

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

December 6, 2017

The Lake Cumberland District Board of Health met on Tuesday, December 5, 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
Randy Dial
Lora Elam, RN
Hossein Fallahzadeh, MD
Catherine Feese, MD

Linda Hamilton
L. Bruce Jasper, DVM
Steve Kelly
Tommy Shelton, MD
Betty Lee
Richard Miles, MD
John Phelps
Marlene Richardson, DMD
Eddie Rogers
Jake Staton
Susanne Watkins, OD
James Wesley
Rosalie Wright

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.

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

Mike Anderson, Wayne County County Judge Executive authorized Judge John Phelps 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:

Patty Guinn
Matt Jackson RpH
Gayle Phillips, ARNP
Michael Stephens
Stephanie Southard, MD
Sue Singleton

Staff members present:

Tracy Aaron, Director of Health Education
Melinda Copenhaver, Administrative Support Coordinator
Shawn Crabtree, Executive Director
Amanda England, Senior Regional Epidemiologist
Sylvia Ferrell, HANDS Administrator
Pam Godby, Human Resource Manager
Jefferson Hickman, Environmental Health Program Manager
Carol Huckelby, PH Specialist
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

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. Jake Staton made a motion to accept the minutes and Judge Armstrong 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. Judge Armstrong 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. Dr. Miles seconded. Motion carried.

Request to Raise Environmental Fees

Stuart Spillman reminded board members that at the last board meeting he had given a presentation about the cost of providing evaluation, permit and inspection services. He presented the current cost and new proposed services fee information. He reminded board members that this increase request is so that the department will break even in providing these services. Stuart went over the proposed rate increase again. The current fees for these services are: \$155 for evaluation, \$185 for permit, and \$75 for inspection. Stuart informed the Board that this program is operating at a deficit of \$216,000. The new proposed service rates of \$275 for evaluation, \$224 for permit, and \$100 for inspection would decrease the deficit to \$ 23,379. Judge Dial asked what goes into the inspection? Stuart said that the bulk of the cost comes from staff time, travel to perform the service as there are no supplies needed. Judge Armstrong questioned where the money to cover deficit was coming from currently? Mr. Crabtree explained that we are using local tax money to backfill the deficit. Judge Armstrong made a motion to leave the fees as they are. After a third call a second to the motion, Judge Rogers 2nd the motion to open it for discussion. Dr. Fallazadeh and Dr. Miles stated that they felt the homeowner or builder should cover the cost of this program, pointing out the proposed fee is a fraction of the cost of building a house. Judge Armstrong suggested that the agency find another way to cover the cost and suggested using the agency's surplus. Judge Kelly asked if the cost is fixed. Leah reminded everyone that since the cost is primarily for staff and travel, there is little that can be done to reduce the cost. The discussion was closed and the vote was taken. 9 voted to leave fees as they are and 14 were opposed. A second motion was made to accept Stuart's recommendation to raise the fees by Dr. Fallazadeh and seconded by Dr. Miles. Discussion was opened and Dr. Shelton asked if it was possible to raise the fees incrementally. It was agreed that this could be a possibility. Dr. Shelton made a motion to amend the motion to increase the fee by 10% starting January 1, 2018 and each year thereafter until the program is at breakeven and then to reevaluation the fee every year afterward to ensure the program is paying for itself. Judge Armstrong seconded the motion. 17 voted for the amended proposal. 5 voted no. Motion carried.

RESOURCE STEWARDSHIP

Financial Update and Director's Comments

Shawn reminded board members that there is a statewide Board of Health webinar training on January 9, 2018. He will send more information.

Financial Report

Shawn gave the Board a packet with financial information for period ending October 31, 2017. The LCDHD balance sheet shows \$5,773,400.56 in assets, which is just over 4 months of the average monthly expenses, with \$86,170.90 of that owed in current liabilities. LCDHD has \$4,016,461.24 in YTD revenues and 5,336,969 in YTD expenses resulting in a \$1,320,507.94 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.

Grant Report

The Board received a copy of the Grant Proposal Report. Shawn explained that the report shows that the agency has applied for 38 grants this calendar year. This includes applications to foundation, corporations, state, and federal funders. To date, the agency has received \$873,257 in grant funding this calendar year. Shawn asked if anyone had questions. No questions.

