

Madison County Board of Health Meeting Minutes
Thursday, November 20, 2025 6:00 pm

Members

Dr. Robert Adams, DDS, Chair
Dr. Suzanne Sheldon, DVM
Cynthia Niles, Pharmacist
Dyatt Smathers, Public
Larry Peek, Engineer
Melissa Sluder, RN

Jess West, Public
Jeremy Hensley, Commissioner
Cheryl Conway, PhD, RN Vice Chair
Robin Smith, Public
Dr. Shannon Dowler, Physician
Dr. Melissa Robinson MD. Ex Officio

x Regular Meeting or Special Meeting
Members Present:

Dr. Robert Adams DDS, Chair
Dr. Suzanne Sheldon, DVM
Cynthia Niles, Pharmacist
Dyatt Smathers, Public
Larry Peek, Engineer Remote Attendance
Melissa Sluder, RN

Jess West, Public
Jeremy Hensley, Commissioner
Cheryl Conway, PhD, RN Vice Chair
Robin Smith, Public Remote Attendance
Dr. Shannon Dowler, Physician
Dr. Melissa Robinson MD. Ex Officio

Staff in Attendance:

Tammy Cody, MHS Health Director
Bradley Hodges, HR Director/Preparedness and Accreditation Coordinator

AGENDA

- I. **Welcome, Call to Order** Chair Adams 3 min
Chair Adams called meeting to order with quorum at 6pm.
- II. **Approval of** Chair Adams 5 min
- a. Agenda
Dyatt Smathers moved to approve the agenda. Motion was seconded by Cheryl Conway. There was no further discussion. BOH voted unanimously to approve the agenda.
 - b. Board of Health Minutes,
 - a. July 24, 2025
Cheryl Conway moved to approve July 24, 2025, minutes. Motion was seconded by Dr. Robinson. There was no further discussion. BOH voted unanimously to approve.
Cheryl Conway moved to approve the September 25, 2025, minutes. Motion was seconded by Dr. Suzanne Sheldon. There was no further discussion. BOH voted unanimously to approve.
- III. **Public Input Session**
There were no public citizens in attendance.
- IV. **Announcements** All
- Advent Health
 - Public Hearing Certificate of Need for 129 hospital beds
Tammy updated the BOH on a December 16, 2025, public hearing at 10am at the Ferguson Auditorium in Asheville. Four hospitals are competing for the 129 beds that the state declared necessary for Madison, Yancey, Buncombe and Graham counties.
 - Dr. Shannon Dowler updated the BOH on North Carolina's release of the Rural Health Transformation Fund Grant Application for money that will potentially come.
- V. **New Business**
- a. Child Fatality Prevention Team (CFPT) Annual Report Tammy 20 min
Tammy Cody, the chair of the committee, explained what CFPT is and 2 fatalities that were reviewed this year. Tammy discussed the situations surrounding these fatalities and the recommendations made by the CFPT to help prevent similar child fatalities in the future. Dr. Melissa Robinson elaborated on one of the cases. Dr. Shannon Dowler shared professional experiences that supported the CFPT recommendation.

- b. Debt Set Off -Clinic and Dental Tammy 30 min
 Tammy Cody explained how debt setoff works with SafetyNet providers, as debt setoff is only available to public health departments. Madison County Health Department sees patients regardless of their ability to pay. A sliding scale is offered based on income of patients, for some of our programs. The Health Department can send debts that are greater than one year with no payment activity to the state Department of Revenue for reimbursement via the patient's tax refunds and/or lottery winnings. Dyatt Smathers made a motion to send the accounts to the Department of Revenue. Cheryl Conway offered a second. The motion passed unanimously.

VI. Administrative Reports

- a. Medical Director's Report Dr. Robinson 15 min
 Dr. Melissa Robinson updated the BOH on the MCHD MAT program and that one of the providers is unavailable; another provider is being contracted to help. Wendy Owenby RN has been promoted to Director of Nursing. Flu clinics have taken place at Madison County Schools for students whose guardian choose to have the flu vaccine administered at school. There have been changes in Hep C treatment that will make it easier to treat. Grants continue to help with Hep C and MAT programs. While these programs are in place to fill public need, they are also profitable programs for the Health Department.
- b. Health Director's Report Tammy 15 min
 Tammy Cody shared an updated Organizational Chart for the Health Department. She provided a vacancy and staff update. Deana Stephens and Jodi Brazil submitted our Community Health Assessment and have received recognition for a Community Health Improvement Plan that was presented at the Fall Institute. Tammy updated the BOH on the current Strategic Plan progress for 2026. Once the plan is updated it will be presented to the BOH at the January BOH Meeting. Tammy updated the BOH on a hotwash that was completed by the Health Department on the Departments Hurricane Helene response, focusing on sheltering. Tammy updated the BOH on a lead investigation that took place in our school system. There was discussion about CMARC contracting.
- c. Financial Reports Tammy 15 min
 Tammy updated the BOH on current budget status. While revenue is down, expenses are down more, resulting in a positive net outcome. Discussion took place on items listed on the department financial sheet.

VII. Other Business

- a. Health Director Job Description Chair Adams 15 min
 The BOH discussed Tammy's current job description and suggested updates. Dyatt Smathers moved to have the Health Director make the discussed changes to the job description, to be approved in the future by the BOH. The motion was seconded by Dr. Shannon Dowler. There was no further discussion. The BOH voted unanimously to approve the motion.
- b. Health Director Annual Evaluation Chair Adams 15 min
 Chair Adams discussed how the BOH has historically completed this evaluation utilizing an online survey system. A deadline was set for submitting responses by the end of the first week of December.

IX. Adjournment

Chair Adams

Dyatt Smathers made a motion to adjourn. The motion was seconded by Dr. Shannon Dowler. Dr. Adams adjourned the meeting at 7:31pm.

Next Meeting: January 22, 2026, at 6pm

Cheryl Conway RN, PhD Vice-Chair
 Chair, Board of Health

Tammy Cody MHS
 Health Director

1-22-26
 Date

1-22-26
 Date