

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH DIRECTORS
December 1, 2009

The Lake Cumberland District Board of Health met on Tuesday, December 1, 2009 at The Auditorium/Natatorium in Russell Springs, Kentucky.

Chairman, Terry Coyle, called the meeting to order and asked Randy Gooch to lead the invocation.

Those present were:

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

Robyn Sneed confirmed we did have a total of 24 board members present and was a quorum.

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The members absent from the meeting were:

Jake Staton
Terry Lawson
Mohammad Afzal, MD
Greg Rankin, Wayne County Judge Executive
Vesta Edwards

STAFF MEMBERS PRESENT:

Tracy Aaron, LCDHD Health Education Director
Shelly Canada, LCDHD PH Service Coordinator
Melinda Copenhaver, LCDHD Administrative Services Manager
Shawn Crabtree, LCDHD Executive Director
Ken Dougherty, CPA Brown & Dougherty
Randy Gooch, LCDHD Director Administrative Services
Pam Godby, LCDHD Director Human Resources
Monica Hall, LCDHD School Health Nurse Administrator
Jefferson Hickman, LCDHD Environmental Health Supervisor
Jane Jones, LCDHD PH Service Coordinator
Jamie Lee, LCDHD Nurse Program Manager
Jasie Logsdon, LCDHD Epidemiologist
Robyn Sneed, LCDHD Administrative Secretary
Peggy Tiller, LCDHD Director Nursing
Amy Tomlinson, LCDHD PH Service Coordinator
Christine Weyman, LCDHD Medical Director
Laura Woodrum, LCDHD Nurse Administrator

OTHERS PRESENT:

Mrs. Tim Hicks
Mrs. David Mayer

WELCOME:

Terry Coyle Chairman welcomed all board members, staff and guests. As confirmed earlier, a *quorum was present*.

APPROVAL OF MINUTES

Copies of the minutes from the September 22, 2009 meeting were mailed to each board member for their review prior to tonight's meeting. One correction was noted that the minutes should say Smoke Free Pulaski County was awarded a grant instead of the Health Education Department. Rosalie Wright moved to accept the minutes. Judge Ann Melton seconded the motion. *Motion carried.*

EXECUTIVE DIRECTORS COMMENTS & FINANCIAL REPORT

Shawn Crabtree, Director reminded the board members about a recent food handling policy change that Stuart Spillman had discussed with the board at the previous meeting in September. Mr. Crabtree explained that Stuart had planned on reporting to the board that night that the food handling policy had been passed and accepted into a new law in Frankfort and that the way we enforce our food handling policies would have to be altered to accommodate this change, but that Stuart was dealing with a health issue that day and was unable to attend the meeting. Mr. Crabtree explained that Stuart would be updating the board at our next meeting in March 2010.

Mr. Crabtree said that our Annual Report this year will have updated pictures of our board members, if you have not sent or had your picture made for the annual report, please send this to him at his office at the District sometime this week.

Mr. Crabtree explained that the board members recently received three policies in the mail. He told the members that after LCDHD went through our accreditation process and had the board members approve all policies and procedures up that date, and that future policy changes/additions will have to be reviewed and approved by the board. One of those policy additions is to our cell phone policy; this policy encourages our staff to not use their cell phone while operating a motor vehicle. Judge Mickey Garner moved to accept the cell phone policy addition. Dr. Drake seconded the motion. *Motion carried.*

The second policy change/addition is a completely new policy regarding Religious Exemption. What the policy basically means is that everyone has to have an immunization certificate upon entering school, but due to some people's religious beliefs which do not believe or participate in their children receiving vaccinations. We have developed this policy which protects our organization and the school

system by having the parent sign a statement after having been counseled about the benefits of their child receiving immunizations and the parent refusing the immunizations and the risks of such refusal. The parent signs a statement advising they have been counseled about this. Judge Eddie Rogers moved to accept the new Religious Exemption policy. Judge Mickey Garner seconded the motion. ***Motion carried.***

The final policy change/addition is our Employee Professionalism policy which is a policy designed because of the high tech/computer age that we live in. This means that our staff is reminded they are to be very careful of what they might post on computer sites. They also are to be mindful of the time spent on personal time such as reading newspapers, personal phone conversations, etc. Dr. Susanne Watkins moved to accept the Employee Professionalism policy. Judge Mary Ann Baron seconded the motion. ***Motion carried.***

Susan Melton, Director of The Auditorium/Natatorium gave a brief report on the new meeting facility and what they offer for the students at the school and to other agencies who might be meeting at their facility.

