

**RUTHERFORD-POLK-MCDOWELL
District Board of Health Meeting Minutes
Rutherford County Health Department
Tuesday, July 23, 2013**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Theressa Calhoun Gregg Lovelace David Odom Sandra McGriff Dr. Hobart Rogers	Joe Kaylor Susan McNeeley Jim Segars Carol Tribble	Dr. Mike Davidson Iain Fitch, Chair

Board of Health Members Absent:

Don Corry Dr. Thomas Jaski Sandra McGriff	Dr. Ben Hall Judy Wilson	Cathy Brooks Rick Covil Ted Owens
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Health Department Staff/Guests Present:

<u>Guest:</u> Sharon Parker, Board Attorney Rachel Ross, MPH Student UNC Chapel Hill	<u>HD Staff:</u> James H Hines, Jr., Health Director Phillip Melton, Finance Director Susan Robinson, Environmental Health Brooke Waycaster, McDowell Site Manager Kelly Crawford, Human Resources
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AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Dr. Iain Fitch, Chair called the meeting to order at 6:46 p.m.	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, Finance Officer, conducted the swearing in of Theresa Calhoun who will be replacing Kim Lowery from Rutherford County.	No Board action required	N/A
INTRODUCTION OF OTHERS IN ATTENDANCE: Mr. Hines introduced Brooke Waycaster, Site Manager for McDowell County and Rachel Ross, MPH Intern with UNC Chapel Hill.	No Board action required	N/A
APPROVAL OF DISTRICT BOH MINUTES FOR: June 12, 2013	Under the section “Not on the Agenda” regarding the Collins Dental Clinic Joint Advisory Board appointment, Dr. Mike Davidson made a motion to approve the minutes with the correction to replace “due to expire June 1 st ” to “had expired.” This motion was seconded by Carol Tribble. The motion was unanimously approved.	Documents on file
ACTION ITEMS		
<p>Budget Update 2013-2014:</p> <p>Mr. Hines reminded the Board regarding the agreement that was made with the three county managers. The agreement to reduce fund balance expenditures over the next three (3) years was that the counties aggregate increase would be \$110,000 annually and RPM Health Department would either increase non-county revenue or reduce expenses annually by \$222,000. Mr. Hines went back 5 years to review the history of the amounts received from each of the three counties. With this new agreement, this is the most we have received from the three counties in 10 years. We have received written confirmation of this agreement in writing from each county’s finance officers.</p> <p>UPDATE FROM RALEIGH:</p> <p>Last month we reported that the Senate and House were trying to get food and lodging fees increased. Monday we received notification that they will increase from \$75 to \$120. The Counties will receive approximately \$70 of that increase. The Senate was also going to RIF all the regional level employees.</p>	No Board action required	N/A

The budget did decrease dental hygiene positions. The Senate recommended to cut them all. They are going to cut 15 the first year and then to cut more in the 2014-2015 budget. We have two state dental hygiene positions in our District. No one knows who will be affected by this RIF.

Last Thursday in Raleigh we were told to expect a 3% reduction of Title 10 monies due to sequestration, which means around \$8,000 for us this year. In addition, outreach money or promotion funds that we have received has been cut.

We have not yet been notified of any decisions regarding the Maternal and Child Health (MCH) block grant, which comes to \$8.3 million dollars to North Carolina. The grant maternity outreach.

The state wide Nurse Family Partnership has been notified that they will receive a one-time allocation of 675,000. We have a grant here now that will run out in one more year. We do not know how that money will be disbursed.

Mr. Hines was able to negotiate with a provider practice that provides OB care for maternity care for an additional 1% reduction on what we pay the provider as we do the billing.

Commissioner Gregg Lovelace asked if we knew a ballpark total of what we will get at the state at this point? Phillip Melton replied that he anticipated 2.4 million.

Commissioner Gregg Lovelace asked if the second year looked like an increase or a decrease. Phillip Melton replied that it looked like a decrease. We have not yet received signed copies back of the Contract Addenda from the State.

Mr. Hines stated that the other piece that will affect us will be Medicaid but that probably won't be clear until January 1, 2014 when they start enrolling.

BUDGET AMENDMENTS:

Phillip Melton went over the Collins Dental Center report that contained the May and June financial report. The Dentist resigned in March and we paid her out in April. Professional services went up quite significantly because we are contracting with the fill in dentists until we can get one hired.

