

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

December 3, 2013

The Lake Cumberland District Board of Health met on Tuesday, December 3, 2013 at the Russell County Health Department in Russell County, KY.

Chair Misty Edwards called the meeting to order.

Those present were:

Adlie F. Brown, DMD  
Misty Edwards, Green County Judge Executive  
Hossein Fallahzadeh, MD  
L. Bruce Jasper, DVM  
Linda Lee  
Richard Miles, MD  
John Phelps, Jr., Cumberland County Judge Executive  
Marlene Richardson, DMD  
Eddie Rogers, Taylor County Judge Executive  
Thomas Rogers, MD  
Keith Sinclair, MD  
Sue Singleton  
Joseph Skipworth, MD  
Susanne Watkins, OD  
James Wesley  
Rosalie Wright

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy.  
Ann Melton, Adair County Judge Executive authorized Misty Edwards to be her proxy.  
Barty Bullock, Pulaski County Judge Executive authorized Misty Edwards to be his proxy.  
Greg Rankin, Wayne County Judge Executive authorized Misty Edwards to be his proxy.  
Gary Robertson, Russell County Judge Executive authorized Misty Edwards to be his proxy.

Shawn Crabtree confirmed we did have a total of 21 board members/proxies present and was a quorum.

The members absent from the meeting were:

Glenda Bagby, APRN – BC  
Sarah Debord  
Ronnie Grant  
Lyle Huff, Clinton County Judge Executive  
Terry Phelps  
Joe Silvers

Roger Smith, DMD  
Jake Stanton  
Roger Smith, DMD  
Ronald Wright, Casey County Judge Executive

Staff members present:

Tracy Aaron, Health Education Director  
Melinda Copenhaver, Administrative Services Manager  
Shawn Crabtree, Executive Director  
Sylvia Ferrell, HANDS Administrator  
Pam Godby, Human Resource Manager  
Jefferson Hickman, Environmental  
Carol Huckelby, Administrative Secretary  
Leah Jasper, Director Administrative Services  
Jamie Lee, Diabetes Program Manager  
Stuart Spillman, Environmental Director  
Peggy Tiller, Director of Nurses  
Amy Tomlinson, Preparedness Manager  
Beth Thomas, School Program Administrator  
Christine Weyman, Medical Director  
Laura Woodrum, Nurse Administrator

## WELCOME

Chairman Judge Misty Edwards welcomed all board members, staff, and guests. Chairman Edwards asked Honorable Eddie Rogers to give the invocation. As confirmed earlier, a quorum was present.

## APPROVAL OF MINUTES

Copies from the previous meeting of September 4, 2013 were sent to each board member for their review prior to tonight's meeting. Dr. Hossein Fallahzadeh moved to accept the minutes. Dr. Richard Miles seconded the motion. Motion carried.

## OLD BUSINESS

Shawn reminded the Board that he has asked the counties to try to find out the history of their health department. In doing so, a copy of the Board's by-laws were discovered. After reviewing the by-laws he found that there are some items in which the Board is not compliant; specifically the composition of the executive committee and the board having an elected secretary. He asked the board how they would like to correct this. Jim Wesley moved that the board change the by-laws to reflect the way the current Executive Committee of the Board is set up. Dr. Hossein Fallahzadeh seconded the motion. Motion carried. Dr. Hossein Fallahzadeh made a motion

and Dr. Miles seconded the motion for the Executive Director to serve as Secretary to the board. Motion carried.

#### DIRECTOR'S COMMENTS

Shawn Crabtree and Pam Godby met with representatives from Frankfort regarding a proposed lay off plan should LCDHD lose the ability to bill Medicaid. It was determined that the layoff plan would follow a specific order in which employees would be laid off. The order of lay off will be determined by: (1) program, (2) job classification, (3) performance reviews, (4) qualifications, (5) length of service in the county, (6) length of service in the district, and (7) length of service in classification. Dr. Keith Sinclair moved that the order of criteria be accepted. John Phelps seconded the motion. Motion carried.

