

**Foothills Health District  
 District Board of Health OPEN SESSION  
 Meeting Minutes  
 Rutherford County Health Department  
 February 8<sup>th</sup>, 2022**

**Board of Health Members Present:**

<b>Rutherford County [9 representatives]</b>	<b>McDowell County [6 representatives]</b>
<b>Kim Warner            Dr. Jerald DeLaGarza            Greg Lovelace, County Commissioner            Dr. Christopher Buchanan            Gina Harrill            Susie Bostic            Martha Robinson</b>	<b>Dr. James M. Gaskill            Carol Wolfenbarger            Shirley Garcia</b>

**Board of Health Members Absent:**

<b>Neil Perry            Amy Jenkins</b>	<b>Julie Harris            Chris Allison            Vacancy, Optometrist</b>
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**Foothills Health District Staff/Guests/Counsel Present:**

**HD Staff:**  
**Dr. Stephen Jones, Medical Director**  
**Karen Powell, Health Director**  
**Nancy Marshall, Finance Director**  
**Jason Masters, Environmental Health Director**  
**Miranda Smith, Public Health Educator II**  
**Board of Health Legal Counsel**  
**Sharon Parker, Board Attorney**

<b>AGENDA ITEM</b>	<b>BOARD ACTION</b>	<b>REFERENCE DOCUMENTS</b>
<p><b>CALL TO ORDER:</b> Chairperson, Dr. Jerald DeLaGarza called the meeting to order at 6:31 pm and announced that a <b>quorum was present</b> with the in-person Board members and the on line members. The Foothills BOH currently has one vacancy.</p>	<p><b>Dr. Jerald DeLaGarza, Chairman</b></p>	<p><b>N/A</b></p>
<p><b>SWEARING IN OF NEW BOH MEMBERS:</b> Martha Robinson [Rutherford Public Member] and Shirley Garcia [McDowell Retired Registered Nurse] were both sworn in and are beginning new three year terms which will expire on 2/8/2025.</p>	<p><b>Dr. Jerald DeLaGarza</b></p>	<p><b>Sworn Statements</b></p>
<p><b>PUBLIC COMMENT PERIOD:</b> No Public members were present.</p>	<p><b>Dr. Jerald DeLaGarza, Chairman</b></p>	<p><b>N/A</b></p>
<p><b><u>ACTION ITEMS</u></b></p>		
<p><b>APPROVAL OF MINUTES FROM December 14<sup>th</sup>, 2021</b></p> <p>The December 14th, 2021, BOH minutes were emailed to the BOH prior to the Board meeting.</p>	<p><b>Dr. Jerald DeLaGarza, Chairman</b></p> <p><b>Kim Warner moved to approve the December 14th, 2021, minutes as presented, with a second by James Gaskill. The motion was approved with votes from Gina Harrill, Greg Lovelace, Kim Warner, Dr. Gaskill, Christopher Buchanan, Jerald DeLaGarza, Susie Bostic, Carol Wolfenbarger, Shirley Garcia, Gina Harrill, and Martha Robinson.</b></p>	<p><b>Documents on file</b></p>

**HEALTH DIRECTORS REPORT**

**Karen Powell, Health Director**

**COVID-19 Update**

Since the beginning of COVID in Rutherford County there have been a total of 16,670 cases of Covid. In McDowell County there have been 12,616. There have been 371 deaths in Rutherford and 142 in McDowell. Real time numbers can be found on the DHHS website. This past week McDowell had 147 new cases and Rutherford had 100. Numbers are coming down.

McDowell County continues to use Andor Labs for testing everyday. Rutherford County has stopped using Andor and is having drive through testing weekly. Testing in both counties could not be possible with out the help from Emergency Management and EMS.

The positive numbers must be watched carefully as at home test are being more widely used and those positive results may not be reported to the health departments.

In Rutherford County, 27,664 individuals have received two doses of a vaccines and 12,677 have had a booster. Vaccine numbers in McDowell show 23,428 have two doses and 9,341 have had a booster.

