

**RUTHERFORD-POLK-MCDOWELL
District Board of Health Meeting Minutes
Rutherford County Health Department
September 11, 2012**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Hobart Rogers Sandra McGriff Kim Lowery David Odom	Josh Dobson Susan McNeely Carol Tribble	Iain Fitch, Chair Mike Davidson Cathy Brooks

Board of Health Members Absent:

Susan Crowe Don Corry Dr. Thomas Jaski	Rev. Mark Forbes Briana Shelton Jim Segars	Ted Owens Rick Covil
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Health Department Staff/Guests Present:

Guest:

Sharon Parker, Board Attorney

HD Staff:

James H Hines, Jr., Health Director

Phillip Melton, CFO

Susan Robinson, Environmental Health

Brenda Green, Administrative Services Assistant

Kelly Crawford, Human Resources

Helen White, DON

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER Dr. Iain Fitch called the meeting to order at 6:45 pm	No Board action required	N/A
PUBLIC COMMENT PERIOD: There was no public present to make comment NOTE: Dr. Fitch, Board Chair asked the group to take a moment in silence to remember the victims and their families of the 9/11 disaster that took place eleven years ago this day.	No Board action required	N/A
APPROVAL OF DISTRICT BOH MINUTES FOR: July 10, 2012 Josh Dobson pointed out that Kris Edwards' name should be added to the Staff guest list as being present at the meeting. Brenda Green is to add name.	Dr. Mike Davidson made a motion to approve the BOH minutes for 07/11/12 with Kris Edwards' name added, seconded by Dr. Hobart Rogers. The motion was unanimously approved.	Documents on file
ELECTION OF EXECUTIVE COMMITTEE MEMBER: Dr. Fitch recommended tabling election of a new Executive Committee member until the next meeting, which will be November 13, 2012 in order for the members to have time to give thought to whom they might want to elect.	Dr. Mike Davidson made a motion to table the election for a new Ex. Comm. Board Member until the next meeting, seconded by Carol Tribble. The motion passed.	N/A
CONFLICT OF INTEREST DISCLOSURE 2012: Sharon Parker, Board Attorney summarized the 2012 forms that had been received in the BOH packets and asked each member to fill in the form and return it to her so it could be kept on file. State Statutes now require Mr. Hines to certify for certain state funding and grants that Board members have not been convicted of a violation of Chapter 78a of the General Statutes (State and Federal Security Regulations) within the past 10 years.	No Board Action Required but Board members are to complete the disclosure forms and return them to Ms. Parker.	Documents on file
EMPLOYEE HOLIDAY BREAKFAST 12-10-12: Mr. Hines asked the Board to approve his request for an Employee Holiday/Christmas breakfast at the ICC Foundation Building in Spindale to be held 12-10-12 from 8:00 to 10:00 am. Last year's caterer has offered the same menu at the same price as last year. Mr. Hines and Board members would be asked to donate \$50.00 each toward the price of the meal and to attend the event if at all possible to show the RPM District employees they are appreciated for their dedication and hard work. Dr. Fitch stated he had gotten much feedback regarding the success of the breakfast last year and encouraged the Board members to approve the request. If approved Brenda Green will send a memo to the Board members regarding the \$50 each one will be asked to pay if it is feasible for them to do so.	Cathy Brooks made a motion to approve the request for the breakfast to take place on 12-10-12, seconded by Carol Tribble. The motion was unanimously approved.	N/A
INFORMATION ITEM		N/A

