

**RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION
Meeting Minutes
Polk County Health Department
May 15, 2018**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Kim Warner Dr. Jerald DeLaGarza	Dr. Ben Hall Carol Wolfenbarger Lynn Greene	Dr. Penny Padgett Rick Covil Ray Gasperson

Board of Health Members Absent:

Greg Lovelace Craig Sargent Sarah Bradley Mickey Moore One Vacancy	Jim Segars 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
Renee Nolen, Administrative Assistant

GUESTS:

Sharon Parker, Board Attorney

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<p>CALL TO ORDER: Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm. Quorum was present.</p> <p>Introduction of Mr. Lynn Greene, McDowell County new Board of Commissioners representative to the BOH, and introductions of all Board of Health [BOH] members and staff.</p>	<p>No Board action required</p> <p>Dr. Ben Hall</p>	<p>N/A</p>
<p>PUBLIC COMMENT PERIOD: None in attendance.</p>	<p>No Board action required</p>	<p>N/A</p>
<p>ACTION ITEMS:</p>		
<p>2018-2019 Budget Presentation:</p> <p>Ms. Jennifer Jarrett presented the 2018-2019 Budget and reviewed the 2018-2019 Budget Updates document, that had been sent to the BOH. All three counties agreed to continue funding at the level of the “5 Year Budget Allocations” plan. She is still missing state numbers for two programs – OBCM and CC4C.</p> <p>The RPMHD will not be administering the funding for Active Routes to School Program next year. Mary Smith is retiring and we do not receive any additional funding for program.</p> <p>The BOH had approved the user fees for Environmental Health at a past meeting and these have all been forwarded to the Counties for approval by each Board of Commissioners. County Managers indicate that they are all recommending the proposed fees, which would create a unified schedule for the District. It has been quite some time since all three counties have been on the same fee schedule.</p> <p>At the last meeting, Executive Committee discussed the 401K plan to change our employer contributions to eliminate a match and in favor of a flat contribution of \$60.00, which would result in a \$10,000.00 annual savings to the District.</p>	<p>Jennifer Jarrett, CFO</p>	<p>Documents on file</p>

In February, Prudential informed the District that it should have been advising us to match post-tax contributions for ROTH 401K. Jennifer has requested the Master Trust plan document from the original enrollment. She spoke with auditor, Gary Johnson, CPA, who thinks that may be possible that RPMHD should have been matching that contribution but we will need to review the original documents, especially to determine if we need to go back to 2003 and other issues. There are not many participants in the ROTH 401K program.

We have budgeted to hire our own Nurse Practitioner which will serve all three counties. This will allow us to expand services and to file other insurance that will increase revenue.

Budgeted a 2% salary increase for eligible employees, which would be a \$40,740.00 annual increase. [The Health Director salary is determined by the Board and is not included in the 2% increase.]

RPMHD has not yet received any insurance premiums increase notices so that line item was budgeted the same as last year at a 5% estimated increase.

The Accounting Tech 1 position will become a Budget Manager, which is a higher pay classification but will allow more revenue analysis. The Budget Manager will work closely with the Health Director and Finance Officer.

The accounting software and general ledger server will be replaced.

Mission Hospital is terminating the past agreement for providing funding for Maternity program in McDowell County. They funded us at \$40,000.00 for FY 2017-28. We will monitor whether we will be able to continue Maternity services in McDowell.

Steven Garner has completed the Medicaid Cost Settlement and estimates that we will receive \$780,755.87 but this has not been scrubbed so there is potential for more.

