

**Foothills Health District
 District Board of Health OPEN SESSION
 Meeting Minutes
 Rutherford County Health Department
 November 12, 2019**

Board of Health Members Present:

Rutherford County Representatives [9]	McDowell County Representatives [6]
Kim Warner Dr. Jerald DeLaGarza Sarah Bradley Amy Jenkins Dr. David Sutton Greg Lovelace, County Commissioner Dr. Christopher Buchanan	Dr. Ben Hall Carol Wolfenbarger Dr. James M. Gaskill

Board of Health Members Absent:

Craig Sargent One vacancy as Pastor Neil Perry has not been sworn in	Julie Harris Lynn Greene, County Commissioner One Vacancy
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Foothills Health District Staff/Guests/Counsel Present:

HD Staff:

**Karen Powell, Health Director
 Nancy Marshall, Finance Director
 Jennifer Jarrett, Accounting Specialist
 Jason Masters, Environmental Health Director
 Renee Nolen, Administrative Assistant**

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 No members to be sworn in.</p>	<p>Renee Nolen, Admin Assistant</p>	<p>N/A</p>
<p>HEALTH DIRECTORS REPORT:</p> <p><u>Health Department future/current services:</u> Mrs. Powell discussed the new services that will be offered:</p> <ul style="list-style-type: none"> • Walk-in lab service - if your doctor ordered labs, you can come in and have those drawn and we charge by the panel. • Sick clinics. • Doing colposcopy's and non-stress test in-house that previously had been referred out. We will be able to bill for those Services, which is a large billable service. • Starting our first Hepatitis C treatment. We have our first two patients and will begin treatment soon. • Child Health clinics have been expanded. • Doing long acting birth control options, Nexplanon & IUD's, which used to be referred out. • Continue to work on offering county employee drug screens • Flu clinics are in progress. Partnering with the Match Program in McDowell County; a great resource to that community. They are giving Foothills HD \$1,000 dollars to provide flu vaccines to people that cannot afford them. <p><u>Potential Grant/Fund Raising Opportunities:</u> Applying for several grants. We received a Hepatitis C grant that is funding that program and position. We applied for a Gateway Wellness Foundation and are waiting to hear the results.</p>	<p>Karen Powell, Health Director</p>	<p>N/A</p>

Polk County Follow Up:

Still dealing with a few issues with Polk County with our Dissolution attorney, Casey Wentz, who put together a letter that he will send to Polk County’s attorney addressing things ongoing questions and issues. Draft was received yesterday for Mrs. Powell to look at.

Medicaid Transformation Update:

November 15th is the deadline to sign contracts with the new Medicaid groups. Ms. Jarrett and Mrs. Powell have been meeting with the new groups regarding billing. The billing process will change for the agency with five different Medicaid plans to bill. Contracts are currently being reviewed and signed.

FINANCE REPORT:

Budget Update:

The annual budget was looked at in September and was not voted on but accepted tentatively so we could source more revenues and we have made those adjustments in the Adjusted Annual column.

The Change column represents services that Mrs. Powell just spoke about. That should be \$97,067.00. Every year when we receive the Medicaid cost settlement, they hold back 10% and it takes several years to get that funding. We already have received 2015 & 2016 but are still waiting on 2017. We expect that to come in within the next month or two. So, the total of those three years was \$150,123.00; we already have most of that in hand.

New local earnings that were included an agency car that was sold in July. Mrs. Powell is planning to list four trailers that were bought for emergency preparedness. IT has gotten together some computer supplies that we are going to list on gov.deals and get rid of some surplus. Estimated at \$10,200.00.

We had to add appropriated fund balance to the budget because we received some grant funds from RHI last year for mammograms, which were not completely spent so the expenditures will be

**Nancy Marshall, CFO
Karen Powell, Health
Director**

Documents on file

coming from our fund balance.

No change in County Appropriations at this point.
No additional grants but some are pending.

We adjusted the Food & Lodging funding from the state, which is based on the percentage of inspections for Food & Lodging. According to Jason Masters, we will be close to 100% this year that will increase our payout from the state about \$14,000.00.

Overall, the increases in revenue totaled \$293,027.00.

