

KENTUCKY RIVER DISTRICT BOARD OF HEALTH
QUARTERLY BOARD MEETING

March 27, 2018

The Kentucky River District Board of Health met at 6:30 p.m. at the Holiday Inn located in Hazard, Kentucky, on March 28, 2018. Those members responding to roll call included:

Present

Judge Scott Alexander
Dr. Chet Ayers
Lisa Blackburn
Donna Brewer
Dr. William Collins
Charles Long
Judge Jimmy Sizemore
Dr. Kenneth Slone
Sally Spaulding
Dr. Lisa Triplett-Short
Judge Cale Turner
Judge Zachary Weinberg

Absent

J.B. Bowman
Judge Dennis Brooks
Gregory Collins
Dr. Don Holbrook
Judge Steve Mays
Judge Jim Ward

Other Staff Present

A. Scott Lockard, Secretary, Director
Helen Ascani, Administrative Assistant
Tammy Caudill, Accountant
Regina Reynolds, Administrative Specialist I
Jackie Williams, HANDS Coordinator
Connie Caldwell, RN Supervisor
Hope Kelly, RN Supervisor
Susan Kincaid, Health Education Coordinator
Libby Turner, Nurse Administrator
Allison Hurt, WIC Coordinator
Keven Nichols, Environmentalist Supervisor

Kathy Begley, Perry County Coordinator
Connie Johnson, Knott County Coordinator
Katrina Jones, Letcher County Coordinator
Vivian Smith, Lee & Owsley Counties Coordinator
Heath Vance, Leslie County Coordinator
Stacy Wilson, Wolfe County Coordinator
Reagan Turner, School Health Nurse
Christy L. Hall, School Health Nurse
Joan Wilson, Home Health Nurse
Anella Reed, Home Health Nurse

I. Welcome and Introduction

Chairman Chet Ayres called the meeting to order. He welcomed the board members and staff present.

II. Roll Call was done by Helen Ascani.

With twelve of the eighteen members present, there was a quorum and the meeting was held.

III. Approval of Minutes of December 12, 2017

Dr. Kenneth Slone motioned to accept the minutes from the meeting held on December 12, 2017.
Judge Jimmy Sizemore seconded the motion.
The motion carried unanimously.

IV. Old Business

No old business was up for discussion.

V. New Business

A. Clinical Services Report Libby Turner

- WIC – As of January 2018, the District enrollment number was 3,805. This is a 90% participation rate.
- Breastfeeding – Initiation rate for breastfeeding is 42.68% district wide. Currently, there is only one Breastfeeding Peer Counselor and she has approximately 180 clients.
- Diabetes – Denesa Watts, RN, will be working part-time for the Diabetes program. She will be teaching the diabetes self-management classes.
- Go365 – From December to February, we have completed approximately 300 biometric screenings for state employees in the Go365 program.
- Harm Reduction/Needle Exchange – The needle exchange program (NEP) will begin the first week of April for Perry County, Letcher County, and Wolfe County. The Perry County program is funded through an \$80,000.00 grant that Dr. Jennifer Havens received. It will be used for supplies and staff, but not for the needles. Currently, the Owsley NEP has 80 participants with 9,394 syringes given out and 8,096 syringes collected. Seven of the participants were tested for Hepatitis C and HIV. All seven tested positive for Hepatitis C. In the Lee County NEP there are 69 participants, with 10,625 syringes given out and 8,281 syringes taken in. 21 of the participants tested for HIV, and 15 participants tested for Hepatitis C. 86% of the 15 tested positive for Hepatitis C.

B. Environmental Service Report.....Keven Nichols

- Since Dec. 1, approximately 1300 inspections have been done. These include food services, septic tanks, tattoo and body piercing studios, schools, trailer parks, and prisons.
- Approximately 300 services were provided. These include nuisance control, dog bites, Food Handler and Food Management classes, water samples, and truck wrecks. 79,000 lbs. of products were quarantined from two truck wrecks. Eventually, 38,000 lbs. were released and 41,000 lbs. were destroyed.
- Over the winter, working with the state and local officials and the National Guard, warming stations were set up when power outages occurred. Working with the Perry County School Board, drinking water and hand washing stations were set up for the Buckhorn school when there was no water due to flooding.
- Data are electronically entered by the environmentalists as inspections are done or services are provided. In the past data had to be sent to the District Office to be entered.
- Revision of the Food Handler and Food Manager classes as well as changing their fee structure is planned for the near future.
- Rabies clinics are planned for the late spring or early summer depending on the veterinarian's schedule.

