

**Foothills Health District
District Board of Health OPEN SESSION
Meeting Minutes
Rutherford County Health Department
June 22, 2021**

Board of Health Members Present:

Rutherford County Representatives [9]	McDowell County Representatives [6]
Kim Warner Dr. Jerald DeLaGarza Gina Harrill Greg Lovelace, County Commissioner [by remote] Dr. Christopher Buchanan Amy Jenkins	Dr. James M. Gaskill

Board of Health Members Absent:

Dr. David Sutton Pastor Neil Perry Susie Bostic	Chris Allison, Commissioner Carol Wolfenbarger Julie Harris One Vacancy One Vacancy, Optometrist
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Foothills Health District Staff/Guests/Counsel Present:

HD Staff:
Karen Powell, Health Director
Nancy Marshall, Finance Director
Dottie Wilson, Assist. Finance Officer
Jason Masters, Environmental Health Director
Renee Nolen, Administrative Assistant
Board of Health Legal Counsel
Sharon Parker, Board Attorney
HD Medical Director
Dr. Stephen W. Jones
Auditor
Debora B. Wentz, CPA

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<p>CALL TO ORDER: Vice Chairperson, Kim Warner called the meeting to order at 6:30 pm. And announced that a quorum is present with the in-person Board members and a member attending remotely as the Foothills BOH currently has two vacancies.</p>	<p>Vice Chairperson, Kim Warner</p>	<p>N/A</p>
<p>PUBLIC COMMENT PERIOD: The Board Public Comment Policy had been circulated with all Notices for the meeting and posted. No public members were in attendance for this meeting.</p>	<p>No Board action required</p>	<p>N/A</p>
<p><u>ACTION ITEMS</u></p>		

<p>ELECTION OF BOARD OF HEALTH CHAIRPERSON AND VICE CHAIRPERSON AND ELECTION OF BOARD OF HEALTH EXECUTIVE COMMITTEE MEMBERS</p> <p>The Executive Committee recommends and brings as a motion for the Board to elect Dr. DeLaGarza as Chairman of the Foothills District Board of Health and to elect Carol Wolfenbarger as Vice Chairperson of the Foothills District Board of Health. The Executive Committee further recommends and brings as a motion to the Board that to elect Julie Harris, Amy Jenkins, and Kim Warner as the other members of the Executive Committee. As this is a Committee recommendation and motion to the full Board, it requires no second.</p>	<p>Sharon Parker, Board Attorney</p> <p>The Executive Committee moved to elect Dr. DeLaGarza as Chairman of the Foothills District Board of Health and to elect Carol Wolfenbarger as Vice Chairperson of the Foothills District Board of Health. The Executive Committee further moved to elect Julie Harris, Amy Jenkins, and Kim Warner as the other members of the Executive Committee. These motions were approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p>	<p>N/A</p>
<p>APPROVAL OF MINUTES FROM MARCH 9, 2021</p> <p>The March 9, 2021, BOH minutes were emailed to the BOH prior to the Board meeting.</p>	<p>Gina Harrill moved to approve the March 9, 2021, minutes as presented, with a second by Kim Warner. The motion was approved with remote vote from Greg Lovelace, and in person votes by Kim Warner, Dr. Jerald DeLaGarza, Gina Harrill, Dr. Christopher Buchanan, Amy Jenkins, and Dr. James Gaskill.</p>	<p>Documents on file</p>

<p>2020-2021 AUDIT PRESENTATION</p> <p>The Foothills Health District Annual Financial Report for Fiscal Year ending June 30, 2020 [FY 19-20], was presented by Debra Wentz, CPA, to the Foothills Board of Health.</p> <p>Based on Full Accrual Accounting: total Net Position was \$6.3 million compared to 2019 at \$5.3 million. Expenses totaled \$7.1 million. Program total revenues were \$6.2 million. Revenues are under expenses by \$957,000. Last year's expenses exceeded revenues by \$65,000. Revenues under Modified Accrual Accounting totaled \$6.2 million, and expenses were \$6.7 million. Deficit for year ending on June 20, 2020 was \$543,000 compared to \$603,000 last fiscal year.</p>	<p>Debra Wentz, CPA</p> <p>Kim Warner moved to approve the Fiscal Year Ended June 2020 Audit Report as presented, with a second from Dr. Gaskill. The motion was approved with remote vote from Greg Lovelace, and in person votes by Kim Warner, Dr. Jerald DeLaGarza, Gina Harrill, Dr. Christopher Buchanan, Amy Jenkins, and Dr. James Gaskill.</p>	<p>Documents on file</p>
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2020-2021 FINANCE REPORT:

**2020-2021 YEAR END FINANCIAL
REPORTS
2020-2021 BUDGET AMENDMENTS**

**Review of Profit Budget & Loss vs Actual July
2020 through May 2021 –**

Clinic income is trending below budget for period July-May despite a spike in insurance revenue due to Covid vaccine rollout.

