District Health Department
Serving Harrison, Nicholas, & Scott Counties

MINUTES

WEDCO DISTRICT BOARD OF HEALTH MEETING

Wednesday, December 7, 2022

WEDCO District Health Department
Conference Room

Cynthiana, Kentucky

12:00 P.M.

Judge Alex Barnett, Chairman

Tim Thompson, Vice Chairman

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Members Present:

Members Absent:

Harrison County
Judge Alex Barnett
Brett Hines, OD
Dr. Derrick Clarke

Nicholas County

Judge Steve Hamilton
Becky Reid

Scott County
Jared Hollon, Judge Designee
Dr. Horace Hambrick
Sherrie Taylor, RN
Tim Thompson

Staff and Guests Present: Dr. Crystal Miller, Rachel Kendall, Jennifer Lemmings, Brad Hayes, Gary Brunker, Cathy Brunker.

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

Judge Barnett asked if everyone had an opportunity to review the minutes.

MOTION #1
Jared Hollon made a motion to approve the board minutes from Monday, September 26, 2022. Sherry Taylor seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Abstain
Dr. Brett Hines – Yes
Sherry Taylor – RN Judge- Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

Next, Dr. Crystal Miller and the District Board honored Judge Barnett for his 16 years of service to the Board. Judge Barnett has been an intergral part of both our Harrison County Local Board and the District Board throughout the past sixteen years. His focus has always been on our patients, communities we serve and our staff. Judge Barnett was presented with a plaque as this will be his last meeting.

Judge Barnett invited the Auditor, Brad Hayes to present the audit report for WEDCO for last fiscal year. He was very complimentary of Mrs. Kendall and her staff for how well everything was prepared when the

auditors came in. The audit found that on June 30th the agency had approximately $9.6M in cash on hand and another $12.5M in investments, $22M in fund balance, and $5.4M in unrestricted fund balance. The statement of revenues, expenditures, and fund balances showed the revenue came in under budget, but the expenditures came in more under budget. The net change on the fund balance is an increase of $2.2M. All cash and CD's are fully secured as required by the state. The unrealized gains and losses did show with the different investment vehicles a small loss due to the markets this year. The audit noted we had paid what we were supposed to in retirement. There was an excessive unrestrictive fund balance as had been common with LHD's over the last couple of years. WEDCO submits a plan for this every year as we are used to having an excess unrestricted fund balance. There is nothing to report on internal control deficiencies. The report on major federal programs is a clean opinion of the management of federal programs. There were no findings or questionable costs.

Judge Barnett asked if there was anything in the audit report that needed to be brought to the Board's attention and the auditor reported there was not.

MOTION #2

Dr. Clarke made a motion to accept the findings of the audit report. Jared Hollon seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

Judge Barnett invited Rachel Kendall to give the administrative report. Mrs. Kendall reported that we have changes to the employee handbook. All references of home health were removed from the handbook and the number of days new employees had to sign up for benefits was changed from 30 days to 15 days to help with getting paperwork returned in a timely manner so that employee benefits are not defaulted.

MOTION #3

Jared Hollon made a motion to accept the updates to the employee handbook. Tim Thompson seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

Ms. Kendall explained that we continue to recruit for the positions of Health Educator, Public Health Nurse, Support Clerk and Environmentalist.

WEDCO tried to advertise and solicit bids to move the generator from the old District Office to Nicholas County. No bids were received by the closing date. Gene Thomas will continue to reach out to companies who do this type of work in hopes that we can secure a contractor. With Nicholas County having vaccine, a backup generator is necessary and it is our hope to find contractors to get the generator moved and hooked up before bad weather months. We are also working with local, county, and state government agencies to try to donate some of the furniture housed at the old district office. Our plan remains to build a larger storage building at our Harrison County site to house all excess files, preparedness equipment and surplus. Once that is done, we will move forward with selling the district office.

Our total assets are now $23M. That includes operating fund, petty cash, CD's, and the brokerage account. Through October 31st, we have a $1.4M surplus of receipts over expenditures. We are right in line with the budget. Our operational checking account has approximately $2M in it which would be 6 months operational expenses. Mrs. Kendall stated that she will work with Dr. Miller on how we would like to reinvest some of those funds to get a higher return.

Judge Barnett moved forward to the topic of election of chair and vice chair. Judge Barnett will be leaving the Board thus leaving the Chair position vacant. Jared Hollon nominated Tim Thompson to be Chair. No other nominations for Chair were given. Tim Thompson accepted the nomination to be voted on.

