

**RUTHERFORD-POLK-MCDOWELL
DISTRICT BOARD OF HEALTH MEETING MINUTES
Polk County Health Department
November 8, 2011**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Kim Lowery Hobart Rogers Dr. Thomas Jaski David Odom	Briana Shelton Rev. Mark Forbes Josh Dobson	Ted Owens Mike Davidson Cathy Brooks Rick Covil

Board of Health Members Absent:

Susan Crowe Sandra McGriff	Norman Guthrie Jim Segars Carol Tribble	Iain Fitch, Chair
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Health Department Staff/Guests Present:

Guest:

**Sharon Parker, Board Attorney
Kwain Bryant, CEO, Senior Consultant,
Empowerment Exchange, LLC**

HD Staff:

**James H Hines, Jr., Health Director
Phillip Melton, CFO
Kelly Crawford, Human Resources
Helen White, RN Supervisor
Susan Robinson, Environmental Health
Brenda Green, Administrative Services Assistant
Becky Gorecki, HH Supervisor**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<p>CALL TO ORDER: Dr. Hobart Rogers, Vice-chair called the BOH meeting together at 7:30 pm</p>	No Board action required	N/A
<p>PUBLIC COMMENT PERIOD: There was no public present who requested to make comment.</p>	No Board action required	N/A
<p>APPROVAL OF DISTRICT BOH MINUTES FOR: July 19, 2011 and August 23, 2011</p>	<p>Don Corry made a motion to approve the BOH minutes for July 19th and August 23rd as presented, seconded by Dr. Mike Davidson. The motion was unanimously approved.</p>	Documents on file
<p>CHRISTMAS BREAKFAST: Jimmy Hines presented an opportunity for Board members and employees to get to get a little better acquainted with each other by having the Board members, Sharon Parker and Jimmy Hines sponsor a Christmas Breakfast at the ICC Foundation Building on either the 12th or the 14th of December (to be determined). Each Board member and Jimmy and Sharon would pay \$50.00, which would be deducted from the Board member's annual meeting pay in June 2012. Jimmy Hines and Sharon Parker will pay out of pocket.</p>	<p>Ted Owens made a motion to accept the opportunity and for the Board members to sponsor seconded by Don Corry. The motion was unanimously approved.</p>	N/A
<p>MCDOWELL COUNTY TEEN PREGNANCY PREVENTION TASK FORCE RECOMMENDATIONS: Mr. Hines introduced Kwain Bryant, CEO and Senior Consultant, Empowerment Exchange, LLC who presented a full report and Power Point presentation to the Board on the McDowell County Teen Pregnancy Prevention Task Force and answered questions. See attached report</p>	For Information Only	Document on file.
<p>COLLINS DENTAL CENTER (CDC) UPDATE: Dr. Mike Davidson summarized the CDC packet that had previously gone out to the Board members which included the following reports: CDC Revenues FYE 2007-FYE 2011 CDC Expenses FYE 2007-FYE 2011 CDC Finances FYE 2007-FYE 2011 Steps already taken to deal with competition from other clinics and high rate of broken appointments, including what is in progress now to deal with competition. See attached report Dr. Davidson also asked the Board for approval to use \$15,500.00 of the CDC Reserve fund for marketing of the Dental Center, which would be done by requesting bids. Dr. Davidson also need to re-appoint three of the CDC/JOB members: These included: Carla Anderson, Cathy Brooks and Dr. Mike Davidson.</p>	<p>Don Corry made a motion to approve the use of \$15,500.00 for marketing of the Collins Dental Center, seconded by Ted Owens. The motion was unanimously approved. Dr. Hobart Rogers made a motion to re-appoint Carla Anderson for a three-year term beginning 11/8/11 seconded by Ted Owens. Don Corry made a motion to re-appoint Cathy Brooks for a three-year period beginning 01/01/12 seconded by Kim Lowery. Don Corry made a motion to re-appoint Dr. Mike Davidson for a three- year period beginning 01/01/12 seconded by Kim Lowery</p>	Documents on file
<p>EXECUTIVE COMMITTEE MEETING UPDATE: Cathy Brooks gave a brief update on the Executive Committee meeting that was held November 2, 2011. The meeting was held for the purpose of discussing the RPM District Health Director</p>	For Information Only	Document on file.

