

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JULY 01, 2025**

The Jackson County Board of Commissioners met in a Work Session on July 01, 2025, 6:43 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Kevin King, County Manager
Todd Bryson, Vice Chair	Megan Silver, County Attorney Rep. (Via Zoom)
Jenny Lynn Hooper, Commissioner	Angela M. Winchester, Clerk to the Board
Michael Jennings, Commissioner	
John W. Smith, Commissioner (Via Zoom)	

Chairman Letson called the meeting to order.

(1) HEALTH DEPARTMENT REPORT: Anna Lippard, Health Director presented: Department of Public Health:

(a) Mission: Ensure, enhance, promote and protect the health of residents through prevention and education.

(b) Public health was the science of protecting and improving the health of people and communities:

- Assessment:
 - Monitor health
 - Diagnose and investigate
- Policy Development:
 - Inform, educate, empower
 - Mobilize Community partnerships
 - Develop policies
- Assurance:
 - Enforce laws
 - Link to/provide care
 - Assure competent workforce
 - Evaluate

(c) Staff:

- 63 full-time employees
- 3 part-time employees
- Medical Director
- Temporary part-time employees

(d) Board of Health: the board's authority was established by NC General Statutes 135A-35. The Board of Health shall be the policy making, rule making and adjudicatory body for a county health department. The members were appointed by the Board of Commissioners and shall be composed of the following 11 members:

- Licensed physician
- Licensed dentist
- Licensed optometrist
- Licensed veterinarian

- Registered nurse
- Licensed pharmacist
- County commissioner
- Professional engineer
- Three at-large representatives from the public

All board members must be residents of the county, except otherwise provided in NC General Statutes.

(e) Accredited with honors:

- NC General Statute requires all local health departments obtain and maintain accreditation
- NC Public Health Accreditation occurs every 4 years and includes a self-assessment, a site visit by a multidisciplinary team of peers and determination status by an independent board
- In May 2025, JCDPH was designated Accreditation with Honors by the NC Local Health Department Accreditation Board
- “With Honors” designation was for counties missing one or less activities within each of five standards, JCDPH met 145 of 147 activities

(f) Services offered:

- Clinical Services
- School Health Program
- Laboratory Services
- WIC and Nutrition Services
- Vital Records
- Environmental Health
- Animal Control and Shelter
- Emergency Preparedness
- Health Education and Community Outreach

General discussions were held.

Informational item.

(2) BOARD OF HEALTH APPOINTMENTS: Mr. King stated a memo had been received from Ms. Lippard stating the NC General Statutes 130A-35 outlined the authority of the local board of health and defined the required composition. Members of the local Board of Health were appointed by the Board of Commissioners. Nine of the eleven terms would expire on July 31, 2025. Members served three-year terms and may serve up to a total of nine years. Ms. Lippard requested consideration of the reappointment of all nine members to the Board of Health.

General discussions were held.

Consensus: *Add this item to the next regular agenda for consideration.*

(3) BOARD OF EQUALIZATION AND REVIEW: Mr. King stated Tabitha Ashe, Tax Administrator requested to amend Resolution R09-26 creating the Board of Equalization and Review. The Board of Equalization of Review was set up to hear tax appeals. A revision would be to reappoint the board members to four-year terms to get through the next revaluation process and have continuity of the board. The appointments had been reappointed on an annual basis.

General discussions were held.

Consensus: *Add this item to the next regular agenda for consideration.*

(4) INTERVIEW PROCESS FOR APPOINTMENTS: Mr. King provided a list of upcoming appointments through June and December, based on the policy. He asked the Board to take the list and decide which board appointments they wanted to go through the interview process and what the expectation was on the timeframe.

Commissioner Smith stated he did not think they should focus on boards where members were required to have certifications or licensures to serve, such as the Health Board. He thought it was the general boards they needed to look at closer.

General discussions were held.

Consensus: *Add this item to the next work session for further discussions.*

(5) INTERLOCAL AGREEMENT WITH THE BOARD OF EDUCATION: Mr. King presented an agreement between the county and the school board concerning all the projects. The verbiage in the agreement coincided with the construction manager at risk (CMAR) for the projects. Also, they did not have a project manager on staff as it was in the prior arrangement, since they were using CMAR. Meetings were held every week, so they were constantly updated with information. At the meetings, a synopsis and schedule would be provided to both boards.

Chairman Letson requested a completion percentage be provided for the public to follow.

Consensus: *Add this item to the next regular agenda for consideration.*

(6) RULES AND PROCEDURES POLICY: Mr. King stated they had previously discussed creating a more precise Rules and Procedures Policy. The proposed policy was drafted by looking at what other counties and organizations had put into place, Roberts Rules of Order and the School of Government publications. The draft policy was a snapshot of all these resources to have a more concise guiding document for the county. He presented the draft policy for review.

Commissioner Jennings requested to change the meeting times to start at the same time.

Chairman Letson stated if they were going to be consistent, they should start at the same time at each meeting.

General discussions were held.

Commissioner Jennings requested to start both regular meetings at 6:30 p.m.

Consensus: *Add this item to the next regular agenda for consideration.*

(7) OTHER BUSINESS: None.

There being no further business, Commissioner Hooper moved to adjourn the meeting. Commissioner Jennings seconded the Motion. Motion carried and the meeting adjourned at 7:19 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman