District Health Department & Home Health Agency

Serving Harrison, Nicholas, Scott & Bourbon County Home Health

MINUTES

WEDCO DISTRICT BOARD OF HEALTH MEETING

Monday, November 19, 2018

WEDCO District Health Department
Conference Room

Cynthiana, Kentucky

6:00 P.M.

Dr. Bennett, Chairman
Judge Barnett, Vice Chairman

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Members Present:

Harrison County
Dr. Derek Clarke
Dr. Bret Hines, OD

Nicholas County
Becky Reid

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

Members Absent:

Harrison County
Alex Barnett, Judge Executive

Nicholas County
Mike Pryor, Judge Executive

Scott County
Jan Sharpe

Staff and Guests Present: Brad Hays, Rachel Kendall, Dr. Crystal Miller, Shyla Bourne, Debbie Whitson, Adam Lawrence, Anne Marie Gonzalez, Sherrie Tibbs, Gene Thomas and Gary Brunker.

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

Dr. Bennet asked if anyone had old business to discuss. No one had old business.

Dr. Bennet introduced Brad Hayes, CPA with RFH CPA's and Consultants, to report on the 2017-2018 Financial Audit.

Brad Hayes, CPA presented the Independent Auditor's report. Mr. Hayes pointed to RFH's unmodified opinion on Regulatory Basis of Accounting. Next, Mr. Hayes reviewed the year-end balance sheet, reporting that overall revenues and expenditures are in line with what was budgeted. All of WEDCO's cash and investments were secured according to what is required by the state statutes.

Mr. Hayes reviewed the Independent Auditors' Report on Internal Control over Financial Reporting and on an Audit of Financial Statements performed in accordance with Government Auditing Standards. RFH did not find any deficiencies with WEDCO's internal controls and found the agency is compliant regarding matters that are required to be reported under Government Auditing Standards.

Mr. Hayes then went over the agreed upon the Independent Accountant's Report on Applying Agreed-Upon Procedures. The procedures evaluated were from the period of July 1, 2016 to June 30, 2018.

- This audit found a sample of purchase orders that were missing proper signatures, documentation, or improper dates.
- A sample of 48 environmental deposits were evaluated. Some of these deposits were found to be missing the proper, dates, signatures, receipts and or documentation.
- A sample of six months of journal entries. This sample contained a few entries without proper signatures and/or monthly summary reports.

Mr. Hayes stated this audit found some documentation processes were not followed according to our internal control policies, however there were no misappropriations of funds. Dr. Miller asked the board to approve a motion to accept the 2017-2018 financial audit.

MOTION #1

Motion was made by Dr. Clark to accept the 2017-2018 financial audit. Becky Reid seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Dr. Miller asked the board for a motion to approve the June 11, 2018 minutes.

MOTION #2

Motion was made by Becky Reid to approve the minutes from June 11, 2018. Dr. Clarke seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Next, the meeting moved forward with Dr. Miller asking Gene Thomas, Environmental Director if he had anything to add to the Environmental consent agenda. Mr. Thomas stated he would like to look into getting a credit card machine in the environmental offices to help reduce some of the clerical paperwork his staff is required to fill out when payments are made by cash or check.

The meeting then moved on to new business. Dr. Bennet called on Sherrie Tibbs to present on the Community Health Clinic. Mrs. Tibbs informed the board that the clinic had experienced some turnover, therefore they are currently training new staff and that this training is going well. Harrison county clinic has seen an increase in services so staff has been relocated to this site from Scott Co as a long-term solution.

Mrs. Tibbs reported that due to flu-season being upon us, a large number of flu shots have been administered in the clinics as well as during flu-clinics in the communities. The clinics have also been administering an increased number of Hepatitis A vaccines. WEDCO received the MCH grant again this year, which helps to fund several programs such as the Beautiful Minds, dental varnish and safe sleeping programs.

Mrs. Tibbs informed the board that she had three policies to present:

- The WIC program has requested an update to our breastfeeding policy stating that WEDCO will promote breastfeeding as the number one choice for infants, and make breastfeeding easily accessible for mothers while in the clinics.
- A new Administrative policy to support staff member's Respiratory Protection per OSHA guidelines.
- An addition to our Internal Control policies has been created to support implementing Sports and CDL physicals as clinic services.

Dr. Miller asked for three motions to approve all three policies.

MOTION #3

Motion was made by Dr. Clarke to approve the updated breast-feeding policy. Becky Reid seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

MOTION #4

Motion was made by Becky Reid to approve the new Respiratory policy. Sherry Taylor seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

MOTION #5

Motion was made by Dr. Clarke to approve the new Internal Control policies, which allow CDL and Sports physicals to be offered as clinic services. Jared Hollon seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Dr. Miller then presented the Home Health board packet in place of Rene Rawlins. Dr. Miller reported that staffing has been an issue with the department recently. In addition, the Home Health department recently transitioned to an electronic medical records process.

