

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health OPEN SESSION  
Meeting Minutes  
McDowell County Health Department  
March 12, 2019**

**Board of Health Members Present:**

<b>Rutherford County Representatives [7] total members allotted</b>	<b>McDowell County Representatives [6] total members allotted</b>	<b>Polk County Representatives [5] total members allotted</b>
<b>Kim Warner</b>	<b>Dr. Ben Hall Carol Wolfenbarger Dr. James M. Gaskill Julie Harris</b>	<b>Dr. Penny Padgett Ray Gasperson</b>

**Board of Health Members Absent:**

<b>Sarah Bradley Dr. Jerald DeLaGarza Craig Sargent Mickey Moore Greg Lovelace Dr. David Sutton</b>	<b>Lynn Greene One Vacancy</b>	<b>Dr. Rich Metcalf Rick Covil One Vacancy</b>
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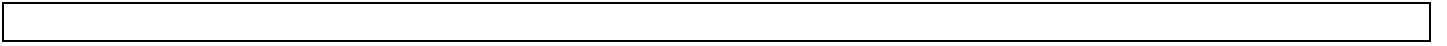
**Health Department Staff/Guests/Counsel Present:**

**HD Staff:**

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

**Legal Counsel**

**Sharon Parker, Board Attorney**



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>However, Quorum was not present so all items are considered informational.</b>	<b>No Board action required</b>	<b>N/A</b>
<b>PUBLIC COMMENT PERIOD:</b> None in attendance.	<b>No Board action required</b>	<b>N/A</b>
<b>Swearing in of new BOH members- Julie Harris</b>  Julie Harris was sworn in as a Pharmacist serving on the Board of Health for McDowell. She is filling the rest of the term of Jim Segars, which will expire on October 19, 2019 and then she may begin her own terms of office.	<b>Renee Nolen</b>	<b>N/A</b>
<b><u>ACTION ITEMS</u></b> [are being treated as informational due to the lack of quorum].		
<b>Approval of Minutes from January 8, 2019-- Deferred until the next meeting a quorum was not present.</b>	<b>Dr. Ben Hall, Chairman</b>	<b>Documents on file</b>
<p><b>Health Director's Report</b></p> <p>Mrs. Powell welcomed Julie Harris as a Board of Health member. Julie Harris made a brief introduction of herself.</p> <ul style="list-style-type: none"> <li>• <b><u>Upcoming Rutherford County Community Forums:</u></b></li> </ul> <p>Over the next couple of months, the department [especially Yanet Cisneros and an intern] will be holding community forums exploring food insecurity and to hear the needs of various communities. These community forums are modeled on the successful community forums in McDowell. Eight forums are scheduled and many will be in churches, which are good at encouraging attendance. Once data from the community forums is compiled, we will bring the information to the Board along with Community Health Assessments.</p> <p>The County Health Rankings from CHRR, a national organization, came out yesterday for view only. There have been</p>	<b>Karen Powell, Health Director</b>	<b>N/A</b>

improvements in all three counties. Ms. Powell will share the report when it comes out.

- **Update on Polk County's Separation from the District:**

Polk County has stated that is investigating pulling out of the district. The staff and BOH Executive Committee is analyzing what that may mean going forward.

Polk County has requested very in-depth data about patients, revenue, and numbers. They have looked at the Polk Health department building. Ms. Powell has given them all of the non-patient information for which that they have asked.

Polk County did not attend a County Manager Budget meeting for the District Health Department, that is usually held each February. Rutherford and McDowell Managers have stated that the two counties plan to stay together as a district health department if Polk withdraws. Rutherford and McDowell County are proceeding with the budget planning process for a two county District.

Mrs. Powell received late this afternoon a draft report from the Polk County Manager recommending that Polk pull out of the District Health Department. [This report will be shared with all BOH members by email.] She was told that this report will go to the Polk County Commissioners prior to their next board meeting and will be voted in either March or April. If the recommendation to pull out of the District is passed, Polk will officially separate from the District at midnight on June 30<sup>th</sup> so on July 1<sup>st</sup> we would be a two-county district.

