

**Foothills Health District
 District Board of Health OPEN SESSION
 Meeting Minutes
 McDowell County Health Department
 September 10, 2019**

Board of Health Members Present:

Rutherford County Representatives [9]	McDowell County Representatives [6]
Kim Warner Dr. Jerald DeLaGarza Sarah Bradley Amy Jenkins	Lynn Greene, County Commissioner Dr. Ben Hall Carol Wolfenbarger

Board of Health Members Absent:

Dr. David Sutton Greg Lovelace, County Commissioner Craig Sargent Dr. Christopher Buchanan One vacancy as Pastor Neil Perry has not been sworn in	Dr. James M. Gaskill Julie Harris One Vacancy
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Foothills Health District Staff/Guests/Counsel Present:

HD Staff:

**Karen Powell, Health Director
 Nancy Marshall, Finance Director
 Dottie Wilson, Assistant Finance Officer
 Jason Masters, Environmental Health Director**

Legal Counsel

Sharon Parker, Board Attorney

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<p>CALL TO ORDER: Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm. Quorum is present.</p>	<p>No Board action required</p>	<p>N/A</p>
<p>PUBLIC COMMENT PERIOD: No Public members were in attendance.</p>	<p>No Board action required</p>	<p>N/A</p>
<p><u>ACTION ITEMS</u></p>		
<p>SWEARING IN OF FOOTHILLS BOARD OF HEALTH MEMBERS</p> <p>Lynn Greene, McDowell County Commissioner, was sworn in as a Foothills Board Member.</p>	<p>Sharon Parker, Board Attorney</p>	<p>N/A</p>
<p>Approval of Minutes from July 1, 2019, which had been emailed to the Board and copies were available for review at the meeting.</p>	<p>Kim Warner moved to approve the July 1, 2019 minutes as presented, with a second by Amy Jenkins. The motion unanimously approved.</p>	<p>Documents on file</p>
<p>HEALTH DIRECTORS REPORT:</p> <ul style="list-style-type: none"> • <u>Health Department future/current services:</u> <p>Mrs. Powell stated that there is a big gap between our projected revenue and expenses and they are trying to figure out how to fill that gap.</p> <p>Our Maternity Clinic in Rutherford is rebounding nicely. Our patient load is staying steady. Patients are staying until the very end of pregnancy instead of transferring out around 38 weeks. In McDowell, the maternity program is taking off. We started out with five patients a day and this week the clinic had 16 & 18 patients per day. Mrs. Powell is scheduling more nurses in McDowell to handle the load.</p> <p>Child Health was busier before we lost a staff provider. While we have a staff provider now, this program has not yet rebounded. We used to have ten patients per day and now we have three per day.</p> <p>Starting in October, we are going to open clinics for sick care. We will take appointments on certain</p>	<p>Karen Powell, Health Director</p>	<p>N/A</p>

days in both counties. We will watch that clinic's revenue. Without 24 hour call, we can not accept private insurance so we are working on options for 24 hour call. For now, the payment will be a standard flat-fee and we will not file insurance. There is a policy for board approval, which will be reviewed later in the meeting. We are hoping to increase revenue and if so, we may move some clinic time for Child Health to Sick Care.

Mrs. Powell stated we are looking at forms of social media to advertise new services.

- **Potential Grant Opportunities:**

Mrs. Powell and Mrs. Marshall are looking every day for grant opportunities for programs that we already have. If obtained, we could then re-allocate the currently budgeted funds. The Department recently received a grant for \$70,550.00 from the Rutherford Legacy Foundation in Rutherford County for Hep C, which will cover the salary. We are looking at another Grant that would be \$100,000.00 for three years for Family Planning money. Several other grants that would not mean hiring new staff are being considered. Hopefully, after the second quarter is over, we will see some improvements with grant funding.

- **Polk County Follow Up:**

After July 1, we received the check that had been previously cancelled for their June allocation. We are still dealing with a few items with them, including the Dissolution Audit and Environmental Health issues.

