

**RUTHERFORD-POLK-MCDOWELL  
DISTRICT BOARD OF HEALTH/HOME HEALTH ADVISORY BOARD  
JOINT MEETING**

**Rutherford County Health Department**

**July 19, 2011**

**Board Members Present:**

<b>Rutherford County Representatives</b>	<b>McDowell County Representatives</b>	<b>Polk County Representatives</b>
<b>Susan Crowe Hobart Rogers Dr. Thomas Jaski David Odom</b>	<b>Carol Tribble Jim Segars (via phone)</b>	<b>Iain Fitch, Chair Ted Owens Cathy Brooks</b>

**Board Members Absent:**

<b>Don Corry Sandra McGriff Kim Lowery</b>	<b>Norman Guthrie Josh Dobson Briana Shelton One Vacancy</b>	<b>Mike Davidson One Vacancy</b>
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**Health Department Staff/Guests Present:**

**Sharon Parker, Board Attorney  
James H Hines, Jr., Health Director  
Phillip Melton, CFO  
Helen White, RN Supervisor  
Susan Robinson, Environmental Health  
Brenda Green, Administrative Services Assistant  
Kelly Crawford, Human Resource Director  
Becky Gorecki, Home Health Supervisor**

AGENDA ITEMS	BOARD ACTION	REFERENCE DOCUMENTS
<p><b>CALL TO ORDER of the PUBLIC HEARING:</b> Dr. Iain Fitch called the Public Hearing to order at 6:30 pm. The purpose of the duly Noticed Public Hearing was to hear comments related to the Board's adoption on June 28, 2011 of a resolution of intent to sell or otherwise convey the District Health Department's Medicare certified home health agency. There were no persons present for the Public Hearing. A fifteen-minute period of time was allowed for any public who may be interested in appearing before the Board to arrive. The Public Hearing WAS adjourned at 6:45 pm with no one attending or requesting to address the Board.</p> <p><b>CALL TO ORDER:</b> Dr. Iain Fitch called the Regular BOH meeting to order at 7:00 pm.</p>	<p>No public present.</p> <p>No Board action required</p>	<p>N/A</p>
<p><b>PUBLIC COMMENT PERIOD:</b> There was no public present for comment at this meeting.</p>	<p>No Board action required</p>	<p>N/A</p>
ACTION ITEMS		
<p><b>APPROVAL OF MINUTES:</b> Minutes for June 28<sup>th</sup> were corrected to add Dr. Hobart Rogers-Vice Chair's name to the Election of Executive Committee section.</p>	<p>Carol Tribble made a motion to approve the BOH minutes for June 28, 2011 as corrected, seconded by Susan Crowe. The motion was unanimously approved.</p>	<p>Documents on file</p>
<p><b>NO CLOSED SESSION REQUESTED.</b></p>	<p>There was no closed session requested at this meeting.</p>	
INFORMATION ITEMS		
<p><b>UPDATE ON HOME HEALTH BIDDING: James Hines</b></p> <ul style="list-style-type: none"> <li>Followed through with Becky Gorecki on the Employee Retention program for the Home Health employees. It was well received and each employee who qualified for the program participated. They will be paid at the end of October 2011.</li> <li>Board was reminded that the bid documents had gone out and the deadline to respond is July 22, 2011. A summary of the bids received will then be turned over to Mr. Hines and Sharon Parker. There will be a Public Hearing on August 23 to allow for public comment and examination of the bids received. These will be made available to the public for a full 10 days.</li> </ul>	<p>For Information Only</p>	<p>N/A</p>
<p><b>PERFORMANCE APPRAISAL CHANGES 07-01-11</b> Jimmy Hines went over the process the QI Performance Team went through to come up with the new Performance Appraisal tool. Kelly Crawford and the QI Performance Team moved forward and created a Performance Appraisal tool that will be more valuable for both the employees of the RPM Health District and the Supervisors. Kelly Crawford summarized the last two pages of the Performance Appraisal to show how the Supervisor will be able to better evaluate the employee in a way in which could better the employ. It also points out strengths and weaknesses of the employee. The new tool became effective July 1, 2011.</p>	<p>For Information only</p>	<p>Document on file</p>