Dental Center has made significant gains in the few short months that we have utilized the contract dentist. Our Medicaid receipts for the month of May were over \$63,000 and in June were at \$54,000. They are pretty good numbers compared to what we were doing earlier in the year.

Dr. Davidson asked if the report contained any cost settlement

David Odom made a motion to approve the budget amendments, seconded by Dr. Davidson. The motion was unanimously approved.

Documents on file

information. Phillip Melton stated it did not. Mr. Hines said with that with the Medicaid numbers the Dental Center will be operating in the black.

We have been told our total District cost settlement should be \$950,000 for this year which is more than we received last year.

Environmental Health recap. May and June information was added to the report. We did incur a substantial loss when compared to last year. Most of that loss was the decrease in the revenue. The payments for services do not cover the cost. This does not include the county appropriation. About 35% – 40% of county funds help support the Environmental Health Program.

Summary of revenue and expenses for the year 2012-2013.

Phillip Melton explained the breakdown of the numbers on this report.

Mr. Hines stated that \$550,000 of the money is reported in our budget is flow through for School Health Nursing. The Health Department does not keep any of that money as it is all sent to the school system. The General Assembly required for this to be handled this way.

For “Clinic income – escrow transfer,” we budgeted \$1.9 million but the actual was \$2 million. That represents people doing their job to earn their revenue from patients that they see. Primarily clinic revenue which we pay out to providers. Mr. Hines wanted to recognize the efforts that these employees made due to the decrease in the size of our staff. Staff have had to step up to the plate and they have.

Phillip Melton stated that we have come off an antiquated billing system onto a better billing system and now we are transitioning to another different type of system. Our employees work full time in trying to bill, review the RA’s and rebill and track down what has caused the problem. He commended the billing department in the Rutherford Offices along with the employee at the Dental Center who have worked hard at billing.

Phillip Melton reviewed the upcoming changes of the telephone providers in all three counties, ADP upgrade in software, cell phone negotiations, remodeling of office space for new tenants, and cleaning expenses.

Commissioner Kaylor asked about the funding we received regarding the School Health Nurse program and that pass through was explained. The State sends us the money, the school sends us invoices and we reimburse the school and then we send the documentation to the State.

CONTRACT FOR FINANCIAL AUDIT:

Mr. Melton presented to the Board of Health the contract with Normal Johnson and Associates. The fees have decreased from \$41,000 when we had home health. The amount decreased to \$35,000 when we were phasing out home health. Last year the amount was \$32,000. This year we expect it to be even less because they will not have to spend much time reviewing home health. Dr. Fitch will need approval from the Board to approve the signing the contract for this coming year.

RETIREE DENTAL INSURANCE:

Kelly Crawford presented to the Board of Health three options regarding retiree dental insurance coverage.

We provide dental insurance coverage to employees who retire with 20 years of creditable service with the District Health Department and who receive benefits under the North Carolina Government Employee’s Retirement System. The District Health Department pays for retiree dental insurance until age 65.

We currently have 14 retirees covered under the RPM dental insurance plan. The calculations on the table below are based upon the following:

There are potentially 12 employees who are eligible to retire on or before October 1, 2013 and would receive this benefit.

Of the options being presented they are as follows:

1. To change the policy to read as follows:
If you retire prior to October 1, 2013, the Rutherford-Polk-McDowell District Health Department will provide dental insurance coverage to employees who retire with 20 years of creditable service with the District Health Department and who receive benefits under the North Carolina Government Employee’s Retirement System. The District Health Department will pay your dental insurance coverage until age 65.
2. Effective October 1, 2013 the Rutherford-Polk-McDowell District Department will no longer provide dental insurance coverage for retirees. Those members currently covered under the plan will be notified that this benefit has been terminated.
3. Employees hired on or after October 1, 2013 the Rutherford-Polk-McDowell District Health will not be eligible for employer paid dental insurance upon retirement.

Kelly Crawford indicated that 12 active employees are

Dr. Davidson made a motion to accept and approve the signing of the contract with Normal Johnson and Associates, seconded by David Odom. The motion was unanimously approved.

