

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

December 6, 2016

The Lake Cumberland District Board of Health met on Tuesday, December 6, 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
Adlie F. Brown, DMD
Hossein Fallahzadeh, MD
Linda Hamilton
Matt Jackson RpH
L. Bruce Jasper, DVM
Betty Lee
Richard Miles, MD
John Phelps
Gayle Phillips, ARNP
Marlene Richardson, DMD
Gary Robertson
Eddie Rogers
Jake Staton
Michael Stephens
Rosalie Wright
James Wesley

Doug Stephens, McCreary County Judge Executive authorized Rosalie Wright to be his proxy
Judge John Frank, Green County Judge Executive authorized Judge Eddie Rogers to be his proxy.

Shawn Crabtree confirmed we did have a total of 19 board members/proxies present and was a quorum.

The members absent from the meeting were:

Mike Anderson
Pam Bills
Randy Dial
Lora Elam, RN
Catherine Feese, MD
Patty Guinn
Steve Kelly

Stephanie Southard, MD
Susanne Watkins, OD
Keith Sinclair, MD
Sue Singleton

Staff members present:

Tracy Aaron, Director of Health Education
Melinda Copenhaver, Administrative Support Coordinator
Shawn Crabtree, Executive Director
Amanda England, Epidemiologist
Sylvia Ferrell, HANDS Administrator
Pam Godby, Human Resource Manager
Carol Huckelby, Administrative Secretary
Leah Jasper, Director Administrative Services
Jamie Lee, Diabetes Program Manager
Stuart Spillman, Environmental Director
Amy Tomlinson, Preparedness Manager
Janae Tucker, QI Director
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

Others Present:

Martha Johnson, Community Member

WELCOME

Judge Phelps welcomed all board members, staff, and guests.

As confirmed earlier, a quorum was present.

LEGAL AUTHORITY

Approval of Minutes

Copies from the previous meeting were sent to each board member for their review prior to tonight's meeting. Hossein Fallahzadeh made a motion to accept the minutes and Judge Rogers 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.

Election of Officers

Judge Phelps reminded board members that it is time to elect new officers and asked members for nominations. James Wesley made a motion that John Phelps (Chair) and Dr. Fallahzadeh (Vice Chair) remain in their current role. No other nominations were made. Judge Rogers made a motion to close nominations with Chair and Vice Chair remaining in their positions. Judge Armstrong seconded. Motion carried.

RESOURCE STEWARDSHIP

Audit Report

Bradley Hayes from Ray Foley Hensley and Company (RFH), 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 opinion of the 2016 fiscal year financial reporting, which is the highest opinion they can issue. RFH noted no material weaknesses or significant deficiencies. The auditor notes went on to state that LCDHD complied in all material respects with the types of compliance requirements on major federal programs for the year ended June 30, 2016. The end of the year fund balance for FY2016, was \$5,991,902. However, he noted we are out of compliance by having \$164,042 more in restricted reserves at the end of the fiscal year than we are allowed per 902 KAR 8:170 Section 3, Subsection 3 (c). The audit notes, since we use cash based accounting; the end-of-year 2016 fund balance fails to account for the potential liability represented by accrued time-off which totaled \$566,812, and the unfunded retirement liability estimated to be approximately \$45,679,000. 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. Mr. Hays asked if there were any questions from the Board. No questions. Jake Staton made a motion to accept the report. Dr. Miles seconded. Motion carried.

Financial Report and Other Updates

Agenda

Shawn pointed out to the Board that the agenda is laid out differently. The agenda topics will now be laid out using the National Associations of Local Boards of Health (NALBOH) governance functions. These functions are explained in the handout "The Governance Functions" that each board member received in their packet.

Excess Restricted Reserve

Shawn reminded the Board that we are out of compliance by having \$164,042 more in restricted reserves at the end of the fiscal year than we are allowed per according to 902 KAR 8:170 Section 3, Subsection 3 (c), which states an unrestricted fund balance, as of June 30 of a fiscal year, cannot be in excess of 30% of that year's expenditures for non-fee programs plus 40% of that year's expenditures for fee-for-service programs. He notified the Board that he has spoken with Leah and the State and he would like to propose giving a \$500.00, 1 Meritorious Increment

to all staff since we are performing better than expected. The meritorious increment would use approximately \$100,000 of these funds. The \$60,000 could be used to conduct some health promotion activities. Judge Rogers asked if the staff would benefit more from a percentage raise instead of the one-time allocation. The Board discussed the options. Dr. Fallahzadeh made a motion to give the staff the meritorious increment and use the remaining for health promotion and Dr. Miles seconded the motion. Motion carried.