C. HANDS Service Report.....Jackie Williams

- A universal referral form has been implemented in the clinics and the community. Hopefully, the form will simplify the process of engagement with the participants and will encourage a higher completion rate than the state screening tool. Staff has been collaborating with the WIC program to identify WIC clients who have not had the opportunity to talk to someone about the HANDS program.
- District Team Meetings were held on Dec. 15, 2017 and February 9, 2018. Scott Lockard, our director addressed staff's concerns regarding productivity and other challenges. The HANDS staffs are trying to work more cohesively with the other health department programs.
- Quality assurance site visits were held in January and February 2018. A passing rate of 90% was received, but there are areas that need to be worked on. We will be working with our TA, Rachel Lindon, to implement these plans.

- We continued to collaborate with community partners such as the First Steps program and the Early Childhood Mental Health program through KRCC. Other community partners include Save the Children, MCHC and the Primary Care of Eastern Kentucky Pregnancy & Beyond program, and KRCC KY-Moms.
- Fiscal Year to Date revenue is \$603,880.00. Quite a few home visits were missed due to inclement weather and illness. We hope to reschedule all missed visits. Currently, the program is spending more than it is making. There is efficiency that needs to occur. Mr. Lockard believes there are opportunities for growth and the program can be financially solvent or even generating a surplus.

D. Health Promotion Report Susan Kincaid

- Emma Davidson is the Childcare Health Consultant.
 - Provides health, safety, and nutrition education, training and technical assistance to all daycares and head starts in 15 counties.
 - Received a Community Leadership Institute of KY (CLIK) grant. The grant provides funding to promote healthier environments for children and staff of day care centers in Perry County.
 - Working to get childcare centers to switch to Sleep Sacks instead of blankets. This will reduce the SIDS rate.
- Sherri Stidham is the Tobacco Program Coordinator for our seven counties.
 - Currently there are 14 daycare centers that are committed to being 100% tobacco free.
 - Working towards being 100% tobacco free school campuses in Perry and Letcher Counties.
 - March is KICK BUTTS month. Every high school in the district has an Anti-Tobacco Pledge wall where teens pledge to be the first generation to being tobacco free.
- KRDDHD received a \$10,000.00 Radon grant. Radon is the second leading cause of lung cancer; therefore, we need to get the word out regarding the availability of free radon test kits. The test kits are available at the local health departments.
- Received a \$20,000.00 Community Health Action Team (CHAT) grant. Will be meeting with Dr. Angela Carmen regarding the implementation of the grant.
- KRDDHD website is being updated. Planning to overhaul the whole site in the future.
- Logos and letterheads are currently in the development stage and will be voted on by all staff.
- Twitter account for the district is #KRDDHD.

E. Home Health Report Scott Lockard, Connie Caldwell and Hope Kelley

- Mr. Lockard went over the following statistics retrieved from the Executive Dashboard (nDoc). The data are for the current year to date and it's compared to last year during the same time period.
 - Referrals: Current YTD – 320
Last YTD – 333
We are down 13 referrals compared to the same time period from last year.
 - Referrals by Location: Lee County – 87
Owsley County – 74
Wolfe County – 63
Knott County – 49
Leslie County – 47
 - Top 10 Referral Sources: this data shows from where we are getting our referrals. We may need to do some outreach when one of the referral sources number is down.
 - Top 10 Primary Insurance: Medicare pays better than Medicaid and MCOs; therefore, the case mix needs to have more Medicare and Medicare replacement plan. Year to date, over half of our patients has Medicare or Medicare replacement plan.
 - Admissions by Company: Year to date – 281
Even though the referrals number is down, the admissions rate is higher this year than last year at the same time.
 - Admissions by Location show the number of admissions for each county.