David Odom made a motion to recommend that we continue to pay dental insurance for all current retirees, that the BOH adopt option 1 as written and option 3 with the effective date to be changed from new hires from October 1, 2013 to July 24, 2013. This motion was seconded by Gregg Lovelace. The motion was unanimously approved. The language that will be placed into the policy is adopted is:

If you retire prior to October 1, 2013, the Rutherford-Polk-McDowell District Health Department will provide dental insurance coverage to employees who retire with 20 years of creditable service with the District Health Department and who receive benefits under the North Carolina Government Employee’s Retirement System. The District Health Department will pay your dental insurance coverage until age 65.

Employees hired after July 23, 2013 the Rutherford-Polk-McDowell District Health will not be eligible for employer paid dental insurance upon retirement.

Documents on file

Documents on file

eligible now or by October 1 to file for retirement but she how many will decide to apply to retire. Kelly Crawford has not received any retirement notifications at this time.

There was discussion regarding the options presented. Sharon Parker indicated that since there was nothing in our current policy indicating that this benefit may be discontinued due to funding issues, that it was most prudent **not** to change the program for the current retirees who qualify for the program and are already receiving this benefit but the BOH could consider changing this benefit, with appropriate notice, to employees who had not yet filed retirement papers.

The question was raised as to how much it would cost for the 12 employees to receive dental insurance coverage.

Kelly Crawford indicated that it would be an additional \$4,000 each year for a total of \$8,000 for all retirees.

Mr. Hines relayed that Kelly had checked with county government for each of our three counties and two out of the three did not provide dental insurance coverage to their retirees.

Gregg Lovelace stated that he would like to see the new hires to be notified that they would not be eligible for the dental insurance and that we also look at the employer's contribution to 401(k) and longevity.

Sharon Parker informed the Board that they could make option 3 to be effective tonight's date.

Mr. Hines recommended that the Board consider options 3 and 1 but to change option 3 to: Employees hired on or after July 23, 2013, the Rutherford-Polk-McDowell District Health will not be eligible for employer paid dental insurance upon retirement.

INFORMATIONAL ITEMS:

Mr. Hines reported on the McDowell Dental Clinic. We are still waiting to hear from the Appalachian Regional Commission about a \$100,000 grant for equipment. They requested additional information and it was provided to them on Tuesday. We were denied a capital renovation grant from Kate B. Reynolds for \$150,000.

We still are having discussions with the McDowell County Manager and Commissioner Kaylor and have had discussions with local dentists about first with sending them referrals.

Advertising starting next month for a full-time dentist for the Collins Dental Center.

N/A

<p>Adult emergency care for Rutherford-Polk counties at the Collins Dental Center will be September 1 for extractions only on Fridays. Dr. Davidson said that if this new program did not breakeven; it would not be able to continue. Projections are that we will be able to make a small amount of money.</p> <p>The Schedule of Board of Health Meetings that was handed out at the last meeting has been updated to reflect the correct meeting location.</p> <p>ENVIRONMENTAL HEALTH</p> <p>Susan Robinson handed out a report of services broken down by county that reflects the services that Environmental Health offers for fiscal year 2012-2013 and the amount of money that was generated.</p> <p>She discussed a report that shows the difference in the fees that are required per county and what the revenue would have been if the fees had been the same for all three counties.</p> <p>TEEN PREGNANCY REPORT FOR RUTHERFORD COUNTY (PowerPoint Attached)</p> <p>Rachel Ross, MPH Intern who attends UNC Chapel Hill provided a PowerPoint Presentation on Teen Pregnancy.</p> <p>Mr. Hines reported that this report will be utilized by the Community Health Council.</p>	<p>No Board action required</p> <p>No Board action required</p> <p>No Board action required</p>	<p>Documents on file</p> <p>Documents on file</p>
<p>No Closed Session Requested.</p>	<p>No closed session was requested at this meeting.</p>	<p>Minutes for closed sessions are maintained at the law office of Sharon L.Parker, PA 26 West Court Street, Marion, NC 28752</p>

ADJOURNMENT:	A motion was made by Carol Tribble, seconded by Susan McNeely to adjourn the meeting at 8:40 p.m. The motion was unanimously approved.	N/A
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SIGNATURES: _____
Dr. Iain Fitch, Chair

James H. Hines, Jr., District Health Director