- **Strategic Plan 2019-2022:**

The 2019-2022 Foothills District Strategic Plan was distributed, reviewed and discussed. The Goals are derived from the Community Health Assessment, which will reviewed again at the next Board meeting. They are working on the Website to make it more user friendly.

A motion to approve the Strategic Plan as presented was made by Dr. Jerald DeLaGarza and seconded by Kim Warner. The motion was unanimously approved.

Documents on file

<p>POLICY APPROVAL:</p> <p>Adult Health Policy and Procedures</p>	<p>A Motion was made by Carol Wolfenbarger to approve Adult Health policy with the correction of the entry under the heading “persons affected” to be the “Foothills District Health workforce”. This motion was seconded by Lynn Greene and the motion was unanimously approved.</p>	<p>Documents on file</p>
<p>FINANCE REPORT:</p> <p>Mrs. Powell stated that it is important to remember that when RPM received the Medicaid Cost Settlements for both FY 2016-2017 and FY 2017-2018 last year in FY 2018-2019, the RPM BOH directed staff to pay the RPM debts pertaining to the ROTH 401K and the required FY 2013-2014 Medicaid Cost Settlement Repayment. However, those payments reduced the FY 2017-2018 Medicaid Cost Settlement funds that could be budgeted for FY 2019-2020 expenses, creating a hole in our current budget. When staff had prepared the 2019-2020 request for county appropriations, they had requested funds to cover the ROTH 401K and the required FY 2013-2014 Medicaid Cost Settlement Repayment, which if received would have filled or reduced the budget hole. Such funds were not appropriated. They are working on options to the budget shortfall.</p> <ul style="list-style-type: none"> • <u>Budget Update:</u> The budget that was presented on July 1st had a short fall of \$303,000.00. Since then, the State has cut some program funds, which reduced our revenues by another \$23,300.00. Right now, we are looking at a deficit of \$326,740.00. On July 1st, it was requested that we evaluate an employee increase, which we did not consider since we were already with such deficit. • <u>Audit Update:</u> Mrs. Marshall has heard from our new auditor, Debora Wentz. She is scheduled to be here on September 17 to begin their preliminary work for 	<p>Nancy Marshall, CFO Karen Powell, Health Director</p>	

<p>the audit which is may be done by the end of October/November.</p> <ul style="list-style-type: none"> • <u>Financial Reports:</u> Mrs. Marshall reviewed with the BOH the final, preaudit financial report from the RPM Health District. We are required by mandate to present financials to the board to round our last year. <p>When we met on July 1st, the fourth quarter had not been closed out. It is currently closed except for any audit adjustments. The fourth quarter we had a total revenue of 2.5 million dollars, which included both Medicaid Cost Settlements. We received the Medicaid Cost Settlement for FY 2016-2017 in July of last year and in the Spring of this year we received the Medicaid Cost Settlement for FY 2017-2018. We had \$1.9 million in expenses in the fourth quarter. For full FY, because we received the two Medicaid Cost Settlements, we had \$188,000.00 in revenue over expenses. But we must remember that the \$1.1 million that we received from the second Medicaid Cost Settlement usually would have been received this FY. Instead it covered the deficit from last year and left us with the \$188,000.00. A large part of the deficit [\$792,000] is Environmental Health.</p> <ul style="list-style-type: none"> • <u>Staff Salary Increase Discussion:</u> If we gave a 1% increase to all employees, our deficit would increase to \$367,418.00. We are looking at few ways to increase revenue. 		<p>Documents on file</p>
<p><u>INFORMATIONAL ITEMS:</u></p>		
<p>ENVIRONMENTAL HEALTH REPORT:</p> <p>Since our last BOH meeting, Environmental Health has managed to keep the wait time to two weeks or less for septic system permits. As of 8/15/19, we have a newly authorized inspector in Rutherford. He has teamed up with one of our more experienced inspectors and is doing a great job. The total number of inspectors, who are state approved to issue septic permits, is now seven across the district [compared to three in January]. The experienced inspectors reduce backlog and provide</p>	<p>Jason Masters, EH Director</p>	<p>Documents on file</p>

better customer service experience for the applicant.

