

**RUTHERFORD-POLK-MCDOWELL  
District Board of Health OPEN SESSION Meeting Minutes  
Polk County Health Department  
Tuesday November 15, 2016**

**Board of Health Members Present:**

<b>Rutherford County Representatives</b>	<b>McDowell County Representatives</b>	<b>Polk County Representatives</b>
<b>Dr. Phillip Whitworth Don Corry Sarah Bradley Greg Lovelace David Odom Craig Sargent</b>	<b>Matthew Crawford Dr. Ben Hall Jim Segars Judy Wilson</b>	<b>Rick Covil Dr. Mike Davidson Penny Padgett Ray Gasperson</b>

**Board of Health Members Absent:**

<b>Dr. Jerald DeLaGarza</b>	<b>Amy Moomaw Carol Wolfenbarger</b>	<b>Dr. Rich Metcalf</b>
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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  
 Karen Powell, Human Services Planner  
 Susan Robinson, EH Supervisor, Food, Lodging and Facilities  
 Brooke Waycaster, Clinical Manager  
 Sharon Parker, Board Attorney  
 Dr. Stroud, Retiring Dentist  
 Paula McSwain, Mobile Dental Unit Coordinator  
 Regina Burgess, Office Manager, Collins Dental Center**

**GUESTS:**

<b>AGENDA ITEM</b>	<b>BOARD ACTION</b>	<b>REFERENCE DOCUMENTS</b>
<b>CALL TO ORDER:</b> Chairman David Odom 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
<ul style="list-style-type: none"> <li>• Mr. Hines recognized David Odom for his service on the RPM Board of Health.</li> <li>• Mr. Hines recognized Dr. Davidson for his service on the RPM Board of Health.</li> <li>• Mr. Hines recognized Dr. Stroud for his service with the Collins Dental Center.</li> </ul>	No Board action required	Documents on file
<b>APPROVAL OF DISTRICT BOH MINUTES FOR:</b> September 20, 2016	<b>Don Corry made a motion to accept the minutes, the motion was seconded by Rick Covil 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 informed the board about two vacancies in Environmental Health in McDowell County. He assured the board that the EH staff is covering McDowell county with staff from Rutherford and Polk. We are actively seeking applicants to fill those positions.</li> <li>• Mr. Hines invited all board members to join the RPM staff on November 16, 2016 for a Staff Appreciation Day Celebration. McDowell and Polk will close at 10:30 a.m. to allow for travel and Rutherford will close at 11:00 a.m. All offices will reopen at 2:00 p.m. It is an opportunity for District employees to be together socially and get to know each other better.</li> <li>• Mr. Hines gave an update on a grant that was received through RHI Legacy for \$25, 000. This allows us to keep our Health Educator on board.</li> <li>• Mr. Hines shared the results from one of his work goals assigned by the board. The goal was to develop a strategy with the County Managers about future funding. Mr. Hines presented a draft packet that he presented, along with Mr. Kennedy and Mr. Melton to all three county managers in a recent meeting.</li> </ul>	<b>Documents on file</b>	
<p><b>Environmental Health Report:</b></p> <ul style="list-style-type: none"> <li>• Susan Robinson gave a report on</li> </ul>	<b>Documents on file</b>	

**Assistant Health Director Report: Josh Kennedy**

**Electronic Medical Record Transition Update**

- We have completed the Go Live for Phase I in October. Phase I was targeted for registration (management support) and billing personnel.
- We are now training for Phase II (Final Phase), clinic personnel. Go Live for Phase II is scheduled for the first week of January.
- We previously reported that DPH would be funding health departments that had funded the state's proposed EMR platform, which was terminated in the beginning of the fiscal year. RPM is slated to receive \$60,000 in January 2017 to cover the cost of EMR onboarding which includes scanning needs, add on equipment, services not original purchased, etc. With the additional funding we can now fund the scanning of active patient records which is needed to streamline clinic management support operations. In addition, we are also reviewing options to purchase additional equipment with the funds that will increase the ease of use for staff and insure a good customer experience.
  - o We would like to amend the 2016-2017 budget to reflect an expense line item in the amount \$60,000 to fund the scanning project and incidental EMR needs and/or upgrades that may develop between now and the next BOH meeting.
    - Most of the funding would be used to purchase the scanning. We have received three quotes at this time. The highest quote is at \$53,000 and the lowest is at \$29,000. The difference relates to algorithms that each company uses to measure the files to be scanned, fee structures for additional deliverables, and past experiences working with health departments.

**Grants and Funders**

Worksite Wellness

- We reported at the most recent BOH meeting that we were investigating funders to support a worksite wellness initiative in Rutherford and within our district. Appalachian Regional Commission (ARC)

has since provided direction for us to submit an application in the spring cycle. Even though we have been cleared to submit the application it will be highly competitive. In addition, we also hosted KBR program officer Jason Baisden to discuss funding a portion on the project as well. We believe there may be interest at this time from KBR but this will require further discussions.

KBR Dental Grant

- We have submitted our first quarterly report to KBR on the mobile dental unit grant. We are pleased to report that our team from Collins and those who work specifically on the mobile unit have made outstanding progress compared to the proforma that was developed.

Qtr1 Benchmark: .....750 student services

2016-2017 Quarter 1: .....958 student services

Net Gain: .....208

**Operational Updates**

RPM Strategic Plan

- As part of the strategic plan for RPM we have been convening the Education Committee for the district. The committee is supported by cross-department staff members, and community partners, to address various issues identified by the community health assessment. Our main focus for the next quarter will be to address tobacco use in the district with an emphasis on e-cigarettes. We are currently in the development phase to engage a larger stakeholder group to assist with an awareness campaign, which would include the promotion for the NC Quitline as well as assistance in championing policy changes to promote tobacco free work and school settings.

Finance/HR/IT

- UPDATE: at the last BOH meeting we indicated we were investigating processes and software to aid in the streamlining of various financial accounting processes, which included HR items as well as Point-of-Sale operations. We have since met and communicated with vendors to discuss needs and expectations as well as current challenges we face with existing software. We are anticipating submission of several proposals from the vendors in the next several weeks and should have a more detailed report at the next BOH meeting.

<p><b>ACTION ITEMS</b></p>		
<p><b>Rule for Post Exposure Management of Dogs and Cats Recommended by the NC Division of Public Health</b></p> <p><b>WIC Resolution:</b>  Kelly Crawford, Personnel Director explained a Resolution to Affirm the details of the merger between Saluda Medical WIC program into the and the Rutherford-Polk-McDowell District Health Department WIC program. The copy of the resolution is attached. The intent of the Resolution is to provide documentation of the sick leave balance that was transferred in addition to their date of hire with Saluda Medical that would be used to calculate their vacation accrual.</p>		<p><b>Documents on File</b></p>
<p><b>ADJOURNMENT:</b></p>	<p><b>Don Corry made a motion to adjourn, which was seconded by Mr. Crawford. The motion was unanimously approved.</b></p>	
<p><b>SIGNATURES:</b> _____  <b>David Odom, Chair</b></p> <p>_____  <b>James H. Hines, Jr., District Health Director</b></p>		

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