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

MINUTES

WEDCO BOARD OF HEALTH MEETING

Wednesday, June 17th 2020

WEDCO District Health Department
Harrison County Health Center Community Room

Cynthiana, Kentucky

12:00 P.M.

Dr. Bennett, Chairman
Judge Barnett, Vice Chairman

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Members Present:

Harrison County
Dr. John Bennett
Alex Barnett, Judge Executive
Dr. Derek Clarke
Brett Hines, OD

Nicholas County
Judge Steve Hamilton
Becky Reid

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

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

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

Dr. Bennett asked the board for a motion to approve the minutes from Monday, March 9th, 2020.

MOTION #1
Motion was made by Dr. Hines to approve the minutes from Monday, Monday March 9th, 2020. Tim Thompson seconded the motion.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Abstain
Sherry Taylor, RN – Yes
Dr. Hines – Yes

Becky Reid abstained because she was not present at the previous meeting.

No further discussion. Motion passed without opposition.

The next order of business was to review the consent agenda for Home Health and Community Health promotions. Dr. Miller explained to the board that both of these programs were evolving to meet the needs of the community during the COVID-19 outbreak. Home Health has slowly begun to take referrals again. The use of telemedicine will continue when at all possible.

The next order of business was the review of the financial board packet and budget for Fiscal Year 21, presented by Rachel Kendall, WEDCO's Administrative Services Manager. Mrs. Kendall began by expressing how impressed and proud she was of Dr. Miller and her leadership as well as WEDCO's COVID-19 response team. She continued by informing the board that the total expenditures coded to the COVID-19 cost center, through May 31, were approximately $230,000, and WEDCO had been reimbursed for approximately $166,000. She went on to explain that this was not something that was budgeted for. Despite this, WEDCO anticipates ending the fiscal year with approximately a $1.4 million surplus. The summary was as follows:

Total assets - $17 million

Receipts over expenditures – $1.4 million
Budgeted revenue received – 91%
Budgeted expenditures – 86%
Checking – $6.6 million

Mrs. Kendall went on to update the board on the facilities. She shared WEDCO's plans for building a storage facility to house preparedness equipment at the Harrison County site and intent to sell the old district building. These plans have been put on hold due to COVID-19. Sealed bids were taken for a security system to replace the old one that had been installed in 2007. Only one company, Unified, turned in a sealed bid, Mrs. Kendall was concerned about the price and shared that she and Dr. Miller hoped to reject the bid and advertise for new sealed bids due to the lack of competitive bids.

A motion was made to reject the Unified bid.

MOTION #2
Motion was made by Jared Hollon to reject the Unified bid for a security system and re-advertise for new sealed bids. The motion was seconded by Dr. Clarke.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

The next order of business was the new budget for FY21. Mrs. Kendall shared that WEDCO anticipates the retirement contribution rate to stay the same for this fiscal year (49.47%). She informed the board that she built in a 5% meritorious increment for staff due to their tireless work in maintaining patient care and excellent service the agency. The total cost for this salary and fringe increase would be approximately $336,000. An additional $25,000 was built into the budget for those receiving evaluation scores indicating job performance that is Proficient and Commendable (PC) or Highly Commendable (HC). Those that receive a PC or HC evaluation score will be awarded a 1.5% or 3% lump sum of their salary, respectively.

MOTION #3
Motion was made by Dr. Clarke to award WEDCO staff with a 5% meritorious increment. The motion was seconded by Jared Hollon.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

MOTION #4

Motion was made by Tim Thompson to award those receiving evaluation scores indicating job performance that is Proficient and Commendable (PC) or Highly Commendable (HC). Evaluations rated Proficient and Commendable will be awarded a 1.5% lump sum. Evaluations rated Highly Commendable will receive a 3% lump sum. The motion was seconded by Becky Reid.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

The next order of business was to review and approve the budget for FY21. Mrs. Kendall informed the board that this budget included all allocations from state and federal government. It does not consider allocations made for the COVID-19 pandemic. Mrs. Kendall shared that she is hopeful and confident that WEDCO will receive funds for COVID-19. She shared that she has budgeted approximately $700,000 for WEDCO's COVID response and aired on the side of caution by budgeting as if WEDCO will not be reimbursed at all. She shared that she still projects a $500,000 surplus. The budget also does not include any return on investments for the coming year. She also pointed out that the budget includes a $150,000 allocation for the Beautiful Minds Project. The board discussed the need to keep an eye on the financial situation of public health with services through the next several years and stressed the importance of making sure our programs are in line financially to be able to serve the communities.

