

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

June 21, 2016

The Lake Cumberland District Board of Health met on Tuesday, June 21, 2016 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
Pam Bills
Adlie F. Brown, DMD
Hossein Fallahzadeh, MD
John Frank
Catherine Feese, MD
Patty Guinn
Linda Hamilton
Matt Jackson RpH
Steve Kelly
Betty Lee
Richard Miles, MD
John Phelps
Richard Miles, MD
Marlene Richardson, DMD
Gary Robertson
Eddie Rogers
Keith Sinclair, MD
Sue Singleton
Jake Staton
Rosalie Wright
James Wesley

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy
Randy Dial, Casey County Judge Executive authorized Judge John Frank to be his proxy.
Richard Armstrong, Clinton County Judge Executive authorized Judge Michael Anderson 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:

Lora Elam, RN
L. Bruce Jasper, DVM
Gayle Phillips, ARNP
Stephanie Southard, MD
Michael Stephens
Susanne Watkins, OD

Staff members present:

Tracy Aaron, Director of Health Education
Patricia Burton, Health Education
Shawn Crabtree, Executive Director
Melinda Copenhaver, Administrative Support Coordinator
Sylvia Ferrell, HANDS Administrator
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

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 members, from Adair, Casey and Green Counties were introduced: Dr. Catherine Feese, Linda Hamilton, and Pam Bills.

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 Dr. Miles seconded the motion. Motion carried.

OLD/NEW BUSINESS

Judge Phelps asked Board if there was any old or new business to discuss. No old or new business was discussed.

Needle Exchange

As requested by the Board during the last meeting, Shawn Crabtree, Judge Phelps and Dr. Weyman invited Judge Malone from Carter County and Greg Lee HIV/AIDS Continuing Education Program Director, DPH to make presentations and answer questions. Judge Malone discussed his experience of establishing a needle exchange earlier in a rural community. His local health department operates a one-to-one exchange. He encouraged the Board to consider allowing their communities to vote on the issue. Mr. Lee presented statistical data regarding AIDS/HIV and Hepatitis C virus and its spread. The cost of treating Hepatitis C is \$85,000 which is often left to tax payers to pay. He discussed a 2016 report from the Centers for Disease Control & Prevention which identified 220 counties in the nation at risk for an HIV or hepatitis C outbreak, and 54 of the total at-risk counties were located in Kentucky. Of these 54, all but one county in the LCDHD service area was included.

The Board also received a Resolution regarding the creation of a syringe access exchange program in the district. Mr. Crabtree asked the Board to review it. Jake Staton requested that the Board be allowed to hear speakers that have had negative experiences while Drs. Miles, Fallahzadeh, and Sinclair urged Board members to think of needle exchange as a way to prevent the spread of disease. Dr. Sinclair reminded Board members that syringe exchange is a CDC Best Practice. Judge Phelps asked Mr. Crabtree to research further for any negative experiences. No motion was made. Discussion ended.

DIRECTOR'S COMMENTS

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 \$5,331,719.38 with \$56,561.19 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 \$630,479 deficit, with a month to date deficit of \$556,380.

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 year at very close to break even. However, the 4th quarter school Medicaid revenue won't be calculated in this fiscal year, but will be passed through to the schools after June has closed; so, those funds, while figured into this fiscal year, actually won't show up on the books until next fiscal year.

Plan and Budget Presentation

Mr. Crabtree presented the 2016-2017 Annual Plan and Budget to the Board. Mr. Crabtree then directed the Board to the Budget packet noting for FY 2017, our revenues are projected to be \$15,292,209 which is \$872,886 increase from last year's. The agency's projected expenses are budgeted at \$15,805,523, which is also more than last year's budget. This increase in expenses is primarily the result of an increased retirement expense from 38.77% of salary amount to 48.59% of salary, and an increase in budgeted 5% compression adjustment in salary expense. This leaves a deficit budget of \$513,315. Mr. Crabtree went on to discuss why he believes the deficit can be offset by the end of the fiscal year.

Dr. Fallahzadeh made a motion to accept the FY 2016-2017 budget and James Wesley, seconded the motion. Motion carried.

KALBOAH

Mr. Crabtree asked board members to support Kentucky Association of Local Boards of Health KALBOAH's resolution supporting a comprehensive review of the KY Administrative Regulations that seem to conflict with the KRS which grant governing authority of the local health departments to their respective boards of health. Judge Rogers made a motion to accept. Jake Staton seconded the motion. Motion carried.

Website Update

Mr. Crabtree informed the board that an update to our current website as approved during the last meeting is underway. With half of the site's traffic coming from mobile devices, it is imperative that the website is mobile friendly.

UPDATE OF QUALITY IMPROVEMENT PROJECTS

Worksite Wellness Project

Jamie Lee reported to the Board that we are currently piloting the project at Wholesale Hardwood Interiors and it is going well and their staff is very engaged. Citizen's Bank decided to drop out of the program.

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. The team has identified some deficiencies in the process and is making adjustments. It appears that the changes have been beneficial.

Grants Management

Leah informed the board the LCDHD doesn't have a formal policy for grant development and administration. Therefore, the QI project will create policies and procedures to ensure a unified method is in place to track grants and report their outcomes.

Immunization Rates

No new data to report.

UPDATE ON SPECIAL PROJECTS

Louisville Vitality Update

The Louisville Vitality project is going very well - over 3,300 screening have **been completed** there. Staff is not working this summer but have 20 clinics scheduled for the fall. The program has made approximately \$80,000 profit.

Accreditation Update

Janae informed the board that we have not received accreditation yet. We will need to submit a corrective plan to address our weaknesses.

Needle Exchange Community Education

Dr. Weyman has presented at several locations throughout the district to educate **the community** about needle exchange and disease control/prevention. She will be presenting to Taylor County EMS on July 5th.

UK/HANDS Research Project

HANDS staff are working with Dr. Corinne Williams from UK on a research project to evaluate HANDS impact on school readiness. The project will evaluate 300 children from Wayne and McCreary County born in 2009 who will be enrolled in school this year. Outcomes are expected to be released in the fall.

RYAN WHITE PROGRAM

Laura Woodrum reported that the program is going well and has enrolled 52 people.

POLICIES UPDATE

Four deleted, three new, and one revised policies were presented. Extended Hours Clinic, Length of Service Guidelines, Same Day Scheduling, and Walk-in policies were deleted and incorporated into the revised Appointment Scheduling policy. Three new policies are Authorization, Speedway Gas Card, and Ryan White Quality Assurance Policies. The new policies are all related to the Ryan White Program.

Dr. Sinclair made a motion to accept the policies and Dr. Fallahzadeh seconded the motion. Motion carried.

HUMAN RESOURCES

Shawn Crabtree informed the board that we had 4 full time staff go off duty since the last meeting and 3 full time and two contractual staff were hired.

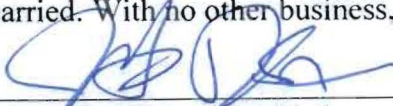
DISCUSSION

No further discussion

NEXT MEETING

Next meeting is September 6, 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. James Wesley seconded the motion. Motion carried. With no other business, the meeting was adjourned.



Chairman Judge John Phelps



Shawn Crabtree, Secretary

/cah