

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

September 26, 2017

The Lake Cumberland District Board of Health met on Tuesday, September 26, 2017 at the Russell County Health Department in Russell County, KY.

The meeting was called to order by Hossein Fallahzadeh.

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
L. Bruce Jasper, DVM
Steve Kelly
Richard Miles, MD
Gayle Phillips, ARNP
Gary Robertson
Eddie Rogers
Tommy Shelton, MD
Sue Singleton
Rosalie Wright
James Wesley

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.

Randy Dial, Casey County Judge Executive authorized Judge Frank to be his proxy.

John Phelps, Cumberland County Judge Executive authorized Dr. Hossein Fallahzadeh 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:

Richard Armstrong

Lora Elam, RN

Betty Lee

Marlene Richardson, DMD

Eddie Rogers

Stephanie Southard, MD

Jake Staton

Susanne Watkins, OD

Staff members present:

Tracy Aaron, Health Promotion and Policy Director

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

Jefferson Hickman, Environmentalist

Janae Tucker, RN, QI Director

Christine Weyman, Medical Director

Laura Woodrum, Nurse Administrator

WELCOME

Dr. Fallahzadeh 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. Jim Wesley made a motion to accept the minutes and Rosalie Wright seconded the motion. Motion carried.

Old/New Business

Dr. Fallahzadeh asked Board if there was any old business to discuss. No old business was discussed.

Environmental Fees

Stuart made a presentation to the board regarding environmental fees. During the presentation, Stuart discussed the current rates for site evaluation (\$155), permit (\$185), and existing system (\$75). These rates were adopted in 2010. According to KRS 211.355 local health department can set their own fees to cover the cost of the service. Stuart discussed the actual cost of the services and encouraged the board to consider increasing the fees to cover the costs at a later date.

RESOURCE STEWARDSHIP

Audit Report

Mr. Crabtree directed the board to their copy of the Independent Audit report. He notified them that a representative from Ray Foley Hensley and Company (RFH) had attended the previous scheduled meeting, but since we did not have a quorum only gave a brief report. Mr. Crabtree went over the results of the audit. In short, it was a “clean” audit report. The audit report stated that the auditors issued an unmodified opinion of the 2017 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, 2017. Mr. Crabtree asked if there were any questions from the Board. No questions. Judge Robertson made a motion to accept the report. Dr. Miles seconded. Motion carried.

Financial Update

Shawn gave the Board a packet with financial information for period ending August 31, 2017. The LCDHD balance sheet shows \$6,614,153.36 in assets with \$77,711.15 of that owed in current liabilities. The total of LCDHD’s assets is equal to 5 months of average expenses for this fiscal year. LCDHD had \$2,279,197.69 in YTD revenues and 2,710,493.05 in YTD expenditures resulting in a \$431,295.36 deficit for the period. Our annual revenue is higher than budgeted because DPH paid us \$803,644 of the \$1,575,316 total FY retirement allocation during the month of August. Our YTD expenses are less than budgeted in all categories except independent contracts, and independent contract expenses are higher than budgeted because we passed the quarterly Medicaid money we collected for the schools during the last quarter of FY17 on to them in July of this FY. Mr. Crabtree reminded the Board that the packet has additional information and asked if there were any questions. Judge Robertson made a motion to approve the financial report. Dr. Miles seconded the motion. Motion carried.

Director’s comments

Lake Cumberland District Health Department submitted three PSAs to the American Public Health Association (APHA) for inclusion in their national conference. The videos were chosen and will be featured during the APHA Global Film Festival: Public Health PSAs. As a result our work on hepatitis C prevention and screening and our new RHOP grant we have been approached to film a video to be featured on APHA TV. However, there is a cost of \$23,000 to produce the video. Part of the money will need to come from general funds while the remaining will be paid for using awareness campaign material funds from the RHOP grant. Dr. Miles made a motion to move forward with producing the video. Jim Wesley seconded the motion. Motion carried with majority vote.

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 \$2,207,698. This includes multi-year grants awarded during last fiscal year and a recently awarded Rural Health Opioid Program grant with annual allotments of \$249,605.00 for the next three years. Shawn asked if anyone had questions. No questions.

