

**Foothills Health District  
District Board of Health OPEN SESSION  
Meeting Minutes  
Rutherford County Health Department  
June 14<sup>th</sup>, 2022**

**Board of Health Members Present:**

<b>Rutherford County Representatives [6 of 9]</b>	<b>McDowell County Representatives [4 of 6]</b>
<b>Dr. Jerald DeLaGarza Dr. Christopher Buchanan Leon Godlock Gina Harrill Amy Jenkins Martha Robinson</b>	<b>Chris Allison [via Teams] Becky Young Shirley Garcia Julie Harris [Via Teams]</b>

**Board of Health Members Absent:**

<b>Greg Lovelace Kim Warner Susie Bostic</b>	<b>Dr. James Gaskill One Vacancy</b>
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**Foothills Health District Staff/Guests/Counsel Present:**

**HD Staff:  
Karen Powell, Health Director  
Jennifer Jarrett, Assistant  
Nancy Marshall, Finance Director  
Jason Masters, Enviromental Health Director  
Miranda Smith, Public Health Educator II  
Board of Health Legal Counsel  
Sharon Parker, Board Attorney [via Teams]**

<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 6:35 pm and announced that a <b>quorum was present</b> with the in-person Board members as the Foothills BOH currently has one vacancy and another two Board members were attending remotely.</p>	<p><b>Dr. Jerald DeLaGarza, Chairman</b></p>	<p><b>N/A</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 April 12<sup>th</sup> , 2022</b></p> <p>The April 12<sup>th</sup> , 2022 BOH minutes were emailed to the BOH prior to the Board meeting and presented for approval.</p>	<p><b>Dr. Jerald DeLaGarza, Chairman</b></p> <p><b>Leon Godlock moved to approve the April 12<sup>th</sup> , 2022 minutes as presented, with a second by Chris Allison. The motion was approved unanimously.</b></p>	<p><b>Documents on file</b></p>

**HEALTH DIRECTORS REPORT**

**Budget Updates**

When preparing budget we look back at previous years and analyze how the budget and services will be different going forward and how we can be more visible and represented within our communities.

Karen Powell and Nancy looked at each program, their budget, and their spending to see how each works within the overall budget. The budget will be discussed more below.

**Other Departmental Updates**

Karen introduced Jennifer Jarrett, who has many years of experience within the health department in various roles and who is currently managing the communications team. In addition, Jennifer Jarrett has been moved into the assist role for Mrs. Powell as requested by the board.

In the past few weeks there have been meetings with Mission McDowell and Rutherford Regional Hospitals to discuss the maternity contracts. Rutherford has agreed to the contract and Mission is presenting their proposed contract to their legal team.

There have been a few dog issues with animal control over the past few weeks.

The health district is keeping an eye open for Monkeypox guidance in a case was to arise.

There have been cases of avian flu questioned but dismissed and we are receiving guidance on it as well.

COVID cases have stayed on a steady low line and there is no reporting of numbers unless an individual self-reports for testing positive. There are a few outbreaks in long term care facility's but some are ready to closing out.

We are getting ready to roll out the age 0 to 5 COVID vaccine and are still giving some COVID vaccines and boosters each day.

**Karen Powell, Health Director**

**Documents on File**

Many child health physicals and vaccine appointments being made as children prepare on going back to school.

We held a a staff appreciation day on June 13<sup>th</sup> at the Catawba River Access at Lake James where staff was able to relax and refresh after two long years of COVID and each staff member received a \$200.00 bonus. ARPA funding will allow for resiliency meetings and staff training.

Mrs. Powell showed a power point presentation on the past five years events while she has been District Health Director and showed a COVID slideshow of staff.

**FINANCE REPORT**

**Update on Financial Reports and 2021-2022**

**Budget**

Clinic insurance income overall is well over budget as we are still receiving Covid vaccine revenue; however, clinic income is trending under budget for private pay and for Medicaid.

