



District Health Department & Home Health Agency
Serving Harrison, Nicholas, Scott & Bourbon County Home Health

MINUTES

WEDCO BOARD OF HEALTH MEETING

Monday, September 23rd, 2019

WEDCO District Health Department
Conference Room

Cynthiana, Kentucky

12:00 P.M.

Dr. Bennett, Chairman
Judge Barnett, Vice Chairman

Members Present:

Harrison County

Dr. Derek Clarke
Alex Barnett, Judge Executive

Nicholas County

Judge Roscoe Higginbotham

Scott County

Jared Hollon, Judge Designee
Dr. John M. Bennett, Chairman
Sherrie Taylor, RN
Tim Thompson

Members Absent:

Harrison County

Brett Hines, OD

Nicholas County:

Becky Reid

Scott County:

Staff and Guests Present: Dr. Crystal Miller, Rachel Kendall, Terrice May, Larry Adamson, Savannah Tucker.

Public Present: Jane Davis, Becky Barnes, Tim Hanks.

With a roll call showing a quorum present, Dr. Bennett called the meeting to order at 12:00 p.m.

Dr. Miller asked the board for a motion to approve minutes from Monday, June 17th, 2019.

Dr. Miller introduced Tim Thompson as the newest District Board of Health member. Tim is a Scott County Board Member and was voted by the local board to join the district board. Tim followed up by explaining that he is the Fire Marshall in Georgetown and shared with the Board his passion for Syringe Exchange Programs and shared that he sees many health issues related to the homeless community. The following members of the community were also introduced:

Jane Davis – Unified Technologies
Tim Hanks – Hi-Tech
Becky Barnes – Cynthiana Democrat

With no old business to review, the first order of business was to review and approve the minutes from the last Board Meeting, held on Monday, June 17th, 2019.

MOTION #1

Motion was made by Dr. Clarke to approve the minutes from Monday, June 17th, 2019. Jared Hollon seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes

Judge Higginbotham – Yes
Derek Clarke, MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Judge Barnett, who was not present at the beginning of the meeting arrived at approximately 12:05PM.

The next order of business was a consent agenda for WEDCO Clinic and Home Health Programs. The Board was directed to the Board Packets for Clinic and Home Health, both packets included service numbers, but neither program manager would be attending the meeting as no action was required.

MOTION #2

Motion was made by Dr. Clarke to approve the consent agenda for WEDCO Clinic and Home Health Programs. The motion was seconded by Tim Thompson.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

The next order of business was the Financial Report, presented by Rachel Kendall, Administrative Services Manager.

Mrs. Kendall informed the board that WEDCO closed FY2019 with a surplus. She explained that a 1.9 million dollar surplus would be earmarked for our unfunded liability with the Kentucky Retirement System.

She continued by informing the board that we have not upgraded the phone system in a very long time, and that WEDCO inquired about upgrading the phone systems and had received sealed bids, from Hi-Tech and Unified.

The board inquired about what kind of phone system WEDCO was interested in and Rachel and Larry Adamson (WEDCO IT Manager) spoke to the benefits of a hybrid system and explained some of the features that would be possible. Rachel commended the work of Larry on this project.

Dr. Bennett reiterated the achievement of coming out of FY2019 with a surplus. Rachel commended the Board on previous financial decisions that have allowed WEDCO to be among very few Health Departments that have finished the year with a surplus.

It was suggested by Judge Barnett to form a committee consisting of Dr. Miller, Rachel Kendall, and Dr. Bennett to approve the phone system bids.

MOTION #3

Motion was made by Dr. Clarke to form a committee to look over phone system bids. The committee would consist of Dr. Miller, Rachel Kendall, and Dr. Bennett. The motion was seconded by Jared Hollon.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Barnett - Yes
Judge Higginbotham – Yes

Derek Clarke, MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition. The authority to approve this bid was awarded to the aforementioned committee.

The next order of business was to examine the bids submitted for the renovations needed to accommodate the consolidation of WEDCO staff into the Harrison County Facility.

Mrs. Kendall explained that we had only two contractors come to the public meeting where the scope of work was described and only one contractor submitted a bid. The scope of work and proposal was included in the bid.

Mrs. Kendall explained that she worked with a colleague at Mohawk Carpet to get prices that were less than the price of the carpet that would have been purchased under state contract. This was included in the bid, but installation was not included.

All contractors were required to have both liability insurance as well as worker's compensation insurance.

Mrs. Kendall went into further detail regarding the details of the renovation as well as the need for renovation and upgrading our facilities. Dr. Miller agreed that our facilities are aging and will require updating.

Mrs. Kendall also requested the blessing of the board to start looking into a storage building/garage that can double as a severe weather shelter. Dr. Bennett expressed his passion for preparedness when it comes to protecting the WEDCO staff from severe weather, he gave Mrs. Kendall his blessing to being a scope of work and doing the preliminary work for this project.

Mrs. Kendall went on to explain that anything in the Harrison County facility that was bought with District Board of Health funds would go back into the Board. That includes the furniture that will be replaced.

Judge Higginbotham inquired about the quality of the paint that would be used. Mrs. Kendall explained that we would be using either Sherwin Williams or Ferrell Calhoun.

Dr. Clarke inquired about the quality of the carpet. Mrs. Kendall assured him that she has specified what she wants for this project and was working with the dealer.

She went on to explain that the contractor that submitted the bid had exceeded her expectations by returning to the site prior to submitting the bid with sub-contractors in order to get a better idea of what the renovation would entail.

