



**District Health Department & Home Health Agency**

Serving Harrison, Nicholas, Scott & Bourbon County Home Health

**MINUTES**

**WEDCO BOARD OF HEALTH MEETING**

**Monday, March 20, 2017**

**WEDCO District Health Department  
Conference Room**

**Cynthiana, Kentucky**

**6:00 P.M.**

**Dr. Bennett, Chairman  
Judge Barnett, Vice Chairman**

**Members Present:**

**Harrison County**

Brett Hines, OD  
Dr. Derek Clarke

**Nicholas County**

Becky Reid  
Mike Pryor, Judge Executive

**Scott County**

Jared Hollon, Judge Designee  
Sherry Taylor, RN  
Jan Sharpe

**Members Absent:**

**Harrison County**

Alex Barnett, Judge Executive

**Nicholas County**

**Scott County**

John M Bennett, M.D

Staff and Guests Present: Tina Bennett, Rachel Kendall, Dr. Crystal Miller, Lorrene Rawlins, April Thomas, Gene Thomas and Kathie Tucker.

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

**MOTION #1**

Motion was made by Jan Sharpe to approve the minutes from December 12, 2016. Judge Pryor seconded the motion.

*Roll Call:*

Dr. Brett Hines – Yes  
Jared Hollon – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

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

No further discussion. Motion passed without opposition.

Dr. Miller introduced guest employec Kathie Tucker as our EPSDT Coordinator.

With no old business to discuss, the meeting moved forward to new business and the financial report presented by Mrs. Tina Bennett. The first portion of the report was an update for current FY 17. WEDCO's current assets equal \$12,737,682.47. Receipts over Expenditures show a surplus of \$1.6 M for the first 7 months of FY17. Mrs. Bennett shared with the board that as of January 31, 2017, the operational checking account currently receives a rate of 0.50% on an average daily balance of \$5,153,136.08. Mrs. Bennett included investments and CD's within her report for the board to review.

The WEDCO Internal Control Policy Manual Update was discussed next. Mrs. Bennett explained this is a management tool for ensuring WEDCO's funds and assets are controlled and used for the purpose intended. There were minor revisions for this new version. Mrs. Bennett asked the board for a motion to approve the Internal Control Policy Manual Update.

**MOTION #2**

Motion was made by Judge Pryor to approve the WEDCO Internal Control Policy Manual. Jared Hollon seconded the motion.

*Roll Call:*

Dr. Brett Hines – Yes	Sherry Taylor – Yes
Jared Hollon – Yes	Jan Sharpe – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	

No further discussion. Motion passed without opposition.

Last, Mrs. Bennett shared a table that Account Clerk Ronda Walton had found on the KERS website regarding the Employee and Employer Contribution Rates by Fiscal Year. This table shows the dramatic rise in percentages beginning with 1956.

Next, Dr. Crystal Miller presented the Clinic report. Dr. Miller reported the clinics are running smoothly; however, Clinic services continue to steadily decline, and this is mainly attributed to the Affordable Care Act. The Clinic service numbers were provided for the boards review. Additionally, Dr. Miller shared that she needs a motion for review and approval of Policy #6017, WEDCO’s Medication Administration Policy. There are no changes to this policy; however, the State requires that our District Board of Health review this annually.

**MOTION #3**

Motion was made by Jan Sharpe to approve the WEDCO’s Medication Administration Policy (#6017). Dr. Clarke seconded the motion.

*Roll Call:*

Dr. Brett Hines – Yes	Sherry Taylor – Yes
Jared Hollon – Yes	Jan Sharpe – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	

No further discussion. Motion passed without opposition.

The home health report was presented by Mrs. Lorene Rawlins, Director of Nursing. Ms. Rawlins explained that WEDCO’s home health program has exceeded goals for FY17 with \$270,584 in the black. The EPSDT program, a Medicaid funded program, which is overseen by Kathie Tucker, is running right under the projected goals for the second quarter with \$49,699 in the black. The Waiver program continues to work toward its goals for FY17. This program is showing black ink of \$207,346. The Waiver program underwent a complete overhaul in September of 2016. This greatly affected the services we can provide. An agency can no longer furnish both case management and provide other services; it must be one or the other. The VA program, serving Veterans, currently only services 1 patient and is showing a deficit of \$233.79. As of January, WEDCO received a total of 657 referrals, 120 of which were not admitted due to

various reasons that are explained in the attached spreadsheet. For this same period last year, we had 648 referrals so we are continuing to increase our numbers. Indigent services have totaled \$3000.00 this fiscal year with a majority of care being provided in Harrison County. This is a slight increase as compared to the same period last year.

