

RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION Meeting Minutes
Rutherford County Health Department
Tuesday, February 13, 2018

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Kim Warner Mickey Moore Sarah Bradley Dr. Jerald DeLaGarza	Dr. Ben Hall Jim Segars	Ray Gasperson Rick Covil Penny Padgett

Board of Health Members Absent:

Greg Lovelace Craig Sargent One Vacancy	Matthew Crawford Carol Wolfenbarger Two Vacancies	Dr. Rich Metcalf One Vacancy
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Health Department Staff/Guests/Counsel Present:

HD Staff:

Karen Powell, Health Director
Corey Morris, EH Food Lodging Supervisor
Jennifer Jarrett, Assistant Finance Director
Cindy Snyder, Human Resource Director
Steve Chambers, EH On-Site Supervisor
Renee Nolen, Administrative Assistant

GUESTS:

Sharon Parker, Board Attorney
Gary Johnson, Norman, Johnson & Co., PA

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: None in attendance	No Board action required	N/A
SWEARING IN OF NEW BOH MEMBER: None.	No Board action required	N/A
ACTION ITEMS		
APPROVAL OF DISTRICT BOH MINUTES FOR: July 18, 2017, September 26, 2017, and January 9, 2018.	Rick Covil made a motion to accept the minutes as presented. The motion was seconded by Dr. Jerald DeLaGarza and passed.	Documents on file
<p>Review of 2017 Audit Report:</p> <p>Jennifer Jarrett introduced Gary Johnson, Auditor, from Norman, Johnson & Company, PA for presentation of the 2017 Audit Report, which had been emailed to the Board before the meeting.</p> <p>During the discussion of the Audit Report, Mr. Johnson noted that the county appropriation figures on pages 14,17 and 19 were not allocated correctly by county although the total for all of county appropriations was correct. Mr. Johnson will provide corrected pages to show the proper amount for each county as it appears that funds for Polk and McDowell were reported for Rutherford County. In addition, he will make changes on pages 9 regarding the discussion of factors affecting the Environmental Health funds. There were no negatives in the management letter, no material findings and no significant deficiencies. The health department has complied with all grant regulations as reviewed.</p> <p>The unassigned fund balance would cover about 20% of the prior year expenses. The Collins Dental Center internal fund balance was exhausted before this meeting and is now being supported from the general fund balance. They will research whether the potential liability for retirement funds discussed in Note 11 has lapsed.</p> <p>The Medicaid Cost Settlement Repayment from FY13-14 was discussed and the Auditor recommended restricting, committing and designating \$240,338.00 of the District Fund Balance for repayment of this liability.</p> <p>During the discussion with the auditor, the Board excused management and spoke with the auditor, who was pleased with the responsiveness of management but noted that The</p>	<p>Kim Warner moved that \$240,338.00 of the District Fund Balance be restricted, committed and designated by the Board for repayment of the Medicaid Cost Settlement Repayment Liability from FY13-14. The motion was seconded by Dr. Padgett and passed unanimously.</p>	Documents on file

<p>new Finance Officer was still in the initial learning curve but was asking good questions.</p>	<p>Dr. DeLaGarza made a motion to accept and approve the 2017 Audit Report with the changes and amendments discussed. This motion was seconded by Kim Warner. It passed unanimously.</p>	
<p>Financial Reports: Budget Amendments: Ms. Jarrett does not have any Budget Amendments at this time but will have Amendments at the next meeting.</p> <p>Collin Dental Center: Mrs. Powell indicated that she is working closely with Dr. Mike Davidson to review the finances and operations of the Collins Dental Center and the Dental Unit. Dr. Davidson was not ready to present to the board today. One of his concerns is that the number of visits and billing per visit is down. There needs to be seeing 6,200 visits a year. The center is scheduling about 5,800 with 25% being no shows. The dental center needs to be seeing 35 patients a day. Scheduling needs to be evaluated. The mobile dental unit is full and runs two day a week in McDowell.</p> <p>We are spending \$187,000-\$190,000 a year on contract dentists. If we hire a full-time dentist, we could offer a \$125,000 package to a dentist right out of school. The office manager finds the contract dentists and gets approval from Mrs. Powell.</p> <p>Dr. Davidson states we need to be taking dental insurance but that would place this program in competition with other local dentists.</p> <p>The CDC fund balance had been used up so the program is being carried from the general fund balance.</p> <p>The Dental Center is not completed billing for January and February. Mrs. Powell told the office manager of the dental center that she needs to learn billing immediately. The backlog in billing is affecting our ability to evaluate Finances.</p> <p>The billing system at the dental center uses HIS. HIS is no longer used for the medical/clinic side as we changed to CureMD. We had previously had looked at the billing software called Dentrix but the cost is about \$62,000 and . claims will be about \$0.48 per claim.</p> <p>The CDC Lease runs through 9/30/2018 but we would need to give notice not to renew before June 1, 2018.</p> <p>Immediate Plan: catch up billing, increase efficiencies.</p>	<p>Karen Powell, Health Director Jennifer Jarrett, Finance Officer</p>	<p>N/A</p>

Questions: How far are we currently booked? Is there unmet need? Who is providing care for children without insurance? What are the Board's options? How healthy is the Mobile Unit and can it be used to meet needs in all three counties?

