



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

MINUTES

WEDCO BOARD OF HEALTH MEETING

Monday, June 17<sup>th</sup>, 2019

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  
Brett Hines, OD

**Nicholas County**

Judge Roscoe Higginbotham

**Scott County**

Jared Hollon, Judge Designee  
Dr. John M. Bennett, Chariman  
Sherrie Taylor, RN

**Members Absent:**

**Harrison County**

Alex Barnett, Judge Executive

**Nicholas County:**

Becky Reid

**Scott County:**

Tim Thompson

**Staff and Guests Present:** Dr. Crystal Miller, Rachel Kendall, Terrice May, Lorrene Rawlins, Sherrie Tibbs, Savannah Tucker, Debbie Whitson, Ronda Walton, Kathie Tucker, Cathy & Gary Bruncker, and Adam Lawrence

**Public Present:** Danny Copes

With a roll call showing a quorum present, Dr. Bennett called the meeting to order at 6:20 p.m.

Dr. Miller asked the board for a motion to approve minutes from Monday, April 15<sup>th</sup>, 2019.

**MOTION #1**

Motion was made by Dr. Clarke to approve the minutes from Monday, April 15<sup>th</sup>, 2018. Judge Higginbotham seconded the motion.

*Roll Call*

Dr. Derek Clarke – Yes  
John Bennett, M.D. – Yes  
Jared Hollon – Yes

Judge Higginbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

No further discussion. Motion passed without opposition.

The meeting moved forward with the consent agenda, beginning with an update on WEDCO’s Clinic Program by Sherrie Tibbs. Mrs. Tibbs explained that the Hepatitis A was keeping clinics busy and that there were “clinics” scheduled to take place in the community that were being tailored toward the at risk population. The purpose of these “clinics” was to prevent the spread of the disease in the community. She informed the board that WEDCO continues to provide dental varnishes, a billable service, to school children, which is funded through the MCH grant.

Mrs. Tibbs also updated the board on several resignations and retirements within her program. She publicly thanked Donna Long for her years of service as a nursing supervisor as she will be retiring in July. The board was also informed that in response to Kentucky’s Public Health Transformation, WEDCO’s Clinics will be cutting several services in order to cut cost. These services include prenatal services, some private pay vaccinations, KWCS (Kentucky Women’s Cancer Screening Program), and FPP (Family Planning Program).

Mrs. Tibbs concluded by providing a summary of FY19’s clinic service numbers and a comparison of these number to FY15.

No action was required, the meeting moved forward with no further discussion.

The meeting moved forward to the next consent agenda item pertaining to WEDCO's Home Health Program, presented by Lorrene Rawlins. She informed the board of a high turnover rate within her program, which has been very difficult to endure. She also informed the board that Home Health had updated regulations and implemented NDOC.

She informed the board that the home health QAPI (Quality Assurance and Performance Improvement) Program is something she intends to make a regular topic in her board reports. Attached was a copy of WEDCO Home Health's Consumer Assessment of Healthcare Providers and Systems Home Health Care Survey, which is aimed at measuring the experiences of people receiving home health care from Medicare-certified home health agencies. Increasing WEDCO's score will be priority in the upcoming quarter.

No action was needed, so the meeting moved forward with no further discussion to New Business.

Dr. Crystal Miller presented the Board Report for WEDCO's Environmental and Preparedness Programs. She explained that our Environmental program is very busy and that we are still in the process of hiring a new Environmentalist. She explained that there are many regulation changes happening as well.

Dr. Miller also informed the board that William "Gene" Thomas, would be retiring effective September 1<sup>st</sup>, 2019. She, as well as several members of the board, expressed that Gene would be tough to replace and that he had been a great asset to WEDCO over the years.

Dr. Miller went on to explain an issue that WEDCO's Environmentalists are spending extra time returning to inspect swimming pools multiple times. This is putting a great deal of hardship on Environmental staff, so she requested action to approve Policy Number 4011, to allow WEDCO to require a \$100 follow-up fee for all swimming pools that require a follow-up inspection in addition to a normal regular inspection. The follow-up fee would be assessed for only one location/address per follow-up inspection.

