LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH DIRECTORS
March 3, 2020

The Lake Cumberland District Board of Health met on Tuesday, March 3, 2020 at the Russell County Health Department in Russell County, KY.

After confirming a quorum was present, the meeting was called to order by Chair, Judge Steve Kelley.

Shawn Crabtree, Executive Director, presented the gavel and swore in Judge Steve Kelley as the new Chair of the District Board of Health.

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Brown, MD</td>
<td>Pam Bills, APRN</td>
</tr>
<tr>
<td>Judge Gale Cowan</td>
<td>Kristen Branham</td>
</tr>
<tr>
<td>Judge Randy Dial</td>
<td>Lora Elam, RN</td>
</tr>
<tr>
<td>Hossein Fallahzadeh, MD</td>
<td>Patty Guinn, RPh</td>
</tr>
<tr>
<td>Judge John Frank</td>
<td>Linda Hamilton</td>
</tr>
<tr>
<td>Gina Goode</td>
<td>Matt Jackson RPh</td>
</tr>
<tr>
<td>Judge Jimmie Greene</td>
<td>Gayle Phillips, DNP,APRN</td>
</tr>
<tr>
<td>Bruce Jasper, DVM</td>
<td>Tommy Shelton, MD</td>
</tr>
<tr>
<td>Judge Steve Kelley</td>
<td>Jake Staton</td>
</tr>
<tr>
<td>Susanne Lee , OD</td>
<td>Greg West</td>
</tr>
<tr>
<td>Stephen McKinley, OD</td>
<td>Rosalie Wright</td>
</tr>
<tr>
<td>Richard Miles, MD</td>
<td></td>
</tr>
<tr>
<td>Alvin Perkins, MD</td>
<td></td>
</tr>
<tr>
<td>Shantila Rexroat, DVM</td>
<td></td>
</tr>
<tr>
<td>Marlene Richardson, DMD</td>
<td></td>
</tr>
<tr>
<td>James Wesley</td>
<td></td>
</tr>
<tr>
<td>Proxy</td>
<td></td>
</tr>
<tr>
<td>Judge Mike Anderson</td>
<td></td>
</tr>
<tr>
<td>Judge Ricky Craig</td>
<td></td>
</tr>
<tr>
<td>Judge John Phelps, Jr.</td>
<td></td>
</tr>
<tr>
<td>Judge Gary Robertson</td>
<td></td>
</tr>
<tr>
<td>Judge Barry Smith</td>
<td></td>
</tr>
</tbody>
</table>

An invocation was given by Judge Steve Kelley and dinner was served.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Authority</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Approval of Minutes</td>
<td>Dr. Fallazadeh motioned to approve the prior minutes. James Wesley seconded the motion. The board voted unanimously to approve the prior minutes. Motion carried.</td>
<td>None</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Old Business</strong></td>
<td>Judge Kelley asked if there was anything for which the administration had failed to adequately follow-up on since the last meeting. Nothing was noted.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>Election of Officers</strong></td>
<td>Nominations of 3 “At Large Members.” Dr. Fallahzadeh made a motion to nominate Dr. Perkins, Dr. Miles, and Judge Executive Gary Roberson. James Wesley seconded the motion. The Board voted unanimously to approve the nominations. Motion Carried.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>Resource Stewardship</strong></td>
<td></td>
<td>None.</td>
</tr>
<tr>
<td>Financial Updates/Directors</td>
<td>Through the end of January we are showing a $176K deficit due to lower service fees than originally budgeted. DPH is 4 quarters behind on billing us for the Medicaid Match payments and is estimated to be about $500K. At this point, we are still projecting a year-end surplus of $828K.</td>
<td>None.</td>
</tr>
<tr>
<td>Comments</td>
<td>There was a motion to approve the financial update by James Wesley. Seconded by Dr. Perkins. Motion carried.</td>
<td></td>
</tr>
<tr>
<td>Grants Report</td>
<td>Shawn Crabtree gave the quarterly grant report detailing the status of grants we have received and those for which we have applied.</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>Jamie Lee presented an update on her Heart4Change grant. She provided a packet of information and invited the Board to view the videos on Youtube.</td>
<td></td>
</tr>
<tr>
<td>Budget Review Committee</td>
<td>Judge Kelley asked the Board to determine who would be on the Budget Review Committee and he noted that it normally is the Executive Board Members. Dr. Fallazadeh made a motion that the Executive Board serve as the Budget Review Committee. Susanne Lee seconded the motion. The Board voted unanimously to approve the Budget Review Committee. Motion carried.</td>
<td>None.</td>
</tr>
<tr>
<td>Entry Level Salary for LHN</td>
<td>Shawn Crabtree presented a proposal to increase the entry level salary for an LHN due to lack of applicants at our present rate. He also proposed a tenure adjustment for the agency’s current nurses.</td>
<td>Must send Board Minutes to State.</td>
</tr>
</tbody>
</table>
to prevent the newly hired nurses to “leapfrog” over existing nursing staff in terms of salary. The current salary is $15.51 per hour. A motion was made by Dr. Miles to increase the entry-level salary for newly hired nurses to $19.80 and give existing nurses a tenure adjustment in pay.

