

**RUTHERFORD-POLK-MCDOWELL**  
**District Board of Health OPEN SESSION Meeting Minutes**  
**McDowell County Health Department**  
**Tuesday July 12, 2016**

**Board of Health Members Present:**

<b>Rutherford County Representatives</b>	<b>McDowell County Representatives</b>	<b>Polk County Representatives</b>
David Odom Craig Sargent Dr. Phillip Whitworth Don Corry	Matthew Crawford Dr. Ben Hall Carol Wolfenbarger Jim Segars Judy Wilson Amy Moomaw	Rick Covil Dr. Mike Davidson Dr. Rich Metcalf

**Board of Health Members Absent:**

Greg Lovelace Dr. Jerald DeLaGarza Sarah Bradley		Michael Gage One Vacancy
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**Health Department Staff/Guests/Counsel Present:**

**HD Staff:**

Jimmy Hines, Health Director  
 Josh Kennedy, Assistant Health Director  
 Phillip Melton, Finance Officer  
 Kelly Crawford, Human Resources  
 Karen Powell, Human Services Planner  
 Brooke Waycaster, District Clinical Manager  
 Susan Robinson, EH Supervisor, Food, Lodging and Facilities  
 Steve Chambers, EH Supervisor On Site Water Protection  
 Sharon Parker, Board Attorney

**GUESTS:**

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<b>CALL TO ORDER: Chairman Dave Odom, called the meeting to order at 6:45 pm</b>	No Board action required	N/A
<b>PUBLIC COMMENT PERIOD: There was no public present to make comment</b>	No Board action required	N/A
<b>APPROVAL OF DISTRICT BOH MINUTES FOR: May 10, 2016</b>	<b>Carol Wolfenbarger made a motion to accept the minutes as presented. This motion was seconded by Don Corry and passed.</b>	Documents on file
<b>INFORMATION ITEMS</b>		
<p><b>Health Director's Report:</b></p> <ul style="list-style-type: none"> <li>• Mr. Hines shared the newly published Community Health Improvement Plan Priorities. This CHIP newsletter is done every three years in all three counties along with the Community Health Assessment (CHA). It allows us to go into the community and see how we are doing as a community health system and a district health department. It is required by a general statute and for accreditation. The Community Health Assessment is a collaborative effort with the health district and the hospitals in all three counties. These documents will be distributed throughout all counties so the communities can see them.</li> <li>• Mr. Hines reported on a strategic dental planning meeting that included himself, Dr. Davidson, Dr. Stroud, Regina Burgess, Paula McSwain, Phillip Melton and Josh Kennedy. The meeting was to focus on where we are headed with our dental program, to look and the metrics and numbers of where we stand with both the Collins Dental Center and the mobile unit. The recent grant awarded from Kate B Reynolds has allowed us to explore hours of operation, efficiency, philosophy, children services to family services etc. Mr. Hines reported that a dentist had been interviewed today to hopefully fill the dental director position.</li> <li>• Mr. Hines reported on the 16-17 budget that McDowell County followed through with their agreed upon appropriations and Mr. Hines thanked Mr. Crawford and the McDowell County Manager.</li> <li>• Mr. Hines reported on a meeting he attended with 5 other District Health Departments</li> </ul>		

<p>directors, Secretary Brazier and the State Health Director, Dr. Randell Williams. They discussed how Districts find themselves more vulnerable and in risky financial situations than single county health departments in North Carolina. Districts are underfunded not only at the local level but at the State level as well. Mr. Hines shared the presentation that was presented at the meeting. Emphasis was on funding districts by the number of counties served where state funds are appropriated i.e. preparedness funds for Rutherford Polk and McDowell (x3). Mr. Hines believes after the meeting that the group had been heard, more understood and supported.</p> <ul style="list-style-type: none"> <li>• Mr. Hines reported on a legislative process where the Governor asked for 18 million in non-reoccurring cost settlement allocation. The House bumped that figure down to 8.5 million dollars and the Senate \$0 allocation. The final figure is 14.8 million dollars. This onetime payment will help make up for lost revenue in previous Medicaid cost settlement payments. This is great news for RPM as this money was not in the budget.</li> <li>• In May, the BOH had voted to pass a Resolution supporting local preemption law regarding smoking. The board passed the resolution recommending the General Assembly change the preemption law. Mr. Hines advised the BOH that all three county health coalitions have supported the resolution. Mr. Hines wanted the board to be aware that the BOH can pass a rule on smoking and tobacco use that is much stricter than is what is in the books right now in our counties. If the BOH passes a strengthened tobacco rule and if the Board of County Commissioners makes the rule an ordinance, then it goes into effect in the municipalities. It is topic that public health should definitely pursue, that all public places become tobacco free.</li> </ul>		
<p><b>Communicable Disease Report</b></p> <ul style="list-style-type: none"> <li>• Brooke Waycaster, District Clinical Manager, went over a report on communicable disease for the district as a whole for the year. In addition, Ms. Waycaster reported on outbreaks and infestations in the district for the year. Mr. Hines added that communicable disease is a mandated service upon which we spend \$300,000 but only receive back around \$35,000.</li> </ul>		<b>Document on file</b>
<p><b>Report from the Assistant Health Director</b></p> <ul style="list-style-type: none"> <li>• Josh Kennedy reported on two grants that the District is submitting. One is to the Duke Endowment for the McDowell County Health</li> </ul>		

