

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health OPEN SESSION  
Meeting Minutes  
Rutherford County Health Department  
January 8, 2019**

**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 Dr. Jerald DeLaGarza Craig Sargent Mickey Moore Greg Lovelace</b>	<b>Dr. Ben Hall Carol Wolfenbarger Dr. James M. Gaskill</b>	<b>Dr. Penny Padgett Rick Covil Ray Gasperson</b>

**Board of Health Members Absent:**

<b>Dr. David Sutton</b>	<b>Julie Harris Lynn Greene One Vacancy</b>	<b>Dr. Rich Metcalf One Vacancy</b>
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**Health Department Staff/Guests/Counsel Present:**

**HD Staff:**

**Karen Powell, Health Director  
Jennifer Jarrett, Assistant Finance Officer  
Nancy Marshall, Finance Director  
Renee Nolen, Administrative Assistant**

**Legal Counsel**

**Sharon Parker, Board Attorney (Absent)**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<b>CALL TO ORDER:</b> Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm. <b>Quorum present.</b>	<b>No Board action required</b>	<b>N/A</b>
<b>PUBLIC COMMENT PERIOD:</b> <ul style="list-style-type: none"> <li>• None in attendance.</li> </ul>	<b>No Board action required</b>	<b>N/A</b>
<b>Swearing in of new BOH members- Julie Harris</b> <ul style="list-style-type: none"> <li>• Postponed to next meeting as Julie Harris was unable to be in attendance.</li> </ul>	<b>Renee Nolen</b>	<b>N/A</b>
<u><b>ACTION ITEMS</b></u>		
<b>Approval of Minutes from November 13, 2018</b>	<b>Motion to approve minutes by Dr. Delagarza seconded by Rick Covil. The motion unanimously passed.</b>	<b>Documents on file</b>
<b>Health Director's Report</b> <ul style="list-style-type: none"> <li>• <b><u>McDowell Environmental Health Fees Update</u></b> In November 2018, McDowell County Commissioners approved the Environmental Health fees at the same level as the other counties. This is the first time all counties are equal. Fees were put into place the next day.</li> <li>• <b><u>Upcoming CHA Community Forums</u></b> We have already had Community Forums in both Rutherford County and McDowell County and each turned out well.  In McDowell County, the room was filled. We use McDowell County as an example in the other forums because they are dedicated to improving health outcomes. These volunteers care about where they live and are making a difference.  Rutherford County Forum was great but not</li> </ul>	<b>Karen Powell, Health Director</b>	

<p>as packed. Many came from the hospital.</p> <p>Polk County Forum was rescheduled to January 17<sup>th</sup> at Isothermal Community College. Polk County has PF3 as their health council. Mrs. Powell will present the data for Polk County Forum in the absence of Yanet Cisneros.</p> <p>In the next meeting, we hope to present the numbers for the entire district with numbers for each county. Mrs. Powell did a presentation today at Rutherford Hospital for Leadership Rutherford on the Rutherford County numbers. It is fascinating to look at the trends that are happening in all three counties. This will help the BOH to plan for the future.</p> <ul style="list-style-type: none"> <li>• <b><u>Future Public Health Forums hosted by the Board of Health</u></b> Accreditation asks for the Board do some of the health improvement driving work. In the past, when there were events, we would have board members there and would use that as Board driven work. Last year, Board Members came to the Opioid Forums in Polk County and Rutherford County.</li> </ul> <p>Mrs. Powell will be planning events so the Board can be more proactive. With the Community Health Assessment coming out, this would be a great time for the Board to be taking suggestions/input from the community about what work they would like the health district to do to support health outcomes in the community. Every four years for Accreditation, we need at least one community meeting in each county where the Board drives that work.</p>		
<p><b>Finance Report and Budget Amendments, Bad Debt Set Off</b></p> <ul style="list-style-type: none"> <li>• Mrs. Marshall spent the past six weeks working on the audit and has turned everything over to the auditors, who have been working on the audit sporadically since the holidays. The Auditors are scheduled to be in Rutherford all week next week. We have filed for an extension so the new date</li> </ul>	<p><b>Nancy Marshall, CFO</b></p>	<p><b>Documents on file</b></p>