We will have to start the separation of all of the things that we have as a three-county district [such as, our name, business cards, logo, budget, staff, and the ownership of

equipment and patient records].

The State has separated all” Agreement Addendums” by which we get our State money by county so we will be able to estimate State money going forward in a two county District and Polk can prepare a stand alone budget. Once we get a formal notice of withdrawal from Polk County, we will advise the State so that the Agreement Addendums can be prepared with the appropriate funding changes.

- **Update on OB in Rutherford County:**

Rutherford County has had one OB-GYN practice, which saw private insurance patients at their office and we saw all Medicaid patients at the Health Department. We saw about 160 patients at our office with Rutherford OB-GYN seeing the remainder. There have only been two doctors at Rutherford OB-GYN for several years.

Rutherford OB-GYN recently sold their practice to **Atrium**, which practices in Shelby, and will be delivering all babies in Shelby. Many of our patients have transportation issues so this is going to be a struggle.

Since Rutherford OB-GYN will not be delivering at Rutherford Regional Hospital, Rutherford Regional is in the process of shutting down the OB ward because they have not been able to secure another OB doctor. While Rutherford Regional will have a small mini birthplace in the ER for babies to be delivered in emergencies. patients will need to be transported to another hospital for any C-sections and all babies will also have to be immediately transported to another hospital, which will cause risks for the mother, baby, and families and will stress the EMS system.

Under the current financial reimbursement

rules, we bill for the prenatal care done at the health department. When the OB delivers a baby in county, we pay them only for delivery services . However, if a patient sees us throughout their prenatal care and then goes to Atrium in Shelby to deliver, we would have to pay Atrium for all prenatal visits, even though we saw the patients.

Atrium has told us that they will no longer have an on-call doctor for questions during OB clinics, which will require us to hire a mid-level provider or MD for this service. Atrium does not want us to know their call rotation. Atrium is also accepting Medicaid patients, which Rutherford OBGYN had never done before.

Rutherford Hospital is working diligently to find an OB to provide services in Rutherford County and to handle births at their hospital but has not been successful so far. The Hospital is exploring hiring a locums which will cost them about \$1 million for one year.

We face a potential cost burden of hiring a mid-level to do prenatal care.

A practice out of Hendersonville has reached out to help with this population but such patients would deliver at Parkridge. In addition, the possibility of using McDowell OB with deliveries at McDowell Hospital are being discussed.

We have until the end of March to determine who will be providing OB care for Rutherford County. If we do not have someone to provide care by April 1<sup>st</sup>, the state may take that funding away from the Health Department.

<b>Finance Report and Budget Amendments, Bad Debt Set Off:</b>	<b>Nancy Marshall, CFO</b>	<b>Documents on file</b>
<p>Mrs. Marshall handed out Financial Report. She had reviewed the 1<sup>st</sup> quarter in January's meeting and tonight reviewed the 2<sup>nd</sup> quarter and answered questions.</p> <p>Second quarter had a deficit of \$(641,140). If this trend continues, we will end the year at 61% and 62% in clinic income for Medicaid, insurance, and self-pay, and lower collections in EH. An uptick on expenses, by a quick analysis, were caused by longevity pay in November, Christmas bonuses, turnover, vacation payout, and three months' worth of school nurse payouts landing in the second quarter where we only had one month of school nurse payouts in the first quarter. We will not have some of these expenses that we had in the 2nd quarter again.</p> <p>A couple of years ago, Mrs. Powell and Ms. Jarrett started looking the Billing Department and made some changes. They are considering redesigning Billing. We have two people that currently work in Billing. They complete the billing, work all the denials, and correct mistakes on encounter forms.</p> <p>Our Electronic Medical Record is with CureMD, who can also do our Billing for an additional fee of 4% of all payments collected, which is a reduced rate for bundled services. We can not afford not to have revenue at its highest peak. Ms. Jennifer Jarrett would step into a Billing Supervisor role and her current finance position would be be refilled. CureMD would do all training. Current Billing staff would move upfront to checkout, where all billing would be finalized and electronically submitted. The other current Billing staff would work on bill denials.</p> <p>We did get an extension to March 31<sup>st</sup> for the Audit.</p>		

