

MINUTES

WEDCO BOARD OF HEALTH MEETING

Tuesday, December 3, 2013

Wedco District Health Department
Conference Room

Cynthiana, Kentucky

6:00 P.M.

Dr. Bennett, Chairman
Judge Barnett, Vice Chairman

Members Present:

Harrison County
Dr. Derek Clarke

Nicholas County
Mike Pryor, Judge Executive

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

Members Absent:

Harrison County
Alex Barnett, Judge Executive
Larry Wiley, R.Ph

Nicholas County
Becky Reid

Scott County

Staff and Guests Present: Jerry Hensley, CPA and Clinton Colliver, CPA with Ray, Foley, Hensley & Co., PLLC, Gary Bruncker, Dr. Brett Hines, Rachel Kendall, Lorrene Rawlins, Jane Tatum, April Thomas, Gene Thomas, and Crystal Caudill-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 Pryor to approve the minutes from July 23, 2013. Mr. Hollon seconded the motion.

Roll Call:

Jan Sharpe – Yes
Sherry Taylor – Yes
Judge Pryor – Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Dr. Clarke - Yes

No further discussion. Motion passed without opposition.

With no Old Business to discuss, the meeting moved forward to New Business with the Clinic Report. Ms. Miller explained that she was still looking for a Clinic Manager; however, she has not found a candidate to fit Wedco's needs. Seasoned Clinic staff have been very helpful to Ms. Miller in the absence of a manager. Ms. Miller advised the board that the clinic year to date numbers were within the board packet for their review. Wedco's free flu shot clinics were very successful and our flu vaccine supply has been depleted. Harrison Co. gave out 167 flu shots, Scott Co. gave out 252 and Nicholas Co. gave out 81. Ms. Taylor asked if Wedco had ordered more vaccine and Ms. Miller explained Wedco has. Ms. Miller stated that next year, Wedco will be targeting festivals so that a high population might benefit from being vaccinated.

Next, Mrs. Lorrene Rawlins presented the Home Health board packet. Wedco has met goals for all billable visits for the first three months of the fiscal year. Both Home Health and the EPSDT program have ended the first quarter of FY 14 in the black. The VA program has

released funding; however, they have cut reimbursement 50%. Wedco's Waiver program has remained consistent and it continues to be Wedco's goal to increase census within the program. Referral's to the Home Health program have increased 44% compared to the same period last year with a majority of the growth in Harrison Co. Indigent Care has continued to be provided to those patients that have no means to pay. The majority of indigent care has been provided in Bourbon Co., followed by Harrison and Nicholas counties. The FY 12-13 Branch Audit has been included in the board packet for review and signature. Ms. Rawlins was pleased to share that Wedco rated 95% with the Satisfaction Survey's that were mailed out to patients and physicians, regarding care Wedco provides. These surveys are extremely sensitive and achieving a 95% satisfaction rate is outstanding. Due to this fact, Wedco was awarded the 2013 HHCAHPS Honors award. This is a prestigious annual honor recognizing the top 20% of home health agencies. Of 1200 agencies participating across the nation there were 12 agencies in KY who received this award for patient satisfaction. Of the 12, 7 were public health department home health agencies and 5 were for profit agencies. This is a huge accomplishment for Wedco which we can use as a positive marketing tool.

Ms. Rawlins shared that she is requesting a motion of approval from the board of the Home Health Policy and Procedure manual. Nothing has changed within the contents of this manual since last year. Dr. Bennett wanted to note the exceptional job Wedco has done in providing care to our indigent population.

MOTION # 2

Motion was made by Jan Sharpe to approve Wedco's Home Health Policy & Procedure Manual. Sherry Taylor seconded the motion.

Roll Call:

Jan Sharpe – Yes

Sherry Taylor – Yes

Judge Pryor – Yes

Dr. Bennett – Yes

Jared Hollon – Yes

Dr. Clarke - Yes

No further discussion. Motion passed without opposition.

