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

MINUTES

WEDCO BOARD OF HEALTH MEETING

Wednesday, November 18th, 2020

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:

Harrison County
Brett Hines, OD
Dr. Derek Clarke

Nicholas County
Judge Steve Hamilton
Becky Reid

Scott County
Jared Hollon, Judge Designee
Sherrie Taylor, RN
Tim Thompson

Members Absent:
Harrison County
Judge Alex Barnett

Staff and Guests Present: Dr. Crystal Miller, Rachel Kendall, Savannah Tucker, Brad Hayes

With a roll call showing a quorum present, Tim Thompson called the meeting to order at 12:06 P.M.

The first order of business was to review and approve the minutes from the last meeting which took place on September 9th, 2020.

MOTION #1
Dr. Clarke made a motion to approve minutes from the September 9th, 2020 District Board of Health Meeting. Sherry Taylor seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes
Becky Reid - Yes

No further discussion. Motion passed without opposition.

The next order of business was to review and approve the consent agenda.

MOTION #2
Jared Hollon made a motion to approve the consent agenda. Becky Reid seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes
Becky Reid - Yes

No further discussion. Motion was passed without opposition.

The next order of business was the presentation of WEDCO's annual financial audit presented by Brad Hayes, CPA with RFH Consultants. Brad informed the board that there was an unmodified opinion, the best opinion possible for a Local Health Department. He continued by going through a brief overview of WEDCO's financials as of June 30th, 2020. He reported that WEDCO's assets equaled approximately $17 million. That included $6.5 million in cash, $5.5 million in CDs, and $5 million brokerage accounts. That reflected a $1.5 million increase in cash from the previous year.

He then went through WEDCO's liabilities & fund balances. Only minor payroll liabilities were found. WEDCO was found to have approximately $5 million in unrestricted funds, $3.3 million in restricted capital, $4 million in leave, and small balances in state and federal funds. Most restricted fees were found to be from the home health program.

He continued with the statement of revenues, expenditures and changes in fund balance. WEDCO was under budget overall reflecting this with state and federal revenues and service fees. WEDCO's expenditures were also under budget. There was an excess in revenues over expenditures of $2.2 million.

Mr. Hayes then informed the board that all cash and deposits were fully secure as required by KRS, and that as of June 30th, 2020 WEDCO had an unrealized gain of approximately $145,000 in their brokerage account. WEDCO contributed 100% of what it was required to contribute to the Kentucky Retirement System. The agency's approximate net pension liability was found to be $27.5 million and net unpaid liability to be $4.3 million.

Mr. Hayes then walked the board through the rest of the audit packet and informed the board that there was not an opinion issued, meaning there were no significant findings of material weaknesses or deficiencies. He informed the board that in an audit of federal programs required as a result of extra funding WEDCO received for COVID, there was not opinion issued, meaning there are also no significant findings.

There were no prior audit findings to report, Mr. Hayes complemented WEDCO on a great audit and recognized Rachel Kendall's hard work on the financials for WEDCO.

The next order of business was to review the annual update to WEDCO's handbook. The following updates were made:

- Organizational chart was updated.
- Update to the attendance policy, clarifying the process and verbiage, making it more in line with 902 KAR 8:100, and adding a suspension without pay between a written reprimand and termination of employment.
- Cell phone procedure updated to match Cell Phone policy approved at the last board meeting Mileage table updated. Administrative and Bourbon county offices removed, mileage recalculated using Apple Maps.

MOTION #3

Dr. Clarke made a motion to approve WEDCO's handbook revisions. Becky Reid seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes

Sherry Taylor, RN - Yes
Tim Thompson - Yes
Becky Reid - Yes

Because the attendance policy was updated in the handbook, an approval for a revision of the Policy #1044 – Employee Attendance was required.

MOTION #4

Dr. Clarke made a motion to approve changes to the attendance Policy #1044 per the revisions made in the handbook revisions. Jared Hollon seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes
Becky Reid - Yes

No further discussion. Motion passed without opposition.

Mrs. Kendall went on to let the board know there were still plans to build a storage and preparedness building, but WEDCO was unable to allocate the staff to move the project forward due to COVID at this time. At the last meeting, a committee was formed to review bids on a new security system. Mrs. Kendall thanked Tim, Judge Barnett and Dr. Hines for their time. The bid was awarded to Hi-Tech Technologies. She informed the board the project was on track to be finished by the end of the year.

