

**RUTHERFORD-POLK-MCDOWELL
District Board of Health OPEN SESSION
Meeting Minutes
Rutherford County Health Department
June 11, 2019**

Board of Health Members Present:

Rutherford County Representatives [7]	McDowell County Representatives [6]	Polk County Representatives [5]
Greg Lovelace Kim Warner Dr. Jerald DeLaGarza Sarah Bradley Dr. David Sutton Craig Sargent	Lynn Greene Dr. Ben Hall Carol Wolfenbarger Dr. James M. Gaskill Julie Harris	Dr. Penny Padgett Ray Gasperson

Board of Health Members Absent:

One Vacancy	One Vacancy	Dr. Rich Metcalf Two Vacancy's
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Health Department Staff/Guests/Counsel Present:

HD Staff:

**Karen Powell, Health Director
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
CALL TO ORDER: Chairman, Dr. Ben Hall, called the meeting to order at 6:30 pm.	No Board action required	N/A
PUBLIC COMMENT PERIOD: None in attendance.	No Board action required	N/A
<u>ACTION ITEMS</u>		
Approval of Minutes from January 8, 2019 and March 12, 2019.	Carol Wolfenbarger moved to approve the January 8, 2019 and the March 12, 2019 minutes as presented, with a second by Kim Warner. The motion unanimously passed.	Documents on file
<p>Health Director's Report:</p> <p>Mrs. Powell gave an update on Polk County's withdrawal from the RPM District effective on midnight on June 30, 2019. As emailed to the BOH, Rutherford and McDowell County Commissioners passed Concurring Resolutions to create the Foothills Health District, which will be comprised of Rutherford County and McDowell County. Ms. Powell gave an update on the transitioning of services, staff, records, contracts and other matters and answered questions.</p> <p>The selection of Debora Wentz as the CPA for Dissolution Audit as required by NC GS 130-38(c) was recommended and approved by Executive Committee. Ms. Wentz is on the approved list for the Local Government Commission.</p> <p>As the State Department of Public Health and the School of Government have not had a county to withdraw from a Health District in this manner in a very long time, they can not answer key legal and practical procedural questions about the dissolution. Ms. Powell recommended retaining Attorney Casey Wentz to consult and provide legal guidance regarding matters pertaining to the Dissolution.</p> <p>There will be an organizational meeting of the Foothills Board on Monday, July 1, 2019.</p>	<p>Karen Powell, Health Director</p> <p>Dr. Jerald DeLaGarza moved to approve CPA Debora Wentz to perform the Dissolution Audit and attorney Casey Wentz to consult and provide legal guidance regarding matters pertaining to the Dissolution. This Motion was seconded by Lynn Greene and unanimously passed.</p>	Documents on File

