

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH DIRECTORS
December 6, 2011

The Lake Cumberland District Board of Health met on Tuesday, December 6, 2011 at the Russell County Health Department in Russell County.

Chairman Judge Eddie Rogers called the meeting to order.

Those present were:

Ronald Wright, Casey County Judge Executive Proxy
Adlie Brown, DMD
Lyle Huff, Clinton County Judge Executive Proxy
John Phelps, Cumberland County Judge Executive
Joseph Skipworth, MD
Misty Edwards, Green County Judge Executive
Barty Bullock, Pulaski County Judge Executive
Maggie Turpen Roy
Gary Robertson, Russell County Judge Executive
Hossein Fallahzadeh, MD
Rosalie Wright
Tonya Meece
Sue Singleton
Eddie Rogers, Taylor County Judge Executive
Doug Stephens, McCreary County Judge Executive Proxy
Greg Rankin, Wayne County Judge Executive
Ronnie Grant
Roger Smith, DMD
Ann Melton, Adair County Judge Executive
Truman Mays, MD
Bruce Jasper, DVM
Joe Silvers
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

Linda Lee

Suzanne Watkins, OD

Robert Drake, MD

Sarah DeBord

Glenda Bagby

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

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

Christine Weyman, LCDHD Medical Director

Laura Woodrum, LCDHD Nurse Administrator

Cindy Nettles, Cumberland County

Becky Davis, McCreary County

Amanda England, Cumberland County

Sherry Gibson, Cumberland County

Megan Loy, Green County

Bonnie Tucker, Russell County

Jane Jones, Russell County

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Beverly Brockman, Russell County
Janae Tucker, Wayne County
Jennifer Withers, Russell County
Pamela Lawless, Russell County
Patricia Burton, Pulaski County
Lora Beth Spears, Wayne County
Chasity Patterson, Cumberland County
Corey Patterson, Adair County
F. Sam Price, Pulaski County
Jarrod Simpson, McCreary County
Seth Hamilton, Pulaski County
Candy Cummings, Cumberland County
Gail Fryman, Clinton County
Kristen Branham, Cumberland County
Ashley Curry, Russell County
Jonathan Dye, Russell County
Jelanie Harlow, Adair County
Angie Corbin, Adair County
Rhonda Akin, Adair County
Jackie Kean, Adair County
Tim Green, Green County
Pam Godby, LCDHD HR Director

WELCOME

Chairman Rogers welcomed all board members, staff and guests. Chairman Rogers asked Judge Bullock to lead the invocation.

Chairman Rogers also introduced new District Board member, Joe Silvers who serves on the Wayne County Board.

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

APPROVAL OF MINUTES

Copies from the previous meeting of September 6, 2011 were mailed to each board member for their review prior to tonight's meeting. Dr. Fallahzadeh moved to accept the minutes. Dr. Smith seconded the motion. *Motion carried.*

AUDIT REPORT

Ken Dougherty, CPA from Brown & Dougherty presented his recent audit report of the Lake Cumberland District Health Department. Mr. Dougherty explained that the audit was unqualified and was a clean audit with all internal controls in place. He also said that all the staff he spoke with was all very helpful and courteous. Dr. Skipworth moved to accept the audit. Dr. Fallahzadeh seconded the motion. *Motion carried.*

FOOD HANDLER CERTIFICATION CLASSES

Stuart Spillman, Environmental Services Director, spoke briefly to the board concerning food handler certification classes. These classes have been discussed previously by the board and the possibility of making these mandatory. The board decided against making this certification mandatory but Stuart explained to the board he would like to hold these classes on a volunteer basis to see if there is interest with the restaurants. If there is a low turnout for the classes, we can cancel further classes. The fees for the classes are \$50 for Managers and \$10 for Food Service Workers. Dr. Smith moved to accept the fees for these classes. Tonya Meece seconded the motion. *Motion carried.*

ELECTION OF OFFICERS

Chairman Rogers asked for nominations from the floor for the position of chairman, vice and secretary. Dr. Skipworth said he would like to nominate Judge Rankin for position of Chairman and Judge Edwards for Vice-Chairman. Rosalie Wright nominated Sue Singleton for Secretary. Judge Rogers asked if there were any other nominations for any of the positions; there were none. Dr. Skipworth moved to accept the nominations for the board officers. Dr. Fallahzadeh seconded the motion. *Motion carried.*

HUMAN RESOURCES REPORT

Pam Godby, Human Resources Director, reported that since the last HR report at the September meeting; we have had four (4) employees go off duty and no new staff has been hired.

STRATEGIC PLANNING COMMITTEE UPDATE

Chairman Rogers gave a report to the members regarding the Strategic Planning Committee and their plan that they have reached after several months of meeting and discussing the financial deficit with the health department's budget. The committee explained to the board that they really couldn't see any other alternative rather than to have to lay off staff. After a very lengthy discussion the layoff plan involving nine (four clerks, two administrative staff, one diabetes staff and two environmental staff) full time employees and several contract staff were agreed upon and Dr. Fallahzadeh moved to accept the Strategic Planning Committee's plan of the possibility of laying off nine various employees at the beginning of the new fiscal year in July 2012. There is a possibility, if our financial situation should change and more funding is received that this layoff plan could change. Judge Greg Rankin seconded this motion. *Motion carried.*

DIRECTORS COMMENTS AND FINANCIAL UPDATE

Shawn Crabtree, Executive Director gave a brief financial update to the board members. He explained we are at about what we had projected we would be; when looking at our financial statement compared to last years, we seem to be doing better but that is because we have collected our local tax money earlier than we did last year. We are currently at a \$648,000 deficit. Times are very hard right now, we just want to make sure we can keep enough money in reserves to make sure we don't have to borrow money to keep our expenses paid (several health departments in the state have had to do just that). We hope to be able to maintain this until we can receive grant money that we are hoping to receive and others that we are currently applying for.

There was a lengthy discussion concerning the recent pay raise that the Executive Director received and two letters that board members had received.

Judge Edwards told Mr. Crabtree that she and some of the board members felt that the Strategic Planning Committee had done an excellent job the past year and that there was much information the committee had learned about the health department and how it functions. She also said she felt it would be beneficial to the board and the health department if we had an Executive Committee of board members who could serve on this committee and be able to meet and stay actively informed of events at the health department. Judge Phelps made a motion that the current members of the Strategic Planning Committee serve on the Executive Committee in addition to Board Secretary Sue Singleton. Judge Robertson seconded the motion. ***Motion carried.***

This committee will meet once a month at the District Office in Somerset on the days that the Executive Staff meet.

POLICIES UPDATE

There was only one policy update relating to our Rabies Policy. Stuart Spillman presented this change. Dr. Fallahzadeh moved to accept this change. Judge Phelps seconded the motion. *Motion carried.*

With no further business, Judge Rogers told the members and staff he had enjoyed serving as Chairman for the past year and that he had learned much from having served. He wished everyone a Merry Christmas and safe travels back to their homes. Tonya Meece moved to adjourn the meeting. Dr. Fallahzadeh seconded the motion

Chairman Judge Eddie Rogers

Secretary Sue Singleton

/rls