Insurance revenue has increased but private pay and Medicaid still trending well below where they should be at this point in the year.

The most significant decrease is in Maternity and Family Planning, which are down collectively \$200,000. The most significant increase has been Environmental Health which is up \$189,000 compared to last year.

CMARC (CC4C) & CMHRP (OBCM/PCM) are on target.

County allocations received.

Environmental Health still trending approximately \$76,000 over budget for the year.

Federal Funds are lower than budget due to difficulty accessing FEMA funds.

Received grants: Child Health \$8,000 from NC Public Health Association, \$36,500 from Cannon Foundation, \$5,000 from RHI, and \$2,500 from Community Foundation of WNC. Also includes \$110,000 passthrough funding for West Marion Community Forum but we received no percentage of this funding.

Medicaid Cost Settlement submitted for year 2020 \$574,647 but not received in Accounts Receivable. We did receive a 10% holdback for FY 2017 & FY 2018 totaling \$252,566.

Rental income received for the period.

State aid-to-county funds on target and received.

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

Documents on file

<p>State funds have been received on schedule.</p> <p>There are no expenses significantly over budget and currently running at 91% compared to budget.</p> <p>Rebates/Rewards: Received \$1,000 rebate on two electronic communication signs in front of both Health Departments.</p> <p>We have spent \$209,586 for fixed assets this year with adjusted net income of \$827,831.</p> <p>Fixed assets: 2 signs purchased with Covid funds; 2 Fetal Monitors purchased with Cannon Foundation & Wolfe Mini Grant funds; 3 exam tables purchased with Child Health State funds; 2 Ultrasound Machines purchased with Dogwood Trust & Cannon Foundation funds; 6 Vital Sign Monitors purchased with Child Health State funds, and 2 vehicles purchased with Covid funds.</p> <p><u>BUDGET AMENDMENTS</u></p> <p>Patient Fees adjusted down by \$150,000 because of significant drop in Maternity revenue.</p> <p>Medicaid Cost Settlement significantly more than expected and received 10% holdback so that amounted to \$392,393.</p> <p>State approved that Covid funds could roll forward to the coming year, which will be \$485,888.</p> <p>WIC unable to expend all their funds which was adjusted \$28,268.</p> <p>The negative expenses shown on the Budget Amendments were adjusted down based on YTD activity in order to balance the expense adjustments with the revenue adjustments.</p>	<p>Nancy Marshall, CFO, Karen Powell, Health Director</p> <p>Dr. Buchanan moved to approve the Budget Amendments as presented, with a second to the motion from Gina Harrill. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLeGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, Dr. Gaskill</p>	
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<p><u>HEALTH DIRECTOR</u></p> <p>Karen and Nancy look at each program periodically to see how they are trending. We sustained last year.</p> <p>Last year, the District laid off 7 employees to balance that year's budget. Management is looking years down the road when the Covid funds end and looking at billable services that can be offered.</p> <p>In both counties, Covid grew important relationships with other resources and agencies.</p>	<p>Karen Powell, Health Director</p>	
<p><u>2021-2022 BUDGET PRESENTATION</u></p> <p>Management used a hybrid method by comparing two years to get numbers for 2021-2022.</p> <p>Patient Fees at \$505,938. CMARC and CMHRP are Medicaid, so we know what they will be.</p> <p>County Appropriations: Rutherford's contributions are 13% of total budget which increased by \$108,686. McDowell contributions are 8% of total budget which increased by \$47,587.</p> <p>Environmental Health fees \$559,339. Grant from United Way around \$100,000. Interest/Rent Income is \$40,000.</p> <p>Medicaid Cost Settlement: decreased due to downturn in Maternity & Family Planning; Medicaid Cost Settlement is funded heavily by those programs.</p> <p>State Funds, which include rollover portion from Covid, are estimated to be \$2,896,181.</p> <p>Fund Balance Appropriation and Grant funding is \$24,705.</p>	<p>Nancy Marshall, CFO Karen Powell, Health Director</p> <p>Kim Warner moved to approve the new budget for 2021-2022 as presented with a second from Dr. Buchanan. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p>	<p>Documents on file</p>

