

MINUTES

WEDCO BOARD OF HEALTH MEETING

Monday, June 8, 2015

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
Brett Hines, OD

Nicholas County
Mike Pryor, Judge Executive
Becky Reid

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

Members Absent:

Harrison County
Dr. Derek Clarke

Nicholas County

Scott County

Staff and Guests Present: Gary Brunker, Richard Clayton, Suzie Epperson, Kelly McKinney (Cynthiana Democrat representative), 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 December 1, 2014. Jared Hollon seconded the motion.

Roll Call:

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

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

No further discussion. Motion passed without opposition.

With no Old Business to discuss, the meeting moved forward to New Business with the discussion of the Needle Exchange program, also known as a Harm Reduction program. Ms. Miller discussed a voluntary program enacted by legislators under Senate Bill 192 where local boards of health can adopt a needle exchange program. The legislation is specific that if local boards of health adopt this program, they must work with the City and County and get approval from each before implementing. The specific legislation can be found under Senate Bill 192. Since funding comes from the District Board, Ms. Miller explained that she will need support from the district board. She is currently looking into several models across the State. Since the Needle Exchange program is relatively new to most health departments, there are varying ways to do this with trial and error. Ms. Miller is currently in the process of trying to research and decide the best model for our communities. Ms. Miller explained that \$8,000 dollars has been budgeted for this program and she is asking for the board's approval for funding support. Her

next course of action will be working with the Local Boards of Health, City and County Leaders to get the Needle Exchange Program in motion. Dr Bennett asked if this would require a full time staff position to monitor and oversee this program. He explained that if we are going to support this program, we should make sure we have staff to cover this. Judge Barnett said that the programs vary and some programs staff individuals who go out in the community to distribute. He explained we need to ensure the safety of our staff and become creative with our program. Wedco has room in the budget to afford another staff member to oversee this program. Judge Barnett said that this would serve the community well in helping to prevent Hepatitis C. It will also defer those astronomical costs associated with treating Hep C patients if this program does what it's intended by decreasing those infected. The district board is in full support of funding staff positions and programmatic expenses for this program.

MOTION #2

Motion was made by Becky Reid for the District Board to support moving forward with research and staffing for the Needle Exchange program. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

The meeting moved forward with the Clinic Report presented by Suzie Epperson, Clinic Nurse Administrator. Ms. Epperson advised the board that she has two new policies that she would like the board's approval on. The first policy is the Medication Administration policy (#6017). Medication Administration has been a procedure Wedco has followed according to guidelines established in the Administrative Reference and Core Clinical Guidelines, however, for auditing purposes Wedco created an official policy.

MOTION #3

Motion was made by Judge Barnett to approve Policy 6017 – Medication Administration. Jan Sharpe seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Next, Ms. Epperson asked for the Board's approval on the Hazardous Communication Policy (#6016). This policy applies to all work operations within Wedco where employees may be exposed to hazardous substances under normal or emergency working conditions.

MOTION #4

Motion was made by Judge Pryor to approve Policy 6016 – Hazardous Communication Plan. Jared Hollon seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Several more policies were updated and revised by Suzie Epperson.

MOTION #5

Motion was made by Dr. Bennett to approve a revision to Policy 1013 – Release of Information and Open Records. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #6

Motion was made by Dr. Bennett to approve a revision to Policy 5014 – Bloodborne Pathogens Exposure Control Plan. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #7

Motion was made by Dr. Bennett to approve a revision to Policy 5016 – LEP (Limited English Proficiency). Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #8

Motion was made by Dr. Bennett to approve a revision to Policy 6018 – Emergency Procedure Plan. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #9

Motion was made by Dr. Bennett to approve a revision to Policy 2000 – Personnel Immunization Policy. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #10

Motion was made by Dr. Bennett to approve a revision to Policy 1021 – Safety Policy. Judge Pryor seconded the motion.

Roll Call:

Judge Barnett – Yes	Dr. Bennett – Yes
Sherry Taylor – Yes	Jared Hollon – Yes
Judge Pryor - Yes	Jan Sharpe - Yes
Becky Reid – Yes	Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Ms. Epperson advised the board that the Clinic purchased a new battery charger and voltage tester to ensure that our vaccine supplies aren't compromised during power outages. Also, she is busy overseeing Wedco's Safety Committee which is to begin monthly meetings.

Next, Ms. Crystal Miller presented the Home Health board report on behalf of Lorrene Rawlins, Director of Nursing, who was absent. Home Health continues to do well with revenues showing black ink of \$205, 221. The EPSDT program is also showing a profit of \$94,702. The VA program continues to show a deficit of \$1687. The Waiver program is undergoing extensive changes. This program is doing very well financially with about \$65,000 to the good. Wedco Home Health had a total of 892 referrals last year and Indigent Care remains the goal of Wedco, providing care to those who have no other means to pay. Our indigent services have totaled \$6500 this fiscal year. Ms. Taylor noticed the referrals are much better this year than last year and she asked what caused this increase. Ms. Miller responded that there was a change in Supervisors and Wedco has marketed with the hospitals and physicians.

Mr. Gene Thomas, Environmental Director gave the Environmental and Bioterrorism program reports. The Environmental program has continued to stay busy with site evaluations. Mr. Thomas explained that everything that is done in the Environmental program is entered into the EHMIS (Environmental Health Management Information System). He is looking forward to the possibility of purchasing tablets in the futures to allow the Environmentalists' to do inspections on tablets and upload the information into EHMIS. In order for this to happen, the Kentucky Dept. for Public Health will have to approve an Environmental Mobile update in coordination with the State CDP system. In the future, there may be a need to raise Establishment fees to help offset Environmental costs. The Environmental budget remains at target goal for this fiscal year. In February, Environmentalists attended the KAMFES Conference in Lexington. In April, Mr. Thomas met at the Harrison Co. Courthouse regarding Cedar Brook Subdivision and its sewer related issues. The Harrison County Sanitation District has applied for a grant to help replace the package treatment plant and sewer lines.

