

**RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION Meeting Minutes
Rutherford County Health Department
Tuesday March 14, 2017**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Dr. Jerald DeLaGarza Craig Sargent Sarah Bradley Kim Warner	Matthew Crawford Dr. Ben Hall Carol Wolfenbarger Jim Segars Amy Moomaw	Penny Padgett Rick Covil One Vacancy

Board of Health Members Absent:

Greg Lovelace Dr. Phillip Whitworth	Judy Wilson	Ray Gasperson Dr. Rich Metcalf
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Health Department Staff/Guests/Counsel Present:

HD Staff:

**Karen Powell, Health Director
Phillip Melton, Finance Officer
Corey Morris, EH Food Lodging Supervisor
Steve Chambers. Onsite Supervisor**

GUESTS:

**Sharon Parker, Board Attorney
Mrs. Gibbie Harris, Consultant**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Chairman Ben Hall, called the meeting to order at 6:45 pm	No Board action required	N/A
PUBLIC COMMENT PERIOD: There was no public present to make comment	No Board action required	N/A
APPROVAL OF DISTRICT BOH MINUTES FOR: February 17, 2017	Dr. Jerald DeLaGarza made a motion to accept the minutes. This motion was seconded by Ms. Bradley and passed.	Documents on file
INFORMATION ITEMS		
<p>Financial Report:</p> <ul style="list-style-type: none"> • Mr. Melton discussed the five-year comparison of the Medicaid Cost Settlement. The 2015-2016 information was received today which is very early to get the cost settlement back. If the cost settlement is approved by the State as presented, then the District would receive the \$710,000 at the end of June. • Billing efficiency is down a little from 98.53 to 96.17, but that is still a very strong billing return rate. • Program revenue reports are not available at this time due to the glitches between the new system of CUREMD and HIS. This is hoped to be resolved in the next few weeks. The board requested that CUREMD be present at the next meeting if the issues were not resolved. A high-level budget report can be generated; it is only the individual program reports that cannot be generated at this time. • Mrs. Powell updated the board on the plan that she and Mr. Melton have for future budgeting processes. They are working together to prepare the budget, discuss budget reports and educate the managers of their own specific budgets so that each manager can know if they are over or under expenses in their own budget. • Mrs. Powell introduced Steve Chambers, Onsite Supervisor and Corey Morris, Food and Lodging Supervisor. <p>Environmental Health Reports, including Food and Lodging:</p> <ul style="list-style-type: none"> • Mr. Chambers reported on the statistics of the Onsite program. There is a rise in applications 	<p>Karen Powell, Health Director Phillip Melton, CFO</p> <p>See Other Action and Motions below.</p>	<p>Documents on file</p> <p>Documents on file</p>

across the entire District from last year. McDowell County did lose two employees in the Onsite program. One position has been hired but will be in training for at least a year. McDowell County has seen a 50% increase in applications this year. EH Specialists from Buncombe County have been contracted temporarily to help with the influx. The increased work and the decreased staff has put the current staff on overtime to keep up with the needs. Mr. Chambers suggested that an increase in the Fee Schedule might help to fund another position to add to the current staff. This would allow for EH to serve the public better and more efficiently. Mr. Chambers explained to the board how intense it is to train a new EH specialist. Currently, across the District, there are two positions open in the onsite program. The board discussed in length the fee schedule and the need to try to raise and equalize the fees in each county.

- Mr. Morris reported on the state of Food and Lodging establishments and inspections. He specifically elaborated on the work that goes into pool plan reviews, for which we are not charging establishments now. While we typically do not do a lot of pool plan reviews we could charge for the service. Mr. Morris agreed to report back to the board on pool plan review fees as well as increased fee suggestions.
- Ms. Powell and her staff were asked to consider the issue of fees during the Budget process, to discuss this issue when meeting with the three County Managers, and to bring back information to the Board regarding fees in each county and potential fee increases, potential new fees [such as for pool plan reviews] to the Board during the Budget presentation.

Health Directors Report:

Personnel Update:

- Mrs. Powell reported to the Board that the Collins Dental Center Staff Dentist had been dismissed from the agency and they are using a contract dentist. Brooke Waycaster, the Nursing Clinical Manager, resigned effective in April to take a job at MTCC. These positions will be posted. Other open positions are for Administrative support in the McDowell Clinics and administrative support for the health director.