Ms. Jane Tatum announced the arrival of our guests, Jerry Hensley, CPA and Clinton Colliver, CPA with Ray, Foley, Hensley & Co., PLLC. Mr. Hensley gave the FY 13 Wedco District Health Department annual audit report. Mr. Hensley reviewed and explained that our organization type requires three separate auditing reports and standards. A general overview was presented and it was noted Wedco closed the year with \$364K more in revenue than expected and our expenditures were \$271K under budget. Mr. Hensley stated this was very positive for Wedco. Mr. Hensley advised that beginning with retirement plan year 2014, we will be told what our pension liability is on an accrual basis and it will be substantial. Wedco has continued to maintain status as a low risk auditee. The board members were very pleased with Wedco's staff based on the outcome of the audit.

Gene Thomas presented the Environmental board packet. Mr. Thomas advised the board that Brit Combess had been hired to replace the departure of former Environmentalist, Greg Bolin. Brit had previously worked 11 years with Buffalo Trace and is certified lead risk assessor

in addition to Environmentalist. Health Environmentalist, Kristi Morris, has continued to do an excellent job in keeping environmental services caught up in Harrison and Nicholas Counties. In July, the Lake Carnico sewer project was completed and a ceremony was held to acknowledge all participants working on this project. Onsite sewage services have increased in the past few months due to the building of new homes, refinancing of existing homes and new restaurants opening. Mr. Thomas discussed that he continues to work on achieving Wedco's deliverables in the Preparedness program. All supervisory and management staff will be trained more extensively in preparedness and all employees will be involved in our quarterly telephonic alert exercises'. The Wedco vehicle wrap has been completed and the vehicle has been licensed and insured. This vehicle has already served Wedco well with hauling the new message board to advertise Wedco's "Free Flu Shot Friday" Clinics. Mr. Hollon explained that the Scott Co. Judge's office had received several positive calls regarding the advertisement of the free flu shots on our message boards.

Next, Ms. April Thomas presented the Community Health Education report. Ms. Thomas explained that she had now been at Wedco for six months, previously having been at Anderson Co. Health Department. The past six months, Ms. Thomas has been focusing on accreditation. The Community Health Assessment has been completed and Ms. Thomas has been in the process of finalizing this. Ashley Scott has been a welcome addition to the Wedco team as a new Health Educator following the retirement of Tony Hall. Ms. Thomas has actively worked on several projects including the creation of Wedco's Facebook page, updating Wedco's website and updating Community Resource Directory books. The Child Care Health Consultation Program and HANDS both continue to grow.

The Financial board report was then presented by Ms. Jane Tatum. Wedco has shown to be 36% ahead in budgeted revenue for the first quarter of FY14. Ms. Tatum advised the board that there had been one CD that was re-invested into an existing Certificate of Deposit yielding a slightly higher interest rate. The Churchill Fund investment had a slight downturn as bond markets went through a period of low performance, however the investment has recovered most of the initial value at the end of this last quarter.

Ms. Tatum asked the board to approve Wedco's updated Internal Control Policy Manual. Many changes were made regarding titles and other language specific to each individual policy. Wedco is obligated every year to update and approve such policy. One of the most significant changes has been to Wedco's Cell Phone policy to reflect the KY law changes of no texting and driving as this is a safety liability.

MOTION # 3

Motion was made by Dr. Derek Clarke to approve Wedco's Internal Control Policy. Jan Sharpe seconded the motion.

Roll Call:

Jan Sharpe – Yes
Sherry Taylor – Yes
Judge Pryor – Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Dr. Clarke – Yes

No further discussion. Motion passed without opposition.

Dr. Clarke said that Wedco seems to be doing well financially and he asked if the extra money could be given in employee bonuses. Ms. Miller explained that Wedco is restricted by the State merit system as to how bonuses are given. Wedco staff have been awarded a 5% increment (the maximum) this year during their annual evaluation and this is not always guaranteed. In years past, if an increment hasn't been given she has asked and received approval by the State to present one time lump sums to staff. Therefore, staff receive something monetary each year to reward them for their continuous efforts and work.

Sherry Taylor asked Ms. Miller what the status was on the whooping cough in Scott County. Ms. Miller explained that she had been in contact with our regional epidemiologist. Ann Mason Elementary has had the most cases with their total being 13 cases. There have been 23 cases confirmed altogether but the additional 10 have been spread out over the county. Dr. Clarke asked why there were so many cases when the population should be vaccinated. Ms. Miller had explained that some vaccinations had worn off and there had been a delay with these individuals receiving a second vaccination. Also, there are individual who for religious purposes don't vaccinate. Ms. Miller reminded the board that two years ago they had approved the Wedco policy regarding Wedco's right to not grant religious exemptions. Dr. Bennett expressed that Wedco's job is to protect the public, not the individual.

