

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

March 3, 2015

The Lake Cumberland District Board of Health met on Tuesday, March 3, 2015 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Judge John Phelps.

Those present were:

Richard Armstrong
Glenda Bagby, APRN – BC
Adlie F. Brown, DMD
Darren Cundiff
Hossein Fallahzadeh, MD
John Frank
Patty Guinn
Steve Kelly
John Phelps
Gayle Phillips, APRN
Richard Miles
Marlene Richardson
Eddie Rogers
Joseph Skipworth
Keith Sinclair, MD
Sue Singleton
Jake Staton
James Wesley
Rosalie Wright
Susanne Watkins, OD

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy
Mike Anderson, Wayne County Judge Executive authorized Hank Bassett to be his proxy.

Shawn Crabtree confirmed we did have a total of 22 board members/proxies present and was a quorum.

The members absent from the meeting were:

Randy Dial
Lora Elam, RN
Ronnie Grant

Matt Jackson, RpH
L. Bruce Jasper, DVM
Gary Robertson
Stephanie Southard, MD
Michael Stephens

Staff members present:

Tracy Aaron, Health Education Director
Shawn Crabtree, Executive Director
Sylvia Ferrell, HANDS Administrator
Pam Godby, Human Resource Manager
Jefferson Hickman, Environmental Health Program Manager
Carol Huckelby, Administrative Secretary
Leah Jasper, Director Administrative Services
Jamie Lee, Diabetes Program Manager
Megan Loy, School Program Supervisor
Stuart Spillman, Environmental Health Director
Amy Tomlinson, Preparedness Manager
Janae Tucker, RN, QI Director
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

WELCOME

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

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. Skipworth made a motion to accept the minutes and Dr. Fallahzadeh, seconded the motion. Motion carried.

OLD/NEW BUSINESS

Judge Phelps 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

Board Orientation

Mr. Crabtree reminded Board members that they can complete the Board Orientation via our website. If anyone has questions regarding the on-line module, please contact Shawn.

Adopt Amended By-laws

Mr. Crabtree sent board members a copy of the amended by-laws to review prior to the meeting. He explained the amendment is to change the election of Officers from the 1st meeting of the calendar year to the last meeting of the calendar year. Jim Wesley made a motion to accept the amendment. Judge Rogers seconded the motion. Motion carried.

Annual Report

Mr. Crabtree gave each member a copy of the annual report. He informed them that we would no longer have printed copies available for the public however, the report would be posted on the agency's website.

Financial Report

Mr. Crabtree presented a financial packet for board review and approval for period ending 01/31/2015, 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 January 31, 2015, LCDHD is in a surplus position of \$85,153. The balance sheet shows total assets for this period to be \$5,562,208 with \$82,942.67 of that owed in liabilities. Mr. Crabtree noted several reasons for the surplus is that a payment from the state artificially inflated our balance sheets; the loss of the Russell County school program; some expenditures are lower than budgeted; and salaries and fringe are lower than budgeted because we have chosen to reduce our workforce by attrition where possible.

Restructure of the School Program

Mr. Crabtree recapped the alternative models for the school health program and the Board was given an overview of the school program lay off/restructure plan. Local school boards have until April 1, 2015 to notify LCDHD of their decision. Impacted School Program staff will be laid-off on July 20th. Mr. Crabtree stated that he notified the school program staff by email of the lay-off plan after the last board meeting. After much discussion, Patty Guinn made a motion to accept the lay-off /restructure plan. Dr. Sinclair seconded the motion. Motion carried.

Louisville Humana Vitality

Mr. Crabtree updated the board on a new venture. LCDHD was approached by Humana Vitality to do Vitality Checks in Jefferson County for KEHP members. After much consideration the Executive Committee approved this endeavor. LCDHD will contract with two temporary staffing agencies to provide on-site Vitality Screenings. The temporary staff will include a Coordinator who will be responsible for scheduling agencies and two CNAs who will assist the Coordinator in providing the screenings.