We were also able to make some changes in expenses. We found a formula error on spreadsheet on salaries that was corrected. We put in a 1% salary increase for all employees and took out part of our 401K match, which typically went to all employees whether they participated in 401K or not, so now we will only match the employees that contribute. We added in some expenses related to the RHI grant as listed under other grants.

Our total savings on expenses was \$35,049.00. We now have a balanced budget that we want to present, which includes the budget amendments.

Audit Update:

The audit is currently in process. The auditor is working remotely and plans to be here Wednesday & Thursday. We are hoping to finish up this month because the grace period for submission is through November 30th and we plan to get the audit submitted by November 30th.

Financial Reports:

New format for reports. This is a quarterly report - July thru September. Revenue is trending within \$30,000.00 of what was predicted. We are a little under funded on state funds but probably timing because we have the expenses in September, and we get funding back from the state the following month.

Our greatest expense by far are salary/payroll expenses at \$1.2 million dollars. Professional fees at \$150,000.00, supplies at \$48,000.00, travel

A motion to approve the balanced budget, including the included budget amendments, as presented was made by Dr. Jerald DeLaGarza and seconded by Carol Wolfenbarger. The motion was unanimously approved.

Documents on file

expense \$42,000.00. So, we expected to have expenses over revenue of \$307,000.00, and we had expenses over revenue of \$368,000.00. Extra expenses of \$60,000.00 that we did not see in the budget. Mrs. Powell reminded us that in this quarter we paid out \$81,000.00 for flu vaccine as a one-time payment. Reimbursement is not great on flu vaccine. We usually send back some flu vaccine; they give us a reimbursement percentage of what was purchased.

Staff Salary Increase Discussion:

After the BOH discussion at the last meeting, Mrs. Marshall put 1% in the budget. In FY 2017-18, we gave staff a 2% raise which was the first raise in seven years. Final number on a 1% increase would be another \$13,000.00 annually for all staff [except for the Health Director]. For the 401K, everybody currently receives a flat fee of \$60.00 whether they contribute or not. If we eliminate the 401K contribution, we would come close to \$14,000.00, which would cover a 1% salary increase. The management recommendation to stop the 401K contribution but to increase salaries by 1%. We can always look at restarting the 401K contribution again in July.

Mrs. Powell presented the Environmental Health budget separately because that is where a lot of our deficit runs. Unfortunately, with Environmental we will never be on the positive side because the reimbursement is just not there. We do see a trend in this quarter because a lot of the revenue that we brought in was Environmental. The main expense is salary. In the first quarter, payroll was \$265,000.00, which was over budget about \$32,000.00. There is an employee that has resigned and will not be replaced. Mrs. Marshall used \$183,000.00 in county allocations and EH revenue brought in \$82,000.00 versus the \$62,000.00 that was budgeted, which is a \$19,000.00 increase. Everything is on target with exception of salaries. Mr. Masters stated the new fee schedule has not come into play yet. The fee schedule must go to county commissioners to be approved. Mrs. Powell has a meeting with both county managers this Friday and will present the Fee Schedule to them.

Mrs. Powell talked about July 1st of next fiscal

<p>year. When the state budget gets passed, she hopes that the money that the legislature had allocated specifically for Rutherford & McDowell to help with the District transitions [\$305,000.00 in unrecurrent funds] will hopefully be in there. Secondly, if the state budget passes, designated communicable disease money could potentially be available, which would allow each county \$27,500.00 for a communicable disease nurse. The next year would be \$20,000.00 per county and then the third year will be based on population. That would almost cover one salary. This is positive for next year.</p> <p>Bad debt write-off The amount they plan to write-off this year is \$17,994.25. That is for all three counties. If a patient comes back in for services, we can reinstate that debt. Bad debt set-off goes to the state.</p> <p>Budget Amendments: Included in Budget Update presented earlier.</p>	<p>Motion to approve the bad debt write-off as presented was made by Dr. Jerold DeLaGarza and seconded by Greg Lovelace. The motion was unanimously approved.</p>	
<p>POLICY APPROVAL:</p> <p>Laboratory Policy Walk-in lab – patients’ physician will get a copy of labs and they will follow-up with patient.</p> <p>Clinic Fee Schedule/Eligibility Policy An Updated clinic fee schedule to be effective January 1st was presented as clinic fee schedule was last updated in 2014. Staff reviewed our existing fees, the Medicaid allowable rate and the UCR rate at 50% to determine the proposed changes. Some we went with UCR; some were too much of a jump for the clients we see. Many services are Medicaid so we will not get much more than that rate. We are working on getting credentialed so we can bill private insurance for our services to and that will increase our revenue.</p>	<p>Karen Powell, Health Director</p> <p>Motion to approve lab policy as presented was made by Kim Warner and seconded by Greg Lovelace. The motion was unanimously approved.</p> <p>Jennifer Jarrett, Accounting Supervisor</p> <p>Motion to approve the updated clinic fee schedule as presented made by Kim Warner and seconded by Dr. Jerald DeLaGarza. The motion was unanimously approved.</p>	<p>Documents on file</p> <p>Documents on file</p>

