LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH DIRECTORS

September 6, 2016

The Lake Cumberland District Board of Health met on Tuesday, September 6, 2016 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Judge John Phelps

Those present were:

Mike Anderson
Pam Bills
Adlie F. Brown, DMD
Randy Dial
Hossein Fallahzadeh, MD
Patty Guinn
Linda Hamilton
Steve Kelly
Betty Lee
John Phelps
Gayle Phillips, ARNP
Eddie Rogers
Keith Sinclair, MD
Sue Singleton
Rosalie Wright
James Wesley

Michael Stephens, Adair County Judge Executive authorized Judge John Phelps to be his proxy.
Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy.
Judge John Frank, Green County Judge Executive authorized Judge Randy Dial to be his proxy.
Gary Robertson, Russell County Judge Executive authorized Judge John Phelps to be his proxy.
Richard Armstrong, Clinton County Judge Executive authorized Judge John Phelps to be his proxy.

Shawn Crabtree confirmed we did have a total of 21 board members/proxies present and was a quorum.
The members absent from the meeting were:
Lora Elam, RN
Catherine Feese, MD
Matt Jackson RpH
L. Bruce Jasper, DVM
Richard Miles, MD
Marlene Richardson, DMD
Stephanie Southard, MD
Jake Staton
Susanne Watkins, OD

Staff members present:

Tracy Aaron, Director of Health Education
Shawn Crabtree, Executive Director
Pam Godby, Human Resource Manager
Sylvia Ferrell, HANDS Administrator
Carol Huckelby, Administrative Secretary
Leah Jasper, Director Administrative Services
Jamie Lee, Diabetes Program Manager
Amy Tomlinson, Preparedness Manager
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

WELCOME

Hossein Fallahzadeh welcomed all board members, staff, and guests and turned the meeting over to Judge Phelps.

As confirmed earlier, a quorum was present.

APPROVAL OF MINUTES

Copies from the previous meeting were sent to each board member for their review prior to tonight’s meeting. A correction to add Pam Bills to the members present was made. Judge Rogers made a motion to accept the minutes with the mentioned correction and Judge Dial seconded the motion. Motion carried.

OLD/NEW BUSINESS

Judge Phelps asked Board if there was any old or new business to discuss. No old or new business was discussed.
DIRECTOR'S COMMENTS

Financial Report
Shawn gave the Board a packet with financial information for June and July. He reported that FY2016 closeout was completed and approved by DPH on 07/27/16. LCDHD ended the year with an $86,264.70 surplus. The June balance sheet shows $6,048,419.39 in assets, with $56,517.33 owed in current liabilities. At year end, after all the surpluses have been closed out to the restricted and unrestricted reserves on the balance sheet, LCDHD now has 112% of the allowed Unrestricted Reserves. Due to lower than average revenues and higher than average expenses, the July Balance Sheet shows a $990,243 deficit with $5,047,524.69 in assets on the balance sheet, with $45,866.02 of that owed in current liabilities. Mr. Crabtree explained that this deficit is the result of DEP withholding State and Federal funds that flow through them until the health departments have closed the previous fiscal year. Additionally, July included, as an expense, a reimbursement payment to the schools for the last quarter of 2016’s Medicaid revenues we’d billed and collected for them in the amount of $295,299.43. Jim Wesley made a motion to accept the financial report. Rosalie Wright seconded the motion. Motion carried.

Audit
RFH completed LCDHD’s annual audit in August. It is scheduled a month early so we can meet the Department for Local Government’s deadline to have year in actual revenues and expenses uploaded by September 1, 2016 deadline.

KALBOAH and KHDA
Mr. Crabtree informed the Board that we will pay membership to KALBOH and KPHA for the Local Boards who voted to do join. Membership dues will be paid in January.

Advocacy
Mr. Crabtree informed the board that he, along with a group of Health Department Directors from other Appalachian counties, met with the new Public Health Commissioner to discuss issues relating to funding and health in Appalachia.

UPDATE OF QUALITY IMPROVEMENT PROJECTS

Worksite Wellness Project
Jamie Lee reported to the Board that the Wholesale Hardwood Interiors worksite wellness project it is going well. WHI staff just completed an 8 week healthy habits program. A cardiovascular education program and biometric screening still need to be completed.

Electronic Nuisance Complaint Form
Shawn Crabtree informed the Board that with the website updates, nuisance complaints will be able to be submitted online.

