

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH DIRECTORS
December 2, 2008

The Lake Cumberland District Board of Health met on Tuesday, December 2, 2008 at The Cove Restaurant in Russell Springs, Kentucky.

Chairman Tim Hicks, Cumberland County Judge Executive called the meeting to order and asked Eddie Rogers, Taylor County Judge Executive to lead the invocation.

Those present were:

Ann Melton, Adair County Judge Executive
Ronnie Grant
Roger Smith, DMD
Ronald Wright, Casey County Judge Executive
Adlie Brown, DMD
Linda Lee
Lyle Huff, Clinton County Judge Executive Proxy to Tim Hicks
Tim Hicks, Cumberland County Judge Executive
Joseph Skipworth, MD
Mary Ann Blaydes Baron, Green County Judge Executive
Tibby Altman, RN
Blaine Phillips, McCreary County Judge Executive Proxy to Rosalie Wright
Rosalie Wright
Terry Lawson
Barty Bullock, Pulaski County Judge Executive
Maggie Turpen Roy
Bruce Jasper, DVM
Robert Drake, MD
Mohammad Afzal, MD
Mickey Garner, Russell County Judge Executive
Tonya Meece
Susanne Watkins, OD
Eddie Rogers, Taylor County Judge Executive
Lora Sztendera, MD
Terry Coyle, RPh
Greg Rankin, Wayne County Judge Executive Proxy to Tim Hicks
David Mayer, DO
Vesta Edwards

Absent from the meeting:

Jake Staton

Robyn Sneed said there were 28 out of 29 board members present.

STAFF & OTHERS PRESENT:

Tracy Aaron, LCDHD Health Education Director
Beverly Brockman, Nurse Supervisor 1
Shelly Canada, LCDHD PH Service Coordinator
Cheryl Clark, Taylor County Health Department SS Supervisor
Carolee Coffey, SSSA2
Melinda Copenhaver, LCDHD Administrative Services Manager
Shawn Crabtree, LCDHD Executive Director
Ashley Curry, SSSA2
Becky Davis, McCreary County Health Department SS Supervisor
Sylvia Ferrell, LCDHD Nurse Administrator
Gail Fryman, Clinton County Health Department SS Supervisor
Elizabeth Gaskin, LCDHD Nurse Administrator
Pam Godby, LCDHD Director Human Resources
Randy Gooch, LCDHD Director Administrative Services
Monica Hall, Nurse Supervisor 2
Lisa Harris, Pulaski County Health Department SS Supervisor
Jefferson Hickman, LCDHD Environmental Health Supervisor
Jackie Hodges, H Educator 3
Jamie Lee, LCDHD Nurse Program Manager
Jasie Logsdon, LCDHD Epidemiologist
Mrs. David Mayer
Angie Murrell, Adair County Health Department SS Supervisor
Terry Phelps
Jelaine Phillips, H Educator 3
Darren Pike, Adair Community Voice
Robyn Sneed, LCDHD Administrative Secretary
Stuart Spillman, LCDHD Environmental Director
Peggy Tiller, LCDHD Director Nursing
Amy Tomlinson, LCDHD PH Service Coordinator
Bonnie Tucker, Russell County Health Department SS Supervisor
Christine Weyman, LCDHD Medical Director
Laura Woodrum, LCDHD Nurse Administrator

WELCOME

Chairman, Tim Hicks welcomed all board members, staff and guests to the meeting. He introduced three new board members, Roger Smith, DMD of Adair County; Terry Lawson, McCreary County and Lora Sztendera, MD of Taylor County. **A quorum was present.** Judge Hicks also welcomed Dr. Davis, Deputy Commissioner of Public Health from Frankfort and Rosie Miklavcic, RN, Public Health, Frankfort.

APPROVAL OF MINUTES

Copies of the minutes from the September 16, 2008 meeting were mailed to each board member for their review prior to tonight's meeting. There were no additions or corrections. Judge Eddie Rogers moved to accept the minutes. Dr. Skipworth seconded the motion. **Motion carried.**

AUDITORS REPORT

Ken Dougherty, CPA from Brown & Dougherty presented his recent audit report of the Lake Cumberland District Health Department. He explained that the audit was unqualified and it was a clean audit with all internal controls in place. He reported that all of the staff that he spoke with was all very helpful and courteous. Mr. Dougherty told the board members that they should be proud of the job that the employees do at the health department. He said that Lake Cumberland District is very efficient and not all the health departments he travels to completing audits are in as good of a financial shape as Lake Cumberland District Health Department is currently in.

EXECUTIVE DIRECTORS COMMENTS

The Executive Director, Shawn Crabtree told the board members that financially we are ahead of where we were this time last year with a smaller deficit. He explained that it is normal to have a deficit at this time of the year in our budget and we will start receiving our revenue from the state in the next couple of months.

