

**RUTHERFORD-POLK-MCDOWELL
District Board of Health Meeting Minutes
Rutherford County Health Department
Tuesday March 19, 2013**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Hobart Rogers Dr. Thomas Jaski Sandra McGriff David Odom	Carol Tribble Susan McNeely Jim Segars	Ted Owens Rick Covil Mike Davidson Dr. Iain Fitch

Board of Health Members Absent:

Greg Lovelace	Rev. Mark Forbes Joe Kaylor	Cathy Brooks
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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
Helen White, Nursing
Brandi Saine, Human Resources
Kelly Crawford, Human Resources
Brian Conner, Maintenance
Michael Elliott, Information Technology**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Dr. Iain Fitch, Chair called the meeting to order at 6:50pm	No Board action required	N/A
UPDATE INFORMATION: Sharon Parker, Board Attorney made note that a quorum was present for the meeting. Kim Lowery, and Dr. Brianna Shelton have resigned from the Board due to work and personal commitments. Sharon Parker is working with county commissioners to replace these members. Joe Kaylor has been appointed to BOH as McDowell County Commissioner.	No Board action required	N/A
PUBLIC COMMENT PERIOD: There was no public present to make comment	No Board action required	N/A
APPROVAL OF DISTRICT BOH MINUTES FOR: September 11, 2012, November 13, 2012, and January 14, 2013	Don Corry made a motion to approve the BOH minutes for 9/11/12, 11/13//12 and 1/14/13 as presented, seconded by Ted Owens. The motion was unanimously approved.	Documents on file
APPROVAL OF AUDIT OF FISCAL YEAR 2011-2012:	Don Corry made a motion to approve the audit, seconded by Susan McNeely. The motion was unanimously approved.	Documents on file.
OPEN SESSION REPORT FROM EXECUTIVE COMMITTEE: Sharon Parker , Board Attorney updated the Board on Executive Committee meeting held on February 25, 2013. They discussed the need for approval of BOH minutes from 9/11/12 and 11/13/12, approval of audit report, budget amendments submitted on 1/14/2013, and Community Health Assessment.	No action was taken by Executive Committee.	N/A
PERSONNEL POLICY CHANGES: Kelly Crawford proposed changes to Reduction in Force, FMLA, and Staff Recruitment, Orientation, Training and Development policies. She also presented new Cell Phone and Text Messaging Policy.	Ted Owens made a motion to approve the personnel policy changes, seconded by Carol Tribble. The motion was unanimously approved	Documents on file
BUDGET AMMENDMENTS: Phillip Melton reviewed amendments to budget year 2012-2013 to include increase in the retiree insurance, increase in available revenue for NFP Program, and increased expenses of unemployment costs.	Dr. Mike Davidson made a motion to approve the budget amendments, seconded by Carol Tribble. The motion was unanimously approved.	Documents on file
FINANCE REPORTS: Mr. Hines reviewed six month revenue/expenses for the District. Reimbursable claims are down approximately 13% for the first six months. Local revenue to include EH fees is down approximately 19%. The new budget will be presented in May, where we anticipate around \$220,000 in cuts. This is a result of working toward a neutral fund balance, and an increase in revenue expenditure by the counties of \$110,000, for the next (3) years. There have been some issues still present as a result of the sale of Home Health. Also, we budgeted for positions which retired in December, as well	No Board action required	Documents on file

