

RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION Meeting Minutes
Polk County Health Department
Tuesday June 13, 2017

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Craig Sargent Sarah Bradley Kim Warner	Matthew Crawford Dr. Ben Hall Carol Wolfenbarger Amy Moomaw	Penny Padgett Ray Gasperson One Vacancy

Board of Health Members Absent:

Greg Lovelace Dr. Jerald DeLaGarza Phillip Whitworth	Judy Wilson Jim Segars	Dr. Rich Metcalf Rick Covil
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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: May 9th, 2017	made a motion to accept the minutes. This motion was seconded by and passed.	Documents on file
INFORMATION ITEMS		
<p>Health Directors Report:</p> <p>Personnel Update:</p> <ul style="list-style-type: none"> Mrs. Powell provided the Board a report from Kelly Crawford, HR Director. Highlighted in that report were Ms. Crawford's roles and responsibilities. It also covered some upcoming changes in the State Health plan that would be of concern for employees. The most important focus of the report was the information on employee turnover at RPM since January 2017. These were broken down into separations, resignations and retirements. The turnover rate since January is 16%. There is also listed in the report the open vacancies at RPM. Ms. Powell reported that most of the turnover is due to employees leaving for jobs with higher salary offers. <p>Restructuring Process:</p> <ul style="list-style-type: none"> Mrs. Powell reported that at our last meeting it was announced that Brooke Waycaster, Clinical Manager, had resigned. Since that time quite a bit of restructuring has taken place. Two supervisors, already in place, were appointed to oversee Rutherford and McDowell clinical services. Kris Edwards and Angela Harrill have taken these new roles and responsibilities and really made some great changes and improvements. <p>Collins Dental Center Update:</p> <ul style="list-style-type: none"> Mrs. Powell reported that the Dental Center continues to struggle with many issues. At the current time the Dental Center is operating using contract dentists. Ms. Powell gave the board a report on how many patients were 	<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>

<p>being seen at the center and on the mobile unit. We are currently not seeing enough patients to cover the cost of the contract dentists. She stressed how detrimental it is when there is not a dentist scheduled for a day. Ms. Powell reported that a dentist had called and expressed an interest in coming to Collins. She will be coming in July to work a few days to see if it is a good fit.</p>		
<p>Financial Reports</p> <ul style="list-style-type: none"> • Mr. Melton reported on financials through April. He reported on the Collins Dental Center, current grants that have been received and updates on the Medicaid Cost Settlement. Mr. Melton reviewed each of the programmatic budgets. Mr. Melton reviewed the mandated services that the state gives little to no funding. 		<p>Documents on file</p>
<p>Environmental Health Reports</p> <ul style="list-style-type: none"> • Mr. Morris reported that the Food and Lodging staff in Polk County are currently anticipating 4 new hotels at the Tryon Equestrian Center within the next year. In past sites of the Equestrian Games it was reported that at least 1000 Food and Lodging inspections were done in the two-week duration of the games. There are currently two staff members in Polk County. They will be pushed to capacity during the games. There are plans in place to reach out to the state for help and support. Mr. Morris made it clear to the board that his staff is not prepared to handle the influx that the games will bring. The board suggested that the health department have discussion with Polk County Government to establish a special event fee for service for Food and Lodging inspections. Mr. Gasperson recommended that a conversation be had with the authorities at the Equestrian Center to find out how the District can recoup the financial expenditures. • Mr. Morris reported on the status of hiring Food and Lodging staff. It is a long process to get candidates hired to the point where that employee can work alone. • Mr. Morris gave the board an update on water samples. He reported that the District is losing money on every water sample taken in the field. He suggested it would be time to look at the current water sample fee schedule. • Mr. Chambers reported that new well and 	<p>Corey Morris, Food and Lodging Supervisor Steve Chambers, Onsite Supervisor</p>	

<p>septic applications are coming in more steadily than have in some time. There has been around a 30% increase in this fiscal year in comparison to last year. Productivity has been slow due to unfilled positions. Part time employees from Buncombe County have helped and continue to help get the waiting list down. Most of the new work load is in McDowell County, around 45% increase in that county alone. The fees are lower in McDowell County so the District does not see the financial increase that they would in other counties. The difference is around \$21,000.00 if the fees were the same as the other counties.</p> <ul style="list-style-type: none"> • Mr. Chambers reported that the Environmental Health Administrative Support in Polk County should be in place within the next few weeks. This position will take some of the administrative work off the specialists so they can get into the field sooner each day. Polk County is currently around 15 days waiting time. 		
ACTION ITEMS		
<ul style="list-style-type: none"> • Mr. Crawford made the motion that the Health Director contact the Polk County Manager to discuss the possibilities of funding for the Equestrian Games. 		
<ul style="list-style-type: none"> • 2017-2018 Budget Presentation Mr. Melton presented the proposed 2017-2018 budget. • Included in the presented budget is an 2% salary increase for staff. 	<p>Phillip Melton, CFO, and Karen Powell, Health Director</p> <p>A motion to accept the 2017-2018 budget with an amendment to the operational budget to approve the 2% staff increase was made by Carol Wolfenbarger and seconded by Amy Moomaw. The motion did not pass unanimously with Ray Gasperson and Matthew Crawford opposed.</p>	<p>Documents on file</p>
<ul style="list-style-type: none"> • Mr. Melton presented the budget amendments. • Mr. Melton presented the Audit bids for 2017-2018. Bids were submitted by Clifton Larson Allen, the current auditor and Norman Johnson. There is a bit of financial difference 	<p>Don Corry made a motion to accept the budget amendments This motion was seconded by Kim Warner and passed unanimously.</p> <p>Matthew Crawford made a motion to accept Norman Johnson as auditors for the next three</p>	<p>Documents on File</p>

<p>between the two bids.</p> <ul style="list-style-type: none"> • Ms. Powell submitted three polices for approval: <ol style="list-style-type: none"> 1. Cultural Competency Diversity and Non-Discrimination Policy. An update in the demographic in the District workforce. 2. Staff Recruitment and Orientation in Workforce Development Policy. Update on the required training section. Training on Cultural Competency training will be every year as opposed to every other year by employees. 3. New EMR Policy based on digital records. 	<p>years and Ray Gasperson seconded. The motion passed unanimously.</p> <p>Don Corry made a motion to accept the policies as presented Amy Moomaw seconded the motion. The motion passed unanimously.</p>	
<p>Other Business</p>		
<ul style="list-style-type: none"> • Ms. Powell thanked Mr. Corry for all his years of service to the board. Mr. Corry has served on the board since 2008. • Ms. Powell suggested to have the regularly scheduled 		

meeting in July and allow for a required board training at that time.		
ADJOURNMENT:	At pm, made a motion to adjourn, which was seconded The motion was unanimously approved.	
<p>SIGNATURES: _____ Dr. Ben Hall, Chair</p> <p>_____ Karen Powell, District Health Director</p>		