

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health Meeting Minutes  
Polk County Health Department  
June 12, 2012**

**Board of Health Members Present:**

<b>Rutherford County Representatives</b>	<b>McDowell County Representatives</b>	<b>Polk County Representatives</b>
Don Corry Hobart Rogers Dr. Thomas Jaski	Josh Dobson Norman Guthrie Rev. Mark Forbes	Ted Owens Rick Covil Mike Davidson Cathy Brooks

**Board of Health Members Absent:**

Sandra McGriff Kim Lowery Susan Crowe David Odom	Briana Shelton Jim Segars Carol Tribble	Iain Fitch, Chair
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**Health Department Staff/Guests Present:**

**Other:**

Sharon Parker, Board Attorney  
Emily Miller, MPH Intern from East Carolina

**HD Staff:**

James H Hines, Jr., Health Director  
Phillip Melton, CFO  
Susan Robinson, Environmental Health  
Brenda Green, Administrative Services Assistant  
Kelly Crawford, Human Resources

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
<b>CALL TO ORDER:</b> Dr. Hobart Rogers, Vice-chair called the meeting to order at 6:45 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>NORMAN GUTHRIE RETIRES JULY 8, 2012</b>	<b>Dr. Rogers presented Mr. Guthrie with a plaque and a card containing a gift certificate to a restaurant inn appreciation for his nine years he served on the Board of Health</b>	N/A
<b>APPROVAL OF DISTRICT BOH MINUTES FOR:</b> April 3, 2012	<b>Don Corry made a motion to approve the BOH minutes for 04/03/12 as presented, seconded by Dr. Mike Davidson. The motion was unanimously approved.</b>	On file
<b>BUDGET 2012-2013:</b> Jimmy Hines and Phillip Melton presented the 2012-2013 budget for the District. Mr. Hines shared the changes needed in order to move forward. Highlighted changes were: <ul style="list-style-type: none"> <li>• July 1, 2012 COLA of 3% included in budget</li> <li>• Home Health Service is no longer in the budget</li> <li>• Health Promotion position no longer in the budget</li> <li>• All positions vacant on June 30, 2012 will be frozen (3 nurses)</li> <li>• Went from fee for service to per member per month payments for CC4C and PCM.</li> </ul> Mr. Hines also gave the Board a list of the following information that the Board could be expected from finance and billing in the future: <ul style="list-style-type: none"> <li>• Updated financial report by program area</li> <li>• Updated billing/revenue monthly or each BOH meeting</li> <li>• Budget amendments monthly or each BOH meeting</li> <li>• Program cost vs. revenue</li> <li>• Strategies to pay for administrative cost</li> </ul> Mr. Hines also indicated that the Management Team would continue to: <ul style="list-style-type: none"> <li>• Prioritize service delivery and costs</li> <li>• Prioritize services in regards to mandated vs. un-mandated services</li> <li>• Explore different partnerships</li> <li>• Advocate for standardization in EH fee structures within the district (all three (3) counties)</li> <li>• Continue advocating for more county allocations to support Public Health</li> </ul>	<b>Don Corry made a motion to accept the budget as presented by management, seconded by Dr. Mike Davidson. Cathy Brooks offered a friendly amendment to eliminate the per diem for Board Members' attendance at the BOH or Committee meetings. Don Corry and Dr. Mike Davidson accepted the friendly amendment and all Board members voted to approve the amendment. The Board voted 9 to 1 [Dobson] to approve the 2012-2013 budget as presented with the deletion of the funds to pay Board members for attendance at BOH or Committee meetings.</b>	On file