<p>Evaluation process. The new Evaluation form should be ready for use in a couple of weeks.</p>		
<p>HEALTH DIRECTOR’S REPORT: Jimmy Hines reported on the following items:</p> <ul style="list-style-type: none"> • Update on the Childhood Obesity Summit • NC was awarded a \$7.4 million grant called Community Transformation grant. Request for allocations are being put together now. The Health Department will be present it’s request as a region. This is federal dollars that came out of the Health Care Reform Bill • According to the report in the local newspapers, infant mortality rates have dropped • QI 101 update • Will be recommending to the Board organizational and infrastructure changes in January. • Letter of commendation regarding Teresa Sauve and Rhonda Lovelace and the good care and show of concern received by a client who visited the Polk County Health Department. 	<p>For Information Only</p>	<p>Document on file</p>
<p>FINANCIAL UPDATE: Phillip Melton gave updates and summarized the following items:</p> <ul style="list-style-type: none"> • CDC Report – Revenue and Expense – Sept 2011 • CDC Report – Revenue and Expense – August 2011 • CDC Report – Revenue and Expense – July 2011 • EH Recap – FYE 06-30-12 • Contract from Norman, Johnson & Co., PA. The Board now needs to approve our audit contracts. Phil will do an RFP (Request for Proposal) next year in order to compare rates of the auditors. • RPM Revenue and Expense compared to Budget 07-01-11 – 09-30-11. 	<p>Ted Owens made a motion to accept and approve the 2011-2012-audit contract as presented, seconded by Josh Dobson. The motion was unanimously approved.</p>	<p>Documents on file</p>
<p>EH UPDATE 1ST QUARTER: Susan Robinson summarized the following reports for each of the three counties:</p> <ul style="list-style-type: none"> • Applications for services July – September 2011 • Septic and well permits issued/water samples collected July - September 2011 • Revenue for on site water and wastewater services July – September 2011 • Food and Lodging Revenue July – September 2011 • Percentages of completed required inspections July 1 – Oct. 31, 2011 	<p>For Information Only</p>	<p>Documents on file</p>
<p>CLINICAL/FLU UPDATE: Helen White summarized the Flu Vaccine report 10-01-11 – 11-02-11 for all three counties and the RPM Communicable Disease report for 07-01-11 – 09-30-11</p>	<p>For Information Only</p>	<p>Documents on file</p>
<p>REQUEST FOR CLOSED SESSION for discussion of information that is privileged, confidential or not a public record under NC General Statutes 143-318.11 (a)(1), to consult with the Board Attorney in order to preserve the attorney-client privilege between the attorney and the public body under NC General</p>	<p>Ted Owens made a motion to go into closed session at 9:45 pm, seconded by Josh Dobson. The motion was unanimously approved.</p>	<p>Minutes for closed sessions are maintained at the law office of Dameron</p>

<p>statute 143-318.11(a)(3) and to discuss personnel matters under NC General Statutes 143-318.11(a)(6).</p>		<p>Burgin and Parker 26 West Court Street, Marion, NC 28752</p>
<p>ADJOURNMENT:</p>	<p>_____ made a motion to adjourn seconded by _____. The motion was unanimously approved.</p>	<p>N/A</p>
<p>SIGNATURES:</p> <p>_____</p> <p>Dr. Iain Fitch, Chairman</p> <p>_____</p> <p>James H. Hines, Jr., District Health Director</p>		

**RUTHERFORD-POLK-MCDOWELL
HOME HEALTH ADVISORY BOARD MEETING MINUTES
Polk County Health Department
November 8, 2011**

Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Kim Lowery Hobart Rogers Dr. Thomas Jaski David Odom	Briana Shelton Rev. Mark Forbes Josh Dobson	Ted Owens Mike Davidson Cathy Brooks Rick Covil

Members Absent:

Susan Crowe Sandra McGriff	Norman Guthrie Jim Segars Carol Tribble	Iain Fitch, Chair
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Health Department Staff/Guests Present:

Guest:

**Sharon Parker, Board Attorney
Kwain Bryant, CEO, Senior Consultant,
Empowerment Exchange, LLC**

HD Staff:

**James H Hines, Jr., Health Director
Phillip Melton, CFO
Kelly Crawford, Human Resources
Helen White, RN Supervisor
Susan Robinson, Environmental Health
Brenda Green, Administrative Services Assistant
Becky Gorecki, HH Supervisor**

AGENDA ITEMS

BOARD ACTION

REFERENCE

		DOCUMENTS
CALL TO ORDER Dr. Hobart Rogers, Vice-Chairman, called the meeting to order at 7:00 p.m.	No Board action required.	N/A
PUBLIC COMMENT PERIOD There was no public present who requested to make comment.	No Board action required	N/A
<u>ACTION ITEMS</u>		
SWEARING IN OF NEW BOARD MEMBERS: Rick Covil – Polk Co. Rev. Mark Forbes – McDowell Co	Phillip Melton administered the Oath of Office to new Board members Rick Covil who was presented by Ted Owens, Polk Co. Commissioner and Rev. Mark Forbes who was presented by Josh Dobson, McDowell Co. Commissioner.	Documents on file.
APPROVAL OF THE MINUTES FOR July 19, 2011	Ted Owens made a motion to approve meeting minutes for July 19, 2011 as presented, seconded by Don Corry. The motion was unanimously approved.	Documents on file.
HOME HEALTH QUARTERLY UPDATES. Becky Gorecki handed out the following updates and summarized the information: HH Quarterly Report HH Quarterly Record Audits HH Annual Report with letter of changes SHP Pt. Satisfaction Survey The \$25000,00 Indigent Grant fund still has \$18,561.57 as of 11/08/11.	No Board action required	Documents on file.
BAD DEBT WRITE-OFF: Phillip Melton ask the Board for acceptance and approval to go ahead and proceed with the offset collection of the HH Bad Debt Write if \$3,619.65. Mr. Melton also explained the process for the benefit of the new members.	Dr. Mike Davidson made a motion to accept the Bad Debt Write off of \$3,619.65 and proceed with the offset collections, seconded by Josh Dobson. The motion was unanimously approved.	Document on file.
HOME HEALTH SALE UPDATE: To be discussed in closed session.	For Information Only	N/A
ADJOURNMENT	At 7:25 pm Ted Owens made a motion to adjourn from the HH meeting and proceed with the Board of Health meeting seconded by Josh Dobson. The motion was unanimously approved.	N/A
SIGNATURES:		

Dr. Iain Fitch, Board Chair		

James H. Hines, Jr., Health Director		