

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH DIRECTORS  
May 31, 2011

The Lake Cumberland District Board of Health met on Tuesday, May 31, 2011 at the Lake Cumberland Area Development Office in Russell Springs, Kentucky.

Chairman Judge Eddie Rogers called the meeting to order.

Those present were:

Ronnie Grant  
Ronald Wright, Casey County Judge Executive  
Adlie Brown, DMD  
Linda Lee  
Lyle Huff, Clinton County Judge Executive Proxy to Judge Rogers  
John Phelps, Cumberland County Judge Executive  
Joseph Skipworth, MD  
Misty Edwards, Green County Judge Executive  
Glenda Bagby  
Barty Bullock, Pulaski County Judge Executive  
Maggie Turpen Roy  
Gary Robertson, Russell County Judge Executive  
Susanne Watkins, OD  
Hossein Fallahzadeh, MD  
Rosalie Wright  
Tonya Meece  
Sue Singleton  
Eddie Rogers, Taylor County Judge Executive  
Roger Smith, DMD  
Doug Stephens, McCreary County Judge Executive proxy to Rosalie Wright  
Greg Rankin, Wayne County Judge Executive  
Ann Melton, Adair County Judge Executive  
Terry Coyle  
Thomas Rogers, MD

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

The members absent from the meeting were:

Jake Staton  
Robert Drake, MD  
Truman Mays, MD  
Bruce Jasper, DVM  
Sarah Kennett  
Vacant Wayne County board member seat

### STAFF MEMBERS PRESENT:

Tracy Aaron, LCDHD Health Education Director  
Melinda Copenhaver, LCDHD Administrative Services Manager  
Shawn Crabtree, LCDHD Executive Director  
Sylvia Ferrell, LCDHD Nurse Administrator  
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  
Jamie Lee, LCDHD Nurse Program Manager  
Jasie Logsdon, LCDHD Epidemiologist  
Robyn Sneed, LCDHD Administrative Secretary  
Stuart Spillman, LCDHD Environmental Director  
Peggy Tiller, LCDHD Director Nursing  
Amy Tomlinson, LCDHD PH Service Coordinator  
Christine Weyman, LCDHD Medical Director  
Laura Woodrum, LCDHD Nurse Administrator  
Jackie Hodges, LCDHD Health Education  
Rhonda Akin, Adair County Health Center  
Angela Corbin, Adair County Health Center  
Jonathan Dye, Pulaski County Health Center  
Jarad Simpson, McCreary County Health Center

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Rebecca Davis, McCreary County Health Center  
Cindy Nettles, Cumberland County Health Center  
Gail Fryman, Clinton County Health Center  
Jackie Kean, Adair County Health Center  
Karen Watson-Wethington, Casey County Health Center

WELCOME

Chairman Rogers welcomed all board members, staff and guests. Chairman Rogers also introduced Ron Horseman, Personnel Director of Public Health and Rosie Miklavcic, Director of Nursing of Public Health in Frankfort. Chairman Rogers asked Judge Phelps to lead the invocation.

As confirmed earlier, a **quorum was present.**

APPROVAL OF MINUTES

Copies of the minutes from the March 1, 2011 meeting were mailed to each board member for their review prior to tonight's meeting. Dr. Fallahzadeh moved to accept the minutes. Dr. Skipworth seconded the motion. **Motion carried.**

HUMAN RESOURCES REPORT

Pam Godby, Human Resources Director reported that since her last report at the board meeting in March 2011, we have had seven (7) employees go off duty; and we have hired two (2) LHNs.

## BUDGET/FINANCIAL REPORT

Mr. Crabtree told the board member that these are very difficult times which will require some very creative and challenging solutions. He also stressed to each of them that the health department needs the board members support more now than ever before in the history of our health department.

To summarize the major areas impacting the 4 million in funding hits we have taken since 2009:

1) 2009 - 2010

a) \$800,000 decrease in billing potential due to state changes in school coding;

2) 2010 - 2011

a) retirement increase of \$395,152,

b) decreases in federal and state grants of \$500,000 and

c) the 20% Medicaid match of 1.33 million dollars;

3) 2011-2012

a) the new Medicaid match of 28.36% for \$425,212,

b) decreases in federal grants of \$180,134,

c) another increase in retirement of \$211,353, and

d) a once every 12 year 27th instead of 26 pay periods adding \$344,198.

These all total to 4.186 million dollars.