Gene Thomas, Environmental Director, presented the Environmental board packet. Mr. Thomas advised the board that during the past few months, The Environmental staff have been working on accreditation. Just recently, new computers have been purchased to allow staff to perform inspections in the field which will allow more efficiency and professionalism. Mr. Thomas thanked Dr. Miller and IT Manager, Larry Adamson, for their help and support on this project. Routine inspections and collections with overdue permit money continue to occur. Mr. Thomas advised he is looking at ways to cut down on the amount of time spent collecting permit money and this is reflected in the new Internal Control Procedure Manual. On February 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> the environmental staff attended the KYEHA Conference in Lexington, KY. This conference allows our environmentalists to receive the recommended amount of CEU's to maintain their sanitarian license requirement. Mr. Thomas is honored to have been elected as Vice-President of the Kentucky Environmental Health Association for the upcoming year. Just recently, Mr. Thomas assisted our Accreditation Coordinator, Amber Broaddus, on WCYN radio to talk about radon and how citizens should test their homes for radon. Service numbers for onsite sewage and lead are provided in the board packet for review.

Mr. Thomas continued with his Preparedness report. On February 13<sup>th</sup>, Mr. Thomas attended a strategic planning training in Frankfort to discuss prioritizing our preparedness deliverables for the next 5 years. This meeting focused on what deliverable would be best to keep our communities prepared for an emergency disaster. On February 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>, Mr. Thomas attended the Healthcare Coalition Response Leadership training in Anniston, Alabama. This course allowed us to define a coalition, identify how healthcare coalitions are a valuable asset when an emergency or disaster happens, and how we can improve healthcare coalitions in our area. Mr. Thomas looks forward to working with our communities to make our healthcare coalitions stronger and better prepared. Recently, WEDCO was awarded additional preparedness funds to help support POD supplies as well as medical needs shelters. On March 3, 2017, all of our sites practiced the statewide tornado drill. Each site kept a sign in sheet of all who sheltered in place, and this documentation was used as documentation for our required quarterly drill.

Next, Mrs. April Thomas presented her board packet for Community Health. The Community Health team continues to work on WEDCO's CHA (Community Health Assessment) and CHIP (Community Health Improvement Plan) for Accreditation. The next cycle of MAPP (Mobilizing for Action through Planning and Partnerships) will begin with community partner meetings later this fall/winter. WEDCO is in the process of creating a WEDCO Health Taskforce that will address the Eight Dimensions of Wellness within our communities which include: health equity, health policy, economic growth, health outcomes, etc. Quality improvement and performance management trainings are upcoming. Currently, WEDCO has one student intern and one volunteer, and will have more placements as summer arrives. Also, WEDCO has been tapping into many social media/marketing avenues. Please check us out on Facebook, Twitter and Instagram. WEDCO participates with our local radio

station, WCYN, and is featured on their Coffee Break show the 2<sup>nd</sup> Thursday of the month. Our Accreditation Coordinator, Amber Broaddus, is on Coffee Break EXTRA every 4<sup>th</sup> Tuesday of the month to discuss pertinent public health issues. The Go365 program has performed 243 screenings as of March 1<sup>st</sup>, with several more events to come. Also, there are various programs that are continuing such as Tobacco Cessation, Diabetes, Osteoporosis, Physical Activity, Nutrition, Community and School projects. In June 2017, according to HB 234, Kentucky's Licensed, Certified Child Care and State-funded early child care programs are mandated to enter and participate in the new Kentucky ALL STARS Quality rating system as a level 1. WEDCO's CCHC (The Child Care Health Consultation) region is actively participating in the ALL-STARS system as a level 1. The total number of families enrolled in our HANDS program is at 103.