We also received \$212,000 from the uninsured HRSA program for providing vaccines to the uninsured populations.

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

County allocations have been received for the period.

Environmental Health is over budget for the period at 102% of budget.

No new grant activity.

The annual Medicaid Cost Settlement was submitted in February and, as discussed at the last BOH meeting, is much lower than in the past.

Rental income has been received for the period.

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

State funds have been received on schedule and are over budget for the period at 117%.

Some expenses are over budget for the period but still under the overall annual budget. There are FY-2021-2022 budget amendments to adjust some of these line items. [See below]

Overall expenses for this period are running at 107% compared to budget.

Net position for the period is \$223,000 positive.

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

**Documents on file**

Fixed Assets include the addition of two Storage Buildings [\$20,620.00] and one extra wide bariatric exam table [\$2,735.00] (which were funded from Covid-19 funds and a McDowell Endowment/Community Foundation of WNC grant that had been received in the prior fiscal year), two Vaccine Refrigerators, and a desk and conference table in NFP.

The Adjusted Net Position for the period is \$189,000 positive.

**Budget Amendments**

The Budget amendments were handed out and explained by Nancy Marshall at the meeting.

The budget for Patient Fees is being increased due to the YTD trend mostly because of a big push we did in the Spring to finalize Covid billing for uninsured claims. The revenue for those claims was received in April & May. We are also seeing better results with insurance claims with our new billing team in place.

We have waited all year to see how the Medicaid transformation changes, which took effect on July1, 2021 would pan out for CMARC & CMHRP revenue. Unfortunately, both CMARC & CMHRP revenue are continuing to trend well below prior year revenues so the budget is being adjusted to reflect the reduced funding.

Environmental Health revenue has been adjusted up slightly by \$11,000 to reflect the YTD trend.

The grants line is being adjusted up to reflect two \$5,000 grants we received from WNC Health network for our CHA and CHIP work, as well as a \$20,000 Z Smith Reynolds grant for Racial Equity.

The budget for State Funds is increasing due to additional state funding released, mostly related to Covid and the pandemic recovery.

**See Documents on file**

The budget for automobile expense is being increased due to the cost of fuel, property taxes on agency vehicles, and gas cards for NFP vehicles.

Insurance expenses trended up slightly so the budget is being increased for that.

Payroll expenses are being increased due to a variety of factors, including new billing staff, last year's Health Director increase at the direction of the Board, new time-limited Covid staff, and time-limited increases for certain staff due to additional Covid-related duties.

Professional Fees are increasing due to our continued use of the Covid temporary employees.

The line for repairs and maintenance is increasing since the State allowing us to replace our old vaccine refrigerators with Covid funding. In addition, we put in a fire escape window on the NFP wing during a NFP funded upgrade to their wing.

Supplies expenses are increasing due computers and accessories, a storage building (NFP funds) and additional medical supplies.

Telephone expenses are trending a little higher than budget YTD, so that line is being increased by 1,800.

Travel expenses are trending higher due to the easing of Covid restrictions and fuel costs.

Utilities are also trending slightly higher YTD.

**2022-2023 Budget Presentation**

**Income**

Patient fees revenue is significantly lower than current year due to much lower Covid vaccine activity.

CMARC & CMHRP are slightly higher than current year because we feel like the current year is skewed due

**Shirley Garcia moved to approve the budget amendments as presented, with a second by Amy Jenkins. The motion was approved unanimously.**

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

to bugs in the implementation of the Medicaid Transformation in the 2021-2022 FY.

County appropriations is showing a 5% increase due to a new 5-year plan agreed upon with both counties.

Grants – there are several grant prospects for maternal program and breast & cervical cancer. We seek and review grant opportunities throughout the year.

Medicaid Cost Settlement- we are showing a small increase due to better billing practices.

State funds - is our normal state awards plus around 1M in Covid/Pandemic funding.

**Expenses**

Includes our normal expenditures as already discussed during previous reports.

Payroll does include a 1% increase for staff.