#### FINANCIAL REPORT

Leah gave the board a copy of the balance sheet. Shawn reviewed the financial position for November to date and the fiscal year to date through October 30, 2013 and informed the board that there is deficit of \$117,092 for November to date but a fiscal year surplus of \$461,035. The primary reason for the surplus was the \$1.23M KY Spirit settlement check. KY Spirit's failure to pay for claims prior to this date caused last year's revenues to be artificially low and will make this year's revenue artificially high. Through the end of October, Revenues are 11% lower than budgeted primarily because taxing district revenue will not be received until December, and Medicaid revenue is lighter at the beginning of the fiscal year until school health Medicaid receipts start coming in. Expenditures are 13% lower than budgeted, primarily because we have yet to pay the first quarter Medicaid Match. The balance sheet was reviewed which reflects total assets of \$5,016,028.32. Of that amount, \$3,827,583.71 was unrestricted funds, and the rest of which is restricted to the program in which they were earned. Dr. Hossein Fallahzadeh made a motion that the report be approved. John Phelps seconded the motion. Motion carried.

#### INDEPENDENT AUDITOR'S REPORT

Bradley Hayes from Ray Foley Hensley and Company, CPA handed out a copy of the Independent Auditor's Report and went over the results of the audit, pointing out the auditor's opinion on page 2. In short, it was a "clean" audit report. John Phelps made a motion that the report be approved. Dr. Hossein Fallahzadeh seconded the motion. Motion carried.

#### POLICIES UPDATE

Leah presented the Internal Control Policy changes to the board. She informed the board that the Auditor of Public Accounts recently distributed 32 recommendations for Public and Nonprofit Boards. LCDHD reviewed our practices to be sure we were following the recommendations. Many of the recommendations were related to the control of revenues, expenditures, assets and liabilities, which are documented in our internal control procedure manual. While we were following the Auditor recommendations, a few of them which were

related to internal control, were not documented in our existing internal control manual. Using DPH's Administrative Reference, we revised our Internal Control Procedure Manual to more accurately reflect our current practices and document them appropriately. Dr. Hossein Fallahzadeh made a motion that the changes to the Internal Control Policy be approved. Jim Wesley seconded the motion. Motion carried.

Some issues were discussed during the review of the Internal Control Procedures. The board was notified that the Executive Director's credit card limit has been reduced to \$500.00 and that he will continue to get approval from the Chair for out of state travel. The board was encouraged to review the Board Orientation material on our website and provide feedback to Mr. Crabtree. The board also discussed the Employee of the Month award. Several board members voiced concerns about continuing it since it cost about \$1,500 per year. After much discussion, Dr. Sinclair made a motion to keep the Employee of the Month award. Dr. Miles seconded it. Motion carried.

#### HUMAN RESOURCES

Pam Godby notified the board that LCDHD had five staff members go off duty and 2 hired. We lost 3 school nurses this quarter. They were RN positions where we have contractual agreements with the school systems. With the current situation and uncertainty of our school program, we have filled 2 of the RN vacancies utilizing a Temp agency. This is new for us, but so far it is working for us and allowing us to fulfill our contract with the school.

#### OFFICER ELECTION

Misty Edwards informed the board that it is time to elect new Chair and Vice-chair positions and asked for nominations. Misty Edwards and Dr. Fallahzadeh were nominated to continue in their positions. No other nominations were made. Dr. Skipworth made a motion that both continue in their current positions. John Phelps seconded motion. Motioned carried.

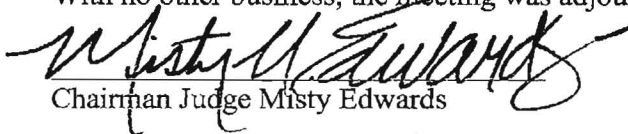
#### DISCUSSION

The board was reminded that Shawn would be sending the local and district boards a link to a survey. The board will be surveyed once a year.


#### NEXT MEETING

Next meeting is March 4, 2014 at 7 p.m. EST at Jamestown Health Department

Judge Edwards asked if anything else needed to be discussed before adjourning the meeting. With no other business, the meeting was adjourned.

  
Chairman Judge Misty Edwards

/cah

  
Sue Singleton, Secretary  
Shawn Crabtree