Finally, Dr. Crystal Miller gave her Director's report. Dr. Miller announced that WEDCO has officially applied for Public Health Accreditation. WEDCO remains in the beginning stages of quality improvement. Dr. Miller shared her pride in Amber Broaddus, Accreditation Coordinator and the WEDCO accreditation team for their dedication. One of the focuses WEDCO has had recently is branding and the importance of this in our communities. There were many versions of the WEDCO logo and that has been streamlined to include one revamped logo along with the official spelling of WEDCO being in all capitals. Our mission is also undergoing a change and is now "To be a voice, partner and leader in building stronger, healthier and safer communities for all, where we live, work and play". The Syringe Exchange Program is steadily increasing in Harrison County, and more patients have been seen in the first two months of this year than all of last year. Dr. Miller advised that a committee has been formed in Scott Co., and includes members of both the City Council and Fiscal Court. Dr. Miller updated the board that the HepC and HIV testing in each of our jails will not be happening as originally planned. There is a medical liability placed on the jails once an inmate is identified. However, WEDCO will be partnering with the Harrison County Drug Court to provide free testing to their program participants. The Beautiful Minds Project has done over 1500 assessments across our district. Included in the board packet, is a detailed narrative from the team lead on this project outlining what is happening in this program within all of our counties. During a recent meeting with the coordinators of the Beautiful Minds program, they shared just that morning a Nicholas County student had planned to commit suicide by taking their parents heart medication. This program was able to prevent that from happening. Dr. Miller asked the board for a motion to approve another \$150,000 for the next fiscal year for this project to continue with the University of Kentucky and our local school districts.

#### **MOTION #4**

Motion was made by Jan Sharpe to approve the budgeting \$150,000 toward the Beautiful Minds Program (Suicide Prevention). Sherry Taylor seconded the motion.

#### *Roll Call:*

Dr. Brett Hines – Yes  
Jared Hollon – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

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

No further discussion. Motion passed without opposition.

WEDCO's tuition assistance policy is one way that WEDCO has been able to attract and retain employees. The policy had restricted that employees must be a WEDCO employee for one year in order to qualify. Dr. Miller has recognized this policy as an important recruitment tool and has amended the policy to allow staff to be eligible after they successfully complete their probation. Dr. Miller would like a motion for approval of the tuition assistance policy revision.

**MOTION #5**

Motion was made by Dr. Clarke to approve the revision of the Tuition Assistance Policy (#1048). Becky Reid seconded the motion.

*Roll Call:*

Dr. Brett Hines – Yes	Sherry Taylor – Yes
Jared Hollon – Yes	Jan Sharpe – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	

No further discussion. Motion passed without opposition.

Annually, the District Board of Health must approve the WEDCO Employee Handbook. A copy with changes highlighted was provided for board review. Minimal changes were made to include the revision to the tuition assistance policy, updated the Americans with Disabilities Act information, added the Health Equity Statement, added more information regarding Employee Political Activities, and changed Wedco District Health Department to WEDCO District Health Department and Home Health Agency.

**MOTION #6**

Motion was made by Judge Pryor to approve the WEDCO Employee Handbook revisions. Dr. Clarke seconded the motion.

*Roll Call:*

Dr. Brett Hines – Yes	Sherry Taylor – Yes
Jared Hollon – Yes	Jan Sharpe – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	

No further discussion. Motion passed without opposition.

Dr. Miller continued her report to discuss the option of closing WEDCO during the Christmas holiday, which would be the three days between Christmas and New Year's Eve. This is usually a slow time for all departments except home health. If this option was chosen, employees would be required to take 3 days of vacation but would be off a total of 10 days with the holiday schedule. WEDCO would make provisions to have staff on hand to cover any immediate patient needs and the management team would be available, as well. Staff will be surveyed later this year to see if they are interested in this option. During the legislative session,

KHDA, our health department association spent time with legislatures. Dr. Miller met specifically with Steve West who covers part of Scott and Bourbon Co. Dr. Miller discussed the retirement contribution and the importance of needle exchange programs. The Red Tape Reduction Task Force continues to meet. Also, in FY 2018, there may be some infrastructure funds from the State Department for Public Health. If these become available, Dr. Miller plans to use them for a new District Office. Dr. Miller recently had lunch with Mitch McConnell's staff member and let him know how detrimental the proposed ACA reform would be to the CDC Public Health Prevention Fund. This past month, Dr. Miller attended the NACCHO board meeting in D.C. and met with various legislatures. NACCHO is currently looking for a new Executive Director and Dr. Miller may be appointed to the committee to handle the search. There are several meetings that were included in Dr. Miller's packet that board members are welcome to attend should they choose to do so.

The next WEDCO District Board meeting date was set for June 12, 2017 at 6:00 p.m.

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

**MOTION #7**

Motion was made by Jan Sharpe to adjourn. Sherry Taylor seconded the motion.

*Roll Call:*

Judge Barnett – Yes  
Sherry Taylor – Yes  
Becky Reid - Yes  
Judge Pryor - Yes

Dr. Brett Hines – Yes  
Jared Hollon – Yes  
Jan Sharpe – Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.

  
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Dr. John M. Bennett, Chairman

6-12-17  
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Date

  
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Dr. Crystal Miller, Secretary

6/12/17  
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Date

