

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

March 25, 2014

The Lake Cumberland District Board of Health met on Tuesday, March 25, 2014 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Greg Rankin.

Those present were:

Glenda Bagby, APRN – BC
Darin Cundiff (new member)
Ronnie Grant
Patty Guinn (new member)
Lyle Huff, Clinton County Judge Executive
Matt Jackson (new member)
L. Bruce Jasper, DVM
Greg Rankin, Wayne County Judge Executive
Marlene Richardson, DMD
Gary Robertson, Russell County Judge Executive
Eddie Rogers, Taylor County Judge Executive
Thomas Rogers, MD
Joseph Skipworth, MD
Joe Silvers
Keith Sinclair, MD
Jake Staton
Susanne Watkins, OD
James Wesley
Rosalie Wright

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy.
Barty Bullock, Pulaski County Judge Executive authorized Rodney Dick to be his proxy.

Shawn Crabtree confirmed we did have a total of 20 board members/proxies present and was a quorum.

The members absent from the meeting were:

Adlie F. Brown, DMD
Misty Edwards, Green County Judge Executive
Lora Elam, RN
Hossein Fallahzadeh, MD
Ann Melton

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Richard Miles, MD
John Phelps, Jr., Cumberland County Judge Executive
Sue Singleton
Ronald Wright, Casey County Judge Executive

Staff members present:

Tracy Aaron, Health Education Director
Kristen Branham, School Program Supervisor
Jackie Brendel, APRN
Melinda Copenhaver, Administrative Services Manager
Shawn Crabtree, Executive Director
Sylvia Ferrell, HANDS Administrator
Pam Godby, Human Resource Manager
Judy Heathman, Russell County School Nurse
Jefferson Hickman, Environmental
Carol Huckelby, Administrative Secretary
Leah Jasper, Director Administrative Services
Bridgett Kean, Russell County Health Department
Jamie Lee, Diabetes Program Manager
Megan Loy, School Program Supervisor
Stuart Spillman, Environmental Director
Melinda Thomas, Russell County School Nurse
Peggy Tiller, Director of Nurses
Amy Tomlinson, Preparedness Manager
Beth Thomas, School Program Administrator
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

WELCOME

Shawn Crabtree welcomed all board members, staff, and guests and informed the board that Judge Rankin would preside over tonight's meeting.
Shawn Crabtree asked Honorable Lyle Huff to give the invocation.
New board members (Darin Cundiff, Patty Guinn, and Matt Jackson) were introduced.
As confirmed earlier, a quorum was present.
Judge Rankin called meeting to order.

APPROVAL OF MINUTES

Copies from the previous meeting of December 3, 2013 were sent to each board member for their review prior to tonight's meeting. Jake Staton moved to accept the minutes. James Wesley seconded the motion. Motion carried.

OLD/NEW BUSINESS

Shawn informed the board that he had spoken to the Executive Board and upon their recommendation and unless there was objection, this fiscal year's budget would be prepared with no cost of living raise added for employees. Shawn informed the board that Dr. Eric Loy wants to join the school health program and bill private insurances for their services. Upon recommendation of the Executive Board, LCDHD will not partner with him at this time; instead endeavoring to continue the school program by raising the contracted rate for the school health program from \$14,000 to \$20,000 per school nurse and identifying other programs, such as Humana Vitality, that will help supplement it. There was no objection to the proposed budget plan.

DIRECTOR'S COMMENTS

Shawn informed the Board that the state has approved the updated restructure plan which was discussed in the previous meeting.

Shawn encouraged the new (and current) Board members to review the Board Orientation page on the website and offered to sit down with them to discuss any questions about their new position.

The Board was given a copy of the by-laws in which Article 8 (Executive Committee) was revised to reflect the changes that were approved during the previous board meeting.

Shawn informed the Board that the agency received a score of 4 or above on the recent Board of Directors Survey. He handed out a compilation of some of the Board's specific concerns and comments which were addressed by the Department heads.

FINANCIAL REPORT

The Board received a copy of the balance sheet. Shawn reviewed the financial position for period ending 02/28/2014 and informed the board that there is deficit of \$1.2 million project. However due to the KY Spirit settlement check we should break even this fiscal year. The balance sheet was reviewed which reflects total assets of \$5,616,442.90. 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.

ANNUAL REPORT AND HEALTH REPORT CARD

Shawn gave each board member a copy of the Annual Report and informed them that the Annual Health Report Card will be ready soon.

ACCREDITATION LETTER OF INTENT

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Shawn informed the Board that we have submitted a Letter of Intent to apply. Department heads are currently working on standards and measures. We plan to apply next fiscal year.

STRATEGIC PLAN

Board members were given a copy of the LCDHD Strategic Plan at an earlier meeting. Judge Eddie Rogers made a motion to accept the Strategic Plan. James Wesley seconded the motion. Motion carried.

POLICIES UPDATE

Leah presented several IT Department policy changes to the board which includes Private Network Access, Computer Usage, IT Authorization, Malware, Email Usage, Wireless Network Usage. She also informed the board that the policy on employee personal long distance calls is now obsolete and will be removed. Shawn presented a change to the Policy and Procedures policy. He informed the board the only change made was to where the policy is to be stored. Peggy Tiller presented the Breast Feeding policy, Nipple Shield Policy, and the Breast Pump Issuance policy. Jamie Lee presented a new policy, Self-Management Education which lays out a plan for self-management education, advisory committee, and referral for care. Tracy Aaron presented changes to the Tobacco policy which now prohibits electronic cigarettes from our tobacco free campus. Laura Woodrum informed the board that the Appointment Scheduling and the Late Clinic policies have been merged. Beth Thomas presented the School Nurse Handbook which has an updated paperwork policy and contact information. Amy Tomlinson presented the Rapid Response Policy in which certain staff will now receive training every 4 years. Janae Tucker presented the policy on QA Peer Review in which WIC and Adult Preventative Services has been added. In February, all board members were sent a link to the Wiki account that houses the LCDHD polices and were reviewed prior to this meeting. Judge Eddie Rogers made a motion that all new and presented changes to the policies be approved. Jake Staton seconded the motion. Motion carried. Judge Eddie Rogers made a motion that all existing polices be approved. Joe Silvers seconded the motion. Motion carried.

HUMAN RESOURCES

Pam Godby notified the board that LCDHD had seven staff members go off duty and 2 hired. We lost 4 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 5 of the RN vacancies utilizing a Temp agency.

DISCUSSION

No further discussion

NEXT MEETING

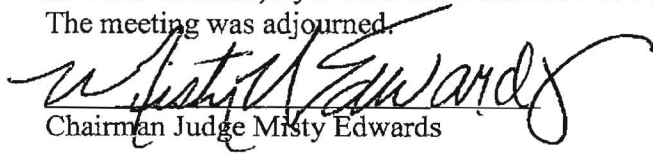
Next meeting is June 24, 2014 at 7 p.m. EST at Jamestown Health Department

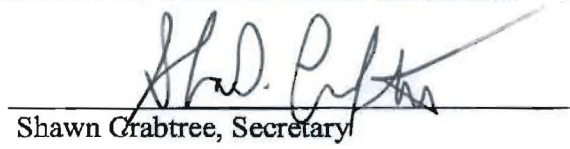
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Judge Rankin asked if anything else needed to be discussed before adjourning the meeting. With no other business, Lyle Huff made a motion to adjourn and Jake Staton seconded the motion. The meeting was adjourned.


Chairman Judge Misty Edwards


Shawn Grabtree, Secretary

/cah