

**Foothills Health District
 District Board of Health OPEN SESSION
 Meeting Minutes
 Rutherford County Health Department
 January 14, 2020**

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	Lynn Greene, County Commissioner Carol Wolfenbarger Dr. James M. Gaskill

Board of Health Members Absent:

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

HD Staff:

Karen Powell, Health Director
 Nancy Marshall, Finance Director
 Jason Masters, Environmental Health Director
 Dottie Wilson, Assist. Finance Officer
 Renee Nolen, Administrative Assistant
 Missy Cilone, RN
 Lucy Calhoun, RN

Board of Health Legal Counsel

Sharon Parker, Board Attorney

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Vice Chairman Kim Warner called the meeting to order at 6:30 pm. Quorum is present as the BOH has two vacancies.	No Board action required	N/A
PUBLIC COMMENT PERIOD: No Public members were in attendance.	No Board action required	N/A
<u>ACTION ITEMS</u>		
Swearing in of Foothills Board of Health members. No members to be sworn in.	Renee Nolen, Admin Assistant	N/A
Approval of Minutes from September 2019 and November 2019	Dr. James Gaskill moved to approve the September 2019 minutes and November 2019 minutes as presented, with a second by Lynn Greene, Commissioner. The motion unanimously approved.	Documents on file

HEALTH DIRECTORS REPORT:

Health Department future/current services:

Mrs. Powell discussed new services that will be offered and other attempts to balance the budget:

- Sick care – we had issues with our state consultant on billing and because of State and Medicaid requirements, we are now on a sliding fee scale. We are ready to start that clinic back up under new scheduling policies.
- Missy Cilone, RN, and Lucy Calhoun, RN, are here to discuss Maternity [see report below]. Maternity is growing and adds revenue.
- Mrs. Powell and Mrs. Marshall are reviewing possible services do we not need to have anymore and trying to figure out the best way to bring money in and cut costs, such as whether to fill open positions, which we are evaluating as positions become open.
- She is writing grants for the Hepatitis C program, and started treating patients in growing numbers. Every month our Hepatitis C nurse goes to the Rutherford County jail and tests qualifying inmates and educates them about Hepatitis C program. Four patients have gotten out of jail and came here for treatment.

Potential Grant/Fund Raising Opportunities:

We have three grants in the works. For example, one is for a mobile ultrasound machine so we can bill in-house for that service. Mrs. Powell is working on ideas for fundraising and will discuss that further with the BOH when she gets more information after more research.

Medicaid Transformation is On Hold.

Clinic Fee Increase:

Mrs. Powell reviewed the clinic fee increases that the Board approved at the last Board meeting. The McDowell County Commissioners voted to approve those fees on Monday night. Mrs. Powell will be presenting the new fees in Rutherford County in February.

Karen Powell, Health Director

N/A

<p><u>Communication Plan:</u> Mrs. Powell set up a communication plan for County Managers, county commissioner boards, and Foothills Board of Health. The County Managers did not want a meeting every month or every other month and preferred that she email information and only meet periodically. Mrs. Powell distributed a draft Communication Plan to the BOH and asked for any suggestions.</p> <p>FINANCE REPORT:</p> <p><u>Audit Update:</u> The auditor was in-house today and is planning to have the audit completed by January 31st. The auditor states there is a grace period through the 31st. After January 31st, we will have to file another extension. While the auditor is new to our facility, she is thorough. Since this is her first year, she is having to pull more documentation.</p> <p><u>Budget Update:</u> Mrs. Marshall presented the Profit and Loss Report for the first half of the year to get a feel for where we are at the end of December. Revenue for CC4C is \$7,000.00 budget. However, the numbers do not trend as well for clinic as clinic insurance payments at \$43,000.00, clinic private pay at \$44,000.00, and clinic Medicaid at \$142,000.00 are all well under budget.</p> <p>Regarding Medicaid, we have some maternity unbilled due to issues with NC Tracks. We have been working for several months trying to get Dr. Towle setup properly in NCTracks. He started April 9th and we have not gotten the first claim approved. Mrs. Powell called Raleigh and told them we are missing about \$43,000.00 a month in revenue since April and they think that they may have fixed things from their end. We will know next week if that is correct. Last year, at this time, we were running about \$43,000.00 a month for Maternity in both counties and right now we are billing about \$8,000.00 for the McDowell physicians.</p> <p>Regarding County Allocations, we received McDowell's payment in December for the third</p>	<p>Nancy Marshall, CFO Karen Powell, Health Director</p>	<p>Documents on file</p> <p>Documents on file</p>
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quarter, which is why it records at 150%. Rutherford is on target.

In Environmental Health, our budget is about \$125,000.00 but we brought in \$159,000.00, which is 126% of budget.

