

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

March 8, 2016

The Lake Cumberland District Board of Health met on Tuesday, March 8, 2016 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
Adlie F. Brown, DMD
Lora Elam, RN
Hossein Fallahzadeh, MD
John Frank
Patty Guinn
Linda Hamilton
L. Bruce Jasper, DVM
Richard Miles, MD
John Phelps
Richard Miles, MD
Gayle Phillips, ARNP
Gary Robertson
Keith Sinclair, MD
Sue Singleton
Rosalie Wright
Susanne Watkins, OD
James Wesley

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy
Eddie Rogers, Taylor County Judge Executive authorized Judge Gary Robertson to be his proxy.
Mike Anderson, Wayne County Judge Executive authorized Judge Richard Armstrong 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
Catherine Freese, MD
Matt Jackson Rph
Steve Kelly
Marlene Richardson, DMD
Stephanie Southard, MD
Jake Staton
Michael Stephens
Gina Watson

Staff members present:

Tracy Aaron, Director of Health Education
Shawn Crabtree, Executive Director
Melinda Copenhaver, Administrative Support Coordinator
Sylvia Ferrell, HANDS Administrator
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
Amy Tomlinson, Public Health 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.

New board member, Linda Hamilton from Casey County was introduced.

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 Judge Robertson seconded the motion. Motion carried.

OLD/NEW BUSINESS

Judge Phelps informed the board that a motion to ratify the \$500.00 lump-sum payment given to staff in December was needed. Dr. Miles made a motion to ratify the lump-sum payment and Jim Wesley seconded the motion. Motion carried. No other new business was discussed.

DIRECTOR'S COMMENTS

Mr. Crabtree discussed issues with the leaky roof at district and informed the Board that a new roof will need to be budgeted for.

Financial Report

Shawn gave the board a packet with financial information. He reported that on our balance sheet through the end of the period, LCDHD has Cash, Cds, and Petty Cash in the amount of \$5,937,430.61 with \$80,224.23 of that owed in current liabilities. The balance is equivalent to more than 5 months of this year's average operating expenses.

The year to date position through the period was \$48,431 deficit, with a month to date deficit of \$182,583.54.

Using revenues and expenditures through the end of the period, our original budgeted deficit of roughly \$1 million is reduced and now we are trending to end the years with a surplus of \$161,649. Through increased efficiencies, we've reduced the original projected deficit by approximately \$200,000. The remaining projected surplus is primarily because of allocation modification increases from the Department for Public Health.

Board Orientation via Website

Mr. Crabtree reminded the board members that Board Orientation is on the website.

2015 Pulaski County Non-profit of the Year

Mr. Crabtree shared with the Board members that LCDHD was named Pulaski County Non-profit of the year. Judge Phelps attended the Chamber of Commerce awards banquet along with Mr. Crabtree and several staff members.

Website Update

Mr. Crabtree informed the board that an update to our current website is needed. With half of the site's traffic coming from mobile devices, it is imperative that the website is mobile friendly. The current site is not. He informed the board that the update will cost \$8,575-10,000 and asked if there was any opposition to proceeding with the upgrade. No objection from the Board.

Board of Health Meeting Time Survey Results

Mr. Crabtree shared the results of the meeting time survey. This will be discussed further at another meeting.

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 and it is going well. Jamie is meeting with a second potential pilot site to discuss the program.

Director/Agency Board Survey

Fifteen Board members responded to the survey. Mr. Crabtree gave Board members a handout of comments made in the survey and responses given by Executive Staff. Mr. Crabtree's performance was also rated. He rated 4 out of 5.

Electronic Nuisance Complaint Form

Stuart Spillman informed the Board that with the website updates, nuisance complaints will be able to be submitted online.

Insurance Billing

Leah informed the board that she and her staff are working on improving the way we bill insurance. Last year the revenue from billing insurance covered one employee. Now, it does not.

UPDATE ON SPECIAL PROJECTS

Louisville Vitality Update

The Louisville Vitality project is going very well - over 1,900 screenings have been completed there. Staffing the clinics has been a challenge due to employee turnover. However, the program is covering its cost and helping to offset some of additional cost.

Accreditation Update

The site visit scheduled for January 11th and 12th went well. The Executive Committee of the Board attended. We are still waiting for the final decision.

Needle Exchange Community Education

Dr. Weyman has visited Pulaski County Fiscal Court and the Board of Health and will continue to educate in other counties. The Board was given a list of Needle Exchange programs in Kentucky. Dr. Fallahzadeh encouraged Board to watch a KET special on the topic. Sue Singleton questioned if the Board would have more luck in securing permission from governing bodies in individual counties if the Board of Health approved a motion to allow needle exchange in the district. There was much discussion on the pros and cons that followed. It was decided to ask a guest speaker to come to the next meeting to continue educating the board about needle exchange.

RYAN WHITE PROGRAM

Laura Woodrum reported that the program is going well and has enrolled 40 people. The staff are getting several referrals daily.

POLICIES UPDATE

Twelve revised policies were presented. These included
Revised: Phone Tree Policy, Epidemiology Rapid Response Team Policy, Email Usage Policy, Computer Usage and Password Policy, Purchasing Gifts for Retirees, Client Credit Card Security Policy, Staff Emergency Information Form, Crime Check Policy, Back Up Policy, Comprehensive Diabetes Self-Management Education Policy, Emergency Form Review, Clinical Guidelines for School Nurses.

Patty Guinn made a motion to accept the revisions and Lora Elam seconded the motion. Motion carried.

HUMAN RESOURCES

Shawn Crabtree informed the board that we had 6 staff goes off duty since the last meeting and 3 full time and three contractual staff were hired.

DISCUSSION

No further discussion

NEXT MEETING

Next meeting is June 28, 2016 at 7 p.m. EST at Jamestown Health Department

Judge Phelps asked if anything else needed to be discussed before adjourning the meeting. Dr. Fallahzadeh 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