As of August 30th, we cut two part-time positions, which will save about \$60,000 per year. Our full-time staff is capable to manage the applications as they come in. We have reduced our number of Processing Assistants from four down to three, which will saves roughly about \$20,000.00 a year.

We are in the process of implementing a new itinerary computer format, which can automatically populate the time, travel, and other monthly reports. It is estimated to save 30 to 40 hours per month just on paperwork.

At the request of the board, Mr. Masters has put together a few options for schedule of fees for Environmental Health. A lot of the options are based off the Appalachian District since two of their three counties are similar to the size of McDowell/Rutherford. Option 1 is a sliding scale based on number of bedrooms. Option 2 is a flat fee increase for septic and well fees. Option 3 increases septic fee to \$500.00. See the Attached Option sheets. The options were discussed in detail.

Food and lodging fees are standard. Both Food and Lodging are running smoothly and taking steps to implement a state mandated QA program. There will not be any lost time when engaging in the QA activities. Staff hopes to achieve a 100% inspection compliance of all the required restaurant inspections. If we get the 100%, we can expect to get about \$34,000.00 from the state.

They have identified a team of inspectors to investigate lead, which has been a small issue. This team can work with lead nurses and the state while acting like a liaison between the state and the public.

Based on the level of experience and abilities of our that Environmental Health staff, our district is the envy of any in the state. The staff works well together and are very efficient.

Mr. Masters gave a quick overview of a restaurant that shut down.

Kim Warner moved to adopt Option 1 with the following changes: fees for one bedroom would be \$350, two bedrooms would be \$400, three bedrooms would be \$500, four bedrooms would be \$550, five bedrooms would be \$600, and seven bedrooms would be \$700. This reflects somewhat the amount of work that is done to provide this service. The motion was seconded by Dr. DelaGarza The motion was unanimously approved.

Staff will take these new fees to each county's commissioners for approval.

<p>BOH TRAINING:</p> <p>What is your role in Public Health?</p> <p>Once a quarter, the BOH will complete training as required for Accreditation. Tonight’s focus is “What is Public Health and what is your role”?</p> <p>Mrs. Powell showed a video. The service that we provide is important and needed.</p>	<p>Karen Powell, Health Director</p>	<p>Documents on file</p>
<p>Other items of new business or any other action items:</p> <p>None.</p>		
<p>A Closed Session was requested for discussion of information that is privileged, confidential or not a public record under NC General Statute 143-318.11(a)(1) and NC Gen Stat 130A-42; To consult with the Board Attorney retained by the Board regarding legal matters pursuant to NC General Statute 143-318.11(a)(3); and To consider other matters relative to the work goals, salary and performance evaluation of the District Health Director a pursuant to NC General Statute 143-318.11(a)(6).</p> <p>The BOH went into Closed Session at 8:10 pm</p> <p>The BOH came out of Closed Session at 8:20 pm.</p> <p>No action from Closed Session was taken in open session.</p>	<p>At Dr. DeLaGarza made a motion made to go into Closed Session for discussion of information that is privileged, confidential or not a public record under NC General Statute 143-318.11(a)(1) and NC Gen Stat 130A-42; To consult with the Board Attorney retained by the Board regarding legal matters pursuant to NC General Statute 143-318.11(a)(3); and To consider other matters relative to the work goals, salary and performance evaluation of the District Health Director pursuant to NC General Statute 143-318.11(a)(6). The motion was seconded by Lynn Greene. The motion unanimously approved.</p>	<p>Closed Session Minutes are maintained by the Board Attorney, Sharon Parker, at her office at Sharon L. Parker, PA at PO Box 983, Marion, NC 28752, Phone 828-652-2441.</p>
<p>ADJOURNMENT: At 8:20 pm, Kim Warner made a motion to adjourn, seconded by Lynn Greene. The motion was unanimously approved and the meeting adjourned.</p>		

SIGNATURES: _____

Dr. Ben Hall, Chair

Karen Powell, District Health Director

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