

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health Meeting Minutes  
Rutherford County Health Department  
April 3, 2012**

**Board of Health Members Present:**

<b>Rutherford County Representatives</b>	<b>McDowell County Representatives</b>	<b>Polk County Representatives</b>
<b>Don Corry Dr. Hobart Rogers Susan Crowe David Odom</b>	<b>Josh Dobson Jim Segars Carol Tribble</b>	<b>Ted Owens Dr. Iain Fitch, Chair Rick Covil Dr. Mike Davidson Cathy Brooks</b>

**Board of Health Members Absent:**

<b>Sandra McGriff Kim Lowery Dr. Thomas Jaski</b>	<b>Norman Guthrie Rev. Mark Forbes Dr. Briana Shelton</b>	
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**Health Department Staff/Guests Present:**

<b><u>Guest:</u> Sharon Parker, Board Attorney</b>	<b><u>HD Staff:</u> James H Hines, Jr., Health Director Phillip Melton, CFO Helen White, RN Supervisor Susan Robinson, Environmental Health Brenda Green, Administrative Services Assistant Kelly Crawford, Human Resources</b>
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AGENDA ITEM	BOARD ACTION	DOCUMENTS
<b>CALL TO ORDER</b> Dr. Iain Fitch called the meeting to order at 7:00 pm	No Board action required	N/A
<b>PUBLIC COMMENT PERIOD:</b> There was no public present to make comment	No Board action required	N/A
<b>APPROVAL OF DISTRICT BOH MINUTES FOR:</b> Jan 10, 2012	<b>Ted Owens made a motion to approve the BOH minutes for 01/10/12 as presented, seconded by Dr. Hobart Rogers. The motion was unanimously approved.</b>	Documents on file
<b>BUDGET AMENDMENT:</b> Phillip Melton went over five budget amendments that had taken place: <ul style="list-style-type: none"> <li>• NCPHQ QI Improvement</li> <li>• Sale of Home Health</li> <li>• Salaries/Benefits shared by HH Employees moved</li> <li>• Available funds for Infection Control</li> <li>• Smart Start/NFP Behavioral Health Services</li> </ul>	<b>Don Corry made a motion to accept the budget amendments as read, seconded by Hobart Rogers. Cathy Brooks noted that she would abstain from voting due to conflict of interest but asked for a friendly amendment and so that the wording for “Smart Start/NFP Behavioral Health Services” be changed to show that the “Smart Start money will be used for part of the NFP nurses salaries which then frees up other funds to be used for Behavioral Services.” Don Corry and Hobart rogers accepted the friendly amendment. The Motion as amended was unanimously approved.</b>	Documents on file.
<b>RE-ORGANIZATION RECOMMENDATION:</b> Jimmy summarized for BOH members the organizational change recommendations for the Health Department, walked through the proposed new organizational structure and new organizational chart, and allowed time for questions. Dr. Fitch explained to that the Executive Committee had met, reviewed the proposed changes and recommended them to the BOH.	<b>Susan Crowe made a motion to approve the organizational changes recommended by Mr. Hines and the Executive Committee and to approve the new organizational chart as presented, seconded by Hobart Rogers. The motion was unanimously approved.</b>	Documents on file
<b>BAD DEBT WRITE-OFF:</b> Phillip Melton summarized the Bad Debt Write-Off information that the Board members had received in their packet. Home Health total write-off = \$24,763.23	<b>Hobart Rogers made a motion to accept the Bad Debt Write-Off as presented, seconded by Carol Tribble. The motion was unanimously approved.</b>	Document on file
<b>Meeting time change:</b> Although it was not on the agenda, Dr. Iain Fitch, Chair, suggested the meeting time be changed to 6:20 for dinner and 6:45 for future BOH meetings to start. It is currently 6:30 dinner and 7:00 meeting.	<b>Susan Crowe made a motion to approve the new times, seconded by Carol Tribble. The motion was unanimously approved.</b>	N/A
<b>INFORMATION ITEM</b>		N/A
<b>HEALTH DIRECTOR’S REPORT:</b> Jimmy Hines reported on the following items: <ul style="list-style-type: none"> <li>• Budget Projections were shown by power point presentation</li> <li>• County Transformation Grant (CTG).</li> <li>• Child Obesity Prevention Grant submitted</li> </ul>	Information only	Documents on file

<ul style="list-style-type: none"> <li>• Secretary of Health and Human Services resigned</li> <li>• State Health Director was moved out and a new one was appointed.</li> <li>• Governor issued an order to merge Public Health and Rural Health.</li> <li>• New logo for CDC (handout)</li> <li>• <i>NC Appeals Court Upholds State Smoking Ban</i> (handout)</li> <li>• News Release: <i>Federal Agents Should Take Advantage of Opportunities to Promote Integration of Primary Care and Public Health.</i> (handout)</li> </ul>		
<p><b>EH FISCAL RECAP FYE 06/30/12</b> After the Environmental health fiscal recap was presented, Dr. Iain Fitch, Chair, suggested taking another look at the Environmental Health County allocations.</p>	<p><b>Information only</b></p>	<p><b>Document on file.</b></p>
<p><b>CDC REVENUE/EXPENSE REPORT (Jan &amp; Feb 2012)</b> The Collins Dental Clinic Revenue and Expense report, as provided in the BOH package, was reviewed.</p>	<p><b>Information only</b></p>	<p><b>Document on file.</b></p>
<p><b>NO CLOSED SESSION.</b></p>	<p><b>No request for closed session was made.</b></p>	<p><b>Minutes for closed sessions are maintained at the law office of Dameron Burgin and Parker 26 West Court Street, Marion, NC 28752</b></p>
<p>Although not on the agenda, Jimmy Hines ended the meeting by reading a letter he had received regarding two Health Dept. employees (David King and Mary Oates) and the great job they had done at the Health Fair.</p>	<p><b>Information only</b></p>	<p><b>Document on file.</b></p>
<p><b>ADJOURNMENT:</b></p>	<p><b>Dr. Hobart Rogers made a motion to adjourn, seconded by Dr. Mike Davidson. The motion was unanimously approved.</b></p>	<p><b>N/A</b></p>
<p><b>SIGNATURES:</b> _____ <b>Dr. Iain Fitch, Chairman</b></p> <p>_____ <b>James H. Hines, Jr., District Health Director</b></p>		