<p>Ms. Powell also gave an update on OB in Rutherford County. Doctors come from Parkridge to see our patients and the patient can deliver at the hospital they choose. Parkridge has mobile ultrasound and hopefully can start doing (NST) non-stress tests soon in the office.</p>		
<p>Finance Report</p> <p>Mrs. Marshall handed out the RPM Health District Revised Final Budget for the 2018-2019 fiscal year and went over the budget revisions.</p> <p>The Budget for the New Foothills Health District will be presented to the Foothills Board of Health on July 1, 2019.</p> <p>The Executive Committee meet with the CPA regarding the Audit for FY 2017-2018, accepted the Audit and recommends that it be accepted and approved by the BOH.</p> <p>Nancy Marshall gave an update on the Prudential ROTH 401K employer contribution matter. The Executive Committee approved repayments at the Highest Performing Fund under the Plan for the Period of Error as this will be the easiest figure to calculate and the best for employee. The Executive Committee also directed that all repayments be calculated and paid this fiscal year before June 30, 2019. ROTH 401K contribution repayments made as of June 11, 2019 were approximately \$24,755.20 but more contribution repayments may still be needed to be paid as some were still being calculated by Prudential as of June 11, 2019.</p> <p>The Executive Committee had recommended and directed the CFO that all FY 2013-2014 Medicaid Payback funds be paid before June 30, 2019. Mrs. Marshall had repaid the FY 2013-2014 Medicaid Payback in full as of yesterday.</p> <p>Mrs. Marshall discussed the Restricted Fund Balance Allocations pertaining to the Health Department Buildings showing up on Audit Reports in for FY 2003. Whether these Restricted Fund Balance Allocations pertaining to the Health</p>	<p>Nancy Marshall, CFO</p> <p>Dr. Jerald DeLaGarza moved to approve the Final Budget for FY 2018-2019 as presented. The Motion was seconded by Kim Warner. The motion unanimously passed</p> <p>Dr. James Gaskill made a motion to approve the FY 2017-2018 Audit and Audit Report, which was seconded by Dr. Jerald DeLaGarza. The motion unanimously passed.</p> <p>Greg Lovelace made a motion to approve the ROTH 401k payments at the Highest Performing Fund under the Plan for the Period of Error and that all repayments be made prior to June 30, 2019. This motion was seconded by Dr. Jerald DeLaGarza. The motion unanimously passed.</p> <p>Kim Warner moved that the BOH ratify and endorse the Executive Committee direction that the CFO repay all FY 2013-2014 Medicaid Payback funds prior to June 30, 2019. This</p>	<p>Documents on file</p>

<p>Department Buildings were spent, the terms of the restrictions, and current balances are being researched.</p> <p>The repayment to Polk County of \$14,000.00 per year under the Inter-local Agreement for the building/renovation of the Polk County Health Department is complete as of June 30, 2019 and no further funds are owed under that Inter-Local Agreement.</p> <p>The Executive Committee was trying to assure that RPM HD obligations, to the extent possible, were satisfied prior to June 30, 2019. The Dissolution Auditors and Attorneys will make the determination or recommendation of whether any or how much of the remaining RPM HD Fund Balance would be distributed to Polk County under the terms of NCGS 130A-38 as the statute provides that distributions would be “on the same pro-rata basis that the counties appropriated and contributed funds to the District Health Department budget during the current Fiscal Year.”</p>	<p>Motion was seconded by Dr. Jerald DeLaGarza. The motion passed with one dissent by Mr. Lovelace.</p>	
<p>Policy Approvals as recommended and approved by the Executive Committee</p> <p>Discussion of three policies that included the Vehicle Use Policy, Reduction in Force Policy, and Finance Internal Controls along with Segregation of Duties in Finance Department.</p>	<p>Karen Powell, Health Director, and Nancy Marshall, CFO</p> <p>Dr. Gaskill made a motion to approve all three policies, which was seconded by Lynn Greene. The motion unanimously passed.</p>	<p>Documents on file</p>
<p>INFORMATIONAL ITEMS:</p>		
<p>Environmental Health Report: Food and Lodging Staffing Report/Onsite Waste Water Report:</p> <p>The Environmental Health Department staff who have been hired have over 49 years of total experience, which has brought tremendous knowledge to this department. The current backlog has improved greatly and approximately a week. They are in the process of identifying large, indoor commercial failing septic systems and</p>	<p>Jason Masters, EH Director</p>	<p>N/A</p>

<p>working with the owners to remedy the problems, with good response.</p> <p>Polk County is accepting its own EH permits and the RPMDH staff is working to wrap up prior to June 30, 2019 any permits where the owner notified the department that they are ready for completion. Several Board members indicated that they have been receiving positive comments about the changes.</p>		
<p>There were no items of new business or any other action items discussed.</p>	<p>Dr. Ben Hall, Chairman</p>	<p>N/A</p>
<p>No Closed Session was requested.</p>		
<p>ADJOURNMENT: At 7:33 pm, Dr. Jerald DeLaGarza made a motion to adjourn, seconded by Julie Harris. The motion was unanimously approved and the meeting adjourned.</p>		
<p>SIGNATURES: _____ Dr. Ben Hall, Chair</p> <p>_____ Karen Powell, District Health Director</p>		