The last line item is an addition due to pandemic funding for ARPA Regional Workforce Development. Our funding is for the entire Region 2 of North Carolina, and we will be serving as the fiscal manager of the funding for the region. This line is for pass through funding for capital improvements at other Local Health Departments in the region.

**Leon Godlock moved to approve the Fiscal Year 2022-2023 budget as presented with a second by Becky Young. The motion was approved unanimously.**

**INFORMATIONAL ITEMS**

**Jason Maters, EH Director**

**Environmental Health Report**

So far this year EH has brought in \$577,168, which includes food and lodging money for the 100% inspection rate from last fiscal year.

For FY20/21, EH brought in \$594,622. That is only \$17,454 more than our current year, but there are still 12 working days left in this fiscal year. For FY 19/20, EH brought in \$370,000.

At the close of business today, there were 60 applications in the stack between the two counties. Last year at this time people had to wait 6 weeks for the backlog but as of today the backlog is 4 weeks. Of course, we are always striving to have less than a 2-week backlog but summers are our busy time.

Recently there was an issue with a lot in a fairly prominent subdivision in McDowell where the applicant had used a private soil scientist. Through a series of misadventures, there was a fine issued by McDowell County. Now, the builder has come to us and said, "hey, I'm never going to use a private soil scientist again. You guys know what you're doing, and you are actually quicker anyway." This is a good example of how we are bringing work back to us.

**Food and Lodging**

We brought in \$26,773 for our 100% inspection compliance. We are expecting that to go up next year because the state did not reduce the frequencies for FY 21/22, therefore a lot of counties that were able to get 100% last year will not be able to get 100% again this year.

Next month. Jason is considering having some of the food and lodging staff start doing final septic system inspections so our regular on site waste water people can keep issuing permits in order to try to get wait time back down closer to 2 weeks.

**RIPS team**

RIPS team has taken over Region 1, and has hired two more people to fill those positions to complete the assessments in Region 1. One employee is a 30-year veteran of LTCF's, with 15 of those in administration, and the other employee is a brand-new college graduate, who is in the process of relocating to region 1.

**CLOSED SESSION**

At 7:42 pm, 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 and/or specialized Legal Counsel retained by the Board regarding litigation and confidential legal matters pursuant to NC General Statute 143-318.11(a)(3); and To consider other matters relative to the work goals and performance evaluation of the District Health Director pursuant to NC General Statute 143-318.11(a)(6).

**At 8:00 pm, the Board returned to open session. In open session:**

**At 7:42 pm, a motion was made by Leon Godlock, seconded by Gina Harrill 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 and/or specialized Legal Counsel retained by the Board regarding litigation and confidential legal matters pursuant to NC General Statute 143-318.11(a)(3); and To consider other matters relative to the work goals and performance evaluation of the District Health Director pursuant to NC General Statute 143-318.11(a)(6). The motion passed unanimously. The Board went into closed session at 7:43 pm and all staff other than Karen Powell left the Board room.**

**At 8:00 pm, the Board returned to open session.**

**Dr. Buchanan moved that that the Full Board adopt the Executive Committee recommendation to increase Mrs. Powell's annual base salary by 1% from \$101,000.00 to \$102,010.00 effective July 1, 2022 and noted that such is the same rate increase or percentage as all staff are to receive, even though at this time Mrs. Powell's base annual**

<p>There were no other items of new business or any other action items.</p>	<p>salary is not yet in line in other area District Health Departments. This motion was seconded by Martha Robinson and passed unanimously.</p> <p>Leon Godlock moved that the Board of Health adopt the Executive Committee recommendation for the adoption of the attached FY 2022-2023 Work Goals. The motion was seconded by Gina Harrill and passed.</p>	
<p><b>ADJOURNMENT:</b> At 8:05 pm, Becky Young made a Motion to Adjourn, which was seconded by Dr. Buchanan and passed unanimously. The meeting adjourned at 8:05 pm.</p>		

**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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