Due to the new electronic process, WEDCO had to purchase new computer equipment and has developed three new policies regarding the care and use of this new equipment. Dr. Miller presented the first Home Health policies:

- Computer access to information. This policy states it is the responsibility of all agency personnel to protect the patients' privacy and confidentiality. All patient information is accessed by authorized personnel only with regards to using the electronic records process.

MOTION #6

Motion was made by Dr. Clarke to approve the Computer Access to Information policy. Becky Reid seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Dr. Miller then presented the second Home Health policy:

- Electronic Signature policy. This policy ensures that the electronic signature of home care personnel is appropriately authenticated, dated and secured.

MOTION #7

Motion was made by Dr. Clarke to approve the Electronic Signature policy. Sherry Taylor seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Dr. Miller then presented the third new Home Health policy:

- Computer Use and Care policy. This policy ensures that all agency issued computer equipment is maintained in good operating condition. Employees will comply with the stated procedures in the care and maintenance of equipment.

MOTION #8
Motion was made by Sherry Taylor to approve the Computer Use and Care policy. Becky Reid seconded the motion.

Roll Call:
Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Rachel Kendall, Administrative Services Manager presented the finance report. Mrs. Kendall oversees the facilities as well as Human Resources. Mrs. Kendall presented revisions for the employee handbook from the Human Resources department.

- Voting Leave Policy revision. On page 48 corrected 902 KAR 8:120, Section 13 to 902 KAR 8:120, Section 14.
- On page 25 and 26 changed the dress code policy to specify that Environmental staff are not permitted to wear open toed shoes.
- Added the "Employee Health Insurance after FMLA Benefits Exhausted Policy"
- On page 78 added "WEDCO" to CPR Requirements and changed "preparedness coordinator" to "CPR Facilitators"

MOTION #9
Motion was made by Sherry Taylor to approve the WEDCO Employee Handbook revisions. Becky Reid seconded the motion.

Roll Call:
Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Mrs. Kendall reported that our FY 19 annual budget was officially approved by the state on July 31, 2018. There were a few minor modifications made with contracts and allocations, which decreased our FY 19, budgeted expenditures to $9,267, 114.70, and our revenue to $10,243,558. This left WEDCO with budgeted excess revenue over expenditures of $976,441.00.

Mrs. Kendall then reviewed the balance sheet for period ending 09/30/18. WEDCO's total assets equal $14,580,285.23. The total assets are comprised of the General Operating Account, FSA/HRA Account, Petty Cash, Certificates of Deposit and Ameriprise Inc. as a surplus of $664,046.15 for the first three months of FY 19.

Revenue and Expense analysis for July 1, 2018 to September 30, 2018. The report shows year-to-date expenses and revenue for each line item of the FY 19 Budget. WEDCO has received $2,891,405.93 or 28.23% of budgeted revenue and expended $2,227,359.78 or 24.04% of budgeted expenditures for the first three months of FY 19.

As of September 30, 2018, the operational checking account currently received a rate of 0.50% on an average daily balance of $4,216,199.72. The balance helps insure adequate cash flow for business operations and meets the State's recommended availability of at least 3 months of operating expenses.

Mrs. Kendall reported that she is not aware of any official retirement decisions made by the state but at this time believes it will be at the 84% contribution rate.

The meeting then continued with Dr. Miller presenting the Director's report. The PHAB committee will be meeting soon; it is likely WEDCO will find out the status of our application within the next few weeks. Dr. Miller reported that the Beautiful Minds program is going well. The holiday closure went well last year so WEDCO has decided to implement a holiday closure this year, December 26th to the 28th. Employees will have to use their own annual days to cover the time off. Dr. Miller discussed discontinuing providing billing for the Harrison Co school system. This arrangement has cost the agency approximately $80,000 a year for the last two years. Upon the advice of the board, Dr. Miller agreed to speak with the Harrison County Superintendent to discuss transitioning out of this.

Dr. Miller then asked the board to approve a new Naloxone Kit distribution policy.

- The purpose of this policy is to prevent fatal drug overdose from opiates and provide families and patients with access to overdose prevention outside of the clinic. The kits will be dispensed through the Needle Exchange Program.

MOTION #10

Motion was made by Sherry Taylor to approve the Naloxone Kit distribution policy. Becky Reid seconded the motion.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

The next meeting date is scheduled for March 18, 2019.

MOTION #11

Motion was made by Derek Clarke to adjourn. This motion was seconded by Jared Hollon.

Roll Call:

Dr. Clarke – Yes
Dr. Hines – Yes
Jared Hollon – Yes
Dr. Bennett – Yes
Becky Reid – Yes
Sherry Taylor – Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.

Dr. John M. Bennett, Chairman — Date: 4-15-19

Dr. Crystal Miller, Secretary — Date: 4/15/19