We received a small grant from Gateway Wellness Foundation in second quarter for \$5,000.00 that was not in the budget and will be in the budget amendments. We received funds in July for a grant awarded last year. We also received the funds from RHI "Getting to know Hep C" grant in second quarter.

Each year when we get our Medicaid Cost Settlement, they hold back 10%. They had held back several years, so this year we received that 10% holdback from FY 2015-2016 & FY 2016-2017. We heard that we would get the hold back from FY 2017-2018, but have not received it yet.

OBCM (PCM) revenue is \$11,000.00 more than expected. Rental income for the two office suites in McDowell County is on target.

State Aid to County [operational money] is on target. We are a little under in State Funds but a lag there is common and is affected by when we pay for the school health nurse.

Uncategorized income (\$118,000) is money earned from the prior FY year but paid in July of this year. Since that money was earned in the prior year, it does not count as revenue for this budget year.

In the expense section, payroll is \$78,000.00 more than budgeted. Pharmacy/lab is \$68,000.00 more than budgeted because we ordered extra flu vaccine. Everything else is underspent except for Travel which is inflated due to lodging expenses at the Nurse Family Partnership conference in Tennessee.

If you take away the \$118,000.00 (referenced 2 paragraphs prior) , the gross revenue for the current year is \$2.6 million and gross expenditures \$3.2 million for a net loss of \$622,000.00 year-to-date. Key components of the loss are \$200,000.00 in

unbilled maternity revenue due to the NC Tracks issues, the purchase of Flu vaccines and Family Planning medicines, payroll, and travel expense.

The Cash Position Report, which shows the ending balances in the bank on 6/30/19, 9/30/19, and 12/31/2019, has dropped significantly and reflects the \$600,000.00 loss from the P & L. Currently, we have \$724,000.00 balance in our accounts, of which \$396,000.00 is restricted for building needs in Rutherford and McDowell Counties. Staff has been counting our pennies to make payroll, payroll taxes, pay bills for the last month or so.

Mrs. Powell and Mrs. Marshall are asking the BOH to release \$150,000.00 of the \$396,000.00 in BOH restricted funds until cash flow improves.

At a Management Team meeting last week, Mrs. Powell gave out departmental budgets and asked for each department to cut 5%.

Mrs. Powell looks at all invoices to be paid, such as grass cutting in McDowell is \$400.00/ \month. The phones in Rutherford County cost \$2700.00 per month. Mrs. Marshall stated we are looking at ways to increase revenue/decrease expenses. Mr. Lynn Greene will inquire about the county potentially mowing the grass in McDowell.

Budget Amendments:

Mrs. Marshall decreased projected revenue for sick care because of the delay in getting the program started. She also removed \$122,603.00 in insurance revenue due to the current trend. On Environmental Health, she increased the local revenue by \$74,685.00. She added the Gateway grant for \$5,000.00 and added in \$12,088.00 of NFP state money that had not been previously budgeted to cover the lodging expenditure for the NFP conference.

Polk County did not request their Family Planning money. When a county does not want those dollars, the state will open those funds up for other counties. We applied and received about \$65,000.00. As those new funds are offset by decreases in other categories, the amendment is for

A Motion was made by Lynn Greene, McDowell Commissioner, to release \$150,000.00 of funds that the BOH had previously restricted to be used for building needs in Rutherford and McDowell Counties and to authorized the use of these funds from the First Citizens Money Market account for payroll and other operating expenses with the condition that these restricted funds be paid back by June 30, 2020. This motion was seconded by Dr. James Gaskill. The motion unanimously approved

Motion to approve budget amendments for FY 2019-2020 as presented was made by Dr. Jerald DeLaGarza and seconded by Amy Jenkins. The motion was unanimously approved.

<p>\$17,888.00 of added revenue, which in turn is offset by expenses for additional expenditures of \$5,000.00 for the NFP Program and \$5,000.00 for the Gateway grant. The effect on the overall budget is net zero as we brought in additional revenue and increased expenditures; however, the total budget increased from \$6,300,122 to \$6,318,010.</p>		<p>Documents on file</p>
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<p><u>INFORMATIONAL ITEMS:</u></p>		
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<p>MATERNITY PROGRAM REPORT:</p> <p><u>Missy Cilone, RN-Rutherford County</u></p> <ul style="list-style-type: none"> • Has worked here for 28 years and considers Maternity a fulfilling position. • The mission is to ensure prenatal care to all low-income, including early access as well as continuing access for prenatal and postpartum care. • They make referrals for socio-social screenings, nutritional screenings, screenings for high-risk factors, such as high blood pressure, diabetes, or twins. They prepare a detailed history for each maternity patient to identify individual risk factors. • As soon as a patient has a positive pregnancy test, they are sent for eligibility. If they want care here, they are scheduled here. If there is a reason that they do not want their care here, we follow up within 2 weeks to see that they have an appointment because we do not want any prenatal patient going without care. Early access to care is the key for positive outcome. A major goal is to reduce infant mortality/morbidity. • We usually see patients in within 2-3 weeks. We never have longer than a 3-week waiting period. • Last year Rutherford OB-GYN went with Shelby. Dr. Justin Towle is our new provider, with Advent Health. Along with the group from Advent, they have three midwives. They have private practice during the day and midwives covering calls for them. • Dr. Towle is always on time, does not want many patients at one time. We used to 		
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schedule patients every 10 minutes/70 patients in one day. We are down to seeing 34 patients each maternity day. He stays on schedule. Dr. Towle is efficient and has brought new ideas to the program.

