

MINUTES

WEDCO BOARD OF HEALTH MEETING

Monday, December 1, 2014

Wedco District Health Department
Conference Room

Cynthiana, Kentucky

6:00 P.M.

Dr. Bennett, Chairman
Judge Barnett, Vice Chairman

Members Present:

Harrison County
Alex Barnett, Judge Executive

Nicholas County
Mike Pryor, Jude Executive

Scott County
Jared Hollon, Judge Designee
Jan Sharpe
Sherry Taylor, RN
John M Bennett, M.D.

Members Absent:

Harrison County
Dr. Derek Clarke
Larry Wiley, R.Ph

Nicholas County
Becky Reid

Scott County

Staff and Guests Present: Gary Bruncker, Suzie Epperson, James Carl Gray, Brad Hayes, CPA, Rachel Kendall, Lorrene Rawlins, Jane Tatum, April Thomas, Gene Thomas, and Crystal Miller

With a roll call showing a quorum present Dr. Bennett called the meeting to order at 6:00 p.m.

MOTION #1

Motion was made by Judge Barnett to approve the minutes from September 15, 2014. Jan Sharpe seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Abstain
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Abstain

No further discussion. Motion passed without opposition.

With no Old Business to discuss, the meeting moved forward to New Business with the introduction of guests. Mrs. Miller introduced staff present as well as guests, James Carl Gray, Kentucky Bank investments and Brad Hayes with Ray, Foley, Hensley and Company, PLLC. Mr. Hayes began his presentation of Wedco's annual financial review which summarized fiscal year ending June 30, 2014. The audit report is a clean opinion on a cash basis, in which a cash basis is mandated for all Health Departments. Mr. Hayes reported that cash and the unrestricted fund balance had both increased about \$1,000,000.00 over last year's balance. Revenue's were in line with FY13 with the exception of local funds and those had increased over \$1,000,000.00. Overall the only expenditures that had a significant increase were fringe benefits and contracts and each had increased \$120,000.00. Wedco continues to have a large unrestricted fund balance and Wedco needs to develop a plan to spend down \$760,000.00. Mr. Hayes discussed the GASB68 which will take effect for pension plan employers in fiscal years beginning after June

15, 2014. This will require agencies to show their proportionate share of unfunded liabilities for the State. Since Wedco is on cash basis, this won't show on the balance sheet, this year, but the State did want this to be disclosed in the audit. Wedco's amount is about \$20,000. Wedco's Internal Control Procedures and compliance over special programs were reviewed and no problems were found. Judge Barnett asked if there was anything of concern found during the audit and Mr. Hayes reported there were no findings.

MOTION #2

Motion was made by Judge Barnett to approve the FY 14 Financial Audit. Jared Hollon seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

Mrs. Miller commented that the excess restricted fund balance will be utilized for retirement benefits once the State assistance allotted for retirement benefits runs out. Motion passed without opposition

The meeting moved forward to the introduction of our guest, James Carl Gray, Kentucky Bank Investments. Mr. Gray updated the board on investment options to replace the municipal bond fund. Likely, this replacement will be a certificate of deposit that pays 180% of the current index. This certificate of deposit is FDIC insured and Jane Tatum explained that we have \$150,000.00 to invest. Mrs. Miller asked the board if any member would like to be involved in the discussions with Jane Tatum, Mr. Gray and herself regarding investing Wedco's monies. Dr. Bennett replied that, on behalf of the board, they trust Mrs. Miller and Wedco's management to make the investment decisions.

Next, Lorrene Rawlins, Director of Nursing, discussed the Home Health board report. Mrs. Rawlins shared that both the home health and EPSDT programs are exceeding visit goals. The VA program services' continue to dwindle and Wedco anticipates this program will phase out as other payer sources become available. Wedco continues to remain focused on increasing the census in the Waiver program. Mrs. Rawlins advised the board for year end FY 14, Wedco home health revenues were up \$600,000 over last fiscal year which is phenomenal. This is outstanding given that most home health agencies are struggling financially and is a testament to Wedco's staff and their diligence in patient care. Mrs. Rawlins asked for approval for the Home Health Policy and Procedure manual and that manual has been provided this evening for the boards review.

MOTION # 3

Motion was made by Jan Sharpe to approve the Home Health Policy and Procedure Manual. Jared Hollon seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

Lastly, Mrs. Rawlins asked for approval of the year-end report for FY 13-14.

MOTION # 4

Motion was made by Jan Sharpe to approve the Home Health Year-End Report. Judge Barnett seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

Next, Jane Tatum, Director of Administrative Services, presented the financial program report. Total assets for period ending September 30, 2014 were \$8.4M. The total assets are comprised of the General Operating Account, Petty Cash, Certificates of Deposits and Churchill Fund Investment. Receipts over Expenditures were at a surplus of \$687, 352.75 for the first quarter of FY 15. Half of this surplus was attributed to cost settlement money received for home health. The first quarter of FY 15 shows that we were balanced with Revenue and Expenditures. There are two policies for which the board will need to approve. The first would be a policy update to Administrative Policy 1046 which reflects the Commonwealth of Kentucky's Office of Technology's policy on e-mail connected work stations to prohibit multiple users with the same User Id and Password. The second policy is Administrative Policy 1050 which reflects the Commonwealth of Office Technology's policy on configuring all workstations to invoke a password protected screensaver after a maximum of ten (10) minutes of inactivity when the user leaves a workstation.