<ul style="list-style-type: none"> <li>• Develop strategies that equalize revenue and expenses.</li> <li>• Reduce cost for programs</li> <li>• Lobby for a fee structure at the State level for EH services that supports the Food/Lodging Program services.</li> </ul> <p>Phillip Melton summarized the budget for each county and allowed the Board members to ask questions. Mr. Hines has voluntarily excluded himself from receiving the 3% COLA in this budget, as presented. Josh Dobson stated he did not feel that the BOH was in the position to offer a 3% COLA.</p>		
<p><b>BUDGET AMENDMENT:</b> Phillip Melton went over five budget amendments that were being presented:</p> <ul style="list-style-type: none"> <li>• \$30,610.00 from the NC Division of Public Health [NC DPH] for #875 Motivational Interviewing Training for nurses and case managers</li> <li>• \$550,000.00 pass through for School Health Nurses made available by the NCDPH</li> <li>• \$40,000.00 increase for Professional Services for staff coverage at Collins Dental Center.</li> <li>• \$44,000.00 of unbudgeted income from the rental of offices to CareSouth.</li> <li>• The NCDPH reduced the addenda for Health Promotion from \$77,272.00 to \$26,638.00</li> </ul>	<p><b>Don Corry made a motion to accept the budget amendments as read, seconded by Norman Guthrie. Motion was unanimously approved.</b></p>	<p><b>On file.</b></p>
<p><b>BUDGET ORDINANCE STATEMENT:</b> The Budget Ordinance Statement was read aloud to the Board members by Phillip Melton and will be signed by the Chair.</p>	<p><b>Information Only</b></p>	<p><b>On file</b></p>
<p><b>BOH MEETING PLACE DISCUSSION:</b> A couple Board members had asked about having the BOH meeting in Rutherford for all meetings so that the McDowell Co members did not have to drive to Polk Co and vice-versa.</p>	<p><b>Josh Dobson moved that the meeting place be left on its current rotating schedule and Ted Owens seconded. The Board voted that the rotation plan not be changed.</b></p>	<p><b>N/A</b></p>
<p><b>BOH PROPOSED MEETING SCHEDULE 2012-2013</b> is as follows:</p> <ul style="list-style-type: none"> <li>• Tuesday July 10, 2012 McDowell</li> <li>• Tuesday September 11, 2012 Rutherford</li> <li>• Tuesday November 13, 2012 Polk</li> <li>• Tuesday January 08, 2013 McDowell</li> <li>• Tuesday March 12, 2013 Rutherford</li> <li>• Tuesday May 7, 2013 Polk</li> </ul>	<p><b>Josh Dobson made a motion to approve the 2012-2013 schedule as presented, seconded by Ted Owens. The motion was unanimously approved.</b></p>	<p><b>On file</b></p>
<p><b>NOT ON AGENDA: AUDIT CONTRACT</b> Phillip Melton presented the auditors contract with Norman &amp; Johnson for approval. The Board had previously recommended on using a new auditor for this fiscal year. Given the sale of the Home health CON, Mr. Melton recommended that we stay with our current auditors as for this years so not to have to train a different auditor on the Home Health procedure just for just one year. The Executive Committee supported the using last year's auditor for this year as Home Health as requested.</p>	<p><b>Norman Guthrie made a motion to use the current auditors of Norman and Johnson for this year's audit and send out RFP for next year's audit, seconded by Josh Dobson. The motion was unanimously approved.</b></p>	<p><b>On file</b></p>

<b>INFORMATION ITEM</b>		N/A
<p><b>HEALTH DIRECTOR’S REPORT:</b>  Jimmy Hines reported on the following items:</p> <ul style="list-style-type: none"> <li>• House did recommend that \$8.4 million would be allocated to counties for Public Health funds to be used toward chronic disease prevention and health promotion.</li> <li>• Legislative status of SB433 which will allow the Boards of County Commissioners to consolidate county Health Departments and Depts. of Social Services under a Human Services Agency Organization and would do away with the Board of Health. The County Manager could hire/fire the Health Director. It may also take away the requirements of becoming a Health Director. House Bill 438, which mirrors SB433, was introduced..</li> <li>• McDowell County was chosen as one of three pilot counties to participate in a place-based philanthropy-funding project by the Kate B. Reynolds Trust called “Healthy Places” with the goal of improving the health of citizens. The process is still evolving and the Health Department and Health Coalition are involved. The BOH will be kept informed as more is learned and the project is implemented..</li> <li>• Community Health Assessment (CHA) is now a part of a Regional Assessment along with hospitals and other health departments in Region I and II of Western North Carolina.</li> <li>• Mr. Hines handed out an ISSUE brief from the UNC School of Government comparing NC Local Public Health Agencies and encouraged them to read it when they had time. (document on file)</li> </ul> <p>Mr. Hines read aloud to Board members letters of appreciation for good service given by Belinda Davis, Rutherford EH secretary, by Ruth Keener, McDowell EH Secretary, and by Kevin Rogers, McDowell EH Specialist.</p>	<b>Information only</b>	N/A
<p><b>EH REPORT MARCH 2012</b>  Phillip Melton presented the EH RECAP FYE 6-30-12.Susan Robinson presented a spreadsheet that showed that the EH Department would have earned \$93,075,00 more revenue if the fees were the same in all three counties.</p>	<p><b>Dr. Mike Davidson made a motion for the Board to direct Mr. Hines to make appropriate contacts with County Managers and Commissioners regarding the advantages of having the same fee schedule for the three counties. Norman Guthrie seconded the motion. The motion unanimously was approved.</b></p>	<b>On file.</b>

<b>CFPT/Polk, CCPT-CFPT/Rutherford</b> The Board was asked by Jimmy Hines to review the child fatality reports in their packets and to call Helen White or him with any questions.	<b>Information only</b>	<b>On file.</b>
<b>COLLINS DENTAL CLINIC REVENUE/EXPENSE REPORT (March 2012)</b> Phillip Melton and Dr. Mike Davidson summarized the March 2012 report for the Collins Dental Clinic.	<b>Information only</b>	<b>On file.</b>
<b>No Closed Session Requested</b>	<b>No Closed Session.</b>	
<b>NOTE:</b> The Board members were given an updated Encounter Form and an updated EH fee schedule.	<b>Information only</b>	<b>On file</b>
<b>ADJOURNMENT:</b>	<b>Ted Owens made a motion to adjourn seconded by Rick Covil. The motion was unanimously approved.</b>	<b>N/A</b>

**SIGNATURES:** \_\_\_\_\_  
**Dr. Hobart Rogers, Vice-Chairman**

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