

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

June 27, 2017

The Lake Cumberland District Board of Health met on Tuesday, June 27, 2017 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
Pam Bills
Adlie F. Brown, DMD
Hossein Fallahzadeh, MD
John Frank
Catherine Feese, MD
Patty Guinn
Betty Lee
Richard Miles, MD
John Phelps
Marlene Richardson, DMD
Eddie Rogers
Susanne Watkins, OD
Rosalie Wright
James Wesley

Mike Anderson, Wayne County Judge Executive authorized Judge Eddie Rogers to be his proxy.

Michael Stephens, Adair County Judge Executive authorized Andrea Waggener, Adair County Deputy Judge to be his proxy.

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

Gary Robertson, Russell County Judge Executive authorized Judge Phelps to be his proxy.

Steve Kelly, Pulaski County Judge Executive authorized Judge John Phelps to be his proxy.

Shawn Crabtree confirmed we did have a total of 20 board members/proxies present and was a quorum.

The members absent from the meeting were:

Linda Hamilton
Randy Dial

Lora Elam, RN
Matt Jackson RpH
L. Bruce Jasper, DVM
Gayle Phillips, ARNP
Stephanie Southard, MD
Tommy Shelton, MD
Sue Singleton
Jake Staton

Staff members present:

Shawn Crabtree, Executive Director
Melinda Copenhaver, Administrative Support Coordinator
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 Health Director
Amy Tomlinson, *Public Health Preparedness Manager*
Janae Tucker, RN, QI Director
Christine Weyman, Medical Director
Laura Woodrum, Nurse Administrator

WELCOME

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

As confirmed earlier, a quorum was present.

Andrea Waggener, Adair County Deputy Judge was introduced as the proxy for Judge Stephens.

LEGAL AUTHORITY

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 Susanne Watkins seconded the motion. Motion carried.

Old/New Business

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

RESOURCE STEWARDSHIP

Director's Comments/ Financial Report

Mr. Crabtree directed the board's attention to the back of the agenda which outlines NALBOH's six governance functions of public health. Below that is a place for board members to make suggestions. He asked the Board to suggest potential community improvement projects. He said they could also email suggestions to him.

Financial Position

Shawn gave the Board a packet with financial information for period ending May 31, 2017. The LCDHD balance sheet shows \$7,448,060.76 in assets with \$75,023.73 of that owed in current liabilities. The total of LCDHD's assets is equal to just under 6 months of average expenses for this fiscal year. LCDHD has 15,327,015.16 in YTD revenues and 13,945,880.19 in YTD expenditures resulting in a \$1,381,134.97 YTD surplus.

Using revenues and expenditures through the end of the period, we're trending to end the year with a \$550,031 surplus. This surplus is primarily a result of the Department for Public Health only billing us for 2 of the 4 budgeted Medicaid match payments. DPH has commented that the first phase of the rollout of the Electronic Health Record has affected their ability to accurately calculate the match payments, and until they correct that issue, they are holding those invoices. Additionally, we received several budget allocation modifications throughout the 2017 FY and the new Risk Avoidance Federal Grant received by health education. Both situations resulted in the offset of our original FY 17 budgeted deficit.

Judge Phelps asked if there were any questions. No discussion. Dr. Fallahzadeh made a motion to accept the report. Dr. Miles seconded. Motion carried.

Grants Report

The Board received a copy of the Grant Proposal Report. Shawn explained that the report shows the grants that we have received in 2017 which total \$124, 156. This does not include multi-year grants awarded during last fiscal year. Shawn notified the Board of the agency's intention to apply for grant funding through the Rural Health Opioid Program. Shawn asked if anyone had questions. No questions.

Plan and Budget Presentation

Mr. Crabtree presented the 2017-2018 Annual Plan and Budget to the Board. Mr. Crabtree then directed the Board to the Budget packet noting for FY 2018, LCDHD's budget has been reviewed and approved by the Executive Committee of the Board and has been submitted to Frankfort for review. Frankfort has made their initial review and required the following changes:

- Required to budget for at least one prenatal service, even though we do not have a prenatal program
- Required to budget for at least one unduplicated prenatal patient even though we do not have a prenatal program
- Required to correct \$79 budgeted in an incorrect expense account.
- Required to correct budgeted interest revenue. Formula error resulted in budgeting \$52K more Interest Revenue than we actually expect.

DPH requires a copy of the board minutes approving the budget before they will approve it. However, we made all corrections they requested and are awaiting final review.

Mr. Crabtree advised the Board that in the final draft of the budget which is awaiting DPH's final approval, we included a 2.5% staff increment and are budgeting at a \$619,675 deficit. However, due to several factors (listed below), we're confident this deficit will be covered by additional funds during the fiscal year:

- Our HANDS program is budgeted to be at a \$312,491 deficit. However, based on our projections, the staff have the capacity to perform enough services to access \$407,241 more in revenue. If the staff perform as projected, and if other health departments across the state don't use all their funding, the DPH HANDS staff will reallocate additional funds to our agency, and those potential funds aren't reflected on this budget.
- Our health education department has been in conversation with DPH regarding \$230,000 in additional funds which may be applied for in the Community Health Action Team cost center and the Heart Disease and Stroke Prevention cost center.
- Finally, our agency is trending to end the 2017 fiscal year with a surplus, part of which will be unrestricted funds. Per 902 KAR 8:170, if a health department's unrestricted fund balance is 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, the KAR requires we submit a written plan to expend that excess. As we're trending toward a surplus, and as part of that surplus will be unrestricted, and as we had more than the maximum allowed unrestricted funds at the close of the 2016 fiscal year, it's probable we'll have more than the maximum at the end of 2017, and will be required to restrict and use that surplus on approved expenditures.