<u>INFORMATIONAL ITEMS:</u>		
<p>ENVIRONMENTAL HEALTH REPORT:</p> <ul style="list-style-type: none"> • Food & Lodging – excited about the progress of achieving the 100% compliance goal. If we get the 100%, we should get back about \$34,000.00 from the state. Last year was about \$14,000.00. • In much the same way as we conducted septic sweeps, now are doing restaurant roundups. If we identify an area that needs more inspectors, we will send inspectors to get them done. • Started the implementation of the state mandated QA program. It is more involved then we initially thought but what we are doing so far is scheduling ride along with the inspectors and supervisors so we can establish base line on where everybody is and what needs to be done. We have our state regionalist coming in December to ride with the inspector that will be the leader of the QA team. • Creating a plan for Environmental Health’s involvement in setting up shelters for snow events. We will do a general facility inspection and setup, sanitation for waste removal, food and water. • Expecting a slow down in the colder months. We are planning on inspectors to ride together in those slower times so we can save on mileage and provide safety if the roads are bad. • Established a QA program for onsite. Although a specific one is not required by the state yet, it will be soon and we want to be ready when it does happen. • Teaming up with the McDowell County Sheriff’s office to help identify conditions that are health hazards. Most recently we encountered some mobile home parks with an excessive buildup of trash so we put together agencies to help get the most done. Trying to establish connections with Rutherford as well. • The Well Regional Specialist is coming tomorrow to talk about a new state requirement in the well program, which we 	<p>Jason Masters, EH Director</p>	

<p>are ready to adopt with no issues.</p> <ul style="list-style-type: none"> • Process of evaluating our the most common activities that we preform where we currently do not have a fee [for example well replacement revisions]. We may implement a revisit charge. • At the end of 1st quarter of the new fiscal year, we had 222 onsite applications that came into our office. Same time we were able to issue 271 permits, this means we are addressing the work that is coming in as well as work that was previously pushed aside. This works out to about 68 permits per inspector over the three-month period without the use of contract workers. • We have a strong lead program, swimming pool plan review team, restaurant plan review team & QA program. We were able to implement all of these without losing any work during implementation. We are now able to complete tasks that used to take weeks/months in a few days and get a report to applicant while maintaining only a two-week backlog and having 100% compliance on the inspections. • We are on our way to complete most of the Accreditation requirements. We will documentation ready for the site visit team in 2022. Staff gathered information during the last Accreditation at the last minute and that will not happen this time. • We are strategically planning & scheduling site visits with our state regional staff, which involves time. 		
<p>Other items of new business or any other action items:</p> <p>None.</p>	<p>Dr. Ben Hall, Chairman</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</p>	<p>At 7:15 pm, Dr. Gaskill 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-</p>	

	<p>March 30 2020 financial reports are available and a full BOH meeting can be scheduled. This motion was seconded by Kim Warner and passed unanimously.</p>	
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ADJOURNMENT: At 7:50 pm, Carol Wolfenbarger made a motion to adjourn, seconded by Kim Warner. The motion was unanimously approved and the meeting adjourned.

These minutes, as signed by Mrs. Powell and Dr. Hall, shall constitute written documentation of Mrs. Powell's Performance Evaluation for the period from July 1, 2018 to June 30, 2019.

SIGNATURES: _____
Dr. Ben Hall, Foothills BOH Chair

Karen Powell, Foothills District Health Director

Sharon Parker, Foothills Board Legal Counsel