macon County property taxes are paid in full. I realize that, because I have volunteered, it in no way guarantees that I will be appointed to a Authority, Board, Commission, or Committee by the Macon County Board of Commissioners.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

Signature



Approval Activity History

Actor	Actions	Date
 Notification	Email sent. (Email) nparrott@maconnc.org,tkeez r@maconnc.org,wcabe@maco nnc.org	Saturday, December 20, 2025



Sunday, December 28, 2025

## Application for Appointment to Macon County Authorities, Boards, Commissions and Committees

The Macon County Board of Commissioners (Board) believes all citizens should have the opportunity to participate in governmental decisions. The Board wants to appoint qualified, knowledgeable, and dedicated people to serve on authorities, boards, commissions, and committees. If you are interested in being considered for an appointment to any advertised vacancy, please thoroughly complete the form below before the advertised deadline and choose from the following options.

### Approval Status

COMPLETED

**If you have any questions, please contact the Office of the Deputy Clerk to the Board at 828-349-2020**

**Name of Authority, Board, Commission, or Committee for which you are applying to serve on**

Community Advisory Committee (CAC)

### Contact Information

**Name**

Mrs Denise Patterson Allen

**Preferred Name**

Denise

**Physical Address**

2236 Sanderstown Rd  
Franklin, North Carolina, 28734

**Mailing Address**

2236 Sanderstown Rd  
Franklin, North Carolina, 28734

**Email**

dallencmob@yahoo.com

**Mobile Phone Number**

(828) 371-0844

**Preferred Number**

Mobile Phone Number

### Education

**High School Name**

Franklin HighSchool

**Graduated**

Yes

Year Graduated	1978
College Name	SCC
Year Graduated	1980
Graduated	Yes
Degree	A/A Early Childhood Education

Employment Status

Please provide your current employment status	Part-Time
Employer	Macon Baptist Association
Job Title	Admin support
Address	110 Dorual St Franklin, North Carolina, 28734
Contact Person	Gary Holland
Phone Number	(828) 371-2301
Email	mba@dnet.net
Employment Date	Saturday, June 1, 2024

Previous employment or experience  
Retired

Could you or your family be affected financially by decisions made by the board or commission for which you are applying?	No
---	----

Why do you want to serve on this Authority, Board, Commission, or Committee ?  
To be a voice / advocate for vulnerable people in nursing facilities, letting them know that they are not alone in their latter years.

Please list any special skills, interest or qualifications which you feel would be an asset to said board or commission  
Worked for multiple doctors offices, Angel Medical Center, and Macon Valley Nursing facility. In these rolls I learned to listen and have an empathy for older people. They sometimes feel like their lives don't matter anymore and no one listens to them. This committee helps to empower those residents and lets them know they are not forgotten.

How did you learn of the opening on the Authority, Board, Commission, or Committee for which you are applying?	Mr. Richard Brady
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Are you registered to vote in the state of North Carolina	Yes
Are you a full time resident of Macon County	Yes
Are you a Macon County property owner	Yes

If you are applying for the Nursing Home Adult Care Advisory Committee

Do you or someone in your immediate family have a Financial interest in a nursing home located in Macon County?	No
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Is someone in your immediate family a resident in a nursing home located in Macon County?	No
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References

First Reference	Richard Brady
Organization	Retired
Phone Number	(352) 257-7118
Email	Nthemtns@morrisbb.net
Relationship	Ex boss
Second Reference	Davis Hooper
Title	Reverend
Organization	Well's Grove Baptist
Phone Number	(828) 371-1236
Email	davishooper1236@gmail.com
Relationship	Pastor
Third Reference	Ronnie Beale
Phone Number	(828) 421-7713
Email	rbeale1955@yahoo.com
Relationship	Friend

# Conflict of Interest Disclosure

**Full Name of Spouse (if married)**                      Thomas Steve Allen

**Spouse's Place of Employment**                      Retired

**Please list all entities of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, please state "none")**

None

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics.

## **I. Declaration of Policy**

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

## **II. Applicability of Ethics Policy**

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

## **III. Financial and Personal Disclosure**

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

## **IV. Gifts and Favors**

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

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**Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1**

Signature

*Denise All*

Approval Activity History

Actor	Actions	Date
<div> Notification</div>	Email sent. (Email) nparrott@maconnnc.org,tkeeze r@maconnnc.org,wcabe@maco nnc.org	Sunday, December 28, 2025