Nurses Salary

Mr. Crabtree informed the Board that the agency has had a difficult time hiring RN nurses due to the low entry salary. He requested that the agency be able to raise the entry wage for a Local Health Nurse I from \$14.07 to \$15.51 per hour; and, after their probationary increment and after one year, they will move to a Local Health Nurse II at \$17.80. Pam Godby informed the Board that the agency had received one application during recent job postings in May, June, and August. Dr. Shelton inquired if the agency could hire LPN's instead. Shawn explained that the health department is allowed to bill for RN services however cannot bill for services provided by LPNs. Mr. Crabtree also explained that by raising new entry wages, there would be some current RNs that would make less than the new hires.

For seven of our existing nurses, this would mean that new hires would end up making more than them. Therefore, for those seven nurses, their salaries would need to be adjusted to make sure their salary is above the \$17.80 amount. Judge Armstrong made a motion to increase the entry level wage to the proposed. Jake Staton seconded the motion. Motion carried. Judge Armstrong made a motion to adjust the wages of current RN staff that the previous motion would affect. Jake Staton seconded motion. Motion carried.

Christmas Bonus

Mr. Crabtree asked if Board would consider giving staff a Christmas bonus this year suggesting full-time and PT-100 merit staff get a \$500.00 one-time payment, and with a few exceptions, part-time and other merit staff will get \$250.00 one-time payment. Dr. Falazadeh made a motion to accept this proposal. Judge Rogers seconded the motion. Motion carried.

CONTINUOUS IMPROVEMENT (QI PROJECTS, ETC)

Make a Suggestion on Back of Agenda

Mr. Crabtree reminded board members that they can submit suggestions or questions using the form on the back of the agenda.

Employee Satisfaction Report

Mr. Crabtree directed the Board to their packet to review the Employee Satisfaction Survey results. Overall, the results are very positive.

Director/Agency Board Survey

Janae gave each board member a survey and requested they be dropped in a box as they leave tonight's meeting. She informed them that she will send out an email link to the survey as well.

Annual Epi Report

Amanda England presented the Annual Epi Report for Fiscal Year 2016-2017. Amanda discussed that the case count only represented reports that met CDC case definition. All reportable disease labs and reports are investigated but only those meeting the case definition were included in the report. There were 185 total confirmed cases of diseases for the district. The most common diseases were campylobacteriosis, rocky mountain spotted fever, and salmonellosis. These are the same top three diseases from last fiscal year as well. Amanda discussed the Epi Rapid Response Team, who serves on it, and their responsibility during outbreaks. There were eight outbreaks in the district, of which six occurred in long term care facilities, one in restaurant, and one community based. Outbreaks occurred in Taylor, Russell, Cumberland, Pulaski, Casey, and Green Counties. Outbreaks included Group D Strep, Salmonellosis, and Influenza. Amanda discussed the current Kentucky acute hepatitis A outbreak. There have been a total of 42 cases as of December 4th, 2017. Kentucky normally has 20 cases per year. The majority of cases are in Jefferson County and surrounding counties. There have been no cases to date in the Lake Cumberland District area.

PARTNER ENGAGEMENT

Syringe Exchange Program

Dr. Weyman and Tracy are continuing to do community presentations. Currently we have four exchanges opened in our district.

McCreary Teen Research Project

Mr. Crabtree reported that the project has stalled for now but he will keep them informed when there are changes.

OVERSIGHT

Human Resources Report

Pam Godby informed the board that 6 full-time and 2 contract staff has gone off duty and six full-time and four contractual employee/VH was hired since the last meeting.

POLICY DEVELOPMENT

New Policies

The new policy, "Signature Policy" was presented by Janae Tucker. James Wesley made a motion to accept the policy and Dr. Fallazadeh seconded the motion. Motion carried.

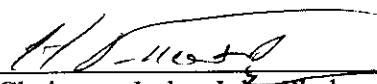
DISCUSSION

No further discussion

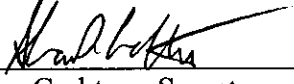
NEXT MEETING

Next meeting is March 6th at 7 p.m. EST at Jamestown Health Department

Judge Phelps asked if anything else needed to be discussed before adjourning the meeting. Jake Staton 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 v-Chair, Hossein Fallazadeh