<p>Budget Process:</p> <ul style="list-style-type: none"> • Mrs. Powell and Mr. Melton met with the County Managers about the upcoming budget for 2017-18. The County Managers had asked some questions in previous meetings regarding the FQHC's and their involvement in Rutherford and Polk counties and about county in kind contributions. Mrs. Powell answered the questions presented and felt the meeting was quite productive. Mrs. Powell did address the fact with the managers that the RPM staff has not had any kind of pay increase in over 7 years and they are in discussion about potentially trying to increase contributions to allow for a pay increase to occur. • Mrs. Powell is continuing to attend County Department Head meetings in each county. <p>New BOH Email Addresses:</p> <ul style="list-style-type: none"> • Mrs. Powell explained the email addresses for the Board of Health members, which will allow the Department to archive all BOH emails. Each Board member was provided with RPMHD.ORG emails to use for Board information and correspondence instead of their personal email accounts. If the department sends anything to their personal emails, it will be notices to check their ROMHD.ORG emails. Ms. Parker explained that was needed to accurately preserve official emails and was something that she had been requesting for many years. The District has received public records request we need to have all emails on the RPM server. Ms. Parker, Board Legal Counsel, will continue to communicate using her existing office email as those emails are encrypted and archived and complies with professional requirements. 		
ACTION ITEMS		
<ul style="list-style-type: none"> • The board made a motion that Mr. Melton contact CUREMD and HIS and ask for resolution to the report glitches in the systems immediately and that the systems be up and running without fail in the next two weeks so that all program budgets and reports are available. Mr. Melton is to report those answers from CUREMD and HIS back to Ms. Powell, who will inform the Executive Committee if the answers are not satisfactory or if the needed reports are not available within two weeks. 	<p>Mr. Corry made a motion that Mr. Melton contact CUREMD and HIS to ask for resolution to the report glitches in the systems immediately, and that all reports and program budgets are available within the next two weeks. In addition, Mr. Melton is to report those answers from CUREMD and HIS back to Ms. Powell, who will inform the Executive Committee if the</p>	<p>Documents on File</p> <p>Documents on file</p>

<ul style="list-style-type: none"> • Mr. Covil made the motion to adopt the financial progress report was presented. <p>CLOSED SESSION: At 8:20 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 Consultant retained by the Board Legal Counsel and the Board regarding matters pursuant to NC General Statute 143-318.11(a)(3); and to consider other matters relative to the conditions of employment and performance of the District Health Director under NC General Statute 143-318.11(a)(6).</p>	<p>answers are not satisfactory or if the needed reports are not available within two weeks. This motion was seconded by Mr. Crawford. It passed unanimously.</p> <p>Carol Wolfenbarger moved that Ms. Powell report on all budget and personnel matters to the Executive Committee during months when the BOH does not have a meeting. This motion was seconded by Mathew Crawford, and passed. It was agreed that the Board Chairperson could decide if such reports would be via email or made during Executive Committee meetings.</p> <p>Rick Covil made a motion to approve the financial progress report as presented, which was seconded by Mr. Crawford. It passed unanimously.</p> <p>At 8:20 pm, Mathew Crawford moved that the Board 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 Consultant retained by the Board Legal Counsel and the Board regarding matters pursuant to NC General Statute 143-318.11(a)(3); and to consider other matters relative to the conditions of employment and performance of the District Health Director under NC General Statute 143-318.11(a)(6). The motion was seconded by Amy Moomaw and passed with no dissent.</p>	<p>Minutes for closed sessions are maintained at the law office of Sharon L. Parker, PA at 26 West Court Street, Marion, NC 28752, 828-652-2441</p>
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<p>The Board went into closed session at 8:20 pm. The Board returned to open session at 8:45 pm.</p>		
<p>ADJOURNMENT:</p>	<p>At 8:45 pm, Mathew Crawford made a motion to adjourn, which was seconded by Dr. DeLaGarza. The motion was unanimously approved.</p>	
<p>SIGNATURES: _____ Dr. Ben Hall, Chair</p> <p>_____ Karen Powell, District Health Director</p>		