Financial Report

Shawn gave the Board a packet with financial information for period ending October 31, 2016. The LCDHD balance sheet shows \$5,073,207.98 in assets, which is just over 4 months of the average monthly expenses, with \$69,584.13 of that owed in current liabilities. LCDHD has \$4,128,625 in YTD revenues and 5,116,903 in YTD expenses resulting in a \$988,278 YTD deficit. The deficit is primarily because we haven't collected any local tax revenues to date as those are usually collected only twice per year, half in November/December, and the other half in May.

DPH is in the process of changing the way Aetna MCO Medicaid payments are paid to us. Instead of being paid to DPH and transferred to health departments, they are working with Aetna to pay us directly for Medicaid services. As this change is in process, Aetna payments are behind, and we have more than \$250,000 in unpaid claims on our patient account receivable aging report that we cannot resolve until the change is complete.

The revenues and expenditures for the first quarter, and project those forward for the remaining eight months are trending to end the year at break-even, which is better than the budgeted deficit of \$495,460. Shawn pointed to the following reasons that we've been able to overcome the deficit: Health Education received additional allocations for CHAT funds in the amount of \$60,000, and additional allocation for Tobacco Prevention in the amount of \$47,802, and were awarded a federal grant in the amount of \$433,996, part of which will be offset by two new staff; WIC received an additional allocation of \$171,185 which helped offset their budgeted deficit; several other small addendums and amendments which added to the above results in total increased revenues over what was budgeted by \$459,501. Jim Wesley made a motion to accept the financial report. Judge Stephens seconded the motion. Motion carried.

CONTINUOUS IMPROVEMENT (QI PROJECTS, ETC)

Worksite Wellness Project

Jamie Lee reported to the Board that the Wholesale Hardwood Interiors worksite wellness project went well. WHI completed a feedback survey and rated the program a success. The Biometric improvements are further proof of its success- there was a 24% improvement in blood pressures, 13% improvement in normal BMIs.

Electronic Nuisance Complaint Form

Stuart Spillman reported that the electronic Nuisance Complaint form is up and running. While it hasn't been advertised the community has found it and is submitting complaints.

Grants Management

Leah Jasper informed the Board the QI team has wrapped up its work. We are now tracking our grants using a unified process.

ERT

Amy Tomlinson reported to the Board that they are in the process of forming a QI team to look at eliminating overlap in functions. She will report more as the project develops.

HANDS Electronic Medical Records

Sylvia Ferrell reported that as of December 5, 2016 our HANDS program is using Electronic Medical Records. This will save money and improve productivity. The state is considering using this program as a model throughout Kentucky.

Director/Agency Board Survey

Janae Tucker reminded the Board that she will be sending the surveys out in a few weeks. Most will be emailed. She will send paper copies to Board members who do not have an email address. The surveys are anonymous.

PARTNER ENGAGEMENT

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's data is being analyzed now. Outcomes are expected soon.

Syringe Exchange Program

Dr. Weyman and Tracy are continuing to do community presentations. Dr. Miles has been a great advocate, especially in Russell County. Dr. Miles commented he feels that public response around this topic will be better than anticipated.

OVERSIGHT

Louisville Vitality Update

Jamie Lee reports that the Louisville Vitality project is going well. We have completed 746 screenings this fiscal year. The holiday season is very slow. However, there are several clinics already scheduled starting in January.

Accreditation Update

Janae Tucker reports that we are still working on accreditation. We are working on the Action Plan which should be submitted in January.

Human Resources Report

Pam Godby informed the board that 2 full-time and 1 variable hour staff has gone off duty and two full-time and one contractual employee was hired since the last meeting.

District Statistics and Outbreak Update

Amanda England presented the annual District Statistics and Outbreak report to the Board. She explained that over the last fiscal year LCDHD has investigated 134 cases. The top two cases are campylobacteriosis and salmonella. She went on to report that nine people were tested for Zika in our district, seven of these were positive. All were travel related cases.

Gayle Phillips asked if we are doing Hepatitis C screening at the local health departments. Dr. Weyman explained that we do test, however, we send insured patients to their primary doctor to be tested.

Dr. Weyman went on to explain that most Emergency Departments are now screening patients for Hepatitis B and C. This and the change in reporting requirements will cause an increase in the number of Hepatitis cases being reported.

POLICY DEVELOPMENT

New Policies

The new policy, "Branding Materials" was presented by Janae Tucker. Jake Staton made a motion to accept the policy and Judge Rogers seconded the motion. Motion carried.

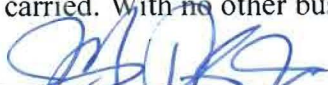
DISCUSSION

No further discussion


NEXT MEETING

Next meeting is March 7th 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. Judge Rogers seconded the motion. Motion carried. With no other business, the meeting was adjourned.



Chairman Judge John Phelps



Shawn Crabtree, Secretary