### **MOTION #2**

Motion was made by Dr. Bennet to approve Policy 4011- Swimming Pool Follow Up Inspection Fee. The motion was seconded by Dr. Clarke.

### *Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines - Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

No further discussion. Motion was passed without opposition.

The next item on the agenda was to open sealed bids for the installation of a generator at the Harrison County Facility. Bids were collected from the following companies at the following rates:

1. Maher Electric - \$123,000 + \$1,950 for Caterpillar generator.
2. Judy Construction – \$158,000
3. Reiner Electric – \$117,000

4. Henderson Services – \$172,000

The bid from Maher Electric was chosen as the best choice for WEDCO's needs.

**MOTION #3**

Motion was made by Jared Hollon to utilize Maher Electric for the Harrison County generator project. The motion was seconded by Sherry Taylor.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines - Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

The next item on the agenda, was the Administrative Services/Financial Report, presented by Rachel Kendall, WEDCO's Administrative Services Manager. She explained that WEDCO's focus remained on filling several vacancies. She also informed the board that WEDCO is in the process of transitioning to a web based timesheet and that WEDCO's administration team had been very busy collecting bids on WEDCO's facilities as WEDCO consolidates into only three buildings as opposed to five. She asked for a motion to form an executive committee that can oversee the remodeling of WEDCO's Harrison County facility as well as some remodeling of the Scott County Facility.

**MOTION #4**

Motion was made by Jared Hollon to form an executive committee to oversee remodeling of WEDCO's Harrison and Scott County facilities. The motion was seconded by Sherry Taylor.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines - Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

Judge Barnett, Dr. Clarke, and Sherry Taylor were chosen to comprise the committee.

Mrs. Kendall shared the financial packet for FY 19 through May 30<sup>th</sup>. WEDCO's Total Assets sit at over \$15 million and the bottom line (Receipts over Expenditures) is at a surplus of approximately \$1.5 million. Mrs. Kendall included a year-to-date report as well.

Then, Mrs. Kendall gave a synopsis of the FY 20 Budget proposal. This budget included no meritorious increment for staff; however, it did build in a lump sum for PC evaluations of 1.5% and a lump sum of HC evaluation of 3%. Also, both she and Dr. Miller stated that they have built in some extra money toward workforce development to accommodate for salary increments for those that consistently go above and beyond, as well as salary compression comparisons. WEDCO very much believes that evaluations should be performance based rather than across the board. The District board agreed. Mrs. Kendall asked for a motion to approve the FY20 budget.

**MOTION #5**

Motion was made by Dr. Clarke to approve the FY20 Budget which included no merit increase of salary; however, it did build in a lump sum for PC evaluations of 1.5% and a lump sum of HC evaluation of 3%. It was seconded by Brett Hines.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines - Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

No further discussion. Motion was passed without opposition.

Dr. Crystal Miller then took the time to inform the board that WEDCO had officially been accredited by PHAB that morning. She complemented all of the staff because regardless if they were in the trenches of compiling documentation, the departmental functioning and processes were the essential pieces of proving we are doing public health at a national standard. Jared Hollon called for a motion to commend WEDCO staff on their hard work achieving PHAB accreditation. It was noted that accreditation is no small feat in an area like the district we serve. We are now one of less than 300 nationally accredited public health departments. He thanked WEDCO staff and our accreditation team for all of their hard work and the long hours that were put in.

**MOTION #6**

Motion was made by Jared Hollon to commend WEDCO staff on their hard work on PHAB Accreditation. The motion was seconded by Dr. Clarke.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines - Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

No further discussion. Motion was passed without opposition.

With no further items to discuss, Dr. Bennett called to a motion to adjourn.

**MOTION #7**

A motion was made by Sherry Taylor to adjourn. Jared Hollon seconded the motion.


*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Brett Hines – Yes

Judge Higgenbotham – Yes  
Derek Clarke, MD - Yes  
Sherry Taylor – RN - Yes

No further discussion. Motion was passed without opposition.

Meeting adjourned.

  
\_\_\_\_\_  
Dr. John M. Bennett, Chairman

9-23-19  
Date

  
\_\_\_\_\_  
Dr. Crystal Miller, Secretary

10/7/19  
Date