MOTION # 5

Motion was made by Jan Sharpe to approve the Administrative Policy 1046 – Email Accounts for Employees and Contract Personnel update. Judge Barnett seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

MOTION # 6

Motion was made by Jan Sharpe to approve the Administrative Policy 1050 – Securing Unattended Workstations. Judge Barnett seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

Next, Mrs. Tatum shared that the Internal Control Policy has very minimal revisions to share. The changes consist of date changes, a revision to ICP I-D-10 for Petty Cash and Change and ICP I-D-12 for Travel and Other Related Expenses. Action is needed from the board to approve the Internal Control Policy Manual.

MOTION # 7

Motion was made by Jan Sharpe to approve the Internal Control Policy Manual. Jared Hollon seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

Mr. Gene Thomas, Environmental Director gave the Environmental and Bioterrorism program reports. The Environmental program has continued to stay busy the past couple of months. The onsite sewage program continues to see increased services including new home construction as well as existing home sales. Mr. Thomas reviewed a breakdown of revenue generating services in the onsite sewage program for each county. During the month of August, final inspections were done on outdoor swimming pools. Also in August, school inspections were conducted. As the population continues to grow, new schools are being constructed which will increase work for Wedco's Environmental program. Mr. Thomas discussed that in March of 2014, House Bill 4307 & 4308 were introduced in Congress to allow the sale of raw milk without any enforcement regulations. It is imperative that we educate our legislatures and the public on how dangerous drinking raw milk can be. Mr. Thomas advised the board that he had attended a two day training on Mass Prophylaxis in October. This training was designed to help staff to be better prepared should POD(s) (Point of Dispensing) have to be set up during a public

health emergency. An inventory has been taken on POD supplies as well as inventory on our supplies in our emergency trailers to make sure we have sufficient and current supplies.

Next, Mrs. April Thomas reviewed the Community Health board packet. Mrs. Thomas shared that she continues to work on the Accreditation process. There have been two new Health Educators hired since the last board meeting. Mrs. Thomas shared that the Kentucky Colon Cancer Screening Program (KCCSP) grant has started out slowly. This is due in large part to the Affordable Care Act and the fact that patients qualifying for this program cannot have any other health insurance. However, we are hoping this will pick up due to expanded outreach. Another program that is getting started is Humana Vitality which offers Vitality Checks to members participating in the Kentucky Employee Health Plan. This includes Wedco employees and members of the Kentucky School System. Wedco continues to participate in many Community Events and Programs such as the HOT conference, Cooper Clayton Smoking Cessation, Kentucky Women's Cancer Screening Program, Maternal and Child Health, Baby Showers, etc. The Child Care Health Consultation Program has remained busy with providing trainings to child care staff. HANDS have also been busy with trainings as that program continues to grow. The HANDS program has had 30 new admissions since July and 30 local agency referrals. Dr. Bennett commended Mrs. Thomas on pushing forward and continuing with the Kentucky Colon Cancer Screening Program in lieu of the minimal participation.

Mrs. Crystal Miller presented the Clinic report and introduced the board to the new Clinic Nurse Administrator, Suzie Epperson. Suzie has most recently been working as Nurse Supervisor in our Bourbon County Home Health office. Suzie has been a nurse for 27 years and is very excited to serve public health in this new capacity. Also, Andrea Witte, former WIC nurse for Wedco has been promoted to Nurse Supervisor in the Wedco Harrison County Clinic. The Clinic YTD numbers are attached in the packet for the boards review.

Finally, Mrs. Crystal Miller gave her Director's report. A holiday luncheon will be provided for all staff and board members are encouraged to attend. There have been many conference calls and exercises' regarding Ebola. Mrs. Miller met with Senator Damon Thayer last week. Also, Mrs. Miller serves on the NACCHO board and is currently involved in helping them to hire an Executive Director. Internally, Wedco is seeking applications for an Information Technology Manager. Mrs. Miller advised the board that she will soon be on maternity leave but would be available should a need arise. Mrs. Jane Tatum will be acting Director during her leave.

The next Wedco District Board meeting date was set for March 16, 2015 at 6:00 p.m.

With no further business to discuss Dr. Bennett called for a motion to adjourn.

MOTION # 8

Motion was made by Sherry Taylor to adjourn. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes
Judge Pryor - Yes

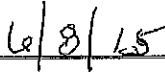
Dr. Bennett – Yes
Jared Hollon – Yes
Jan Sharpe - Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.



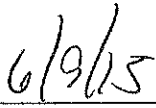
Judge Alex Barnett, Vice Chairman



Date



Crystal Miller, Secretary



Date

