

**RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION
Meeting Minutes
Rutherford County Health Department
July 10, 2018**

Board of Health Members Present:

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

Board of Health Members Absent:

Greg Lovelace Craig Sargent Sarah Bradley One Vacancy	Lynn Greene Two Vacancies	Dr. Rich Metcalf One Vacancy
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Health Department Staff/Guests/Counsel Present:

HD Staff:

Karen Powell, Health Director
Jennifer Jarrett, Assistant Finance Director
Renee Nolen, Administrative Assistant

GUESTS:

Steve Garrison, Rutherford County Manager

Legal Counsel

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. Steve Garrison, Rutherford County Commissioner, who was attending as a guest at the request of Rutherford County Commissioner Representative Greg Lovelace. There were 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>N/A</p>
<p>PUBLIC COMMENT PERIOD: None in attendance.</p>	<p>No Board action required</p>	<p>N/A</p>
<p>Approval of Minutes from February 13, 2018, April 17, 2018, and May 15, 2018</p>	<p>Motion to approve minutes by Dr. Jerald DeLaGarza, seconded by Dr. Padgett. The motion unanimously passed.</p>	<p>Documents on File</p>
<p>ACTION ITEMS:</p>		
<p>Budget Amendments and Finance Notes:</p> <p>Jennifer Jarrett is still working to determine if there needs to be financial adjustments made for certain ROTH 401K employee accounts. After numerous attempts to get the Plan Documents, she was recently referred to a Government Documents portal, which she forwarded to Ms. Sharon Parker today. From Ms. Jarrett's reading, the Plan Documents do not clearly state that the District is required to match ROTH 401K contributions. The HD never matched the ROTH 401K contributions, only the traditional 401K.</p> <p>The HD filled the Accounting Specialist 1 position, who will act as a Budget Manager and work with Mrs. Karen Powell and Ms. Jennifer Jarrett, starting August 6, 2018.</p> <p>Mission Hospital in McDowell renewed the contract to provide maternity services in McDowell.</p> <p>The HD completed the sale of Collins Dental</p>	<p>Jennifer Jarrett, CFO</p>	<p>Documents on file</p>

<p>Center to Blue Ridge Health. Blue Ridge has not taken possession of the Mobile Dental Unit as it has been undergoing repairs, but Ms. Jarrett was just informed that the repairs were completed. Ms. Jarrett is waiting on the final repair invoice so the Bus title transfer paperwork can be completed.</p> <p>The Partnership for Children informed us they would no longer need to rent office space in our McDowell facility as of July 1, 2018. The Budget Amendment reflects that the Partnership for Children was renting office space in our McDowell Facility, paying \$875/month which is \$10,500 annually. This change/reduction is reflected in tonight's Budget Amendment.</p> <p>User fees for Environmental Health: Polk and McDowell Counties did not ask their county commissioners to increase the user fees for Environmental Health. This affects both onsite and lodging fees.</p> <p>As background, Mrs. Powell and Ms. Jarrett meet with all three County Managers in February 2018, who agreed to submit the requested fee increases in their Counties' Budget Ordinances. The requested increases, which are in line with surrounding counties, would help to offset the cost of running Environmental Health and would also bring all three counties into a uniform fee system. Mrs. Powell learned this week that Polk and McDowell had not presented the requests to the County Commissioners. Increased user fees are critical to the operational budget and without fee increases, we are unable to sustain and hire necessary staff for Environmental Health. New budget for current year will have to be amended if fees are not approved.</p>	<p>Motion to accept the Budget Amendments as presented by Kim Warner, seconded by Rick Covil. The motion unanimously passed.</p> <p>Mickey Moore moved that the BOH Chair to send letters to Polk and McDowell counties requesting that they put the fee increases on their agenda and that also vote to adopt the proposed fees. This motion was seconded by Kim Warner. The motion unanimously passed.</p>	
<p>Collins Dental Center and Dental Mobile Clinic Transfer Update: The BOH voted at the last meeting to move forward with the transfer of Collins Dental Center assets to Blue Ridge Health. The HD completed the bulk of the paperwork and transfer of most of the assets by June 30, 2018. Blue Ridge paid \$80,000.00 for the assets and these funds will go to reimburse the District Fund Balance from where it supported the CDC. Blue Ridge paid the June rent</p>	<p>Karen Powell, Health Director</p>	<p>Documents on file</p>

