



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

MINUTES

WEDCO BOARD OF HEALTH MEETING

Wednesday, November 6<sup>th</sup> 2019

WEDCO District Health Department  
Conference Room

Cynthiana, Kentucky

12:00 P.M.

Dr. Bennett, Chairman  
Judge Barnett, Vice Chairman

**Members Present:**

**Harrison County**

Alex Barnett, Judge Executive  
Brett Hines, OD

**Nicholas County**

Becky Reid

**Scott County**

Jared Hollon, Judge Designee  
Dr. John M. Bennett, Chairman  
Tim Thompson

**Members Absent:**

**Harrison County**

Dr. Derek Clarke

**Nicholas County:**

Judge Roscoe Higginbotham

**Scott County:**

Sherrie Taylor, RN

**Staff and Guests Present:** Dr. Crystal Miller, Rachel Kendall, Savannah Tucker, Sherrie Tibbs, Gary Bruner, Brad Hayes – RFH, LLC.

The meeting began with the 2019 Audit Report presented by auditor Brad Hayes from RFH. The Audit report included details of WEDCO's finances. The following was summarized:

- Assets = \$15,879,052
  - Current assets (cash) = \$5,196,257
  - Investments = \$10,682,545
    - Certificates of deposit = \$5,279,787
    - Brokerage account = \$5,402,758
- Liabilities and Fund Balance = \$15,879,052
  - Accounts payable and payroll related liabilities = \$188,124
  - Fund Balance = \$15,690,928
    - Unrestricted = \$5,006,049
    - Restricted (capital) = \$5,262,686
    - Restricted (leave) = \$500,000
    - Restricted (state) = \$36,494
    - Restricted (federal) = \$17,034
    - Restricted (fees) = \$4,868,665

Mr. Hayes explained WEDCO revenues had come in about \$50,000 under budget. He then noted that expenditures were under budget and excess revenue over expenditures was \$1.9 million. All cash certificates of deposit were fully secured. Mr. Hayes shared with the board the amount of unfunded pension liability would be approximately \$27,509,826.00. The Audit opinion had only one internal control finding, which was a delay in completing bank reconciliations. Mr. Hayes added that Ms. Kendall did have a corrective action in place. WEDCO did not have any prior audit findings to report.

Another note was made by Mr. Hayes that WEDCO had paid out overtime in FY19, and that it may be an area of improvement for the future. A formal summary was provided to the Board.

Sherrie Tibbs, WEDCO's Clinic Nurse Administrator, presented the Clinic report. Mrs. Tibbs reported that flu shots took longer than normal to come in, possibly due to the type of vaccine that she had ordered. Mrs. Tibbs mentioned that they had been busy giving out flu vaccines, though they have not given out as many as in years before. This could be, in part, due to other clinics and facilities offering flu vaccines.

Also, due to the delay in receiving the flu vaccines, WEDCO was not able to take part in many of the festivals where flu shots would normally be given out, thus impacting the number of shots that WEDCO administered this year. There has been a small increase in Hepatitis A cases. This is attributed to the homeless population and substance abusing population. Dr. Miller highlighted that we do offer the vaccination at our SEP. Mrs. Tibbs also updated the board on the process of phasing out some cancer screening programs, it has taken a bit longer to get contracts signed that allow WEDCO to refer these programs to Federally Qualified Health Care Centers. Mrs. Tibbs explained that MCH (Maternal and Child Health) grant funds are being tracked more efficiently, and that they have had great success in the Beautiful Minds Project. Finally, Mrs. Tibbs updated the board on the staffing of the clinic. They did lose two nurses earlier this year; however, they gained two new ones and one transfer from WEDCO's Home Health Program.

Judge Barnett, who had not been present for the beginning of the meeting, arrived at approximately 12:30 p.m.

With a roll call showing a quorum present, Dr. Bennett called the meeting to order at 12:33 p.m.

Dr. Miller asked the board for a motion to approve minutes from Monday, September 23<sup>rd</sup>, 2019.

With no old business to review, the first order of business was to review and approve the minutes from the last Board Meeting, held on Monday, September 23<sup>rd</sup>, 2019.

**MOTION #1**

Motion was made by Jared Hollon to approve the minutes from Monday, September 23<sup>rd</sup>, 2019. Becky Reid seconded the motion.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid - Abstain

Judge Barnett - Yes  
Brett Hines, OD - Abstain  
Tim Thompson - Yes

Becky Reid and Dr. Hines abstained from the vote because they were not present at the last meeting.

No further discussion. Motion passed without opposition.

**MOTION #2**

Dr. Bennett asked for a vote on the motion to approve and acknowledge the audit findings. It was unanimously approved and acknowledged.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid - Yes

Judge Barnett - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Dr. Miller assured the Board that the concerns regarding bank reconciliations were being addressed. Dr. Bennet requested a progress report at the next meeting.

The next order of business was to present the Home Health report. Dr. Miller expressed her pride in the Home Health program and its success at the end of the year. WEDCO is still providing indigent care. The Home Health Policy and Procedure Manual required approval.