UPDATE OF QUALITY IMPROVEMENT PROJECTS

Worksite Wellness

Mr. Crabtree spoke to the board about LCDHD's Worksite Wellness Program. This program will offer employers options to help their employees be healthier. Currently we are targeting state agencies with the Humana Vitality Screening but are planning to market and sell to other businesses. Surplus money from the Humana Vitality – Jefferson County venture will be used to supplement the program during its implementation. Mr. Crabtree encouraged the Board to review the Worksite Wellness page on the agency's website.

Vendor Log

The Vendor Log Project was a Quality Improvement project completed by Leah Jasper's staff. A simple log was started to manually track vendors. Leah's staff is currently looking for other projects to improve efficiencies.

UPDATES OF SPECIAL PROJECTS

Centering Pregnancy

Laura Woodrum informed the Board that Wayne and Russell Health Departments were subawardees of a University of Kentucky grant to begin Centering Pregnancy groups. Centering Pregnancy is a group prenatal care model. The first groups were started in January. Thus far, the patients are positive about the program.

Same Day Scheduling

Laura Woodrum informed the Board that approximately one year ago LCDHD began a pilot project to determine if same day scheduling would improve the patient show rate. At the time our show rate was between 65% - 70%, now it is 100%. Starting this month, all counties will be doing same day scheduling.

STITCH

Jamie Lee gave the Board an update on the STITCH project. This worksite wellness project was funded by a three year Health Resources and Service Administration grant. This grant allowed LCDHD to provide services to employees at two factories in our district (Clinton and Wayne). As part of this grant, LCDHD provided onsite disease prevention education weekly and flu shots and biometric and lipid screenings annually. This grant will end April 30th. Results will be tabulated and reported to HRSA in June.

Accreditation

Janae Tucker and Tracy Aaron have attended PHAB training and found it to be beneficial as we move forward with the application process.

HPV Poster

Dr. Weyman presented the poster that was used by our staff when they presented their findings of the Merck HPV project conducted in two Wayne County High Schools at American Public Health Association's Annual meeting. Dr. Weyman also informed the board that an article has

been submitted to a peer reviewed journal. She invited the Board members to view the poster and ask questions after the meeting.

Lead Levels Seen in Children at the LCDHD

Dr. Weyman has been reviewing the Lead Levels of Children seen through their local health department. Approximately 3,000 children were screened in the 10 county district. She informed the board that she is concerned about the levels in two of the counties and strategies to address the problems have been identified.

Immunization Rates for Children Ages 2 and Under (2010-2014)

Dr. Weyman presented findings to the Board regarding immunization rates in our district. She explained immunization rates in our District are below Kentucky's goal of 90% compliance. McCreary County was chosen for a Quality Improvement project in order to determine interventions to improve the completion rates. In 2014 McCreary County has a 65% completion rate.

POLICIES UPDATE

Two new policies and 11 revised ones were presented. These included:

New: Same Day Scheduling Policy and Staff Participation in Diabetes Prevention Program

Revised: Clinical Site Quality Assurance Policy, Coding Team Quality Assurance Policy, HANDS Quality Assurance Policy, Charity Walk Events, Confidentiality, Employee Immunization Requirements, Cell Phone, Inclement Weather Policy, Employee Handbook, School Nurse Program Handbook, and Board of Health Code of Ethics.

Dr. Fallahzadeh made a motion to accept the new policies and the revisions and James Wesley seconded the motion. Motion carried.

BOARD OF HEALTH SURVEY FEEDBACK

The board was informed that 36 members were sent surveys; 28 responded. Each Board member was given a Board Survey Follow-up packet that includes Department specific responses and feedback.

HUMAN RESOURCES

Pam Godby informed the board that we had 9 staff goes off duty since the last meeting and 4 were hired. Currently we are utilizing 14 nurses from a temp agency to fill vacated school nurse positions plus one APRN to work in the clinics.

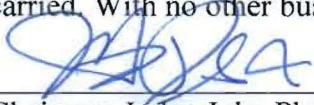
DISCUSSION

No further discussion

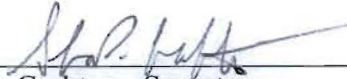
NEXT MEETING

Next meeting is June 23, 2015 at 7 p.m. EST at Jamestown Health Department

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



Chairman Judge John Phelps



Shawn Crabtree, Secretary

/cah