

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

December 1, 2015

The Lake Cumberland District Board of Health met on Tuesday, December 1, 2015 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Judge John Phelps.

Those present were:

Adlie F. Brown, DMD
Hossein Fallahzadeh, MD
Lora Elam, RN
Randy Dial
Ronnie Grant
Patty Guinn
Matt Jackson, RpH
L. Bruce Jasper, DVM
Steve Kelly
John Phelps
Richard Miles, MD
Marlene Richardson
Eddie Rogers
Keith Sinclair, MD
Sue Singleton
Stephanie Southard, MD
Jake Staton
Rosalie Wright
Susanne Watkins, OD
Gina Watson

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy
Richard Armstrong, Clinton County Judge Executive authorized Judge John Phelps to be his proxy.
Gary Robertson, Russell County Judge Executive authorized Judge Eddie Rogers to be his proxy.
John Frank, Green County Judge Executive authorized Judge Randy Dial to be his proxy.

Shawn Crabtree confirmed we did have a total of 24 board members/proxies present and was a quorum.

The members absent from the meeting were:

Richard Armstrong
Glenda Bagby, APRN – BC
Darren Cundiff
Gayle Phillips, APRN
Michael Stephens
James Wesley

Staff members present:

Shawn Crabtree, Executive Director
Melinda Copenhaver, Administrative Support Coordinator
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
Sam Price, Environmental
Janae Tucker, RN, QI Director
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

WELCOME

Vice-chair Fallahzadeh called the meeting to order and asked for the invocation. As confirmed earlier, a quorum was present.

Vice-chair Fallahzadeh turned the meeting over to Chair Phelps, who apologized for being late.

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 Jake Staton 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.

AUDIT 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. He stated that the auditors issued an unmodified/clean opinion of the 2015 fiscal year financial reporting, which is the highest opinion they can issue. The end of the year fund balance for FY2015, was \$703,377 in restricted reserves and \$5,202,260 in unrestricted reserves for a total of \$5,905,637 in reserves. The balance in Unrestricted Reserves equals 93% of the maximum allowable amount of Unrestricted Reserves. The audit notes, since we use cash based accounting, the end-of-year 2015 fund balance fails to account for the potential liability represented by accrued time-off which totaled \$560,167, and the unfunded retirement liability estimated to be approximately \$43,306,000. As a result, the auditor issued an adverse opinion of the Agency use of cash based accounting which is required of Health Departments by the Department for Public Health.

DIRECTOR'S COMMENTS

Mr. Crabtree gave the Board a handout entitled "Unique Challenges Facing Appalachia Local Health Department". He pointed out that health correlates with wealth and that Appalachian counties tend to be the unhealthiest 1/3 of the state. Also, they tend to have lower property values, thus lowering the potential revenue from local taxes. If LCDHD brought in as much per citizen as the wealthiest 1/3 of the state, we would have over 1 million extra dollars in our budget.

Annual Report

Mr. Crabtree gave each member a copy of the annual report. He informed them that a link to a web based copy had been emailed to them and that the report is posted on the agency's website.

Financial Report

Mr. Crabtree presented a financial packet for board review and approval for period ending 10/31/2015, which included a statement of revenues and expenses the balance sheet.

The documents show, as October 31, 2015, LCDHD has Cash, CDs, and Petty Cash in the amount of \$4,839.91 with \$66,003 of that owed in current liabilities. The balance is equivalent to 4.40 months of this year's average operating expenses. The year-to-date position through the period was a \$1,132,550 deficit, with a month-to-date deficit of \$1,018,095. Expenditures were higher than average this month because October included three payroll checks instead of the two included for most other months. Revenues were lower than budgeted because we have yet to collect the first half of the taxing district funds which usually occurs in November of each fiscal year.

Mr. Crabtree discussed in detail the possibility of giving staff raises or bonuses during the next fiscal year.

Minimum Wage Increase for State Workers

Shawn discussed the State's recent minimum wage increase for State employees and reported to the Board that this raise had affected 19 people in the agency. This will impact the agency's budget by approximately \$43,000 annually.