Expenses were a combination of the two previous years. We did factor in a 1% increase for staff on payroll expense line.		
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<p><u>INFORMATIONAL ITEMS:</u></p> <p>ENVIRONMENTAL HEALTH REPORT—</p> <p>Last year received a grant for new software, DHD (Digital Health Department), which will be used by the Food & Lodging Department. It is superior to current software CDP. New software should be able to take off about 30 minutes per inspection. It comes with a public portal that public members can search/read inspection reports on restaurants.</p> <p>Food & Lodging achieved 100% compliance rate last year which brought in about \$30,000. Each year the state gives an award to counties that achieve 100%. Not every county gets that. Money is divided between counties that get 100% & portion of what was left over from counties that did not get 100%. The frequency of inspections was reduced due to Covid, which then increased the overall statewide compliance rate and reduced overall payment for compliance. Frequencies of inspections are set to change back July 1st and we are on track to get 100% next year.</p> <p>Covid-19 did not affect EH at all. For comparison, for FY 19/20, EH took in \$370,000 but now we are at \$564,622 not counting \$30,000 from Food & Lodging. This is \$194,000 more than last fiscal year. Inspectors have been able to manage applications. We are telling applicants that it would take about 6 weeks but we are averaging about 4. If a backlog begins to happen, the supervisor and Director take on applications to get caught up.</p> <p>A couple of Notices of Violation have been turned over to the magistrate and we are waiting on DA to contact us.</p>	<p>Jason Masters, EH Director</p>	<p>Documents on file</p>
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<p>Jason presented proposed On-site Wastewater increases for services, which would increase each permit type by \$50. The exceptions are the Existing Septic System inspection [increase from \$75 to \$100] and On-site Wastewater/Well Revisit [increase to \$100]. This fiscal year EH brought in \$1,275 from revisit fees, which are designed to encourage people to act in a timely manner. Well permit fee was increased to \$450. These changes reflect midway point between neighboring counties.</p>	<p>Kim Warner moved to adopt EH fee increases with recommendation to County Commissioners as presented with a second from Gina Harrill. The motion was approved with remote votes from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p>	
<p><u>CLOSED SESSION REQUESTED</u></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 General Statute 130A-42; to consult with the Board Attorney retained by the Board regarding matters pursuant to NC General Statute 143-318.11(A)(3); and to consider other matters relative to the performance evaluation and salary of the District Health Director under NC General Statute 143-318.11(A)(6).</p> <p>All staff, except Mrs. Powell left the meeting and after some discussion of the Work Plan, Mrs. Powell also left the meeting.</p>	<p>Dr. Jerald DeLaGarza, Board Chairperson</p> <p>At 7:40 Pm, Dr. Gaskill moved 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 matters pursuant to NC General Statute 143-318.11(a)(3); and to consider other matters relative to the performance evaluation and salary of the District Health Director under NC General Statute 143-318.11(a)(6). Kim Warner seconded the motion. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan,</p>	

<p>Dr. Gaskill made a motion at 7:53 pm to come out of Closed Session. The motion was seconded by Kim Warner. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p> <p>The BOH came out of closed session at 7:55 pm.</p>	<p>Amy Jenkins, and Dr. Gaskill.</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>ACTION ITEMS FROM CLOSED SESSION, OTHER ITEMS OF NEW BUSINESS, OR ANY OTHER ACTION ITEMS.</p>	<p>Dr. Jerald DeLaGarza, Board Chairperson</p> <p>Dr. Gaskill moved the adoption of the 2021-2020 Work Goals, as recommended by the Executive the Committee, except that the timeframe in Key Initiative # 4, Item 1 be changed from weekly to monthly. The motion was seconded by Kim Warner. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p> <p>Kim Warner moved that “Based upon (1) the Executive Committee’s plan in 2019 for substantial incremental salary adjustments for Mrs. Powell in order to bring her base salary in line in other area district health departments [especially as this plan was disrupted in 2020-2021 due to COVID], (2) based upon</p>	

	<p>Mrs. Powell’s leadership of the Health Department through the pandemic, and (3) in order to preserve proper spacing with other managers in the Health Department, that Mrs. Powell’s annual base salary be adjusted from \$79,000 to \$101,000 effective July 1, 2021.” This motion was seconded by Dr. Gaskill. The motion was approved with remote vote from Greg Lovelace and in-person votes from Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Buchanan, Amy Jenkins, and Dr. Gaskill.</p>	
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ADJOURNMENT: At 8:00 pm, Dr. Gaskill made a motion to adjourn, seconded by Gina Harrill. The motion was approved with remote vote from Greg Lovelace, and in person votes by Kim Warner, Dr. DeLaGarza, Gina Harrill, Dr. Christopher Buchanan, Amy Jenkins, and Dr. James Gaskill. The meeting adjourned at 8:03 pm.

SIGNATURES:

Karen Powell, Foothills District Health Director

Dr. Jerald DeLaGarza, Chair of the Foothills Board of Health