- We have introduced Hepatitis C, cystic fibrosis, early diabetes, and hemoglobin A1C testing to all maternity patients in the last three months. We have identified five new diabetics. We are getting dating ultrasounds on patients and trying to get a grant for an ultrasound machine. We are doing anatomy scans and following up on growth at 28, 32, and 36 weeks.
- We are approved for a test, Maternity 21, which is similar to the old AFP and can tell the sex of the baby as early as two weeks.
- Currently serving 56 patients.
- At Advent hospital, boy babies are circumcised free.
- We are trying to build our resources up for all our patients. We have a good referral source through our Pregnancy Care Management Team and our Nurse Family Partnership. As soon as patient comes in, we refer to WIC. All our services tie in together at the Health Department.

Lucy Calhoun, RN -McDowell County:

- Has been at the Health Department for almost two years. Has worked at both Rutherford Hospital and McDowell Hospital as OB Director.
- We have increased maternity patients by 52%. We have increased the number of clinic visits by 50%.
- Many of our patients are higher risk.
- Mission Women's midwives cover our clinics but the Nurse Practitioner and physician come at least a half day a month and are on backup call if there is a problem.
- Very high Hispanic population over 50%. Some are eligible for Medicaid and others for presumptive Medicaid.
- We offer WIC counseling and education. When patients come in for their initial visit, we do one-on-one teaching, bloodwork, and

<p>a nurse interview. Most of patients get in to see provider within a week to ten days.</p> <ul style="list-style-type: none"> • We can refer to MAHEC in Asheville if a pregnant women is using drugs. If patients are using opioids and agree to have medication assisted treatment, there is special maternity clinic that is available. • Transportation is an issue. Many of our patients do not have Medicaid so they can not use the Medicaid Transit. We try to work with patients to accommodate their schedule. • We refer many of the patients to Asheville (MAHEC) for higher level ultrasounds. • Mission-McDowell works to get preterm babies and mothers with a health condition to Asheville. • Looking at future ways to increase revenue. We are looking at adding a third half day for maternity but have already added an extra 30 minutes, which has helped to decrease wait time. • Potentially looking at starting Childbirth classes. One requirement is that you have someone who is certified to teach the classes. • Received a Gateway Foundation grant for diabetic supplies, med strips and BP monitors. Dr. Sullivan called with another grant through KB Reynolds to potentially expand diabetic supplies and blood pressure cuffs for up to three years. • Looking at doing non-stress test in the Health Department because of the patients that have no coverage. 		
<p>ENVIRONMENTAL HEALTH REPORT:</p> <ul style="list-style-type: none"> • Still maintaining our 2-week backlog for septic applications. Did go up a little around 	<p>Jason Masters, EH Director</p>	

<p>Christmas because of the holidays but back to 2 weeks.</p> <ul style="list-style-type: none"> • We have been able to bring in more revenue because the word is getting out that we are not three months behind anymore. • Enrolled the district in the FDA Standards. These set standards promote uniformity and consistency throughout the agency. Once enrolled, you can apply for grant funding through them. Have spoken with the FDA Association, which seems quite willing to help with additional funds. Working on grant based. We do not want to compromise our 2-week backlog or 100% of our Food & Lodging inspections complete. • Considering redefining our current fee schedule to include some of the smaller things that we have not charged for in the past. • The Existing revisit fee goes back to something that already has been permitted. In the past, we would modify the existing permit. The State does not want us to do that anymore. We are considering that if we must revisit and do another permit, then the \$75.00 for the revisit will be credited to that new permit. • Quality Assurance program is running smoothly. We are putting people together in the field so we can visually observe what they are doing or not doing. • All inspectors have completed our required continuing education. We are looking at other opportunities to keep us local to avoid the costs of travel, meals, and hotels. 		
<p>No items of new business or any other action items.</p>	<p>Kim Warner, Executive Member</p>	
<p>NO CLOSED SESSION.</p>		
<p>ADJOURNMENT: At 7:40 pm, Dr. Jerald DeLaGarza made a motion to adjourn, seconded by Dr. James Gaskill. The motion was unanimously approved and the meeting adjourned.</p>		

SIGNATURES: _____

Karen Powell, Foothills District Health Director

Kim Warner, Vice-Chair of the Foothills Board of Health

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