

**RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION
Meeting Minutes
Polk County Health Department
November 13, 2018**

Board of Health Members Present:

Rutherford County Representatives [7]	McDowell County Representatives [6]	Polk County Representatives [5]
Kim Warner Sarah Bradley Dr. David Sutton Dr. Jerald DeLaGarza	Dr. Ben Hall Lynn Greene Carol Wolfenbarger Dr. James M. Gaskill	Dr. Penny Padgett Rick Covil

Board of Health Members Absent:

Greg Lovelace Craig Sargent Mickey Moore	Julie Harris One Vacancy	Dr. Rich Metcalf Ray Gasperson One Vacancy
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Health Department Staff/Guests/Counsel Present:

HD Staff:

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

Legal Counsel

Sharon Parker, Board Attorney

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm. Quorum present.	No Board action required	N/A
PUBLIC COMMENT PERIOD: None in attendance.	No Board action required	N/A
Introduction of new Finance Director, Nancy Marshall <ul style="list-style-type: none"> • Mrs. Nancy Marshall is the new District Finance Director. Mrs. Powell and Ms. Jarrett looked at how to split duties of Finance, which Ms. Jarrett had been doing the Finance role by herself. They looked at duties that Ms. Jarrett wanted to continue doing and what she would rather someone else do. Mrs. Marshall started on October 1st as the Finance Director. She is a great addition to our staff. 	Karen Powell, Health Director.	N/A
Swearing in of new BOH members-Dr. David Sutton, Dr. James Gaskill, and Julie Harris <ul style="list-style-type: none"> • Dr. Sutton, the Assistant School Superintendent in Rutherford County, and Dr. Gaskill, a retired McDowell County dentist who had served 9 years previously on the BOH with several years as the Board Chairperson, were both sworn in as new BOH members. Julie Harris was not in attendance. 		N/A
<u>ACTION ITEMS</u>		
Approval of Minutes from July 10, 2018 and September 25, 2018.	Motion to approve minutes by Dr. DeLaGarza seconded by Dr. Padgett. The motion unanimously passed.	Documents on file

Health Director's Report	Karen Powell, Health Director	Documents on file
<ul style="list-style-type: none"> ● <u>Reaccreditation</u> Our site visit was in August 2018. The site visit team was impressed with our facilities and staff. The team requested a few areas of corrective action that we are doing and will submit next week. An example: the wording in the contract with our Medical Director will be revised as requested by site visit team. Accreditation starts over the day after site visit team leaves. ● <u>Audit Update</u> The Auditors will be coming in the next few weeks. The Audit will either be presented at a special called meeting in February or our regular March BOH meeting, depending on budget preparations. ● <u>McDowell EH Fees and Caseload Update</u> Mrs. Powell emailed the County Manager to get on the next agenda for the McDowell County Commissioners meeting to present those fees. The Chair, David Walker, preferred that the County Manager present the proposal for the fee increases to the Commissioners at the next meeting. It is on the agenda for next meeting per Lynn Greene. Mrs. Powell plans to attend that Commissioners meeting. Mrs. Powell sent them the fee schedule, so it could be shown to the Commissioners. The differences with the revenue generated by Rutherford and Polk fees compared to the McDowell fees were shown on overhead to BOH members. In just over four months, McDowell lost at least \$7000 in New Septic revenue, \$5000 in New Well application revenue and \$1,500 in Re-evaluation revenue Each week Ruth sends out an updated report regarding EH applications to track the workflow and any backlog. This report goes to Commissioners who are BOH members. The wait times have decreased significantly. 		

<p>Steve Chambers has returned to work and he is working in Rutherford and Polk right now.</p> <p>Mr. Morris stated that the two on-site interns – one for McDowell and one for Rutherford - have both finished training in Raleigh and are currently doing their field work. Hoping in about two months or less, they will be ready to work on their own.</p> <ul style="list-style-type: none"> • <u>Upcoming Community Health Assessment [CHA] Community Forums</u> A schedule with all Community Health Assessment [CHA] Community Forums was provided and BOH members were invited to attend a forum in their area. The CHA data has come out and it speaks volumes as to what is going on in our community. Janet Cisneros, Health Educator, heads up the CHA data and works with the hospitals so everyone can use it. Western North Carolina Healthy Impact puts the data together for us. Once all the community forums have been held, Janet will come and present to the board. 		
<p>Finance Report and Budget Amendments</p> <ul style="list-style-type: none"> • Mrs. Marshall has been working exclusively preparing for the audit. The audit is due by the middle of next month. <p>A Quarterly report put together by Ms. Jarrett was reviewed. This report is a preliminary report for the first quarter – there are certain items that have not been entered yet, so it will change. Finance will present quarterly report at all board meetings.</p> <p>There are no budget amendments as this time.</p>	Nancy Marshall, CFO	Documents on file
<p>INFORMATIONAL ITEMS:</p>		

<p>Environmental Health Report</p> <ul style="list-style-type: none"> • <u>Food and Lodging Staffing Report</u> Liz from McDowell in Food & Lodging left to go to Lincoln County so currently trying to fill that position. Mr. Morris is currently filling in that gap. <p>Mrs. Powell stated Environmental Health is fully-staffed in on-site.</p>	<p>Corey Morris, EH Supervisor</p>	<p>N/A</p>
<p>Smoking and Other Health Statistics</p> <ul style="list-style-type: none"> • Mrs. Powell presented statistics for smoking and stated that we do not need to push smoking to the back burner. While some numbers dropped over the years in comparison to other counties and the statistics also include vaping, the numbers are still too high. <p>Isothermal Community College was one of the last community colleges to recently go smoke free. When Yanet presents the CHA, you will be able to see all those pieces. At the Health Department alone, we are watching smoking statistics for our pregnant mothers that keeps rising.</p> <p>Ms. Powell noted that the digital signs in front of the health departments in Rutherford and McDowell are in the sun so panels on the sign burn out. Polk is not a problem. The panels cost about \$800.00 a panel to replace.</p>	<p>Karen Powell, Health Director</p>	<p>N/A</p>
<p>Other items of new business or any other action items</p> <ul style="list-style-type: none"> • No new items of business or action items. 	<p>Dr. Ben Hall, Chairman</p>	<p>N/A</p>

ADJOURNMENT: At 7:30 pm, Dr. Jerald DeLaGarza made a motion to adjourn, seconded by Lynn Greene. The motion was unanimously approved and the meeting adjourned.

SIGNATURES: _____

Dr. Ben Hall, Chair

Karen Powell, District Health Director

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