Mrs. Kendall then informed the board of the need to replace the HVAC system in Harrison County and that a general scope of work was being developed by a trusted vendor. She explained that the District Board would need to pay half the bill for the project out of capital funds. She asked the board if they felt it was necessary to ask the Harrison County Local Board for a vote or if they felt they could vote on it as a District Board, Dr. Clarke recommended that it be run past the local board first.

Mrs. Kendall then went on to share with the board that there was a surplus in the 1st quarter of $482,000. She explained that finances were on target for this year so far, WEDCO had received 27.2% of budgeted revenue and spent 25.8% of budgeted expenditures. There was $6.7 million in WEDCO's checking account.

Mrs. Kendall then informed the board that WEDCO had moved their investments from Kentucky Bank Ameriprise to TD Ameritrade. She shared plans with the board to continue to maximize WEDCO's returns.

Mrs. Kendall moved on to inform the board that the state contract to employ contact tracers was set to end on December 31st, 2020, and though WEDCO did receive a mini-grant for testing, WEDCO was considering options for how to keep the contact tracing and COVID testing teams on for however long they were needed to serve our communities. Dr. Miller informed the board that she was willing to fund both the teams using WEDCO funds. All programs within WEDCO have been continually accessed to ensure they are still part of the core public health transformation. The pandemic has brought to light the importance of any other program being fully self funded so that tax dollars are only used toward core public health services.

Dr. Miller then briefly went through the year-end report for the Home Health Program for the board. She also let the board know that we are in great need of nurses in both home health and the clinic and encouraged board members to send any nurses they knew who may be looking for a new job to WEDCO.

Dr. Miller then asked the board for their blessing to run a skeleton crew between the Christmas and New Year holiday. She explained that staff would be encouraged to stay home and refrain from travel. The board was supportive of that plan.

Then next order of business was to review a new policy #1052 – Internal Infectious Disease Mitigation Strategy. Dr. Miller explained that this policy is very flexible and will allow WEDCO to mandate testing and vaccination. She explained that there may be a need to begin mandating testing for staff, a practice that many other health care facilities have already implemented. Savannah Tucker, HR for WEDCO, added that the COVID cases and quarantined staff that we have seen thus far have been a result of exposures outside of work time. Ms. Tucker went on to inform the board that after drafting the policy she sent it to Local Health Personnel and was advised that, while they are not attorneys, the policy was not any more stringent than other similar policies they have seen implemented. Dr. Miller explained that she is very concerned about spread within the agency as a result of employees' actions outside of work. The ability to test regularly and mandate other mitigation strategies would be a vital tool to protect WEDCO's employees and sustain services to our communities.

Tim Thompson expressed strong support for the policy and expressed the importance of WEDCO setting the standard for policies like this as an employer in our communities. He asked Dr. Miller what would happen if employees did not want to test and she responded by telling him that a refusal to test would be a refusal to work barring a medical exemption.

Dr. Clarke shared with the board his experience with a hospital policy that required flu vaccinations. If an employee did not get the vaccination, there was a requirement to wear a mask while in work status. Dr. Miller asked that should this policy pass an addendum with similar verbiage be added.

MOTION #5

Tim Thompson made a motion to approve new policy #1052 – Internal Infectious Disease Mitigation Strategy with an addendum to include a mask requirement as discussed. Sherry Taylor seconded the motion.

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes
Sherry Taylor, RN - Yes
Tim Thompson - Yes
Becky Reid - Yes

Dr. Miller updated the board on current COVID-19 contact tracing strategies and informed them that most health department services are back up and running. She also educated them on what she knew about the upcoming vaccination and preliminary plans to store and distribute it.

Tim Thompson then congratulated Dr. Miller on her Scott County Person of the Year Award. She expressed her gratitude to the board as well.

No further discussion. With no other business to discusse

MOTION #7

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

Roll Call

Dr. Derek Clarke – Yes
Jared Hollon – Yes
Judge Steve Hamilton – Yes
Derek Clarke. MD - Yes
Sherry Taylor – RN - Yes
Tim Thompson – Yes
Becky Reid - Yes

Meeting adjourned.

Tim Thompson - Vice Chair — 3/9/2021

Judge Alex Barnett, Chairman — Date

Dr Miller — 3/11/21

Dr. Crystal Miller, Secretary — Date