<p><b>Prudential 401K Update:</b></p> <p>We found the old payroll records and had someone go through them by hand, beginning with 2006. They are through the end of fiscal year 2015 so we are currently collecting data for part of 2015 to March 2018.</p> <p>With the information that we have to mid 2015, our contribution back to mid 2015 is \$19,964.74. Once we have total figures, we will contact the Prudential representative and to determine a process for the paybacks.</p> <p>After we have that information, we will consult with get with legal counsel to discuss any potential releases or waivers for the employees.</p>	<p><b>Jennifer Jarrett, Assistant Finance Officer</b></p>	<p>N/A</p>
<p><b>Policy Approvals for the Vehicle Use Policy and the Reduction in Force Policy were deferred until next meeting.</b></p> <p>Mrs. Powell explained that the District did not have a Vehicle Use Policy in place, so she made sure it included everything for any kind of agency vehicle use. The Reduction in Force [RIF] Policy had not been updated for many years so Drake Maynard, HR Consultant, updated the RIF Policy.</p>		<p><b>Documents on file</b></p>
<p><b>INFORMATIONAL ITEMS:</b></p>		
<p><b>Environmental Health Report</b></p> <ul style="list-style-type: none"> <li>• <b><u>Food and Lodging Staffing Report/Onsite Waste Water Report:</u></b></li> </ul> <p>The goal for the Environmental Health Department is efficiency. Mr. Masters consolidated the supervisor positions of On-Site and Food &amp; Lodging into one position, held by Billy Banks from Buncombe County.</p> <p>Mr. Masters is working on authorizing our</p>	<p><b>Jason Masters, EH Director</b></p>	<p>N/A</p>



three interns. We have hired Eric Purdy to fill the position vacated by Mark Prince in Polk. Mr. Purdy's primary role is to reduce the backlog of septic applications in Polk and throughout the district. When we are fully staffed with authorized people, he will put those people where the work is. If we have a lot of applications in Rutherford County, we want to move people to Rutherford County and then return to their respective county.

He has put the Backhoe Pitt Policy into effect for septic permits.

The current backlog as of March 11, 2019 in McDowell was about 24 applications, Rutherford was 60, and Polk had about 26. Currently there are three authorized people in the district. By the summer, we hope to have at least six authorized people, which will shorten wait times.

Mr. Masters is in the process of creating standard operating procedures for the Environmental Health Department. Regardless of what an inspector might encounter, there will be something in place to which they can refer if an inspector does not know what to do.

Mr. Masters is also in the process of updating forms and applications and hopes to have the new documents in place by the beginning of the next fiscal year.

Mr. Masters is identifying large, indoor commercial failing septic systems and acting to make sure the systems are in compliance by explaining what the owners need to do to become compliant.

Mr. Masters is revising Position Descriptions to more accurately reflect the fundamental elements of the job since the descriptions have not been updated since around 2010 and processes have changed.

<b>Other items of new business or any other action items</b>  No new items of business or action items.	<b>Dr. Ben Hall, Chairman</b>	<b>N/A</b>
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**ADJOURNMENT:** At 7:45 pm, Kim Warner made a motion to adjourn, seconded by Dr. James Gaskill. The motion was unanimously approved and the meeting adjourned.

**SIGNATURES:** \_\_\_\_\_  
**Dr. Ben Hall, Chair**

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**Karen Powell, District Health Director**

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