<p>as one position in Administration which has been cut. These will not be expense items in the next six months. We have earned approximately \$60,000 less than this time a year ago. Mr. Hines indicated at the end of March, the 3rd quarter, Mr. Melton, CFO will provide more specific details regarding revenue/expense issues to him. The information will be used in developing the 2013-2014 budget that will be presented at the May Board of Health meeting.</p> <p>Phillip Melton reviewed EH and Collins Dental Center Reports. Collins Dental Center February report shows revenues are down \$20,000 compared to last year. Thermal Belt did not get billing for MOA to us until February was closed out. Comparatively, revenues have continued to fall since 2011, as there was \$111,000 additional revenue that year. Dr. Davidson explained the decrease in revenue is attributed to more available providers, and an increase in the patient no show rate We are focusing on reducing broken appointments, continued training, encouraging needed services while patients are in the office, and reducing referred services.</p> <p>EH: the major impact is that there is not a lot of revenue coming in locally especially in Rutherford County. We expected \$190,000 for the county for the year, and we are at \$56,000 at the 8th month mark. Comparatively, McDowell County was hit harder last year with \$117,000 in revenue and we are at \$57,000 at this time for McDowell County. The program will not be cost neutral, but we would like to see closer numbers than what we are seeing at this point.</p>		
<p>APPROVAL OF COMMUNITY HEALTH ASSESSMENT: As a result of the presentation of the Community Health Assessment in Polk County by Marjorie Vestal in November 2012, we have prioritized in each of the 3 counties what we want to focus on. Top 5 for Rutherford County were disease related to high blood pressure, healthy eating and active living, substance abuse, including tobacco, behavioral health and teen pregnancy. Polk County- access to care, economy and health, tobacco and substance abuse, and healthy living. McDowell- teen pregnancy, tobacco use, healthy eating and active living, substance abuse/behavioral health, and access to care. We are taking the top 4-5 and narrowing it down through the Health Counsel to 2-3. We have to submit a written plan by the end of June in collaboration with Community Hospital about those strategic plans and our prevention strategies.</p>	<p>Dr. Rogers made a motion to approve the Community Health Assessment. Seconded by David Odom. The motion was unanimously approved.</p>	<p>Document on file.</p>
<p>ELECTION OF SUSAN MCNEELY TO EXECUTIVE COMMITTEE REPRESENTING MCDOWELL COUNTY:</p>	<p>Ted Owens made the motion to approve, seconded by Carol Tribble. The motion was unanimously approved.</p>	<p>Document on file.</p>
<p>ELECTION OF BOARD OFFICERS: Sharon Parker informed board members that Dr Iain Fitch has agreed to continue as Chair, and Dr. Hobart Rogers has agreed</p>	<p>Carol Tribble made the motion to approve, seconded by Susan McNeely. The motion was unanimously</p>	<p>N/A</p>

to continue as Vice Chair.	approved.	
<p>HEALTH DIRECTOR'S REPORT:</p> <ul style="list-style-type: none"> • Mr. Hines reported that Dr. Levine resigned effective March 22, 2013. We will staff the office with contract dentists until we recruit for a full time dentist. We hope to expand public health dental services to McDowell County. We have submitted a grant to KBR for \$150,000 for renovation and hope to hear from that by the end of May. McDowell County has many eligible potential patients that need public health dental services. Collins Dental Center could become the host for expanding services to McDowell County. Staff support and other economies of scale issues would be an asset for implementing comprehensive dental services throughout the health district. Dr. Davidson has made contact with Public Health dentists in effort to potentially recruit for future staff. Sandra McGriff and Mr. Hines have discussed the possibility to satellite dental services at the Community Health Clinic in Spindale. • We are getting an additional \$37,000 for Health Promotions, which we have to spend by May. We are looking at doing a new District brochure, community health newsletters, and CHIP Plans. • 211 Help Information line opened in Rutherford County on March 12. Mr. Hines has talked to county commissioners in Polk County. 211 is already in operation in McDowell County. • We continue to track legislative priority to raise food and lodging fees from \$75 to \$120 per year. This is an increase of \$45 of which \$20 will come directly to Health Departments, an additional \$600,000 per year for the state. Efforts are being made to have Senator Hise include the fee increase in the State Appropriations bill. 		N/A
INFORMATION ITEMS		
<p>FACILITY UPDATES: Brian Conner, licensed contractor and Director of Maintenance has nurtured our relationship with McDowell County Maintenance Dept which has resulted in receiving more support from the county. He has also negotiated our contract cleaning services in Rutherford County which is now done after hours. Brian also did all the construction for renovations in Rutherford, providing a new area to Human Resources and Environmental Health and Billing. Michael Elliott, IT Manager, has recently installed monitors in the main lobby areas of two of our health departments, as well as in the EH Dept., is working to improve our website, and has introduced RPM to social media sites. We are going to be renting out 6 office spaces in McDowell County to Smoky Mountain Mental Health, providing space to Congressman Meadows' staff person, and providing</p>		N/A

<p>space to DSS Transportation Program. They are adding a fiber optic line which will give us access to better internet/phone service for our employees also. Brian Conner provided the group with a tour of the renovations at Rutherford Health Department.</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 statute 143-318.11(a) (3) and to discuss personnel matters under NC General Statutes 143-318.11(a) (6).</p>	<p>_____ made a motion to go into closed session, seconded by _____. The motion was unanimously approved.</p>	<p>Minutes for closed sessions are maintained at the law office Sharon Parker, 26 W. Court St Marion, NC 28752</p>
<p>ADJOURNMENT:</p>	<p>Made a motion to adjourn seconded by. The motion was unanimously approved.</p>	
<p>SIGNATURES: _____ Dr. Iain Fitch, Chairman</p> <p>_____ James H. Hines, Jr., District Health Director</p>		