Mr. Crabtree told the board members that by them voting to increase the contribution rate of the member counties from 1.8 to 2.8 cents; this will bring in 1.064 million dollars. Savings due to attrition, the shifting of staff and cutting spending amounts to an additional 1.24 million. This totals 2.24 million of Board and administrative efforts to address our funding reductions.

On a positive note, if it wasn't for the 1 million in new monies the Local Boards put in by raising their contribution rate to 2.8 cents and if it wasn't for the 1.2 million we are saving through staff attrition, the shifting of staff, and the cutting of

many expenses we would be starting next year at a 4.2 million dollar deficit and would be only months away from being unable to meet our expenses.

When everything is taken into account, we are operating at between a 1.5 and 1.7 million dollar operating deficit.

Mr. Crabtree and Mr. Gooch presented the budget to the Budget Review Committee last week. The committee consisted of Judge Edwards, Judge Robertson, Judge Rogers, Judge Phelps and Dr. Fallahzadeh.

To get right to it, financial times remain very challenging. On top of the 3 million in funding hits we have taken over the last couple years, we are taking another million in hits next year. Therefore, we, of course, are not recommending raises.

We expect to end the current year at about a 2 million dollar deficit reducing our reserve to around 5 million. We are budgeting for a 2 million deficit next year which will lower our reserve to 3 million. We need 1.5 million in reserve to cover our expenses. That means we have to do a lot of adjusting over the next year.

I am recommending to the full Board that a Strategic Planning Committee of the Board be formed to work with the Department Heads to devise a more aggressive strategy to address our budget shortfalls.

The objective of the Strategic Planning Committee will be to work with the District Administration and representatives from the Department for Public Health to achieve the goal of devising recommendations for the full Board's consideration in regards to how best to move forward in dealing with/adjusting to our 1.5 to 1.7 million operational deficit. Mr. Crabtree said he would like for this committee to meet after mid-July in order to: 1) allow us to close out this current fiscal year thus having the best financial information possible, and 2) allow Medicaid managed care to roll out (which is supposed to happen by July 1) to make sure there are no unexpected complications on that front.

Judge Rogers asked for a motion to accept the Budget as presented by Shawn Crabtree. Sue Singleton made a motion to accept the Budget as presented with a two million dollar deficit funded out of reserves. Dr. Fallahzadeh seconded the motion. **Motion carried.** Judge Rogers then asked for two judges to volunteer to serve on the Strategic Planning Committee, two physicians and two lay positions. The committee is comprised of: 1) Judge Eddie Rogers will serve as chair, Taylor; 2) Judge Misty Edwards, Green; 3) Judge Greg Rankin, Wayne; 4) Dr. Hossein Fallahzadeh, Pulaski; 5) Dr. Joseph Skipworth, Cumberland; 6) Ms. Rosalie Wright, McCreary; and 7) Ms. Tonya Meece, Russell. In this group we have seven of our ten counties represented, three elected officials, two retired physicians, and two lay members. This is a dynamic cross-section of our Governing Board that should represent our agency, staff and community's needs well.

#### POLICIES UPDATE

Mr. Crabtree explained to the board that he needed approval for some minor changes in several of our current policies; he said that each department head with a change in their respective policy would be presenting the policy change tonight.

The following policies were presented: Emergency Form Review; Handbook; Issurance of Breast Pump; Local Protocols; Over The Counter Administration of Medication; Policy for Training UAP; School Nurse Quality Assurance Policy; Tick Removal Policy and Collaborative Agreement for Prescriptive Authority. Tonya Meece moved to accept the changes to the current policies presented; Roger Smith seconded the motion. **Motion carried.**

#### MANDATORY FOOD HANDLER CERTIFICATION

Stuart Spillman, Environmental Services Director spoke to the board concerning the recent changes in the food code and that we would like to propose to the board to make it mandatory for every food service establishment to have to have certification for someone to always be on site with a certified food handler and a food manager certification. He also proposed conducting these trainings at the health centers for the certification process. There would be a fee included with these trainings as well as a fee for the certificate. This training and certification would ensure public health safety for patrons who visit these establishments. There were several questions concerning this proposal and it was decided that this would be discussed further at the next board meeting in September.

Judge Rogers again thanked everyone for their attendance at the meeting tonight and reminded them that the next meeting will be September 6<sup>th</sup> at 7:00 EST at the Ad office in Russell Springs. With no further business, the meeting was adjourned.

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Judge Eddie Rogers, Chairman

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Sue Singleton, Secretary

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