

**RUTHERFORD-POLK-MCDOWELL
District Board of Health Meeting Minutes
County Health Department
McDowell County Health Department
January 14, 2013**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
David Odom Don Corry Greg Lovelace	Carol Tribble Susan McNeely	Dr. Iain Fitch, Chair Dr. Mike Davidson

Board of Health Members Absent:

Dr. Hobart Rogers Dr. Thomas Jaski Sandra McGriff Kim Lowery	Josh Dobson Jim Segars Rev. Mark Forbes Dr. Briana Shelton	Rick Covil Cathy Brooks Ted Owens
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Health Department Staff/Guests Present:

<u>Guest:</u> Sharon Parker, Board Attorney	<u>HD Staff:</u> James H Hines, Jr., Health Director Phillip Melton, CFO Susan Robinson, Environmental Health Brenda Green, Environmental Health Kelly Crawford, Human Resources Brandi Saine, Human Resources
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NOTE: Brenda Green reported that she had tracked the status of our meeting quorums to determine if the chances of obtaining a quorum would be better if all the meetings were held in Rutherford County instead of alternating among the three counties. After her research, it was determined that the location of the meetings had no regard to whether or not a quorum was present.

ACTION ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Dr. Iain Fitch, Chair called the meeting to order at 6:45pm	No Board action required	N/A
PUBLIC COMMENT PERIOD: There was no public present to make comment	No Board action required	N/A
SWEARING IN OF NEW BOARD MEMBER: Phillip Melton conducted the swearing in of Greg Lovelace, County Commissioner member representing Rutherford County.	No Board action required	N/A
APPROVAL OF DISTRICT BOH MINUTES FOR November 13, 2012	Due to the lack of a quorum, no vote was taken	Documents on file.
INFORMATION ITEM		
AUDIT FOR FISCAL Year 2011-2012: Gary Johnson with Norman Johnson and Co. PA distributed the audit report and provided a thorough explanation of its contents.	Due to a lack of quorum, no vote was taken.	Documents on file
BUDGET AMENDMENTS: Phillip Melton reviewed the two budget amendment items to include the increase in the percentage of retiree insurance and the increase in state funding for the Nurse Family Partnership.	Due to a lack of quorum, no vote was taken.	Documents on file
HANDOUT OF HEALTH DIRECTOR'S EVALUATION: Sharon Parker distributed the tools for Mr. Hines' evaluation and explained the process to the board. She asked that the forms be returned by the end of January and she will send e-mail reminders until she receives them. Mr. Hines shared the progress and outcomes achieved during the past year toward his work goals, the strategic plan, and other relevant performance measures.	Information only	Documents on file
HEALTH DIRECTOR'S REPORT: Mr. Hines updated the board on financial strategies that he has been working on with county managers and Board of Health Commissioners representatives. He shared handout of Statement of Revenues, Expenditures and Changes in Fund Balances for board members. He also shared power point presentation entitled Strategic Budget Issues 2013. Mr. Hines outlined how an increase in the allocation from	Information only	Documents on file.

<p>counties to the District, along with prospective reductions/potential new revenue within the District, would improve our financial standing at the end of three years relative to the unrestricted fund balance. The three County Managers and BOH Commissioners representatives support the financial strategy to balance the unrestricted fund balance. Power Point attached.</p>		
<p>FINANCIAL REPORTS:</p> <p>Phillip Melton reviewed the Environmental Health Recap for Fiscal Year Ending June 30, 2013 along with a comparison of the Revenue and Expense Report for Collins Dental Center for October and November 2011 and October and November 2012.</p>		
<p>SPECIAL RECOGNITION:</p> <p>Mr. Hines presented Brenda Green with a token of appreciation on behalf of the board for her service to the Board of Health.</p>	<p>Information only</p>	
<p>No Closed Session requested</p>	<p>No closed session was requested at this meeting</p>	<p>Minutes of closed sessions are maintained at the law office of Board Attorney Sharon L. Parker at 26 West Court Street, Marion, NC 28752</p>
<p>ADJOURNMENT:</p>	<p>Dr. Fitch recommended to adjourn the meeting at 8:35 pm.</p>	<p>N/A</p>
<p>SIGNATURES: _____ Dr. Iain Fitch, Chairman</p> <p>_____ James H. Hines, Jr., District Health Director</p>		