

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

June 23, 2015

The Lake Cumberland District Board of Health met on Tuesday, June 23, 2015 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Judge John Phelps.

Those present were:

Mike Anderson  
Richard Armstrong  
Adlie F. Brown, DMD  
Darren Cundiff  
Randy Dial  
Lora Elam, RN  
Hossein Fallahzadeh, MD  
John Frank  
Patty Guinn  
Matt Jackson, RpH  
L. Bruce Jasper, DVM  
Steve Kelly  
John Phelps  
Gayle Phillips, APRN  
Richard Miles  
Marlene Richardson  
Gary Robertson  
Eddie Rogers  
Keith Sinclair, MD  
Sue Singleton  
Stephanie Southard, MD  
Jake Staton  
Gina L. Watson  
James Wesley  
Rosalie Wright

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

Shawn Crabtree confirmed we did have a total of 26 board members/proxies present and was a quorum.

The members absent from the meeting were:

Glenda Bagby, APRN – BC  
Ronnie Grant  
Susanne Watkins, OD  
Michael Stephens

Staff members present:

Tracy Aaron, Health Education Director  
Beverly Brockman, Nurse Supervisor  
Melinda Copenhaver, Administrative Support Coordinator  
Shawn Crabtree, Executive Director  
Amanda England, Epidemiologist  
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  
Stuart Spillman, Environmental Health Director  
Beth Thomas, School Program Administrator  
Amy Tomlinson, Preparedness Manager  
Janae Tucker, RN, QI Director  
Christine Weyman, Medical Director

## **WELCOME**

Judge Phelps called the meeting to order, welcomed all board members, staff, and guests and asked the new members to introduce themselves.

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. Sinclair 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. Mr. Crabtree informed the Judge that the new business was listed on the agenda to be covered later.

## **DIRECTOR'S COMMENTS**

### Financial Report

Mr. Crabtree presented a financial packet for board review and approval for period ending May 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 May 31, 2015, LCDHD is in a surplus position of \$1,188,592. The balance sheet shows total assets for this period to be \$6,763,911 with \$181,206.58 of that owed in liabilities. Mr. Crabtree noted several reasons for the surplus including that the state has not billed us for a Medicaid a payment from the state artificially inflated our balance sheets. Jim Wesley made a motion to accept the financial update and Dr. Fallahzadeh, seconded the motion. Motion carried.

### Plan and Budget

Mr. Crabtree presented the 2015-2016 Annual Plan and Budget to the Board. He noted that the budget did not include the purchase or lease of a vehicle but due to a recent mechanical problem it will be necessary to replace the existing vehicle used by maintenance to haul supplies and mowing equipment to the county health departments. Mr. Crabtree then directed the Board to the Budget packet noting for FY 2016, our revenues are projected to be \$13,901,760 which is a \$2,462,502 decrease from last year's. The agency's projected expenses are budgeted at \$14,900,517 which is also less than last year's budget. This decrease in expenses is primarily the result of our adoption of the new school health model which will significantly reduce salary/leave/fringe benefits costs. Mr. Crabtree went on to note the challenges the agency will face in the coming year and as a result of these challenges noted that the agency has budgeted a \$998,757 deficit for FY 2016 which will be supported with reserve funds. Sue Singleton made a motion to accept the FY 2015-2016 budget with the addition of the vehicle purchase/lease and Judge Dial, seconded the motion. Motion carried.

### At Large Position Vacant

Mr. Crabtree informed the board that due to Dr. Skipworth's retirement there is an At-Large position on Executive Committee and asked for nominations. Nominations were accepted with Patty Guinn being nominated. Judge Rogers made a motion that nominations cease after no other nominations were given. Judge Anderson seconded the motion. Motion carried. Dr. Fallahzadeh made a motion to appoint Patty Guinn to the position. Judge Robertson seconded motion. Motion carried.

### Firearm Policy

Mr. Crabtree informed the Board that the agency's firearm policy violated State law and asked the Board to consider rescinding the policy. Dr. Miles made a motion to rescind the policy. Gina Watson seconded the motion. Motion carried.

### Strategic Plan Updates

Mr. Crabtree informed the Board that the agency's Strategic Plan has been updated. Some of the updates included changing the annual Diabetes Expo to be more flexible, removed school program and kynector program and change the monthly Quality Improvement schedule to be flexible. Jim Wesley made a motion to accept the changes in the Strategic Plan. Jake Staton seconded the motion. Motion carried.

## **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. The agency has developed a model and will begin implementation.

### Employee Satisfaction Survey

Employee Satisfaction Survey response rates have declined over the past several years. 59% returned the last survey. A committee was formed to evaluate why the rate continues to decline and make adjustments to the survey to improve the rates. The committee polled the staff and found that 35% thought their opinions didn't matter while 20% said forgot to turn it in. The committee has revised the survey and a representative will talk to the staff during the annual staff meeting to encourage participation. The revised survey will be sent out in July.

## **UPDATES OF SPECIAL PROJECTS**

### Humana Vitality – Jefferson

The program is on hold for the summer and will resume in late August. The agency decided since school staff are the largest participants of this program it would be better to suspend the program until school resumes in August.