**MOTION #3**

A motion was made by Judge Barnett to approve updates to the Home Health Policy and Procedure manual for Home Health.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid - Yes

Judge Barnett - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

The next order of business was the financial report presented by Rachel Kendall, WEDCO's Administrative Services Manager. Mrs. Kendall informed the board that WEDCO currently holds (as of September 30<sup>th</sup>, 2019) assets in the amount of \$16 million. In the third month of the fiscal year WEDCO had a \$244,000 surplus. WEDCO had received \$9 million (24.81% of budgeted revenue) and expended nearly \$9 million (25.31% of budgeted expenditures). This indicates that WEDCO is in line with the FY20 budget.

With regards to the Clinic services, certain programs that were to be assured were not budgeted for FY 20. However, the State required us to do these services longer than we had anticipated. The FY 20 budget will show expenditures in those programs due to this requirement.

Mrs. Kendall shared the James Carl Gray, WEDCO's Ameriprise investor was no longer with Kentucky Bank. Also, Mrs. Kendall asked for a motion to approve the updated 2019/2020 WEDCO Employee Handbook was updated with the following changes:

- Revised services to reflect changes made this year.
- New FMLA regulations were added to the sharing of sick leave, worker's compensation and FMLA section.
- Changed the dental insurance previously offered to reflect the new dental insurance offered.
- Updated information for our Employee Assistance Program to name our vendor as AETNA Behavioral Health – Phone Number 1-800-955-6422
- Timesheet has changed to CDP online time tracker
- Locations/phones/fax numbers have been updated to reflect changes – will need to be updated again when WEDCO's district office moves move.

**MOTION #4**

A motion was made by Dr. Hines to approve the 2019/2020 WEDCO Employee Handbook. Becky Reid seconded the motion.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid - Yes

Judge Barnett - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Mrs. Kendall then informed the Board the Scott County facility did have some major roof repairs that included fixing some leaks and removing the sky light. In addition to this, the Harrison County facility also had sustained major hail damage, and insurance covered the cost of the roof replacement. There were some recommendations by that contractor to make a few other repairs. Additionally, Harrison County Health Center renovations are ahead of schedule, though there were some design changes that have been made. These require additional funds to be spent on those changes. The board agreed to continue to move forward with those changes. A tentative plan was made to add to the Harrison County facility for storage and storm shelter. Mrs. Kendall asked the Board how they would like to proceed in this process and was advised to get a surveyor that can tell her exactly where the property line is so that further plans can be made and reported to the board.

In conclusion, Mrs. Kendall informed that board that after the District moves to Harrison County Health Center, WEDCO will hold a surplus sale. Mrs. Kendall expressed her goal of offloading the building itself as soon as possible due to the rapid deterioration of the building and its appliances and the high cost of maintaining it.

Dr. Miller presented the Community Health report. The board was informed that Caring for our Community Coalition was continuing to address the needs of our community. Dr. Miller informed the Board that a Community Needs Assessment was being conducted in conjunction with Georgetown Community Hospital.

The next order of business was to move into closed session to discuss personnel matters.

**MOTION #5**

A motion was made to move into close session to discuss personnel matters by Becky Reid. The motion was seconded by Judge Barnett.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid - Yes

Judge Barnett - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

**MOTION #6**

A motion was made by Jared Hollon to move into open session. The motion was seconded by Tim Thompson.

*Roll Call*

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

Becky Reid - Yes

Judge Barnett - Yes  
Brett Hines, OD - Yes

Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Next, Dr. Miller had suggested in closed session that the board consider doing a lump sum payment to staff considering the financial picture and the positive audit report. Dr. Miller acknowledged that she did not request an annual meritorious increase for staff this year due to the legislative issues with the pension crisis. She stated that staff have continued to operate with dedication under the uncertainty of the retirement issues and feel that a lump sum payment would speak volumes. The board agreed that they would like Dr. Miller to move forward with processing a lump sum payment for all full time staff in the amount of \$1,000.00 and part time and contracted staff receive \$500.00. The board made it clear that they wanted all staff to receive the full amount and that it be calculated in a way that WEDCO covers the taxes that would be incurred.

**MOTION #7**

A motion was made by Judge Barnett to move forward with processing lump sums. The motion was seconded by Jared Hollon.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid – Yes

Judge Barnett - Yes  
Derek Clarke. MD - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

The next order of business was Dr. Miller's report. She informed the Board that WEDCO had submitted a proposal for a harm reduction grant through the University of Kentucky. While the grant itself had not been awarded, U.K. did grant 3 Harm Reduction positions for employees that will be based at and working for WEDCO. These employees would be U.K. employees, but working for WEDCO. Interviews are in progress. In addition to this, WEDCO will be pursuing some website development aimed at updating the current website.

**MOTION #8**

A motion was made by Becky Reid to adjourn the meeting. The motion was seconded by Jared Hollon.

*Roll Call*

John Bennett, M.D. – Yes  
Jared Hollon – Yes  
Becky Reid – Yes

Judge Barnett - Yes  
Derek Clarke. MD - Yes  
Brett Hines, OD - Yes  
Tim Thompson - Yes

No further discussion. Motion passed without opposition.

Meeting adjourned.

  
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Dr. John M. Bennett, Chairman

03/24/2020  
Date

  
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Dr. Crystal Miller, Secretary

3/27/2020  
Date