Lastly, Ms. Miller presented the Director's report. Ms. Miller explained the new Commissioner for Public Health and other leadership change has created change within public health. With the Affordable Care Act, implementation of expanded Medicaid MCO's, we are in a "sit and wait" game. Public Health continues to operate the same and we will determine our role as things unfold with the Governor's Initiative of Health Benefits Exchange. Ms. Miller will keep the board apprised at every future meeting regarding any information she receives from the Commissioner.

Ms. Miller advised the District Board of Health is required to approve our agency handbook annually. The most significant change was the updated Cell Phone policy that includes the no texting while driving ban.

MOTION # 4

Motion was made by Judge Pryor to approve Wedco's Employee Handbook. Mr. Hollon seconded the motion.

Roll Call:

Jan Sharpe – Yes

Sherry Taylor – Yes

Judge Pryor – Yes

Dr. Bennett – Yes

Jared Hollon – Yes

Dr. Clarke – Yes

No further discussion. Motion passed without opposition.

Ms. Miller explained that Pat Tschop, having recently served as Interim Director of Administrative Services, has continued to work on various projects related to operations within the agency under the supervision of Jane Tatum. Ms. Tschop's contract is scheduled to expire January, 2014. Wedco still has a need for Pat to continue her services with us in this capacity. Ms. Tschop has worked on various sensitive projects that had been hanging in the balance. Ms. Miller asked the board to extend this contract for six months, ending June 30, 2014.

MOTION # 5

Motion was made by Jan Sharpe to extend Pat Tschop's contract for six months, ending June 30, 2014. Dr. Derek Clarke seconded the motion.

Roll Call:

Jan Sharpe – Yes

Dr. Bennett – Yes

Sherry Taylor – Yes

Jared Hollon – Yes

Judge Pryor – Yes

Dr. Clarke – Yes

No further discussion. Motion passed without opposition.

The meeting continued with Ms. Miller sharing with the board the PowerPoint on Open Meetings Law. The State had asked all Directors to share this with their board. Also, a Code of Ethics and Financial Disclosure form has been included in each board packet for individual signature. By signing this form board members acknowledge they will abide by the Code of Ethics and have no financial interests to disclose. As a board member, neither them nor their family can receive more than \$2,000 annually from Wedco without approval from the Commissioner for Public Health. Lastly, the Kentucky Public Health Association meeting will be held April 15-17, 2014 in Louisville, KY. This is an excellent local meeting to attend for public health information. If anyone is interested in attending this meeting, please let either Ms. Miller or Rachel Kendall know. Ms. Miller expressed that she hopes the board is aware, after reading the employee newsletter, of the many exciting things Wedco is doing. Board meetings are often brief summarizing all programs but Wedco continues to provide many services with a great impact. Dr. Bennett explained that if any board member has a question or would like to make a suggestion, please contact Ms. Miller and she will work with her staff on any issue. Judge Pryor commended the entire staff of Wedco stating how fortunate this District is to work efficiently and provide excellent services.

The next Wedco District Board meeting date was set for February 10, 2014 at 6:00 p.m.

With no further business to discuss Dr. Bennett called for a motion to adjourn.

MOTION # 6

Motion was made by Jan Sharpe to adjourn. Mr. Hollon seconded the motion.

Roll Call:

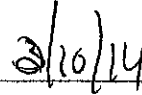
Jan Sharpe – Yes
Sherry Taylor – Yes
Judge Pryor – Yes

Dr. Bennett – Yes
Jared Hollon – Yes
Dr. Clarke – Yes

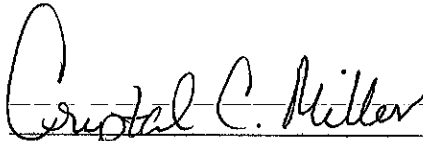
No further discussion. Motion passed without opposition. Meeting adjourned.



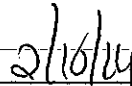
John Bennett, M.D., Chairman



Date



Crystal Caudill-Miller, Secretary



Date