ELECTION OF OFFICERS

Chairman Coyle asked the board if they had any nominations for officers for the upcoming New Year. Rosalie Wright made a motion that the current officers keep their position for the New Year. Dr. Drake seconded the motion. Chairman Coyle asked for any further nominations. Judge Huff made a motion for Mickey Garner for Chairman and Judge Baron for Vice Chairman, Judge Huff also made a motion that the vote be a silent vote. Chairman Coyle advised Judge Huff that Robyn had prepared ballots for each board member to write their votes on. There were no other nominations for secretary except for Tibby Altman who is the current secretary. The vote was 16 for Mickey Garner to serve as Chair and 8 for the current chair, Terry Coyle; 12 for Judge Baron to serve as Vice-Chair and 10 for the current Vice-Chair, Judge Melton; one member chose not to vote for a Vice-Chair and someone voted for Judge Huff for Vice but he was not nominated for the position. There were 22 board members present with Judge Melton having 2 proxies for absent judges who are the only board members able to send a proxy. The new officers were sworn in by Shawn Crabtree.

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 also reported that all of the staff he spoke with was all very helpful and courteous. He told the members that Lake Cumberland District is very efficient and that they should be very proud of the job the employees do at the health departments. Judge Eddie Rogers moved to accept the audit as presented. Judge Melton seconded the motion. *Motion carried.*

HINI UPDATE

Mr. Crabtree briefly updated the board members about the recent HINI outbreaks and clinics we have held trying to get our public vaccinated. We have experienced many obstacles from not knowing how much and when we would receive vaccine to how to notify the public about the dates of our clinics. To date we have completed 21 clinics in our District including going into all of our schools. We are planning to have mass clinics this coming Thursday in all of our counties. After these mass clinics are held, we hope the State will let us offer the vaccine to anyone who requests it, not just to the CDC recommended groups. There was a question as to did we have enough vaccine available at our clinics to meet the demand? Mr. Crabtree explained that yes, in all but two of our clinics we had vaccine left over after the clinics were finished. In those two clinics we did have a limited amount of injectable vaccines which was being asked for more than the inhalable vaccine which we had plenty of, a few patients did leave these clinics without being vaccinated.

HEALTH EDUCATION/SMOKING EDUCATION UPDATE

Tracy Aaron, Director of Health Education reported back to the board the cost of Nicotine Replacement Therapy for smoking cessations programs across our District. She said the average over the last three years of the Cooper Classes was approximately 260 adults with approximately 100 completing the classes. The cost for Cooper is \$113 per participant which would average out to \$30,000 across the District if we paid for the NRT (for the cessations programs). Tracy noted that the Kentucky ASAP boards assist with NRT in every county to some extent.

No action was taken at this time to assist the Cooper Clayton Classes in the counties with NRT. This funding would have had to come out of our reserves.

Tracy also followed up concerning the Tobacco Media Campaign. The target is second hand smoke education focused on the adult population. She reminded the board that at the previous board meeting, a Tobacco Review Committee was appointed by Chairman Coyle and consists of Dr. Drake, Judge Eddie Rogers, Rosalie Wright and Tonya Meece. These individuals will be approving the media campaign.

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 and we have had (5) employees come on duty including (3) LHN1 in school program, (1) home visitor in HANDS and (1) LHN1 in clinic.

AUTHORIZATION CHECK SIGNATURES

Mr. Crabtree explained to the board that due to a few recent name changes, we have had to have our authorized staff who sign our checks sign a new signature card at our local banking institution and he just wanted to get the board's approval for this. A list of our accounts and the staff authorized to sign was included in the board handouts tonight. Judge Melton moved to accept the authorized signature list for check signatures. Judge Garner seconded the motion. *Motion carried.*

He gave a brief financial report to the board members. We are unsure at the present time, what our budget will be for the next year due to the changes going on in Frankfort and the state budget woes. We will continue to monitor our expenses closely. We are adjusting some of our expenditures due to coding changes in our school program and clinics. Mr. Crabtree suggested, without objection, that we absorb any shortfall this budget year out of reserves. He clarified we are alleviating some positions through attrition at present and realigning certain staff into positions with greater funding potential. Mr. Crabtree clarified some of the services that our health department are mandated to provide.

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Chairman Coyle again thanked everyone for coming to the meeting tonight and told them he had enjoyed serving as the Chairman for the previous year. Our next meeting will be March 2 at the Lake Cumberland Area Development Office.

Terry Coyle, Chairman

Tibby Altman, Secretary

/rls