MOTION #4
Jared Hollon made a motion to nominate Tim Thompson to become Chair. Sherry Taylor seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition

With the Vice Chair accepting the Chair position, the Vice Chair position is now open. Jared Hollon recommended it be a member from another county to keep balance. Jared Hollon nominated Judge Hamilton to be Vice Chair. No other nominations were received.

MOTION #5
Jared Hollon made a motion to nominate Judge Hamilton to become Vice Chair. Judge Barnett seconded the motion.

Roll Call
Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

Dr. Miller gave her report on the agency. The Kentucky Health Department Association Director's retreat was last week. What came out of that meeting is that although Covid was a really hard time for health departments, we are now more connected with legislators in Frankfort. Dr. Miller intends on keeping those relationships moving forward. There is a state chamber meeting coming up and WEDCO is buying a table for that event. Because of the relationships that have been built over the past several years with legislators, and the understanding that they have of the importance of public health and have backed that up with funding to assist us, it is important that we take time to thank our legislators and not always have an ask. The Director's spend lots of time in Frankfort during the legislative session in January. We plan to take this time to thank our legistators this year, and not have an ask of them. We very much appreciate the support that public health has been given both for the pandemic but also the pension issue.

We are moving forward with re-accreditation. The community health promotion team is working hard on our MAPP process, which is mobilizing partnerships in our communities. Goals and objectives were set by the communities untilizing partnerships. Community meetings were held and set the priorities for us enabling us to create partnerships to meet these priorities. We want to increase awareness and access of mental health services within our district, increase awareness of number of substance abuse prevention strategies, and foster an awareness of resources that positively influence both social and environmental factors that affect us. These are the three main goals as we move toward reaccreditation. We are going to be building equity into everything we do so you may see some policies on that.

None of the logo designs presented to Dr. Miller were satisfactory, so she will continue trying to get some new logo designs for the board at the next meeting.

Many environmental projects are going on in Scott County. The lack of sewer availability is resulting in requests at a high volume and projects that we have never experienced in Scott County. Commercial interests are wanting to build in northern Scott County in places where there is not sewer service. They are applying for sewer through us but these are commercial size systems causing much more expertise. We are working with our state partners on some of these. On the Woodford/Scott County line there is an RV park with land in both counties. Woodford County has denied sewer. This makes this complicated as legal issues are also involved. They are applying for onsite sewer in Scott County, as well.

Kentucky has the third lowest death rate for Covid in the nation. That is due to all of the health departments, the Commissioner, the County Judges, Governor and other leaders in our communities rallying together to do what was necessary. This is something to be proud of because of the political dynamics that happened during the pandemic. I am proud of KY.

We are working on Narcan training across our district. In Scott County, we have trained some of the schools after they approached us wanting their staff to be trained in Narcan. We are going to try and expand Narcan training in our other counties.

This next year, we are going to spend a lot of time on workforce development and training our staff. Staff have worked really hard during covid. We are going to spend some time internally to getting people to think at a higher level and the importance of being a team. We will be down to essential staff during the week between Christmas and New Years.

The last item is the inclement weather policy. Dr. Miller has updated the policy and defined who is responsible if we close.

MOTION #6

Dr. Clarke made a motion to accept the revisions of the inclement weather policy. Sherry Taylor seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

MOTION #7

Dr. Clarke made a motion to go into closed session to discuss a personnel issue. Tim Thompson seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

MOTION #8

Judge Barnett made a motion to return to open session. Jared Hollon seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

MOTION #9

Judge Barnett made a motion to give a staff bonus of $1,000 to Merit and Full Time Personal Services Contract employees with WEDCO paying the taxes, and $500 to Part Time Personal Services Contract employees with WEDCO paying the taxes for the holidays. Jared Hollon seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Abstain
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

MOTION #10

Dr. Clarke made a motion to adjourn the meeting. Jared Hollon seconded the motion.

Roll Call

Jared Hollon – Yes
Dr. Horace Hambrick – Yes
Dr. Brett Hines – Yes
Sherry Taylor – RN - Yes
Tim Thompson - Yes
Dr. Derrick Clarke – Yes
Judge Alex Barnett -- Yes

No further discussion. Motion passed without opposition.

Meeting was adjourned.

Tim Thompson, Chairman — Date: 2-28-23

Dr. Crystal Miller, Secretary — Date: 3/13/23