

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

September 2, 2014

The Lake Cumberland District Board of Health met on Tuesday, September 2, 2014 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Misty Edwards.

Those present were:

Adlie F. Brown, DMD  
Darin Cundiff  
Misty Edwards  
Hossein Fallahzadeh, MD  
L. Bruce Jasper, DVM  
Joseph Skipworth  
Sue Singleton  
Rosalie Wright  
Susanne Watkins, OD

Ann Melton, Adair County Judge Executive authorized Misty Edwards, Green County Judge to be her proxy.

Ronald Wright, Casey County Judge Executive authorized Misty Edwards, Green County Judge Executive to be his proxy.

Lyle Huff, Clinton County Judge Executive authorized Misty Edwards, Green County Judge Executive to be his proxy.

John Phelps, Jr., Cumberland County Judge Executive authorized Joseph Skipworth to be his proxy.

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy.

Gary Robertson, Russell County Judge Executive authorized Misty Edwards, Green County Judge Executive to be his proxy.

Eddie Rogers, Taylor County Judge Executive authorized Misty Edwards, Green County Judge Executive to be his proxy.

Greg Rankin, Wayne County Judge Executive authorized Hossein Fallahzadeh to be his proxy.  
Executive

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  
Barty Bullock, Pulaski County Judge Executive  
Lora Elam, RN  
Ronnie Grant  
Patty Guinn  
Matt Jackson  
Richard Miles, MD  
Marlene Richardson, DMD  
Thomas Rogers, MD  
Keith Sinclair, MD  
Jake Staton  
Joe Silvers  
James Wesley

Staff members present:

Tracy Aaron, Health Education Director  
Beverly Brockman, RN, Nurse Supervisor  
Melinda Copenhaver, Administrative Services Manager  
Shawn Crabtree, Executive Director  
Sylvia Ferrell, HANDS Administrator  
Pam Godby, Human Resource Manager  
Carol Huckelby, Administrative Secretary  
Leah Jasper, Director Administrative Services  
Jamie Lee, Diabetes Program Manager  
Amy Tomlinson, Preparedness Manager  
Beth Thomas, School Program Administrator  
Janae Tucker, RN, QI Director  
Laura Woodrum, Nurse Administrator

WELCOME

Shawn Crabtree welcomed all board members, staff, and guests and turned the meeting over to Judge Edwards.

As confirmed earlier, a quorum was present.

## APPROVAL OF MINUTES

Copies from the previous meeting were sent to each board member for their review prior to tonight's meeting. Dr. Fallahzadeh made a motion to accept the minutes and Rosalie Wright seconded the motion. Motion carried.

## OLD/NEW BUSINESS

Judge Edwards informed the board that there was no old business and asked if anyone had any new business to discuss. No new business was discussed.

## DIRECTOR'S COMMENTS

Shawn informed the Board that he is continuing to look into the new school model. Two health departments in the state have adopted the new model. The state is still working out the bugs with the billing. He will update the board as new information is learned. Shawn told the board that Russell County Schools have discontinued their school contract with LCDHD in favor of using Dr. Loy's FQHC. He also informed the board that despite a shortage of staff, our Patient Satisfaction Surveys remain positive. In some cases the score were a record high.

## FINANCIAL REPORT

Mr. Crabtree presented the financial report to the board. He presented copies of reports on the below and reviewed:

### FY 2015 Budget Amendment

DPH requested a few changes to the budget the board approved. The primary change was in our HANDS program. Because budgeted HANDS services would have caused LCDHD to exceed the HANDS allocation, LCDHD reduced the number of budgeted HANDS services to lower expected revenues. LCDHD also made some adjustments in expenditures as a result. The net effect required \$36,038 more of reserves be used to offset the deficit. Therefore, instead of the 1,354,004 deficit previously approved by the board, LCDHD is now projected to have a deficit of \$1,390,042. Dr. Fallahzadeh made the motion to accept the budget amendment. Adlie Brown seconded the motion. Motion approved.

### FY 2014 – Revenue & Expenses - Closeout

Noting DPH has yet to approve our closeout, but prior to their closeout approval, LCDHD ended the year with \$17,097,003 in revenue and \$16,207,564 in expenditures, resulting in an overall \$889,438 surplus in the fund balance. The surplus was higher than budgeted as a result of receiving the KY Spirit settlement check of 1.23M, and because DPH only billed us for three of the four quarterly Medicaid match payments. LCDHD used \$811,270 in restricted and unrestricted reserves to cover those programs in a deficit position at the end of the year. Although our financial statement was required by statute to be published in the paper by August 30, we cannot publish that information until DPH has approved our closeout. Mr. Crabtree

wanted the minutes to reflect that our lack of compliance was a result of a delay at the Department for Public Health in approving our closeout.

#### FY 2015 – Revenue & Expenses - PE July 31, 2014

LCDHD ended the month of July with a \$598,816 deficit with \$334,995 in revenues and \$933,811 in expenses. Mr. Crabtree also noted DPH has yet to pass any state or federal money through to our agency for this fiscal year through the end of July.

#### FY 2015 - Balance Sheet – PE July 31, 2014

LCDHD has 4,893,400.41 in assets less \$98,103.93 of current liabilities as of July 31, 2014, before the \$598,816 deficit for the month. Those funds are made up of restricted and unrestricted funds.

#### FY 2015 – Reserves

Prior to deducting the current month's deficit, LCDHD currently has \$486,221.99, in reserves restricted to certain programs, and \$4,907,890.95 in unrestricted reserves, which is 89% of the unrestricted reserves to which DPH limits us.

### COMMUNITY HEALTH ASSESSMENT

Tracy Aaron reported to the board that the Community Health Assessments have been completed and are now available on the LCDHD website. These will be updated annually in the Spring.

### POLICIES UPDATE

Tracy Aaron presented two policies. The Branding Policy will require that LCDHD name and/or logo be on all brochures, flyers, press releases, reports and other informational material provided by the health department for public use. The Tobacco policy is a revision that states that any staff conducting a group session, public training or any other assembly of the public on agency grounds is responsible for announcing to the group that our facilities and grounds are tobacco free. Sue Singleton made a motion to accept the new policy and the revision. Dr. Skipworth seconded the motion. Motion carried.

### HUMAN RESOURCES

Pam Godby notified the board that LCDHD had 11 staff members go off duty. 3 slots were filled internally. Five staff were moved from under-funded to more-funded positions. We lost 2 school nurses due to the loss of the Russell County Schools contract. For the school program, we continue to fill vacancies utilizing a “temporary” agency and now have a total of 9 temp school nurses working.

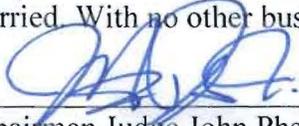
### DISCUSSION

No further discussion

NEXT MEETING

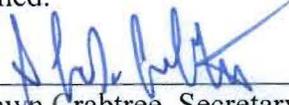
Next meeting is December 2, 2014 at 7 p.m. EST at Jamestown Health Department

Judge Edwards asked if anything else needed to be discussed before adjourning the meeting. Dr. Skipworth made a motion to adjourn the meeting. Rosalie Wright seconded the motion. Motion carried. With no other business, the meeting was adjourned.



---

Chairman Judge John Phelps



---

Shawn Crabtree, Secretary

/cah