



**District Health Department & Home Health Agency**

Serving Harrison, Nicholas, Scott & Bourbon County Home Health

**MINUTES**

**WEDCO BOARD OF HEALTH MEETING**

**Monday, June 12, 2017**

**WEDCO District Health Department  
Conference Room**

**Cynthiana, Kentucky**

**6:00 P.M.**

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

**Members Present:**

**Harrison County**  
Alex Barnett, Judge Executive  
Dr. Derek Clarke

**Nicholas County**  
Becky Reid  
Mike Pryor, Judge Executive

**Scott County**  
Jared Hollon, Judge Designee  
John M Bennett, M.D

**Members Absent:**

**Harrison County**  
Brett Hines, OD

**Nicholas County**

**Scott County**  
Sherry Taylor, RN  
Jan Sharpe

Staff and Guests Present: Tina Bennett, Amber Broaddus, Rachel Kendall, Dr. Crystal Miller, Lorrene Rawlins, April Thomas, Gene Thomas, Sherrie Tibbs, Kathie Tucker, Ronda Walton and Debbie Whitson.

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

Dr. Miller advised the board that she would like to restructure the board meeting by utilizing a consent agenda. This would mean that board members would read their packet prior to the board meeting, and make a motion on the previous board meeting's minutes, and all items that require no action. This will allow the board to have more time to discuss important public health matters.

**MOTION #1**

Motion was made by Judge Barnett to approve the consent agenda which included minutes from March 20, 2017. Jared Hollon seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

No further discussion. Motion passed without opposition.

With no old business to discuss, the meeting moved forward to new business, and the next agenda item which asked for a motion to go into closed session to discuss personnel matters.

**MOTION #2**

Motion was made by Jared Hollon to move into closed session to discuss personnel issues. Becky Reid seconded the motion.

*Roll Call:*

Judge Barnett – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

Jared Hollon – Yes  
Judge Pryor - Yes  
Dr. Bennett - Yes

No further discussion. Motion passed without opposition.

**MOTION #3**

Motion was made by Judge Pryor to move into open session. Becky Reid seconded the motion.

*Roll Call:*

Judge Barnett – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

Jared Hollon – Yes  
Judge Pryor - Yes  
Dr. Bennett - Yes

No action taken in closed session and no further discussion. Motion passed without opposition.

The next item of business was a presentation of the 2017 County Health Rankings Data by April Thomas. Before Mrs. Thomas began her presentation, she advised the board that on June 8<sup>th</sup>, WEDCO hosted a Community Lead Forum. While this wasn't as well attended as WEDCO would like, there was great networking and communication regarding the lead issues. The County Health Rankings provide a comparison of WEDCO's district and other counties within and outside of the State. These rankings are done annually and include mortality, quality of life, health behaviors, social, and economic factors. Mrs. Thomas noted that while we cannot change today, we can change the future by implementing changes in our counties that will positively affect these numbers. The WEDCO Health Promotion team continues to build their programs and policies around these numbers to counter health disparities and improve the health and wellbeing of our citizens. In doing this, WEDCO will involve all community partners so that input from the community is included.

Tina Bennett, Director of Administrative Services, presented the financial report. The first portion of the report was an update for current FY 17. WEDCO's current assets equal \$13,001,332.63. Receipts over Expenditures show a surplus of \$1.9M. 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 \$4,348,960.96. WEDCO received 84% of budgeted revenue and expended 68% of budgeted expenditures. Mrs. Bennett included investments and CD's within her report for the board to review.

Mrs. Bennett explained that the proposed FY18 budget was sent to the State and as of this board meeting, she has not heard back from them. Highlights from the FY18 budget include: overall revenues were \$248,000 more than budgeted in 2017, decrease in federal funding, increase in Medicare and Medicaid Service Fees. Overall expenditures projected are \$521,919

more than budgeted in FY17. The FY18 proposed budget includes a 5% salary increase for employees, and also includes a 1.5% lump sum payment to staff who achieve a performance rating at the Proficient and Commendable level, and a 3% lump sum payment to staff who achieve a performance rating at the Highly Commendable level. Kentucky Employees Retirement System (KERS) Employer Contribution rates for LHD's is increased from 48.59% in FY17 to 49.47% in FY18. There has also been \$100,000 set aside in the budget for workforce development. Dr. Miller explained this was to help staff members with individualized trainings to further enhance their skill-set, as well as, use this for full staff trainings.