Each board member received a packet when they arrived to the board meeting. Mr. Crabtree encouraged the board members to review the information they were given. In this packet, there was a copy of the recent Employee Satisfaction Survey results. Mr. Crabtree told the board members about an upcoming satellite broadcast board member training that will be held in January 2009. This training is being made available through the Department for Public Health in Frankfort.

Shawn Crabtree briefly explained to the board members some questions regarding his performance as Director in the last few years that were mentioned to him by the current chairman. He wanted to clarify some misunderstandings to the board members.

Terry Coyle moved that the board go into an executive closed session to discuss personnel issues. Dr. Lora Sztendera seconded the motion. **Motion carried.**

When the meeting reconvened, Tim Hicks informed everyone that no business was conducted during the closed session. Judge Mickey Garner moved that the board approve a 5% pay increase for Shawn Crabtree's job performance evaluation. Dr. Drake seconded the motion. **Motion carried.**

UPDATE ON SCHOOL HEALTH MINI GRANTS

Mr. Crabtree gave an update on the school health mini grants. The following schools were awarded a school health mini-grant: Russell Springs Elementary, Jones Park Elementary in Casey, Bell Elementary in Wayne, Adair Elementary, and Hopkins Elementary in Pulaski. We had 19 schools turn in a grant application and we received a grant from every school district except one. The board approved \$100,000 for this project and Mr. Crabtree explained that the five winning schools requested a total of \$101,596.52. Ronnie Grant made a motion that we increase the fund \$1,596.52 so we would be able to award the full amount requested by the schools. Dr. Drake seconded the motion. **Motion carried.**

ELECTION OF OFFICERS

Chairman Hicks explained that it was time for the election of officers and asked for nominations. Judge Eddie Rogers said he would like to nominate Mary Ann Baron for Chairman, Ann Melton for Vice-Chairman and Tibby Altman for Secretary. Rosalie Wright said she would like to nominate Terry Coyle for Chairman. Judge Barty Bullock made a motion for the nominations to cease. Dr. Drake seconded the motion. **Motion carried.** There was a silent vote for the Chairman position and the vote was 15-12 (Dr. Susanne Watkins left before the vote was taken leaving 27 board member votes) in favor for Terry Coyle to be Chairman. Dr. Roger Smith made a motion to accept Terry Coyle as Chairman, Ann Melton for Vice-Chairman and Tibby Altman for Secretary. Judge Mickey Garner seconded the motion. **Motion carried.** The new officers were sworn in by Shawn Crabtree.

HEALTH EDUCATION IN OUR TOBACCO PROGRAM

Tracy Aaron, Director of Health Education gave a brief presentation to the board members regarding the health educators role in their own counties and the positions they hold in their community serving on different boards including the tobacco program. Tracy explained that their mission is to reduce preventable and premature deaths attributed to tobacco use by implementing programs to decrease tobacco use and exposure to secondhand tobacco smoke. The goals of the Lake Cumberland District Tobacco Prevention and Cessation Program are: 1) Eliminate exposure to environmental tobacco smoke (ETS). 2) Promote quitting among adults and youth. 3) Prevent initiation among youth. 4) Identify and eliminate disparities among population groups. Tracy further explained that we execute our tobacco plan in various ways, such as: 1) Population-based community interventions/education. 2) Counter-marketing advertising. 3) Program policy/regulation. 4) Surveillance and evaluation.

HUMAN RESOURCES REPORT

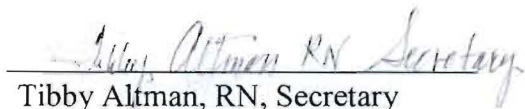
Pam Godby, Human Resources Director reported that since her last report at the board meeting in September, we have had (4) four employees go off duty due to resignations. We have had (6) six new employees come on duty including (3) three Clinic Nurses, and a Diabetes Educator, Clerk/SSA in Russell County and Tech Specialist. We had one employee (a Nutritionist) transfer to us from Garrard County.

CLOSING REMARKS

Judge Hicks told the board members he appreciated them and had enjoyed serving as their chairman for the last two years. He asked Robyn when the next meeting would be and Robyn asked the board members if they would like to schedule their meetings in the future by using the first Tuesday in the month of the quarter that they meet in. Robyn said that the next meeting would be March 3, 2009 and will be at the Lake Cumberland Area Development Office. The other meetings for the year will be June 2, 2009, September 1, 2009 and December 1, 2009. Judge Hicks wished everyone a safe trip home and to have a happy holiday season.



Terry Coyle, Chairman



Tibby Altman, RN, Secretary