Once finished, Judge Phelps asked if anyone had any questions. Judge Rogers and Judge Phelps asked when staff could expect the annual incremental raise. Shawn explained that by regulation annual incremental raises are given at the employee's anniversary date. He

explained the raises last year were giving at the beginning of the year under special circumstances. Instead of doing an annual increment, the state approved a one-time, lump-sum meritorious raise for all staff. This was an unusual approval since the regulation that allows for this type of increment is more accurately intended for one employee at a time, not a group. It is speculated the state granted the special approval since our staff had been without a raise for so long. Annual increments at one's anniversary date, though, is the routine way annual raises should be administered.

Judge Rogers asked if there was a possibility for staff to receive a one-time meritorious payment as in past years. Mr. Crabtree said that the Board can reevaluate the budget in a few months and decide if this is possible. No other discussion. Judge Rogers made a motion to approve the FY-2017-2018 budget as presented. Dr. Miles seconded the motion. Motion carried.

CONTINUOUS IMPROVEMENT PROJECTS

Salmonella/Campy Project

Stuart reported that campy and salmonella levels were high in Clinton and Cumberland County. The project seeks to lower the rates of these diseases. The committee designed a brochure, magnet, posters, and ordered thermometers. They worked with local grocery stores and set up a booth to hand out the information to shoppers. So far, they have given out 200 packets. WIC families will receive a packet also. The group will set up at a grocery store in July and then will begin looking at data to see if there has been a change.

Smoking Prevention/Cessation Project/ McCreary County Schools

Dr. Weyman reported that the project has concluded and the winning campaign was chosen. The winning team was given funds to carry out their campaign plan. The team has developed a video which is on YouTube, a billboard in McCreary County and has made presentations to their school. LCDHD, with the team's permission, has submitted all videos to the American Public Health Association for inclusion in the national conference.

Commissioner's Awards

Shawn notified the Board that LCDHD received awards in all three categories. The Diabetes Program received an award for being the Best Comprehensive Diabetes Program in the State. Also, a Certificate of Recognition was given to the agency being accredited and for the Syringe Program.

Patient Satisfaction Surveys

Shawn notified the Board that 485 patients completed the survey. The agency did very well. Mr. Crabtree noted that 93% of patients were registered in less than 10 minutes and 71% were called

back in less than 10 minutes. 97% of those surveyed said they were “happy or very happy” with the front end staff and 98% said they were “happy or very happy” with the professional staff.

PARTNER ENGAGEMENT

Syringe Exchange

Beverly Brockman gave a report to the Board regarding Russell County’s Syringe Exchange Program which opened June 1, 2017. To date, they have had 11 unduplicated patients and two have returned multiple times. Beverly went on to say that some patients have opted to be tested for Hepatitis C and/or HIV. Mr. Crabtree informed the Board that data on the Syringe Exchange Program will soon be available on the agency’s website.

Dr. Weyman notified the Board of several presentations scheduled throughout the district to educate the community about needle exchange and disease control/prevention. The Board was also notified that Adair County Syringe Exchange is expected to begin on September 1, 2017.

OVERSIGHT

Louisville Go365 Update

The Louisville Go365 project has finished in May for the summer. 3,927 screening have been completed there. This was 600 more than last year.

Accreditation Update

Janae informed the board that we received accreditation.

Human Resources Report

Pam reported to the Board that two full time staff and 11 personal service contracts have gone off duty since the last Board meeting. One full time LHN 1 has been hired. One Personal Services Contract for an APRN has been filled.

Ryan White Program

Laura Woodrum reported that the program is going well and has enrolled 67 people.

POLICY DEVELOPMENT

Board Acceptance of Auditor of Public Health Response

Mr. Crabtree directed the Board to the “Auditor of Public Accounts Recommendations for Public and Nonprofit Boards” handout in their packet. There are 32 recommendations that health

department's should use to insure compliance. He explained that the agency has provided a link to documents that will serve as proof that we are in compliance and will post this on the website.

New Policies

Janae directed the Board to their packet and reminded them that they had received copies of the policies prior to the meeting. One new and five revised policies were presented. Dress Code, Issuance of Breast Pump, Harm Reduction Syringe Exchange Program, Collection of Enteric Specimen, and Training Unlicensed Assistive Personnel. Janae asked if anyone had any questions. No questions. Jim Wesley made a motion to accept the policies and Rosalie Wright seconded the motion. Motion carried.

By-laws Amendment

Mr. Crabtree provided the Board with a copy of revised By-laws with revisions highlighted. The Board will not be able to vote on these until the September meeting since they did not receive them early enough to review.

Legislative Committee

Mr. Crabtree asked the Board to provide feedback on legislative matters that concern the health department. He asked that the Board form a committee that would be responsible for providing some feedback on these matters. The Board decided that the Executive Committee to serve as the Legislative Committee.

DISCUSSION

No discussion.

NEXT MEETING

Next meeting is September 5, 2017 at 7 p.m. EST at Jamestown Health Department

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

HOSEIN FALCA HAZADEH
/cah