UPDATE OF QUALITY IMPROVEMENT PROJECTS

Worksite Wellness Project

Jamie Lee reported to the Board that we are currently piloting the project at Citizen's Bank in Taylor County. We are meeting with Wholesale Hardwood Interiors to discuss possibility of them being the second pilot site. Pilot project will last six months then data will be reviewed.

Employee Satisfaction Surveys

Sam Price gave the Board the highlights of the Employee Satisfaction Survey. He discussed that over the years the return rate for these surveys had declined to 50% and that Mr. Crabtree had asked a group of employees to try to improve the return rates. The group interviewed staff to determine why the rate had declined. Some staff felt their opinion didn't matter and were concerned about confidentiality of the survey. The workgroup addressed these issues with management and staff and secured an incentive (jeans Fridays) in order to accomplish their task. Survey return rates increased to 81%. Some of the most common comments from the survey were that staff were asked to do more with less resources and that staff wanted a raise. Sam asked the Board to consider giving staff a raise in the upcoming budget. Dr. Fallahzadeh suggested that the Executive Committee of the Board discuss the possibility of raises when they review the next fiscal year's budget proposal.

Director/Agency Board Survey

Janae Tucker informed the Board that the surveys will be emailed in January. Those without email will receive them by mail.

UPDATE ON SPECIAL PROJECTS

Louisville Vitality Update

The Louisville Vitality project is going very well - over 700 screenings have been completed there. We have 90 clinics scheduled from January- April 2015. We have hired two more techs (contract) so they will be in place for the Living Well Promise rush. The program is running at a surplus with the highest potential for revenues yet to come.

Accreditation Update

The site visit is scheduled for January 11th and 12th. Executive Committee of the Board should plan to attend.

SPEN Project Conclusion

SPEN Project has been completed. We saw 70 patients over the past 3 years. Project met goal of 10% of less hospital readmission rate.

RYAN WHITE PROGRAM

Laura Woodrum reported that a Program Manager and three Case Managers have been hired for the program. The staff are currently in training and she expects that they will begin accepting patients at the first of the year.

NEEDLE EXCHANGE/UPDATE RESOLUTION

Dr. Weyman updated the board on the Needle Exchange program. Tracy and Laura attended Taylor County Fiscal Court meeting to begin education about the program. Dr. Weyman presented some of Louisville's statistics. Since June they have seen 13,000 people/ 575 were repeat; they provided 111,367 clean syringes; 88 people were referred for drug treatment, 86 people were tested for Hep. C and 52 were referred on for treatment. The Board members were also given a copy of the revised Syringe Access Exchange Program Resolution for their review. The Board wants the staff to continue to educate the communities and will consider passing a resolution of support in the future. Judge Phelps invited staff to present the issue to his Fiscal Court soon.

POLICIES UPDATE

Nine revised policies were presented. These included

Revised: Breastfeeding Friendly, Internal Control Procedure Manual, Employee Award, Employee Identification Cards, Provider Legend, Retirement Reception for Employees, Voting Leave, WIC Online Nutrition Education Policy and Procedure, and School Nurse Quality Assurance.

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

HUMAN RESOURCES

Pam Godby informed the board that we had 3 staff goes off duty since the last meeting and 4 full time and two contractual staff were hired...

ELECTION OF OFFICERS

Judge Phelps reminded board members that it is time to elect new officers and asked members for nominations. Dr. Fallahzadeh nominated John Phelps to remain as Chair and Gina Watson seconded the nomination. No further nominations were made. Judge Rogers made a motion that Dr. Fallahzadeh remain as Vice Chair and Dr. Miles seconded. No other nominations were made and motion was made by Jake Staton and was seconded by Gina Watson. Motion carried.

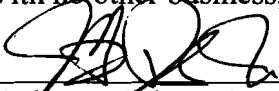
DISCUSSION

No further discussion

NEXT MEETING

Next meeting is March 1, 2016 at 7 p.m. EST at Jamestown Health Department

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



Chairman Judge John Phelps



Shawn Crabtree, Secretary

/cah