<p>FINANCIAL REPORT - CDC AND EH: Phillip Melton handed out and summarized a Financial Report FYE 06-30-12, subject to auditor adjustment. Mr. Hines pointed out the detailed report has not been completed due to new financial staff being trained. Mr. Hines and Dr. Davidson indicated a program assessment is being conducted at Collins Dental Center by Marilyn Lewis and Dr. Wesley to review program operations.</p>	<p>Information only</p>	<p>Documents on file</p>
<p>CDC MARKETING PROJECT UPDATE: Mr. Hines handed out the new brochure and contact information placard for the Collins Dental Center. He also had the new fold out display board set up in the break room for the Board members to see. The display board will be used in the community for Health Fairs. He also stated the web page designs are complete and the television commercial is close to completion.</p>	<p>Information only</p>	<p>Document on file.</p>
<p>HEALTH DIRECTOR'S REPORT: Mr. Hines reported on the following items:</p> <ol style="list-style-type: none"> 1) Briefing on Western Region Community Health Assessment: will be held at the ICC Foundation on Oct 9, 2012 from 5:30 pm to 7:00 pm. The briefing will be facilitated by Mr. Hines and joined by Hospital Trustees from the Rutherford Regional Health System, St Luke's Hospital, the McDowell Hospital CEOs, Staff, and the RPM District Board of Health. 2) Appalachian Regional Diabetes Health Coalition in collaboration with the Appalachian Regional Health Commission has contacted Mr. Hines about collaboration and working to develop a Diabetes Coalition in Rutherford County. The Commission will be providing funding to establish the coalition as well as potential future funding up to \$40,000 for interventions. The work will be done through the Rutherford Community Health Council. 3) On Thursday, Sept 13th in McDowell Co., the McDowell Co. Health Forum will consider matters regarding the McDowell Community Health Assessment. The forum is a major collaborative health event being conducted at the Corpening YMCA. Mr. Hines has been asked to facilitate the Teen Pregnancy Prevention Session. 4) Mr. Hines will be at the NCPHA Statewide Education Conference the week of Sept. 17th through Sept. 21st. After almost three years as Health Director, Mr. Hines has been asked to attend the "New" Health Director Orientation, sponsored by NCALHD. 5) Mr. Hines has met with OB-GYN/McDowell Hospital Staff regarding potential Maternity and other Women's Health Services. Mission Hospital, Asheville also had representatives at the meeting. He is seeking to position RPM to partner with providers in the communities where we serve when the opportunity and situation is appropriate for our agency. 6) Medicaid Cost Report: Phillip Melton was informed that information and data for Medicaid Cost Settlement was 	<p>Information only.</p>	<p>Document on file.</p>

<p>due within a couple of weeks. Mr. Melton has worked diligently to get this information sent in. Hopefully this will allow Mr. Melton to the Board budget projections for 2013-14.</p> <p>7) CareSouth has vacated the HD facilities in Rutherford and Polk Counties and will be out of the McDowell Facility no later that Oct. 15, 2012.</p> <p>8) CTP (Community Transformation Project): Project is going very well. The big push at present is to get McDowell Technical Institute and Isothermal Community College to become tobacco free facilities.</p> <p>9) Mr. Hines handed out copies of the survey that is being used to gather information that could help support the local CHA. Members were encouraged to fill out the survey form or go online to fill it out.</p> <p>10) Mr. Hines also handed out copies of a Map of County Responsibilities which was color coded to represent Consolidated Human Services Agencies, Hospital Authorities, District Health Departments, County Health Departments and Public Health Authorities. The map is in reference to the HB438. Fourteen counties are considering going to a consolidated Human Services type program. Montgomery Co. had a public hearing on 8/21 and eliminated their Board of Health. Their county Board of Commissioners will do all their Board functions. Their county DSS and Health Department now reports to the county manager.</p>		
<p>NO REQUEST FOR CLOSED SESSION There was no request for a closed session at this meeting.</p>	<p>N/A</p>	<p>Minutes for closed sessions are maintained at the law office of Dameron Burgin and Parker 26 West Court Street, Marion, NC 28752</p>
<p>ADJOURNMENT: Next meeting will be Nov. 13, 2012 in Polk County.</p>	<p>Carol Tribble made a motion to adjourn at 7:45 pm, seconded by Dr. Mike Davidson. The motion was unanimously approved.</p>	<p>N/A</p>
<p>SIGNATURES: _____ Dr. Iain Fitch, Chairman</p> <p>_____ James H. Hines, Jr., District Health Director</p>		