**MOTION #4**

Motion was made by Judge Barnett to approve the FY18 WEDCO Budget which includes a 5% increment for WEDCO staff. Jared Hollon seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

No further discussion. Motion passed without opposition.

**MOTION #5**

Motion was made by Dr. Clarke to approve a 1.5% one-time lump sum payment to staff who achieve a performance rating at the Proficient and Commendable level, and a 3% one-time lump sum payment to staff who achieve a performance rating at the Highly Commendable level. Judge Pryor seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

Dr. Bennett asked if everyone gets this lump sum and Dr. Miller advised that only approximately 20-30 staff members are awarded this yearly, at a total of approximately \$20K. Motion passed without opposition.

Sherrie Tibbs, Clinic Nurse Administrator, provided a brief clinic update and asked the board to review her packet. Mrs. Tibbs asked for board approval on the revision of the Hours of Operation Policy #5011. This policy is reflective of our clinic hours for each county we serve.

**MOTION #6**

Motion was made by Dr. Clarke to approve the revision to policy #5011 – Clinic Hours of Operation. Jared Hollon seconded the motion.

*Roll Call:*

Judge Barnett – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

Jared Hollon – Yes  
Judge Pryor - Yes  
Dr. Bennett - Yes

No further discussion. Motion passed without opposition

Sherrie Tibbs continued her Clinic board report and advised that WEDCO would have an open vacancy for the Scott Co. Clerical Supervisor's position. Beverly Marshall currently holds this position and will be retiring in September. Mrs. Tibbs is currently working to fill that position. Also, the Nicholas County nursing position was filled with Brenda Jenkins which has allowed Mrs. Tibbs to move into the management portion of her job.

Finally, Dr. Crystal Miller gave her Director's report. Dr. Miller advised the board that they did not hold the scheduled building committee meeting, and they would reschedule at a later date. The Department for Public Health has partnered with eClinical Works, over the past several years, with electronic medical records management as a pilot and implementation in some counties. Recently, a whistleblower with the company claimed their licenses were obtained fraudulently. DPH has spent millions of dollars with this project and we have not received any updates on how they plan to move forward or how this will impact Local Health Departments across the State. Dr. Miller will update the board as this unfolds. Local board meetings have been held across the district and each county board voted to keep the tax rate the same. Dr. Miller recently presented checks totaling \$150,000 to the school superintendants of each WEDCO county for funding toward the Beautiful Minds, Suicide Prevention Program. WEDCO has received great press for this funding and it is helping us strengthen our community partnerships.

As part of accreditation, we are focusing on branding within the agency. Attached to the board packet is a branding guidelines policy, #1008, that states how our agency logo should appear and be used. Dr. Miller asked the board's approval of this policy.

**MOTION #7**

Motion was made by Judge Pryor to approve the WEDCO Branding Policy, #1008. Becky Reid seconded the motion.

*Roll Call:*

Judge Barnett – Yes  
Becky Reid - Yes  
Dr. Derek Clarke – Yes

Jared Hollon – Yes  
Judge Pryor - Yes  
Dr. Bennett - Yes

No further discussion. Motion passed without opposition

Next, another accreditation standard WEDCO is required to have is an Institutional Review Board Policy for research efforts related to WEDCO property. Attached is the IRB policy for review and Dr. Miller asked for board approval.

**MOTION #8**

Motion was made by Judge Barnett to approve the Institutional Research Review Policy. Dr. Clarke seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

No further discussion. Motion passed without opposition

Finally, WEDCO is transitioning from providing cell phones to having employees use their own phone and issuing a stipend for those key employees whose position requires them to carry a cell phone. Attached for review and approval is the stipend policy for employee cell phones.

**MOTION #9**

Motion was made by Dr. Clarke to approve Employee Cell Phone policy #2004. Jared Hollon seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

No further discussion. Motion passed without opposition

Dr. Miller advised the board of upcoming meetings they are welcome to attend, including the American Public Health Association Meeting, National Association of County and Health Officials, and National Association of Local Boards of Health.

The next WEDCO District Board meeting date was set for August 14, 2017 at 6:00 p.m.

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

**MOTION #10**


Motion was made by Jared Hollon to adjourn. Dr. Clarke seconded the motion.

*Roll Call:*

Judge Barnett – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor - Yes
Dr. Derek Clarke – Yes	Dr. Bennett - Yes

No further discussion. Motion passed without opposition

Meeting adjourned.

  
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Dr. John M. Bennett, Chairman

9-11-2017

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Date

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

Dr. Crystal Miller, Secretary

9/11/17

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Date