### STITCH- Closeout Report

Jamie Lee presented the Board with the final report on the program. The report includes an overview and outcomes of the program. Jamie directed the Board to the "Success Stories and

Outcomes” section of the report noting that in year one 147 people participated in lipid and biometric screenings and 140 participated during year 3 she also noted that year 2 was the best year with 213 people participating. During the 3 year project cholesterol, triglyceride, glucose and A1C levels improved and blood pressures were lowered. The partnering agency, Patriot Industries, also reported individual medical cost for the factory had a significant drop as well. The monthly costs were reported at \$248.00 year one; \$ 150.00 year 2; and \$125.00 year 3. Overall 496 individuals participated in some aspect of the wellness program.

#### Accreditation Update

Janae Tucker reported that 85% of the required documents have been uploaded into the system and she anticipates submitted the application in July. Mr. Crabtree informed the Board that some members may be invited to the accreditation site visit. He will keep everyone informed.

#### SPEN Update

Leah Jasper informed the Board that the project is in its final stages. The Department for Public Health will analyze the data generated from the project and issue a report (expected in August).

#### Same Day Scheduling

Melinda Copenhaver 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. Today, all 10 counties are now using the same day scheduling model. Thus far, everything is going well with the model.

#### Centering Pregnancy

Beverly Brockman informed the Board that McCreary, Russell, and Wayne Health Departments have begun Centering Pregnancy groups. Some participants in the Russell and Wayne groups are getting ready to deliver. They will be the first “graduating” group since we began the endeavor. Thus far, the patients and staff are positive about the program.

### **RYAN WHITE PROGRAM**

Mr. Crabtree reported to the Board that LCDHD has been approached by the State to take over the Ryan White Program for 31 counties in Kentucky. He introduced Karen Sams HIV/AIDS Program Branch Manager. She explained The Ryan White HIV/AIDS Program is a Federal program focused on HIV/AIDS care. Kentucky receives an allocation from the program to provide care and achieves this through partnering with agencies such as LCDHD. The program is for individuals living with HIV/AIDS who are below 450% of poverty level. This program ensures individuals get the care they need for their HIV disease. Ms. Sams informed the Board that Cumberland Valley Health Department previously did case management for this region including the 10 counties in the Lake Cumberland District. However, due to key staff resignations they were no longer able to continue. Ms. Sams discussed the need for the program stating today one new HIV case is diagnosed per day in Kentucky. Ms. Sams concluded by telling the board that the Ryan White Program will pay for all equipment needed and salary expenses for staff working in the Program. Dr. Miles made a motion for LCDHD to continue to

negotiate with the KY HIV/AIDS Program and move forward with the implementation of the Ryan White Program if agency leadership deems it beneficial for the community and the agency. Dr. Sinclair seconded the motion. Motion carried.

### **NEEDLE EXCHANGE PROGRAM**

Dr. Weyman addressed the Board to a new law in Kentucky that allows District Boards of Health to establish a Needle Exchange Program in their communities and the need for such programs. Mr. Crabtree stated that before the program could be implemented in a community the agency would have to gain support from the Fiscal Court, City Council, and law enforcement. Dr. Weyman discussed the rise in Hepatitis C cases stating this was thought to be the result of increased intravenous drug use and the sharing of needles. Patty Guinn and Marlene Richardson both voiced the need for such a program. However, some concern about funding was discussed since the agency is anticipating a budget deficit. Dr. Weyman said that there are some grant opportunities that the agency can explore if the Board is supportive. Motion carried. Dr. Fallahzadeh made a motion for Dr. Weyman to continue to research the program and bring the Board more information at September meeting about how other communities are implementing and running the program. Dr. Sinclair seconded motion. Motion carried.

### **SCHOOL PROGRAM UPDATE**

Beth Thomas updated the Board on the current status of the School Program. The program lost 18 sites after restructuring. These schools decided to contract with another provider. Many of the nurses were hired or expect to be hired by the other provider or by the school board. Currently the school program supervises 30 sites (7 school districts partnered with LCDHD).

### **POLICIES UPDATE**

One revised and nine new policies were presented. These included:

**New:** Client Credit Card Security, Ethical Practice of Public Health, Nutrition, Drink and Snack Vending, Sweet Treat, Environmental Annual Internal Audit, Environmental Interagency Notification, and (Non- nuisance) Environmental Complaint Procedures Polices.

**Revised:** Cell Phone Policy

Steve Kelley made a motion to accept the new policies and the revisions and Judge Dial seconded the motion. Motion carried.

### **HUMAN RESOURCES UPDATE**

Pam Godby informed the board that we had 45 staff goes off duty since the last meeting. Those going off duty included: 34 nurses due to the School Program Restructure, 5 Contractual or Variable Hour, 5 resignations (2 Nurses, 2 Home Visitors, and 1 Clerical), and 1 retirement. Additionally there are 14 Temp Nurses who are no longer contracting with the School Program.

Three contractual positions were filled including 1 APRN, and 2 Peer Counselors.

**DISCUSSION**

No further discussion.

**NEXT MEETING**

Next meeting is September 1, 2015 at 7 p.m. EST at Jamestown Health Department

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



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Chairman Judge John Phelps



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Shawn Crabtree, Secretary

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