<p>is January 31<sup>st</sup>. We may have to file for one more extension but we are going to pressure them to get this wrapped up in February at the latest. Mrs. Marshall needs these numbers to move forward.</p> <ul style="list-style-type: none"> <li>• The Financial Report for 1<sup>st</sup> quarter of this fiscal year was reviewed. They have started working on the second quarter and have completed October. Mrs. Marshall will be going out on medical leave. When she returns, they hope to be completely caught up. Revenue is running under on Patient Fees and Other Local Earnings but we are behind on logging some of the revenue that we have. They are working on a plan to resolve the backlog.</li> <li>• No budget amendments currently.</li> <li>• Ms. Jarrett asked the Board to approve our Bad Debt Set Off of \$83,759.60 so we can submit the information to the state to collect bad debt from people who are getting refunds on their taxes.</li> </ul>	<p><b>Jennifer Jarrett, Assistant Finance Officer</b></p> <p><b>Motion to approve minutes by Rick Covil seconded by Greg Lovelace. The motion unanimously passed.</b></p>	<p>N/A</p>
<p><b>Prudential Roth 401K Update</b></p> <ul style="list-style-type: none"> <li>• Still working on the Prudential Roth 401K matter. Initially we were told we would have to go back to 2007 to look at individual salaries each month, check deductions and base the match on each salary was at that time. The problem is finding the files. Ms. Jarrett wanted to recommend some type of settlement with Prudential since it will be difficult to find all the information. Prudential has informed Ms. Jarrett that they may or may not still have our system on their records. The Board wanted us to call Mr. Phillip Melton about these records. Staff will continue to work on this and explore additional avenues to find the information needed.</li> </ul>	<p><b>Jennifer Jarrett, Assistant Finance Officer</b></p> <p><b>Motion by Kim Warner to employ whoever our staff feels is capable of dealing with Prudential to find the information needed to make this right, seconded by Greg Lovelace. The motion unanimously passed.</b></p>	
<p><b>INFORMATIONAL ITEMS:</b></p>		
<p><b>Environmental Health Report</b></p>		<p>N/A</p>

<ul style="list-style-type: none"> <li> <p><b><u>Food and Lodging Staffing Report/Onsite Waste Water Report</u></b></p> <p>Corey Morris's wife accepted a position in Chapel Hill so he is having to move. Mrs. Powell reviewed Environmental Health structure, staff and needs. She has hired Jason Masters as a Environmental Health Director, who will be over the entire department. Jason Masters worked for almost 14 years in Buncombe County. He was looking for a change of pace and comes with much expertise. He started this week on Monday and will bring additional management skills for this department. Jason has spoken to Mrs. Powell about potentially having only one supervisor over both Food and Lodging and Onsite. Right now, there is an interim for Food &amp; Lodging and no Onsite.</p> <p>Environmental Health is almost fully staffed. We had one person to leave in Rutherford County. We have two interns that will be fully certified in a couple of months. Since we are almost fully staffed, we will quit using weekend contractors (except one for emergencies). We hope to save some money there so we can continue to pay higher salaries to the new employees coming in.</p> <p>Environmental and Onsite is not funded by the State; Food and Lodging gets about \$18,000 from the state. Roughly for 1<sup>st</sup> quarter, we made about \$87,000 in all EH fees for the entire district. Our expenses were \$266,000, which is a deficit of \$178,000. Contractors for the first quarter cost \$16,000 and Travel was \$17,000. We do not have agency cars.</p> <p>Corey Morris had been devising the policy for the Pit Program that was discussed before with the Board. When Karen spoke to our Environmental Health, they do not want the pits done. This will be looked at more by Jason Masters to make sure we want to move forward with the program. Mrs. Powell has Health Directors meeting this week and wants to speak with other</p> </li> </ul>	<p><b>Karen Powell, Health Director</b></p>	
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health directors on how they make pit programs work for them.		
<b>Other items of new business or any other action items</b> <ul style="list-style-type: none"> <li>• No new items of business or action items.</li> </ul>	<b>Dr. Ben Hall, Chairman</b>	<b>N/A</b>
<b>ADJOURNMENT: At 7:40 pm, Dr. Jerald DeLaGarza made a motion to adjourn, seconded by Mickey Moore. The motion was unanimously approved and the meeting adjourned.</b>		
<b>SIGNATURES:</b> _____ <b>Dr. Ben Hall, Chair</b>  _____ <b>Karen Powell, District Health Director</b>		

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