<p><b>FINANCIAL REPORT:</b> Phillip Melton handed out the Financial packet and summarized each page:</p> <ul style="list-style-type: none"> <li>Recap of Home Health Revenues; decline over past three years around \$1 Million.</li> <li>Expenses have been cut to Home Health due to the changes in personnel and supplies</li> <li>County Funding: Rutherford allocations for 11/12 are the same as 10/11 Polk allocations increased by \$8134.00 McDowell allocations for 11/12 remained the same as 10/11</li> <li>Salary Recap, by program by county: May see up to a 20% reduction in salary expenses after the Home Health sale is completes.</li> <li>EH Recap: completed through May with an actual shortfall of \$581,000. By the end of June, if things stay the same, the shortfall will be - \$634,000. Will have updated report at the next BOH meeting. The EH dept. is presently understaffed.</li> <li>Collins Dental Center Recap: The Center continues to do well, but is expected to see some decline in patient visits due to the new Dest Dental Clinic that located in Rutherford County and the changes in Medicaid. This will be monitored closely.</li> <li>Medicaid Cost Settlement: Received \$1,377,216.09. Helen White explained the changes that occurred in the Maternity Dept. We do not expect to see a cost settlement as large as this again due to program changes.</li> </ul>	<p><b>For Information Only</b></p>	<p><b>Document on file.</b></p>																
<p><b>ENVIRONMENTAL HEALTH UPDATE:</b> Susan Robinson handed out a packet covering January – June 2011 and summarized each page for the Board.</p> <ul style="list-style-type: none"> <li>Services applied for in all three counties: new septic-308, new well-220, existing system-86, re-evaluation-23, repair 95, add/expand-11, well abandon-32</li> <li>Fees collected for on-site and wastewater services for all counties: Total \$161,750</li> <li>Percentage of required inspections and completions in all three counties:</li> </ul> <table border="1" data-bbox="168 1230 894 1360"> <thead> <tr> <th></th> <th><u>Required</u></th> <th><u>Inspected</u></th> <th><u>Percentage complete</u></th> </tr> </thead> <tbody> <tr> <td>Rutherford</td> <td>936</td> <td>711</td> <td>75.96%</td> </tr> <tr> <td>Polk</td> <td>295</td> <td>246</td> <td>83.39%</td> </tr> <tr> <td>McDowell</td> <td>552</td> <td>360</td> <td>65.22%</td> </tr> </tbody> </table>		<u>Required</u>	<u>Inspected</u>	<u>Percentage complete</u>	Rutherford	936	711	75.96%	Polk	295	246	83.39%	McDowell	552	360	65.22%	<p><b>For Information Only</b></p>	<p><b>Document on file.</b></p>
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Rutherford	936	711	75.96%															
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<p><b>CLINICAL SERVICES UPDATE:</b> Helen White handed out the RPM District Communicable Disease Report for July 1, 2010 through June 30, 2011. The report included confirmed cases plus any contact cases that had been treated for all three counties. Non rabid bites reported: Rutherfordon- 44 reports with 9 people receiving Post Exposure Vaccine, Polk – 17 reports with 4 people receiving Post Exposure Vaccine and McDowell – 106 reports with 3 people receiving Post Exposure Vaccine. Commissioner Susan Crowe expressed amazement at the high numbers of Communicable Disease for Rutherford County.</p>	<p><b>For Information Only</b></p>	<p><b>Document on file</b></p>																
<p><b>CONFLICT OF INTEREST FOLLOW-UP:</b> Sharon Parker gave an update on the Conflict of Interest and Disclosure Rules. Forms were given to all Board members with the request that they complete and return the forms to Sharon Parker as soon as possible. After she receives the completed forms, Ms. Parker will be in touch with Board members to further discuss any potential conflicts of interest that may arise regarding the sale of Home Health.</p>	<p><b>For Information Only</b></p>	<p><b>N/A</b></p>																
<p><b>HOME HEALTH ORIENTATION OF NEW MEMBER:</b></p>	<p><b>For Information</b></p>	<p><b>Document on</b></p>																

Becky Gorecki presented the orientation packet to new member Susan Crowe, Commissioner appointee for Rutherford County, before the meeting began.	<b>Only</b>	<b>file</b>
<b>REVIEW OF HOME HEALTH QUARTERLY REPORTS:</b> <ul style="list-style-type: none"> <li>• Ethical Issues: No ethical concerns logged this quarter</li> <li>• Unmet Needs: No unmet needs logged this quarter</li> <li>• Reportable Communicable Disease : none reported for staff or patients from 4-1-2011 to 6-30-2011.</li> <li>• No unusual events reported this quarter</li> <li>• No patient complaints reported this quarter</li> <li>• Patient Incidents: Goal is less than 2% in findings; total findings were 1.74% so the Goal was Met.</li> <li>• Patient Infection Tracking: Goal Met. Total .65% (Goal is less than 2% findings)</li> <li>• Staff incidents – none reported this quarter</li> <li>• Staff Infections – none reported this quarter</li> </ul>	<b>For Information Only</b>	<b>Document on File</b>
<b>UPDATE ON Home Health INDIGENT GRANT FUNDS:</b> Becky Gorecki reported that the Indigent grant funds still had around \$7,000 at the end of June. The funds were replenished up to \$25,000 July 1, 2011.	<b>For Information Only</b>	<b>Document on File</b>
<b>HOME HEALTH GENERAL UPDATE:</b> Ms. Gorecki reported there was nothing new to add	<b>For Information Only</b>	N/A
<b>ADDITIONAL UPDATES FROM THE HEALTH DIRECTOR:</b> <b>(Not on the Agenda)</b> Jimmy Hines reported on the following items: <ul style="list-style-type: none"> <li>• NC Court of Appeals upheld the State smoking ban in the Guilford County Board of Health law suit.</li> <li>• The Institute of Medicine Today’s Women’s Preventative Services Group recommended that Health Insurers who insure women cover the full range of FDA approved contraceptive methods, sterilization procedures, patient education and counseling for all women with reproductive capacity. This should also include one Well Woman visit annually. This is only in the recommendation stages.</li> <li>• Mr. Hines will be on vacation the week of July 24<sup>th</sup> through August 2, 2011. Phillip Melton, Helen White and others are in place should anyone need anything.</li> </ul>	<b>For Information Only</b>	N/A
<b>ADJOURNMENT:</b> Meeting adjourned at 8:15 pm	<b>Dr. Hobart Rogers made a motion to adjourn at 8:15 p m seconded by Dr. Thomas Jaski. The motion was unanimously approved.</b>	N/A
<b>SIGNATURES:</b> _____ <b>Dr. Iain Fitch, Chairman</b>  _____ <b>James H. Hines, Jr., District Health Director</b>		