

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

December 2, 2014

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

The meeting was called to order by Hossein Fallahzadeh.

Those present were:

Adlie F. Brown, DMD  
Lora Elam  
Hossein Fallahzadeh, MD  
Ronnie Grant  
Patty Guinn  
John Phelps  
Richard Miles  
Marlene Richardson  
Gary Robertson  
Thomas Rogers

L. Bruce Jasper, DVM  
Joseph Skipworth  
Sue Singleton  
Rosalie Wright  
Susanne Watkins, OD

Ann Melton, Adair County Judge Executive authorized Gary Robertson, Russell County Judge to be her proxy.

Ronald Wright, Casey County Judge Executive authorized Adlie Brown to be his proxy.

Lyle Huff, Clinton County Judge Executive authorized Gary Robertson, Russell County Judge Executive to be his proxy.

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

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

Barty Bullock County Judge Executive authorized Rodney Dick to be his proxy.

Eddie Rogers, Taylor County Judge Executive authorized Gary Robertson, Russell 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 23 board members/proxies present and was a quorum.

The members absent from the meeting were:

Glenda Bagby, APRN – BC  
Darren Cundiff  
Ronnie Jackson  
Keith Sinclair, MD  
Jake Staton  
Joe Silvers  
Keith Sinclair, MD  
James Wesley

Staff members present:

Kristen Branham, School Program Supervisor  
Melinda Copenhaver, Administrative Services Manager  
Shawn Crabtree, Executive Director  
Amanda England, Epidemiologist  
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. Adlie Brown made a motion to accept the minutes and Dr. Skipworth seconded the motion. Motion carried.

#### OLD/NEW BUSINESS

Dr. Fallahzadeh 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

Mr. Crabtree welcomed the board and introduced Bradley Hayes from Ray Foley Hensley and Company.

#### 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. In short, it was a "clean" audit report. Dr. Skipworth made a motion that the report be approved. Judge Phelps seconded the motion. Motion carried.

#### FINANCIAL REPORT

Mr. Crabtree presented a financial packet for board review and approval for period ending 10/31/2014, which included a statement of revenues and expenses compared to previous fiscal year, year to date services compared to previous fiscal year, and the balance sheet. The documents show, as of October 31, 2014, LCDHD is in a deficit position of \$1,360,116, however, projects a year end deficit around \$700 based on the projection of current revenue and expenses. The balance sheet shows total assets for this period to be \$4,104,743 with \$70,746 of that owed in liabilities.

Mr. Crabtree noted the primary reason federal receipts are lower than budgeted is because we're unlikely to receive the colon cancer funding since the grant was for clients without insurance, and the remaining uninsured in our population who qualify and need this service are much harder to reach. Local receipts are lower than budgeted, but are because we won't begin receiving them until this month. Service fees are lower than expected primarily because Frankfort is two months behind releasing our some of our Medicaid payments. Carryover (reserves) is lower than budgeted because we won't access it until the end of the year, and only if necessary.

Mr. Crabtree noted some expenditure is lower than budgeted. Salaries and fringe are lower than budgeted because we have chosen to reduce our workforce by attrition where possible. Other is lower than budgeted primarily because DPH has yet to bill us for the first quarter's Medicaid Match. Mr. Crabtree also noted DPH did not bill us for last year's 4<sup>th</sup> Quarter Medicaid Match,

and we would likely end up this year paying for five quarters of Medicaid Match instead of just four, resulting in more expenditures in this category than budgeted by year end.

#### UPDATE ON SCHOOL MODEL

Mr. Crabtree recapped the alternative models for the school health program and asked the board to give him their input. After much discussion, Patty Guinn made a motion to pursue the alternative model which would require our laying off our school nurses and the school boards potentially hiring them. LCDHD would pass any revenues generated, minus administrative costs onto the schools to help off-set the cost of the nurses. Lora Elam seconded the motion. Motion carried.

#### TLC PROJECT UPDATE

Mr. Crabtree updated the board on the TLC project that has just concluded. Although data was not statistically significant we feel that the project was a success. Mr. Crabtree is working on an article draft that will be submitted to journals for peer review.

#### DENTAL SERVICES

Mr. Crabtree asked Leah to speak to the board regarding a proposal from Dr. Steve Hieronymus. Dr. Hieronymus is recently retired and has approached the health department in the hopes of forming a partnership. He will work with Jamie Lee during the last year of STITCH grant to provide dental care to employees at Patriot Industries. In the future, he would like to provide free dental care to health department patients who do not have dental insurance.

#### DISTRICT HEALTH REPORT CARD

Amanda England reviewed the District Health Report Card with board members. The results of the health report card is available on the LCDHD website.

#### POLICIES UPDATE

Seven new policies and 6 revised ones. These included: Submitting Food Inspection Reports to Newspapers (new), Posting Food Inspection Scores on HD Website (new), Nuisance Complaint (revised), Employee Safety While Off-site (new), Consent for Media Release (new), Media Policy (revised), Employee Professionalism (revised), WIC Conflict of Interest (new), Computer Network Infrastructure Security (revised), Computer Usage and Password (revised), Email Usage (revised), IT Department Mission and Overview (new), and Upgrade and Maintenance of Information Management Systems (new). Lora Elam made a motion to accept the new policy and the revision. Susan Watkins seconded the motion. Motion carried.

#### ACCREDITATION UPDATE

Janae Tucker notified the board that prerequisites are in final stage of completion. Statement of Intent was submitted earlier this year and we plan to submit our application to PHAB this month.

#### BOARD OF HEALTH SURVEY

Janae informed the board that surveys will be sent out in January. She reminded them that is a very short survey and requested that they take a few minutes to complete it. Follow-up on suggestions or concerns will be conducted via e-mail and at the next board meeting.

#### HUMAN RESOURCES

Pam Godby informed the board that we had 4 staff goes off duty since the **last meeting** and 3 were hired. She also gave the board a recap of staffing from November 2013-November 2014. In this time period we have had 29 full time staff go off duty. 5 new full time employees were hired. Currently we are utilizing 13 nurses from a temp agency to fill vacated school nurse positions.

#### ELECTION OF OFFICERS

Dr. Fallahzadeh reminded board members that it is time to elect new officers and asked members for nominations. Judge Robertson nominted John Phelps as Chair. Dr. Fallahzadeh seconded. Motion carried. Lora Elam made a motion that Dr. Fallahzadeh remain as Vice Chair and Dr. Skipworth seconded motion. Motion carried. Dr. Brown made a motion that the At-Large members should be: Judge Eddie Rogers from Taylor (Most Recent Past Chair), Rosalie Wright of McCreary, Richard Miles of Russell, and Dr. Joseph Skipworth of Cumberland. Dr. Skipworth seconded the motion. Motion carried.

#### DISCUSSION


No further discussion

#### NEXT MEETING

Next meeting is March 3, 2015 at 7 p.m. EST at Jamestown Health Department

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

  
Chairman Judge John Phelps

  
Shawn Crabtree, Secretary

/cah