

**RUTHERFORD-POLK-MCDOWELL
District Board of Health Meeting Minutes
Polk County Health Department
November 13, 2012**

Board of Health Members Present:

Rutherford County Representatives	McDowell County Representatives	Polk County Representatives
Don Corry Hobart Rogers Sandra McGriff	Susan McNeely	Ted Owens Rick Covil Mike Davidson Cathy Brooks

Board of Health Members Absent:

Kim Lowery Susan Crowe David Odom Dr. Thomas Jaski	Briana Shelton Jim Segars Carol Tribble Josh Dobson Rev. Mark Forbes	Iain Fitch, Chair
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Health Department Staff/Guests Present:

Guest:

Sharon Parker, Board Attorney
Marjorie Vestal

HD Staff:

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

NOTE:

(Not on agenda.) Brenda Green was asked by the Board Co-chair to track the status of our meeting quorums to determine if the chances of obtaining a quorum would be better if all the meetings were held in Rutherford County instead of alternating. Brenda is to have this data available at the next meeting.

AGENDA ITEM	BOARD ACTION	REFERENCE DOCUMENTS
CALL TO ORDER: Dr. Hobart Rogers, Vice-Chair called the meeting to order at 6:46 pm	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: Sept 11, 2012 Under “Action Taken” for Employee Holiday Breakfast the date was changed from 10/12/10 to read 12/10/12.	Due to the lack of a quorum, no vote was taken.	Documents on file
COMMUNITY HEALTH ASSESSMENT (CHA): Mr. Hines gave a brief explanation of the CHA. Marjorie Vestal gave a detailed presentation of the data and research that had been done and the results of surveys taken. The CHA will continue to go forward through the Community Health Councils in Rutherford, Polk and McDowell Counties.	Don Corry made a consensus vote to accept the report as read, seconded by Dr. Mike Davidson. All members approved the motion.	Documents on file.
INFORMATION ITEM		
(Not on agenda) Sharon Parker, Board Attorney, announced that (Sharon please put in your own wording on this one if you don't mind.)	Information only	N/A
ENVIRONMENTAL HEALTH REPORT 1ST QTR: Susan Robinson handed out and summarized the quarterly report for July – September 2012 that included data for all three counties. Don Corry commented on the prompt service he had received from the Environmental Health Department when he needed service.	Information only	Documents on file
FINANCE REPORT 1ST QUARTER: Phillip Melton handed out and summarized the 1 st quarter Environmental Health Recap 06-30-13, the Collins Dental Center Revenue and Expense Report June, July, August and September 2012. Dr. Davidson explained some of the numbers on the report and went over some of the results of an assessment previously performed by BCBS.	Information only	Document on file.
BUDGET AMENDMENTS: Phillip Melton: No Report	Information only	Document on file.
HEALTH DIRECTOR PERFORMANCE EVALUATION – TO APPLY DISCUSSION OF PROCESS: Sharon Parker, Board Attorney reminded the Board it was again time for the annual evaluation of the Health Director and that it would follow last year's procedure. Ms Parker invited comments or suggestions from the Board members	Information only	Document on file.
HEALTH DIRECTOR'S REPORT: <ul style="list-style-type: none"> • Mr. Hines reminded the Board of the Holiday/Christmas breakfast to be held at Isothermal Community College in Spindale, NC December 10th from 8:30 – 10:00 am. Brenda will send a reminder and invoice to members. • Mr. Hines and Mr. Melton met with the RPM County Managers to discuss Fund Balance and present information about budget needs. They will meet again on November 26th. Ted Owens, Commissioner reminded Mr. Hines that there were new 	Information only	N/A

<p>commissioners that would need to be brought up to speed on the budget needs of the District. Mr. Hines share comments and answered questions about the meeting. and events of the meeting.</p> <ul style="list-style-type: none"> • Helen White, Director of Nursing had an accident while on her job and is on medical leave for an undetermined amount of time. • Malinda Gutierrez, Director of Billing will be returning to work on 11/19 after a few weeks of medical leave. • The Health Department employees have lost several family members in the last short while. Please remember our employees. • Looks like 4.8 million dollars may come to the counties after all. Our part would be \$48,000 per county to be used for Health Promotion and Community Health. • Mr. Hines has been very supportive of the on-line 211 Community Resource Referral Service to be starting in Rutherford County in Jan 2013. The Work Force Alliance will also be connecting with the organization to promote training and education. The program is already active in McDowell and discussions are on going in Polk County. • McDowell County continues to work with Kate B Reynolds on their “Place Based Philanthropy” Project. Potentially millions of dollars would be made available to address community health needs • Mr. Hines met with a provider through McDowell County Community Mental Health in reference to their renting space at the McDowell Health Department. 		
<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>No closed session was requested at this meeting.</p>	<p>Minutes for closed sessions are maintained at the law office of Dameron Burgin and Parker 26 West Court Street, Marion, NC 28752</p>
<p>ADJOURNMENT:</p>	<p>Don Corry made a motion to adjourn at 8:00 pm, seconded by Dr. Mike Davidson. The motion was unanimously approved.</p>	<p>N/A</p>

SIGNATURES: _____
Dr. Hobart Rogers, Vice-chairman

James H. Hines, Jr., District Health Director