MOTION #4

Motion was made by Dr. Clarke to award John King and Sons the bid made for the Harrison County Health Center renovation. The bid was for \$79,628.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

The next order of business was a proposed administrative policy 1051 concerning the Flex Time of WEDCO employees. Terrice May, WEDCO's Public Health Services Manager and author of the policy, was motivated to write this policy due to the large number of staff that work extra hours during the week and take off work on Fridays. Mrs. Kendall asked for approval in order to give direction to employees and supervisors as far as how to flex their extra time. Ms. May explained that this policy requires staff to avoid habitually flex extra time off on Friday and to seek approval from their supervisor to flex time. This would require prior planning with supervisors in a way that had not been explicitly required of employees in the past.

Dr. Miller explained that the main focus of this policy to require prior approval for flex time and eliminate those cases where employees are habitually flexing off. She made clear that WEDCO does strive for a family-friendly atmosphere, but that employees should work with their supervisors in order to obtain approval for that time off.

MOTION #5

Motion was made by Tim Thompson to approve Administrative Policy 1051 concerning the Flex Time of WEDCO employees. The motion was seconded by Sherry Taylor.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Mrs. Kendall went on to explain that she was disappointed with the service that was provided by Kentucky bank, who holds a large percentage of WEDCO's funds. She explained that she took a CD out of Kentucky Bank and placed it in Field and Main, who worked hard for our business. Kentucky Bank responded by increasing WEDCO's checking account interest rate by .25%, though it was not reflected in her packet.

Dr. Miller explained the Rachel has been very candid with Kentucky Bank about WEDCO's expectations of service.

Dr. Bennett explained that the Board is supportive of any decision made in the best interest of WEDCO.

Terrice May then presented the Community Health Board report. She explained that her team had begun a Caring for the Community Coalition that was focused on addressing safety concerns in the community. The first Coalition Meeting, held in Harrison County, included a Mass Shooting presentation. She

highlighted some of the things that were presented during that presentation. It was decided by the members of that coalition that a community-wide drill was needed.

Dr. Bennett commended Ms. May on her work. Dr. Miller also commended Ms. May on her work with WEDCO. Ms. May also informed the Board that her team had developed a QI plan.

She also went on to explain that her staff had begun doing “Road Shows” where members of the Community Promotions team presented to those who had access to patients that may benefit from some of the programs that we offer.

Ms. May also shared that all three of WEDCO’s county schools are now 100% smoke (and vaping) free. WEDCO provided funding for signage for these schools using grant funding from the Kentucky Department of Public Health. There was an additional \$25,000 grant in Harrison County to pursue a tobacco free ordinance. She informed the board that the Community Health Promotion team will also be conducting 7-week smoking cessation classes in Harrison County.

The next order of business was the Environmental report, presented by Dr. Miller. She shared that Environmental is very busy. There are only 3 environmental staff members, one of which is not RS certified yet. There is an additional staff member that will be transferring from the clinic program in the coming months.

The FDA has adopted a new food code that includes a new inspection sheet that will require additional follow-ups as a result. Dr. Miller asked for approval of Environmental Policy 4012 concerning Food Handler’s Permit for food service industry workers.

Tim Thompson inquired about food trucks. Dr. Miller explained that the only exemption would be for one day permits.

Dr. Clarke inquired about the amount of push-back expected, Dr. Miller said that some push-back is expected but that it was well worth it to protect those workers and those that they serve.

Sherry Taylor inquired about charitable kitchens, Dr. Miller explained that any facility that requires a food inspection does require the food handler’s permit according to this policy. These facilities would require the permit, but would be exempt from the cost.

Dr. Clarke asked about what qualifies as a food handler? Dr. Miller specified that anyone who was touching food or preparing food had to have the permit.

MOTION #6

Motion was made by Dr. Clarke to approve Environmental policy 4012 concerning Food Handler’s permit requirements for food service industry workers. The motion was seconded by Sherry Taylor.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Some discussion was had by the board concerning the Hepatitis A vaccination and the need for continued availability of the vaccine to the community. It was decided that a similar policy to the Food Handler's policy requiring all food handlers to have a permit may be considered in the future regarding Hepatitis A vaccinations.

The next item on the agenda was to move into Closed Session regarding personnel.

MOTION #7

A motion was made by Dr. Clarke to move into Closed Session. The motion was seconded by Sherry Taylor.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke, MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

MOTION #8

A motion was made by Dr. Clarke to move into Open Session. The motion was seconded by Judge Barnett.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke, MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Dr. Miller then presented her Board Report. She shared that the accreditation luncheon was a success.

Dr. Angela Dearing has been appointed as the new Public Health Commissioner. She supports Public Health Transformation, which focuses on realigning Public Health Services. Community Health meetings will be integral in identifying community needs.

In regards to the pension, Dr. Miller explained that this is a priority for our legislature at the state level. Dr. Miller also approached the Board about meeting availability and it was decided that, for most Board Members, a lunch meeting works well.

MOTION #9

A motion was made by Judge Higginbotham to adjourn the meeting. The motion was seconded by Dr. Clarke.

Roll Call

Dr. Derek Clarke – Yes
John Bennett, M.D. – Yes
Jared Hollon – Yes
Judge Barnett - Yes

Judge Higginbotham – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.



Dr. John M. Bennett, Chairman

11-6-19

Date



Dr. Crystal Miller, Secretary

11/25/19

Date