Vaccines in Rutherford County are done every day though appointment and walk-ins and we are seeing about 10-12 a day. McDowell will be going through a transition to appointment and walk in vaccinations this month instead of vaccine drive throughs, where we were seeing 60-70 individuals every Friday.

The Covid vaccine for children ages 0-5 has been ordered for both health departments but we are unsure when these will arrive. The health departments will be the only place this vaccine will be available.

The school liaisons in both counties are working with the school on questions around Covid cases.

<p><b><u>Other Departmental Updates</u></b></p> <p>All door and clinics are open to the public as we are trying to offer all services.</p> <p>We will potentially be working with Tow River maternity patients, who would be seen in McDowell county.</p> <p>Although many employees of the health district are tired and overwhelmed by Covid, we are trying to look forward in what is next for Foothills.</p> <p>To help look forward and give the Rutherford health department a face lift, we are repainting the entire building to make it more welcoming.</p> <p>We are reaching out in the communities to let them know of our services and that we are here to serve their needs.</p> <p>ARPA dollars have been received from the state and are deciding on how the dollars will be used for the region.</p> <p>We are trying to balance out salaries to help hire new nurses.</p> <p>This calendar year a BOH meeting will be devoted to board training, hopefully presented by the UNC School of Government.</p>		
<p><b>FINANCE REPORT</b></p> <p><b><u>Update on Financial Reports</u></b></p> <p>Clinic income is well over budget as we are still receiving COVID vaccine revenue. Clinic income is trending under budget for private pay and Medicaid.</p> <p>\$91,000 has been received from the Uninsured HRSA program.</p>	<p><b>Nancy Marshall, CFO</b>  <b>Karen Powell, Health Director</b></p>	<p><b>Documents on file</b></p>

CMARC & CMHRP revenue for the period was under budget due to the Medicaid transformation which went into effect on 7/1.

County allocations and rent have been received for the period. A rental tenant has been lost and we are seeing a replacement.

Environmental Health is on target for the period at 95% of the budget.

There is no new grant activity in the period.

The annual Medicaid Cost Settlement is submitted in the spring each year so that activity will not be reported until late in the fiscal year.

State aid to county funds are on target and have been received.

State funds have been received on schedule and are slightly over budget for the period.

Automobile expenses, insurance expense, professional fees, and supplies are over budget for the period but within the annual budget. Funding sources for the storage building and bariatric exam table are from COVID-19 funds and the McDowell Endowment/Community Foundation of WNC grant that was received in the prior fiscal year.

Overall expenses for this period are running at 109% compared to budget.

The total net position for the period is \$21,000 negative

**Budget Amendments**

Insurance revenue is trending higher than expected due to COVID-19 response and is up by \$100,000.

CMARC & CMHRP services changed due to Polk taking over their portion of these services. This is a decrease of \$8,350 and \$1,235.

<p>The United Way needle exchange grant was not funded so \$100,000 was removed from the budget.</p> <p>There is a rental vacancy so there is a decrease of \$5,000.</p> <p>Covid-19 response funds have added \$25,000.</p> <p>Because of audit requirements, we cannot use Appropriation to/from Fund Balance in budget presentations and have adjusted the budget by \$24,705</p> <p>Professional Fees increased mostly due to temporary employees doing COVID response; we are increasing the budget by \$132,671.</p> <p>Reduced school Liaison expenses based on year-to-date by \$100,00 as all will not be used within the year.</p> <p>The supplies budget was adjusted for YTD trend by increasing \$61,622.</p>	<p><b>James Gaskill moved to approve the budget amendments as presented, with a second by Kim Warner. The motion was approved with votes from Gina Harrill, Greg Lovelace, Christopher Buchanan, Jerald DeLaGarza, Kim Warner, Dr. Gaskill, Susie Bostic, Carol Wolfenbarger, Shirley Garcia, Gina Harrill, and Martha Robinson.</b></p>	
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**INFORMATIONAL ITEMS:**

**ENVIRONMENTAL HEALTH [EH]  
REPORT**

**Jason Masters, EH Director**

From July 1, 2021 through the end of January 2022, environmental health has brought in \$320,235, which was up about \$100,000 from the last board meeting. In fact, January saw \$47,895 between the two counties. To put that into perspective, January 2021 brought in 47,350, but January 2018 only brought in \$24,855. So we are making good progress all the way around as that does include all environmental health, so restaurant plan reviews, tattoo applications, and engineered option permits.