Parking Lot

Dr. Fallahzadeh informed the board that the Executive Committee met to discuss the purchase of some property located across from the District office. The purpose of acquiring the property would be to install a new parking lot. Mr. Crabtree explained his reasons for wanting to purchase the land which includes additional handicapped parking and street level access for staff that have a difficult time climbing stairs. Dr. Fallahzadeh said the property had been auctioned off recently and had sold for \$46,000. However, the new owner is asking \$88,000 for the property. There was much discussion regarding the purchase including Judge Kelly who questioned how often additional parking is needed. Mr. Crabtree informed him that the district hosts events about 12 times a year that requires that staff park in a neighboring business's parking lot. Judge Robertson commented that the price seems high. Dr. Shelton asked if we have enough handicapped parking to meet state/federal requirements. Mr. Crabtree informed him that we do. Dr. Jasper suggested the board wait and offer the owner a lesser price later. Matt Jackson asked if there is a ramp in the back parking area for handicap access. There is not. Dr. Miles suggested that the board may want to consider authorizing Mr. Crabtree to spend up to \$50,000 for capital improvements. Jim Wesley made a motion not to purchase the property. Judge Robertson 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 221 packets. Data will be collected from NEDSS on Campy and Salmonella cases for Clinton and Cumberland Counties to compare rates to compare rates from June 2016-June 2017 (pre intervention) to September 2017-September 2018 (post intervention) to determine if the project was successful.

Suggestion Form

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.

SWOT Survey

Mr. Crabtree directed the board to the LCDHD BOH SWOT Analysis Report in their packet. 69 board members completed the questionnaire. 99% of those who returned the survey agreed that drugs, obesity, and tobacco usage was the top three health issues facing our communities. The survey revealed that our strengths are: our programs (syringe exchange, tobacco cessation, screenings, etc), community outreach and education, established credibility in the community, established relationship with patients/clients, needle exchange, and presence in the schools. The identified weaknesses include our funding, staff shortages, lack of community participation to name a few. The identified opportunities include increasing community awareness, grant seeking, creating community partnerships, and offering more professional development opportunities. Identified threats included state and federal funding cuts, political resistance, unmotivated population, lack of support from local government, apathy from public, illegal drugs, socioeconomic status of the service area, and stigma.

NALBOH

Gayle Phillips recently attended the NALBOH conference. The theme was Collaborative Governments. Gayle reported that the conference was very informative. She also felt that based on the information she gathered at the meeting, LCDHD is ahead of the curve in health department accreditation, noting that many health departments attending were still working or planning to work on accreditation.

PARTNER ENGAGEMENT

Syringe Exchange

Dr. Weyman gave a report to the Board regarding the District's Syringe Exchange Programs. To date, they have had 106 visits and 49 unduplicated clients. The program has dispensed 3,757 syringes and collected 72%. This is because clients do not have to bring needles in during their first visit. Mr. Crabtree reminded the board that they can view the exchange statistics 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, McCreary County will begin November 6th and Pulaski County was just approved with the opening date to be determined.

OVERSIGHT

Louisville Go365 Update

The Louisville Go365 project has started again after the summer break. However the response has been lower compared to last year.

Human Resources Report

Five full time staff have gone off duty since the last Board meeting. Two full time staff have been hired. A LHN II has been hired for the Russell HANDS position and a Family Support Worker I has been hired for McCreary County HANDS. One variable hour LHN II and three contract staff have come on duty.

Worksite Wellness

Jamie reported that we are working with the City of Greensburg to provide worksite wellness services. There are also some “Work@Health” trainings being offered.

POLICY DEVELOPMENT

New Policies

Janae directed the Board to their packet and reminded them that they had received copies of the policies prior to the meeting. Two revised policies were presented: Internal Control Procedure Manual and Comprehensive Diabetes Self-Management Education Policy. Two policies were deleted due to new state program guidelines and/or regulations. Janae asked if anyone had any questions. No questions. Judge Robertson made a motion to accept the policies and Jim Wesley seconded the motion. Motion carried.

By-laws Amendment

Mr. Crabtree provided the Board with a copy of revised By-laws with revisions highlighted. Jim Wesley made a motion to accept the amendment. Tommy Shelton seconded the motion. Motion carried.


DISCUSSION

No discussion.


NEXT MEETING

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

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