<table>
<thead>
<tr>
<th>Continuous Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggestions</td>
</tr>
<tr>
<td>The board was reminded they can make suggestions on the back of the agenda to be followed-up by the administration. Fill out 2 question survey so that staff will know the Board concerns.</td>
</tr>
<tr>
<td>The administration will follow on board suggestions.</td>
</tr>
<tr>
<td>On-line Food Handlers Course</td>
</tr>
<tr>
<td>LCDHD on-line food handler’s course went live on August 5th. Eighty nine of the 120 state’s county health departments have committed to using the service. We anticipate recouping our initial investment within the next 6 months.</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>Employee Harassment Training</td>
</tr>
<tr>
<td>Carol Huckelby shared that she has been working with Marshall County and Green River Health Departments to create an on-line Harassment Training course. The state will load the training onto the TRAIN state employee training website. We anticipate being able to access this training during the coming year. The team has been asked to present their project at KPHA in April (which has since been postponed).</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>Job Description Template</td>
</tr>
<tr>
<td>Carol Huckelby has been working with Pike and Marshall Health Departments to develop a job description template that meets our accreditation requirements.</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>Human Resources Report On/Off Duty</td>
</tr>
<tr>
<td>We have had one Go Hire employee join us as a health educator in Adair County. We have had 4 employees go off duty – a Support Services Supervisor in Wayne, LHN in Pulaski, and Support Services Supervisor in Adair.</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>Diabetes Education</td>
</tr>
<tr>
<td>Over the last few months, we have been revising our Facebook ads to promote on-line classes. We have utilized codes that allow on-line enrollment.</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>WIC</td>
</tr>
<tr>
<td>KY has recently changed their WIC guidelines. We are hopeful that this will increase our WIC retention rates.</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>Director/Board Satisfaction Survey</td>
</tr>
<tr>
<td>All feedback ratings were positive. There is a copy in the packet.</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syringe Exchange</td>
</tr>
<tr>
<td>5 SEP currently and going well. Staff will be</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
furnished by UK in our health departments next year to help work with SEP, assist with Naloxone distribution, and help with HIV and Hep C testing

<table>
<thead>
<tr>
<th>Oversight</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HepA Response Update</td>
<td>We are currently working on the after action report. DOC was deactivated in October 2019. Strengths: Staff adapted quickly and grew new community partnerships. Weaknesses: LCDHD has had a lot of turnover on the DOC level positions which required new DOC positions to be filled and trained. District wide we had 256 Hep A cases in total. We expect that we will continue to have 3 to 4 cases a month as the new norm.</td>
</tr>
<tr>
<td>Coronavirus-19</td>
<td>Shawn presented an update and currently KY has no cases. We have had a few travelers that were asked to self quarantine and monitor for symptoms. LCDHD staff will be updated on Friday. There is no vaccine available for this virus. No tests are available in KY yet.</td>
</tr>
<tr>
<td>RHOP Update</td>
<td>This was covered in the grant report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Development</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of existing policies</td>
<td>The Board was sent a packet of new policies to review. Janae asked if any Board Member had questions. There were no questions. James Wesley motioned to approve the policy changes. Dr. Perkins seconded. Motion carried.</td>
</tr>
</tbody>
</table>

Chair set the next meeting date for June 23, 2020 due to the budget report.

A motion was made by Dr. Fallahzadeh to adjourn the meeting. James Wesley seconded the motion. Motion carried and meeting was adjourned.

Judge Steve Kelley, Chair

Mr. Shawn Crabtree, Secretary