Additionally, by the next board meeting, Swimming Pool applications should start coming in. We are in the process of putting the finishing touches on the new swimming pool application with some updated information and all attachments.

**On Site Water Waste**

As of this morning, there are about 64 pending applications between the two counties. EH is down one inspector who is out on leave, so the supervisor, Billy Banks, has been out in the field a little more than usual. We are maintaining about a 3-4 week wait time for new applications. We are about 50 applications ahead of where we were at this time last year.

There was a little mishap in the McDowell office with the ice machine mal-functioning and causing the front office of the environmental health department to get pretty soaked. Fortunately, none of our permits were damaged, but it was a grim reminder that it is only a matter of time before something happens and our decades of information is totally destroyed. We received new quote from CST, which is the scanning company we had looked at about 3 years ago, and we are currently looking for grants that might be able to get the \$17,000 we need to scan all the EH documents in McDowell and Rutherford. Ideally, we would be able to scan them all, create a searchable database, and allow the general public full access. Incidentally, the cost of replacing our current file cabinets with fire and water proof

cabinets due to the number of cabinets needed would be roughly \$85,000.

**Food and Lodging**

Food and Lodging is working to maintain 100% compliance rate, and we should be getting a approximately \$30,000 check for FY 20/21 and we expect roughly that same amount again. For the past two fiscal years the frequencies of inspections changed allowing more counties across the state to meet that 100%, which in turn reduced the amount of money each county received. There has been no mention of a reduction yet for this fiscal year, however last year it was announced in March, so we may see it again. We are hopeful that these funds do not get reduced again. If it does, we will move our inspectors over to OSWW to assist with final inspections and septic system permitting.

We have received the computers we ordered 10 months ago, and they have been fantastic for running DHD. The previous computers were about 5 or 6 years old. The new computers were paid for with our Potato Project grant money.

**Regional Infection Prevention Support [RIPS] Team**

The RIPS team is continuing to make contact and attempt an evaluation with all the long term care facilities in Region 2, and there is some trouble with getting facilities to allow them access. The assessments are important and an invaluable tool. The team gets a report from the state on a daily basis that identifies these facilities, how many residents are positive, and how many staff members, etc. The RIPS team attemptst to make contact to offer support, visits, resources, and to just ask if the facility needs anything and offer guidance on quarantine or isolation times. Sometimes the facilities agree to a visit, sometimes they won't return a call or an email.

**Closed Session**

**CLOSED SESSION**

At 8:23 pm , a motion was made by Kim Warner, seconded by Shirley Garcia to enter into Closed Session to discuss 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 and to consult with the Board Attorney and/or other Legal Counsel retained by the Board regarding confidential ongoing legal matters pursuant to NC General Statute 143-318.11(a)(3).

THE BOARD WENT INTO CLOSED SESSION at 8:24 pm with Karen Powell and Legal Counsel, Sharon Parker in Closed Session.

**THE BOARD RETURNED TO OPEN SESSION at 8:45 PM.**

No action from Closed Session was taken in open session.

**At 8:23 pm , a motion was made by Kim Warner, seconded by Shirley Garcia to enter into Closed Session to discuss 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 and to consult with the Board Attorney and/or other Legal Counsel retained by the Board regarding confidential ongoing legal matters pursuant to NC General Statute 143-318.11(a)(3). The motion was approved with votes from Gina Harrill, Kim Warner, Dr. Gaskill, Greg Lovelace, Christopher Buchanan, Jerald DeLaGarza, Susie Bostic, Carol Wolfenbarger, Shirley Garcia, Gina Harrill, and Martha Robinson.**

**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.**

**ADJOURNMENT:**

**At 8:46 pm, Kim Warner made a motion to adjourn, seconded by Dr. Gaskill. The motion was unanimously approved and the meeting adjourned.**

**SIGNATURES:** \_\_\_\_\_  
**Karen Powell, Foothills District Health Director**

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

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