MOTION #5

Motion was made by Jared Hollon to approve the FY21 budget. The motion was seconded by Becky Reid.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Tim Thompson then asked for the floor. Mr. Thompson began by commending WEDCO and its staff on their hard work through the COVID-19 pandemic. He went on to question whether or not there are other health departments that provide a vehicle for their Public Health Director. He explained that in his experience leasing vehicles has been more cost effective than paying mileage in some cases. Dr. Miller and the board were open to the idea and planned to look into it further.

Mr. Thompson went on to encourage the Judge Executives to be mindful of staff's presence on social media, especially when those staff are representing government agencies. The community looks to those who work in public health and for government agencies for guidance regarding public health topics, and though staff's first amendment cannot be infringed upon, the importance of putting forth accurate information during times like this is vital. Dr. Miller agreed with this, and stressed the importance of public health workers representing these agencies well in the community. Dr. Clarke agreed with this suggestion as well.

Dr. Miller then proceeded to thank the board for their support, especially throughout the COVID-19 pandemic. She expressed her thankfulness for WEDCO staff, elected officials, and the communities WEDCO serves.

She informed the board the generator that was once at the old district office will be moved to Nicholas County, meaning that all WEDCO sites will soon be equipped with a generator. She also informed the board of the placement of three contact tracers at WEDCO. These are state employees stationed at WEDCO. She shared that WEDCO has reverted to intensive contact tracing as the economy opens back up. It is necessary once again to collect information on who positive patients have been around and where they have been. She explained that she does expect an increase in cases, but that WEDCO would continue to test four days per week at each site (Monday & Wednesday at Scott County, Tuesday at Nicholas County, and Thursday at Harrison County). WEDCO has been working closely with schools and parks on reopening plans. WEDCO currently has 5 people working full-time on the COVID-19 team.

Dr. Miller shared that WEDCO's cases had included several hospitalizations and an outbreak in a long term care facility. WEDCO will continue to work with community partners on preventing another outbreak in another long term care facility.

Dr. Miller then opened up the conversation to discuss the importance and benefits of a mass communication system. Plans were made to integrate each county's system so information can be shared about COVID-19 testing.

Dr. Miller went on to inform that board of a great need for public health nurses and asked the board to approve tuition assistance to a WEDCO employee who had shown great dedication to the agency. This employee is an LPN seeking an RN. WEDCO's Tuition Assistance Program had been put on hold in years past, though due to agency need Dr. Miller asked that the board approve assistance for this employee.

MOTION #6

Motion was made by Jared Hollon to approve tuition assistance based on public health and agency need for nurses. The motion was seconded by Dr. Clarke seconded the motion.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Dr. Miller thanked the board and went on to inform the board of the resignation of Dr. Bennett from the board due to relocating to Louisville. Dr. Bennett will be retiring with 26 years of public health service both on the Scott County Local Board and the District Board of Health. Dr. Bennett shared that he had learned much about what public health is and what it looks like on the ground level. He commended the other members of the District Board of Health on their work and expressed that he was proud to have worked with them. Several members of the board thanked him for his leadership and wished him well in his future endeavors.

It was decided that the roles of Board Chairman and Vice Chairman would be decided at the next meeting.

MOTION #7

Motion was made by Jared Hollon to adjourn the meeting. The meeting was seconded by Sherry Taylor.

Roll Call

Dr. Bennett – Yes
Judge Barnett – Yes
Dr. Derek Clarke – Yes
Tim Thompson – Yes
Judge Hamilton – Yes
Jared Hollon – Yes
Becky Reid - Yes
Sherry Taylor, RN – Yes
Dr. Hines – Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.

Dr. John M. Bennett, Chairman — Date 9/9/20

Dr. Crystal Miller, Secretary — Date 9/15/2020