Insurance Billing

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Leah Jasper informed the board that she and her staff have met three of the four goals on their AIM statement. The fourth goal is ongoing and will be evaluated at the end of the 2017 fiscal year. Final team meeting will be 8/10/2016 to finalize QI tools.

Grants Management
Leah informed the board QI team is working on developing a unified process for grant seeking and grant management. The team has developed a grants management policy that is included in their policies packet.

Immunization Rates

Dr Weyman reminded the Board that the QI project team’s goal was to raise immunization rates in McCreary County. McCreary County had very low immunization rates (65%) among children under 2 years of age. The team developed a process which included a tickler file to help staff track when immunizations are due. The staff either mailed a reminder card or called the parents to remind them their child’s immunization was due. The importance of immunizations is reinforced in the clinic by placing posters throughout the clinic and giving parents information about smart phone apps that help promote and track immunizations. As a result of these efforts, the immunization rate among this age group increased to 86% during the first three months of 2016.

UPDATE ON SPECIAL PROJECTS

Louisville Vitality Update
The Louisville Vitality project is going well – we have hired 4 staff to resume Vitality Checks. We have completed 158 screenings since August.

Accreditation Update
Shawn informed the board we have submitted an action plan to PHAB which is being reviewed.

UK/HANDS Research Project
HANDS staff are working with Dr. Corinne Williams from UK on a research project to evaluate HANDS impact on school readiness. The project’s data is being analyzed now. Outcomes are expected to be released in the fall.

RYAN WHITE PROGRAM
Laura Woodrum reported that the program is going well and has enrolled 54 people enrolled. Twelve to fourteen people consistently attend the monthly support groups.
DISTRICT STATISTICS AND OUTBREAK UPDATE

The report has been postponed until 12/16 board meeting.

POLICIES UPDATE

Three new, and five revised policies were presented. The three new policies are Grants Management Policy, Ryan White Financial Policy, and the Active Shooter/Armed Aggressor Policy. The revised policies are: Crime Check Policy, Employee Handbook, Verification of Income, Ryan White Authorization Policy, and the School Health Guidelines Policy and School Nurse Program Guidelines. Dr. Sinclair made a motion to accept the policies and Jim Wesley seconded the motion. Motion carried.

HUMAN RESOURCES

Pam Godby informed the board that 2 full-time and 6 contractual staff has gone off duty and four full-time and three contractual employees were hired since the last meeting.

NEEDLE EXCHANGE

Judge Rogers made a motion to postpone the vote due to several concerns about funding. He suggested that someone talk to the legislatures and advocate for them to provide funding for the exchanges. Judge Randy Dial seconded the motion. Judge Phelps opened the floor up for discussion. Judge Phelps read a letter sent by Judge John Frank stating his opposition to the resolution. Dr. Sinclair asked that the Board be allowed to vote pointing out that this is only one of the three necessary consents needed to establish the exchange and that the individual counties could not move forward in obtaining funding or the other required consents without the District Board of Health’s resolution. Judge Dial questioned whether the individual counties could go forward without the District Board of Health’s approval. Shawn Crabtree confirmed that individual county Boards of Health could not move forward without the District Board’s approval since they are the governing board. Judge Rogers stated that he felt each county should be able to make their own decision. Judge Phelps cautioned that the health department needed to do more community education. Tracy Aaron informed the Board that there is a possibility for ASAP to receive some funding to do community education and town hall forums. She encourage the Judge Executive’s to discuss this opportunity with their local ASAP boards. Judge Rogers and Dial withdrew their motions. Judge Phelps asked for a roll call. The vote was 17 Yes and 4 No. The Resolution passed.

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<th>County</th>
<th>Name</th>
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Taylor
   Rogers, Eddie   Yes
Wayne
   Anderson, Mike   Yes
Wayne
   Elam, Lora   Absent
Wayne
   Southard, Stephanie   Absent

DISCUSSION

No further discussion

NEXT MEETING

Next meeting is December 6th at 7 p.m. EST at Jamestown Health Department

Judge Phelps asked if anything else needed to be discussed before adjourning the meeting. James Wesley made a motion to adjourn the meeting. Judge Dial seconded the motion. Motion carried. With no other business, the meeting was adjourned.

Chairman Judge John Phelps  Shawn Crabtree, Secretary

/cah