Budget for the Health Department work required for the Equestrian Games in Polk County: The last Tuesday of every month Mrs. Powell attends a meeting regarding the Equestrian Games in Polk County. During the last meeting, the Public Health discussed two separate issues: (1) food which Mr. Morris does; and (2) preparedness [communicable disease, outbreaks].

For food, there was a budgeted number of about 12 regional staff for two weeks of about \$35,000 but now they are looking at about \$45,000-\$50,000. The state is looking at about 45-50 people to have monitoring of food alone for a 24-hour period. Mrs. Powell and Mr. Morris have meet with someone of the Equestrian Center only twice.

Regarding preparedness: The Environmental staff will have to be there for 24-hours divided into 12-hour shifts. There is an all call for people to volunteer across the state. There will need to be nurses for on-call situations. The cost for one nurse for 80 hours is \$1,840.00. Mr. Lee Arrington, Preparedness Coordinator, will need to be there almost the entire time. If a shelter is needed, for two days would be about \$13,000.

There will not be any Environmentalists available for Food and Lodging in any county for two weeks due to working at the games.

The question is who is going to pay for this. Polk County is going to the Legislature for money but time is running out. The Tryon Equestrian Center did not ask Polk County for support or funds prior to bidding on the games or since according to Mr. Gasperson.

Mrs. Powell will be meeting with Larry Michael and Brian McCombs in Raleigh on February 14, 2018 regarding Food and Lodging and will meet with the Equestrian Center directly.

Board members asked for a worst case scenario budget to be presented to it and the Equestrian Center and other in Polk County.

Accreditation: The games will start September 11, 2018 and Accreditation in October 2018.

2018-2019 Budget: Mrs. Powell is doing a different approach regarding the budget for 2018-2019 with the Management Team. We want to do the budget based on need. The managers

<p>need a budget in front of them so they now how much money they have.</p>		
<p>Environmental Health Reports</p> <p>Steve Chambers and Corey Morris, EH Supervisors reviewed the proposed fee schedules for Environmental Health. The last rate change was in 2010 and not all counties adopted the proposed rates at that time.</p> <p>Mrs. Powell will present new fees in each county. The Board of Commissioners must approve these fees in each county, which is why the current fees are not unified.</p>	<p>Dr. Jerald DeLaGarza made a motion to approve the proposed fee schedules and to have them presented to the three Board of County Commissioners for adoption as soon as possible but definitely for the July 1 start of FY 2018-2019. The Motion was seconded by Mr. Rick Covil and Mr. Kim Warner and passed with no dissent.</p>	<p>Documents on file.</p>
<p>2018 Board Meeting Schedule</p> <p>The 2018 Board Meeting schedule was reviewed. The Board agreed by consensus that Board of Health meetings will begin at 6:30 starting in March. There was a request to move the May 2018 meeting listed on the tentative schedule to May 15th from May 8th.</p> <p>Ms. Parker raised the question of having all meetings at the Rutherford County Office and whether that would help with quorum but several concerns were voiced to such a change. Any potential changes can be discussed more at next meeting.</p>	<p>Kim Warner moved that the proposed 2018 Board Meeting schedule, with the change to May 15th from May 8th be approved and published, The motion was seconded by Sarah Bradley and passed.</p>	<p>Documents on file.</p>
<p>INFORMATIONAL ITEMS</p>		
<p>Health Director's Report</p> <p>Mrs. Powell is meeting will all three county managers on Friday, February 15, 2018, regarding county appropriations and will present the approved proposed fee increases.</p> <p>Mrs. Powell stated that we have never been a revenue focused agency. We have always been focused on our services but not on revenue. Mrs. Powell is looking at ways to better manage our Billing Department and Payroll and she is looking at creating a position that can oversee Billing/Payroll.</p> <p>Mrs. Powell stated it would be helpful to get a mid-level Medical provider on staff. Job description is being put</p>	<p>Karen Powell, Health Director</p>	<p>N/A</p>

together. There are many services that we are missing out on that are billable services. She will put together materials for the Board to review.

There was no Closed Session.

AJOURNMENT:

At 9:42 p.m., Dr. DeLaGarza made a motion to adjourn, seconded by Kim Warner. The motion was unanimously approved and the meeting adjourned.

SIGNATURES: _____

Dr. Ben Hall, Chair

Karen Powell, District Health Director