<p>to Thermal Belt Outreach Ministry. Thermal Belt released us from our lease three months early and signed a new lease with Blue Ridge for July, August, and September.</p> <p>The server from the Collins Dental Center, which had all patient records, was copied by our network host in Spartanburg. Records to our master server and the CDC server went to Blue Ridge so they could have access to patient records.</p> <p>Blue Ridge has not taken possession of the Mobile Dental Unit as is has been undergoing repairs, but Ms. Jarrett was just informed that the repairs were completed. Ms. Jarrett is waiting on the final repair invoice so the Bus title transfer paperwork can be completed.</p>		
<p>Environmental Health Pit Program Proposal</p> <p>Mrs. Powell has been meeting with the Environmental Health Staff to discuss ways to try to reduce the backlog. One proposal is the Pit Program, which requires a well driller/septic tank installer to dig pits as marked by our specialist. After the specialist inspects the pits to determine the condition of the soil, they can then mark the appropriate locations for well and septic. Mrs. Powell presented a sample application from Iredell County with pit guidelines. McDowell County is already having builders dig the pits in subdivisions. The proposal is to expand this program throughout the District and for both subdivisions and individual lots, which would allow our specialists to handle more permits each day. This new policy may, in some cases, put a fee back on the owner of the property if their existing agreement with the builder or well/septic provider does not include this service. Many counties do a revisit fee if a specialist must come back more than once. The Pit guidelines would be added to our application and would speed up the turnaround rate.</p> <p>Mr. Kim Warner made a request that staff look at fees for site revisits and that this matter comes back to the BOH.</p>	<p>Karen Powell, Health Director</p> <p>Kim warner made a motion made to approve expanding the Pit Program to all counties and all well and septic permits, seconded by Carol Wolfenbarger. Motion unanimously approved.</p> <p>Kim Warner made a Motion for staff to study potential “Revisit Fees” and to present their recommendations to the BOH, which was seconded by Dr. Jerald DeLaGarza. Motion unanimously approved.</p>	<p>Documents on file</p>

<p>Updated Meeting Schedule</p> <p>The proposed new BOH meeting schedule was reviewed. It was noted that the September 11, 2018 date is also the first day of the Equestrian Games. After discussion, the September BOH meeting will be Tuesday, September 25th instead of September 11th.</p>	<p>Dr. Ben Hall</p> <p>Kim Warner made a motion made to change the date of the September BOH meeting from 9-11-2018 to 9-25-18, seconded by Dr. Jerald DeLaGarza. This Motion was unanimously approved.</p>	<p>Documents on file</p>
<p>INFORMATIONAL ITEMS:</p>		
<p>Health Director’s Report:</p> <p>Accreditation benchmarks have been completed and sent to Raleigh, who will review the data submitted before the August visit and will be ready with questions when they arrive on August 28-29. They will be doing a walk thru of each facility and will complete selected BOH and staff interviews when they are in each county.</p> <p>The District received the grant for the Hepatitis C Project, and we are moving forward with a current nurse on staff. We are fully staffed in nursing.</p> <p>The District hired a Nurse Practitioner (Brittany Lail), who started this week and is already going through the orientation process. Nurse Lail will be trained to treat Hepatitis C.</p> <p>Mrs. Karen Powell had a meeting with a Rutherford group regarding Tobacco Prevention and they are trying to get school campuses, including Isothermal Technical College, in Rutherford County tobacco free. All school and community college campuses in McDowell and Polk Counties are tobacco free.</p> <p>The Equestrian Games: Mrs. Powell is on conference calls weekly for planning regarding Preparedness/Response and Communicable Disease.</p> <p>Food Inspections will have enough staff to run two 12-hour shifts a day. This staff will be staying at a camp in Arden at no charge to us. We have been</p>	<p>Karen Powell, Health Director</p>	<p>Documents on file</p>

requested to provide transportation to and from the site. State has agreed to look at all the permits and getting all the food trucks and food kitchens permitted for us.

Preparedness is developing emergency response plans. The District has a face-to-face meeting coming up on July 23rd at the Equestrian Center with all stakeholders revolving around communicable disease. Neighboring counties where people may be staying have been invited to the meeting.

Environmental Health Report

Last Sunday, there was an article in the newspaper regarding a couple of well drillers and septic installers that attended the commissioner meeting in Rutherford County to complain about the EH backlog. Since the upturn in the economy with applications increasing, the District has not been able to hire enough credentialed EH employees. We are offering a \$2500 sign-on bonus for an EH Specialist, even if not certified. We are offering a \$5000 sign-on bonus for an EH Supervisor that can supervise these employees. Salary for uncertified trainees is around \$50,000. In the offer letter now, it was added that they agree to stay a specific period after being certified.

CIT training starts in September and employees must work for a week before attending, otherwise they have to wait until the Spring class. The State has stringent qualifications for hiring. Liability is high. State sets salary for environmental positions which consist of bottom, middle, and top. We are only showing the middle and the top in our ads hoping to outbid other counties.

We still have five outside county contractors that are coming in on the weekends, primarily in Rutherford County, handling 10-20 permits a weekend.

We have advertised for these jobs at two universities that have this Environmental program – Western and NC State. Multiple counties are advertising for the same positions and other counties are having the same problems in EH. Mrs. Karen Powell met again last week with the three County Managers to talk about options and to work on this.

Food and Lodging is completely staffed and options for moving some of the dual certified staff into EH was discussed.

Karen Powell, Health Director

BOH Board Retirement: The McDowell Pharmacist, Jim Segars, announced his retirement from the BOH. Board members and Mrs. Powell expressed appreciation for his service.		
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ADJOURNMENT: At 8:20 pm, Dr. Jerald DeLaGarza made a motion to adjourn, seconded by Rick Covil. The motion was unanimously approved and the meeting adjourned.

SIGNATURES: _____
Dr. Ben Hall, Chair

Karen Powell, District Health Director

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