**Motion to approve
Budget 2018-2019 by
Carol Wolfenbarger with
the recommendation that
the Medicaid Cost**

<p>RPMHD received notification that the fiscal year 2018-2019 payback for the Medicaid Cost Settlement for FYE 2013 and will be \$142,685.52 with similar numbers for fiscal year 2019-2020.</p> <p>Discussion of budget for 2018-2019.</p> <p>Carole Wolfenbarger recommended that the Medicare Cost Settlement repayment for FY 2013 be shown as a designated fund balance or marked as restricted funds until the repayments are made.</p>	<p>Settlement payback be designated or restricted in the fund balance. The motion was seconded by Dr. DeLaGarza and Rick Covil. The motion unanimously passed.</p>	
<p>Collins Dental Center and Dental Mobile Clinic:</p> <p>As there was not quorum at the April 17, 2018 BOH meeting and time is becoming of the essence for certain Decisions regarding the Collins Dental Center, the BOH Executive Committee meet in a specially called emergency meeting to consider additional information and options following continued research regarding the Collins Dental Center and Mobile Unit. The Executive Committee had voted to recommend that Management and the BOH further explore transitioning the Collins Dental Center and Mobile Unit services to other providers or to close down the program due to the costs of running the program and as similar services are now available in the community.</p> <p>Ms. Parker and Ms. Powell summarized the information, research, financials and options reviewed by the Executive committee, BOH or management to date. The separate fund balance for Collins Dental was exhausted last July or August and the CDC is being supported by the general fund balance.</p> <p>Ms. Powell reviewed the verbal assessment from Dr. Davidson, a list of pro's and con's, financials, a current dental need assessment, and a listing of other dental provider now serving our patients. When first started, the Dental Center met a need at the time and now other offices are taking these Medicaid patients.</p> <p>The Health Department owns all the equipment but we do not own the building where CDC is located. The lease between Rutherford-Polk-McDowell Health Department and Thermal Belt Outreach</p>	<p>Karen Powell, Health Director</p>	<p>Documents on file</p>

<p>ministry [TBOM] for the Collins Dental Center space runs to September 30 and is \$3,000 per month. A decisions on the lease needs to be made at this meeting since this Lease will automatically renew for another year unless TBOM is notified in writing by June 1st of the intent to terminate the lease.</p> <p>CDC has suspended booking new appointments as they are booked out for several weeks.</p> <p>Mrs. Powell reached out to Blue Ridge out of Hendersonville and Isothermal, which is doing a joint dental venture with MAHEC, to see if they would be interested in taking over the lease or equipment. She has had several meetings with TBOM and Blue Ridge and gave them general information about the Dental Center. Blue Ridge has toured the facility and discussed the possibility of them taking over the lease and purchasing the Dental Bus and equipment. She is awaiting a letter of offer/intent from Blue Ridge. Ray Gasperson encouraged our cooperation with Blue Ridge or any other provider who would keep services at CDC.</p> <p>The Dental Bus was purchased with funds from the CDC Fund Balance but the equipment inside the bus was bought with grant funding.</p> <p>CDC currently has two full-time staff [a hygienist and office manager] and four part-time staff. One of the part-time staff will move to Personnel in Rutherford. Other employees may have the opportunity to stay if Blue Ridge takes over.</p> <p>Any funds received for the sale of equipment would go back into the general fund balance.</p>	<p>A Motion was made by Ray Gasperson for RPMHD to wind down its operation of the Collins Dental Center and to direct Management to [1] explore transitioning these dental services to another provider, [2] to give notice to prevent the automatic renewal of the TBOM lease, [3] to explore options to sell the dental bus and equipment, and [4] to expressly authorize the Executive Committee to take any other steps necessary to complete the transition of these services or equipment. The motion was seconded by Dr. DeLaGarza. The motion unanimously passed.</p>	
<p>2018-2022 Strategic Plan Presentation:</p> <p>Mrs. Powell has been working with Management Team to draft a proposed Public Health Strategic Plan. Mrs. Powell reviewed the proposed Public Health Strategic Plan for 2018 to 2022 with the Board of Health and responded to questions.</p>	<p>Karen Powell, Health Director</p> <p>A Motion to approve the Public Health Strategic Plan for 2018 to 2022 was made by Carol Wolfenbarger and seconded by Kim Warner. The motion unanimously passed.</p>	<p>Documents on file</p>

INFORMATIONAL ITEMS:		
<p>Health Director's Report:</p> <p>Mrs. Powell is interviewing Nurse Practitioners and hopes to have the position filled by July 1st. This will not affect our Maternity program due to our contact doctors but this person would be trained to treat Hepatitis C patients.</p> <p>Our first draft of responses to the Accreditation Standards is due by June 1st and our final draft is due July 1st. Site visits will be August 28-29th.</p> <p>The Equestrian Games, with 20,000 to 50,000 visitors per day, are coming up right after Accreditation and involves extensive planning meetings. We have about 15 inspectors from across the state to assist with Food Inspections.</p> <p>Steve Chambers resigned from Environmental Health to take a job in another county and his last day is tomorrow. Staffing and recruiting issues were discussed.</p>	<p>Karen Powell, Health Director</p>	<p>Documents on file</p>