

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health OPEN SESSION  
Meeting Minutes  
McDowell County Health Department  
September 25, 2018**

**Board of Health Members Present:**

<b>Rutherford County Representatives [7]</b>	<b>McDowell County Representatives [6]</b>	<b>Polk County Representatives [5]</b>
<b>Kim Warner Sarah Bradley</b>	<b>Dr. Ben Hall Lynn Greene</b>	<b>Dr. Penny Padgett</b>

**Board of Health Members Absent:**

<b>Greg Lovelace Craig Sargent Mickey Moore Dr. Jerald DeLaGarza One Vacancy</b>	<b>Carol Wolfenbarger Three Vacancies</b>	<b>Dr. Rich Metcalf Ray Gasperson Rick Covil One Vacancy</b>
--	---	--

**Health Department Staff/Guests/Counsel Present:**

**HD Staff:**

**Karen Powell, Health Director  
Jennifer Jarrett, Finance Director  
Corey Morris, EH Food Lodging Supervisor  
Renee Nolen, Administrative Assistant**

**Legal Counsel**

**Sharon Parker, Board Attorney**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<p><b>CALL TO ORDER:</b> Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm. <b>Quorum was not present.</b> All information presented will be informational.</p>	<p><b>No Board action required</b></p>	<p><b>N/A</b></p>
<p><b>PUBLIC COMMENT PERIOD:</b></p> <p>None in attendance.</p>	<p><b>No Board action required</b></p>	<p><b>N/A</b></p>
<p><b>Approval of Minutes from July 10, 2018</b></p>	<p><b>The July 10, 2018 minutes will be reviewed at the next board meeting due to lack of quorum.</b></p>	<p><b>Documents on File</b></p>
<p><b>ACTION ITEMS:</b></p>		
<p><b>Budget Amendments:</b></p> <p>Jennifer Jarrett, Finance Officer, noted that there are currently no Budget Amendments for review.</p>		<p><b>N/A</b></p>
<p><b>INFORMATIONAL ITEMS:</b></p>		
<p><b>Health Director’s Report by Karen Powell, District Health Director:</b></p> <p>The <b>Accreditation</b> site visit was August 28<sup>th</sup> &amp; 29<sup>th</sup>. A team of about five completed tours and reviewed evidence. The District had to re-submit some items and are awaiting final word that we are accredited. The accreditation team was personable, but the process was stressful. Our staff worked hard together. The accreditation team wanted specific verbatim wording for certain standards, which had not been required before. We had all the information but not always in the form that was now being requested. Mrs. Powell noted that accreditation has a whole section on the Board of Health, and she will be mindful of the new requirements. BOH meetings and agendas may change so we can better document accreditation requirements in the manner now being requested.</p>		<p><b>N/A</b></p>

<p>The District had just finished the two weeks of the <b>World Equestrian Games</b>. The RPM staff and many others from across the state helped. This was hard work for public health. Mrs. Powell was in the Command Post with other agencies and it helped to educate to others the many facets of public health. For instance, Environmental Health was mindful that food was safe. Mrs. Powell feels that we need to further educate others across the state and District about the many faces of Public Health.</p> <p>A job description has been sent to Cindy in Human Resources to start the three-county bridge counselor position for <b>Hepatitis C</b> and the position will be advertised soon. Mrs. Powell noted that Hepatitis C treatment must be followed through. Hepatitis C numbers are rising considerably.</p> <p><b>Brittany Lail, Nurse Practitioner</b>, is willing to get the Hepatitis C training. Brittany Lail will have a guiding physician from Cleveland County where he is Medical Director. Brittany has been such an addition/delight to our staff by guiding/teaching and bringing all three counties together.</p> <p>State Health Director for the Public Health Division, Danny Staley, and the attorney for Public Health, Chris Hope, are retiring.</p>		
<p><b>Finance Report by Jennifer Jarrett, Finance Officer</b></p> <p>Jennifer Jarrett, Finance Officer, stated that she has letter from Mary Buonfiglio, Deputy Director of Supplement Retirement Plans for the State of North Carolina, regarding our <b>Roth 401K plan</b>, which was started in 2007. The District had not been matching employee contributions. Mary Buonfiglio stated, “The IRS rules the state and it’s the employer’s responsibility to match.” Prudential, the Plan Administrator, only applies the funds that we send in so did not tell the District that it should have been doing an employer match until April of this year. Ms. Jarrett stated that we will have to go back to 2007 and pay in what the employer contribution was during that time period. Ms. Jarrett also stated that the District only must pay in the initial employer match and does not need to</p>		<p><b>Documents of file</b></p>

<p>calculate or pay in any earnings. Ms. Jarrett will run numbers for our next BOH meeting.</p>		
<p><b>Environmental Health Report by Corey Morris, EH Interim Supervisor</b></p> <p>Mr. Morris stated that the District spent about 800 food and lodging hours during the World Equestrian Games. Most of Environmental Health staff worked 12-hour shifts. There were about 42,000 meals that went out. Mr. Morris stated that there was a sizeable amount of food that was discarded during the World Equestrian Games primarily due to refrigeration/cooling issues. Mrs. The state had a debriefing every night which informed them of food that had to be discarded.</p> <p>Mrs. Powell discussed a problem with water being transported which was not potable. LEVY was the contracted agency. Problems were resolved with new potable trucks.</p> <p>There were no communicable disease issues during the World Equestrian Games.</p> <p>An Environmental Health food and lodging staff member in McDowell will be leaving for a position in Lincoln County. The District is continuing to train new hires in Rutherford County and McDowell County to fill the on-site positions.</p> <p>Mrs. Powell stated that Ruth in Environmental Health put together a report for the McDowell County Commissioners to show weekly backlog in each county along with application, complaints, etc. This report has been shared with the other counties. Mr. Greene stated he very much appreciated the Environmental Health report.</p> <p>Due to the hurricane, CIT was rescheduled and pushed back about three-weeks.</p> <p>Mrs. Powell discussed the meeting in McDowell with Commissioners regarding the separation of McDowell Health Department from the District. There was a large presence at this commissioners meeting. Mrs. Powell stressed in the meeting that the County would not take only wells and inspections, but would take on all clinics,</p>		<p>N/A</p> <p><b>Documents on file</b></p>

immunization, birth & death certificates and communicable disease, among other duties.

Mr. Greene said that he voted in opposition to the motion for McDowell to break away from the District as there was no way that McDowell County can afford to run a Health Department on its own at this time. He will continue to oppose McDowell breaking away from the District until someone can show him a plan that a McDowell only health department will support itself and be able to do everything. Mr. Greene stated at this time there is no one with expertise to run a McDowell County Health department; but there are at least two McDowell county Commissioners that are dead set to break away from the District. Mr. Greene stated at this time there is no one with expertise to run a McDowell County Health department; but

Mr. Hall brought up that fees in McDowell County must be increased for Environmental Health to help from a revenue standpoint and to stay up-to-date with salaries. Mrs. Powell found it discouraging that five other McDowell County departments increased their fees, but the McDowell county Commissioner did not even consider the Board's fee request, which is a user fee and not a tax.

**ADJOURNMENT: At 7:50 pm, Kim Warner made a motion to adjourn. The motion was unanimously approved and the meeting adjourned.**

**SIGNATURES:** \_\_\_\_\_

**Dr. Ben Hall, Chair**

\_\_\_\_\_  
**Karen Powell, District Health Director**