Next, Mr. Thomas reviewed his board report for the Preparedness Program. Mr. Thomas advised the board that Wedco would receive an additional \$15,000 in grant money for Ebola training which can actually be used for any type of disease outbreak. Recently, a transfer switch was installed for the 125 KW generator at the District Office. This allows the generator to kick on immediately after a power outage which helps assure that all Wedco vaccines stored on site are safe in the event of a power outage. Mr. Thomas continues to complete deliverables in identifying all "Closed" POD(s) (Point of Dispensing). In the next Fiscal Year, Mr. Thomas will be sending a "Closed" POD template to be filled out and returned to him. These POD's are to be available for use during a public health emergency. Jared Hollon commended Mr. Thomas with the grants he has obtained and the work he has done in the program.

Mrs. April Thomas reviewed the Community Health board packet. Mrs. Thomas shared that she continues to move forward on the Accreditation process. A new Health Educator has completed MAPP (Mobilizing for Action through Planning and Partnerships) training in March. Mrs. Thomas shared that the Kentucky Colon Cancer Screening Program (KCCSP) grant continues to see services decreased across the State. 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. The Humana Vitality program, which offers Vitality Checks to members participating in the Kentucky Employee Health Plan, has had a great start. Thus far, this program has completed 134 Vitality checks between January and April. Currently, the Health Education program has one student intern. Wedco continues to participate in many Community Events and Programs such as Cooper Clayton Smoking Cessation, Diabetes Self Management Education, puberty and hygiene classes, health fairs, Women's Health issues and Maternal and Child Health. 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 will be experiencing an expansion in multi-gravida services which will mean an increase in caseloads. Ms. Thomas will be interviewing for a new staff member to help absorb this expansion.

Dr. Bennett mentioned that the Colon Cancer program has done a marvelous job of operating with minimal money, all funded solely by the State of Kentucky. Currently, the screening program is in 17-19 counties but this will hopefully be expanded to all Kentucky counties regardless of a patient's insured status.

Next, Mrs. Jane Tatum presented her Financial Report. The first portion of the report was an update for current FY 15. Wedco will end up with a surplus at the end of the year due to investments and program managers' vigilance in monitoring finances. Currently, 20% of money is local, 20% is federal/state and the remaining 60% is made up of home health. Tax revenue will be the only way to support public health programs needed as Public Health moves forward.

Mrs. Tatum presented the next item of business regarding the FY 2016 Budget. Wedco received approximately \$270,000 in HANDS money. Also, we had an unrestricted carryover of \$869,409.00 that the State has asked we outline a plan for. This money will be utilized to upgrade the security and surveillance system for all locations and to begin implementation on Electronic Medical Records for Home Health. Ms. Miller explained that Home health and Local Health EMR programs are not the same; therefore, there will be two completely separate electronic medical record systems. This will likely create a huge learning curve for staff. Also, Ms. Miller mentioned that we have received retirement assistance for the past couple of years and this will be ceasing soon. Any extra monies will be used to help offset the growing cost of Wedco's retirement contribution. Projected revenue is down by \$141,000 and Federal allocations have decreased by \$120,969. Local tax appropriations will provide \$67,153 more in FY 16 than budgeted in FY 15 and service fees are expected to provide \$1,848,566 in increased revenue over FY 15. The bottom line of Wedco's proposed FY 16 budget expenditures is \$9,508,755.

MOTION # 11

Motion was made by Judge Barnett to approve the FY 2016 Budget. Jan Sharpe seconded the motion.

Roll Call:

Judge Barnett – Yes
Sherry Taylor – Yes

Dr. Bennett – Yes
Jared Hollon – Yes

Judge Pryor - Yes
Becky Reid – Yes

Jan Sharpe - Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Ms. Miller explained that The FY 16 budget recommendation also includes a proposed 5% salary increase for staff, employer contribution rate for the State Retirement System and hiring of additional staff for Home Health Services. This budget also includes a 2% lump sum payment to staff who achieve a performance rating at the Proficient and Commendable level and a 4% lump sum payment to staff who achieve a performance rating at the Highly Commendable level.

MOTION # 12

Motion was made by Becky Reid to approve Wedco staff in receiving the 5% annual increment for their performance evaluation.

Roll Call:

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

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

No further discussion. Motion passed without opposition.

MOTION # 13

Motion was made by Jared Hollon to approve Wedco staff in receiving an additional lump sum of 2% for staff achieving a performance review of Proficient and Commendable and a 4% lump sum for staff achieving a performance review of Highly Commendable.

Roll Call:

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

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

No further discussion. Motion passed without opposition.

Dr. Bennett welcomed Scott Co. Local Board member Richard (Dick) Clayton. Also, Dr. Brett Hines, Harrison Co. Local Board was introduced and welcomed as the newest Wedco District Board member.

The next Wedco District Board meeting date was set for September 14, 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 Becky Reid to adjourn. Sherry Taylor seconded the motion.

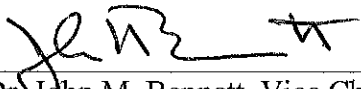
Roll Call:

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

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

No further discussion. Motion passed without opposition.

Meeting adjourned.



Dr. John M. Bennett, Vice Chairman

9-15-15

Date



Crystal Miller, Secretary

9/14/15

Date

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