<p>Coalition for \$73,000 each year for 3 years to support the health coalition and its activates. The second set of grants are to the RHI Legacy Foundation for playgrounds in Rutherford County that would be similar to the playground in McDowell County and for Yanet Cisneros' position.</p> <ul style="list-style-type: none"> <li>• Mr. Kennedy reported that we are ahead of schedule by about 2 weeks on the Electric Medical Record launch.</li> </ul>		
<p>Financial Report</p> <ul style="list-style-type: none"> <li>• Mr. Melton reported on the Revenue and Expense report through May 31, 2016. At this time, patient fees collected are up more than expected We have received a percentage of the Medicaid cost settlement for 2011-2012 and the amount for 2013-2014. The Medicaid cost settlement will go back into the fund balance.</li> <li>• Mr. Melton gave an informational report comparing the clinical medical receipts for 2014-15 and 2015-16. Rutherford County had gone down in revenue in 15/16 as compared to 14/15. Polk County, in particular the Dental Center, has seen an increase in Medicaid earnings. McDowell has had an increase in numbers, partially due to the return of the maternity program.</li> <li>• Mr. Melton briefly went over the current financials for Environmental Health. Collections for EH was better in all three counties.</li> <li>• Mr. Melton gave a brief report on the Collins Dental Center, which has shown an upturn in revenue mainly due to the Medicaid Cost Settlement.</li> </ul>		<b>Documents on file</b>
<b>ACTION ITEMS</b>		
<ul style="list-style-type: none"> <li>• Mr. Melton presented the annual bad debt write offs and asked for a vote to approve so they can be sent to the bad debt write off program.</li> <li>• As Authorized by the BOH, the Executive Committee appointed the following members of the Search Committee for the selection of a new District Health Director:  Dr. Davidson, Chairperson;  Dr. Rich Metcalf,  Don Corry,  Sarah Bradley,  Dr. Ben Hall, and  Jim Segars.  Dr. Davidson reported that the search Committee had</li> </ul>	<p><b>Mathew Crawford made the motion to accept the debt write off as discussed, which was seconded by Ben Hall. It passed unanimously.</b></p> <p><b>Mathew Crawford made the motion to ratify the Executive Committee's appointment of Dr. Davidson, Chairperson, Dr. Rich Metcalfe, Don Corry, Sarah Bradley, Dr. Ben Hall, and Jim Segars as the Search Committee for the selection of a new District Health Director [due to the retirement announcement of Mr. Hines]. The motion was seconded</b></p>	<b>Documents on File</b>

<p>meet earlier that evening and approved, the job description and posting process and schedule.</p>	<p>by Amy Moomaw. The motion passed.</p>	
<p><b>CLOSED SESSION:</b> A Closed Session was requested for consideration of the personnel evaluation of the District Health Director and other personnel matters that involves an officer or employee of this Board under NC General Statute 143-318.11(a)(6), and discussion of information that is privileged, confidential or not a public record under NC General Statute 143-318.11(a)(1) and NC General Statute 130A-42.</p> <p>At 8:00 pm, a motion to leave closed session and to return to open session was made by Don Corry and seconded by Dr. Davidson.</p>	<p><b>Don Corry moved to go into Closed Session for consideration of the personnel evaluation of the District Health Director and other personnel matters that involves an officer or employee of this Board under NC General Statute 143-318.11(a)(6), and discussion of information that is privileged, confidential or not a public record under NC General Statute 143-318.11(a)(1) and NC General Statute 130A-42.</b></p> <p>There was a motion to leave closed session and to return to open session made by Don Corry and seconded by Dr. Davidson. The motion passed.</p>	<p>Minutes for closed sessions are maintained at the law office of Sharon Parker, 26 West Court Street, Marion, NC 28752, 828-652-2441</p>
<p><b>In Open Session:</b></p> <p>The BOH returned to open session at 8:00 pm.</p> <p>Mr. Hines had announced earlier this year that he would be retiring this December. His personnel evaluation was completed by the BOH in closed session and the results were very positive.</p>	<p><b>Don Corry moved that the BOH 1] approve an distribution to Mr. Hines for the FY 2016/2017 in the amount of \$7383.00 for Mr. Hines to allocate as he chooses between his current base salary or bonus and/or 401K contribution; 2] authorize that these funds can be distributed in his check starting this month and may be spread over time until his retirement date or distributed in a lump sum now; and 3] if this distribution needs to be adjusted in any way, the Executive Committee was given the authority to make any changes. This motion was seconded by Dr. Ben Hall and passed with no dissent.</b></p>	

**ADJOURNMENT:**

At 8:03 pm, Carol Wolfenbarger made a motion to adjourn,

**At 8:03 pm, Carol Wolfenbarger made a motion to adjourn, which was seconded by Mr. Corry. The motion was unanimously approved.**

**SIGNATURES:** \_\_\_\_\_

**David Odom, Chair**

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**James H. Hines, Jr., District Health Director**

Bdhealth/Board and Comm minutes/BOH July 2016 open session minutes