- Current Census and Current Census by Location show the total number of Home Health patients and the number for each county. Year to date there are 132 Home Health patients with 30 in Lee County, 30 in Wolfe County, 28 in Owsley County, 27 in Leslie County, and 17 in Knott County.
- Census History shows historical tracking of the number of patients. The highest number of patients was in September, 2017, with 152 patients.
- Case Mix data shows the complexity of the patients. The higher the case mix number, the more complex or the more services the patients need and the higher the revenue we get reimbursed from Medicare.
- Paula Dean Bailey has been contracted to do the Home Health billings. She will be starting the first week of April. She will be working out of the Wolfe County Health Department.
- We are hoping to improve the efficiency of the billing process by electronically uploading records to the nDoc system.
- There are payers who are not reimbursing us. United Healthcare is one of the payers who are denying at a higher percentage of the services that we are providing. We may have to stop accepting United Healthcare.
- Calendar year to date, Medicare has paid \$261,911.69.
- We have received \$9,014.90 for the Anthem Medicaid cost settlement, and \$82,572.01 for the Wellcare cost settlement.
- We are in the process of transitioning to a new supplies vendor. The new vendor will provide us with more savings.

F. Performance Management and Accreditation..... Scott Lockard

- Internal Quality Control Program – will be looking at productivity numbers and the quality of the program.
- Many of the other health departments have decided to be accredited. We will be striving towards being accredited, but we are not ready for it yet. There are prerequisites that we have not met. We are contracting with Dr. Angela Carmen through the University of Kentucky to assist us in building a stronger organization in order to be accredited.
 - Will be reviewing all policies and procedures of delivering services.
 - Developing a communication plan, such as developing a logo.
 - Developing a Community Health Assessment and Community Health Improvement Plan (CHIP).
 - Partnering with KRADD and the Breathitt County Health Department.
 - Will be asking the board to be part of the CHIP.

G. Director’s Report Scott Lockard

- Mr. Lockard thanked the staff for their support. He has been to all the health departments and have attended all the staff meetings including the District Office. Mr. Lockard has re-instituted the monthly Leadership Team meeting held at the District Officer. He stressed that we are one health department, not seven separate ones, “one team-one vision.”
- Reviewed the processes of doing everything. If it is not a value added process, it will be questioned.
- Met with Acting Commissioner Jeffrey Howard on multiple occasions in Frankfort.
 - Deputy Commissioner Mark Pyle has resigned. We now have Senior Deputy Commissioner Connie White.
 - We received \$250,000.00 of unrestricted money and was fronted allocations that would have been collected at a later time.
- Instituted a hiring freeze. Will only considered positions that are mission essential and revenue producing.
 - Re-hired nurses on part-time basis with no benefits.
- Evaluated all spending and eliminating all non-essentials.

- Cancelled car maintenance contract with Enterprise.
 - As a vehicle comes of lease, we will purchase the vehicle and manage it ourselves. We will be re-evaluating the use of these vehicles.
- Evaluated the billing processes to make sure all revenues are being collected.
 - Has \$1.7 million in open billing for clinical services. Some may be uncollectible.
- Switched vendors in order to save on supplies.
 - Switching from Reidy Medical to Grogan's will be a saving of \$36,000.00.
 - More efficiently track supplies using the bar code system.
 - Found a deal on Depo-Provera, a saving of \$15,000.00.
- Will be working with the Department of Local Government to train staff on SPGE reporting,
- Met with the School Superintendents to discuss the issues and challenges we are facing in the school health program.
- Implemented electronic time sheet and has educated staff on accurately coding time and travel.
- In the process of updating job descriptions and will be going to an electronic version.
- Have been looking at way to increase revenues.
 - \$1.3 million is savings from attrition.
 - Many staffs are taking on multiple positions.
- Grants: Working with multiple community partners to leverage for more funding.
 - Dr. Hillary Surat of the University of Kentucky – Evaluating Owsley County Needle Exchange Program
 - Dr. Angela Carmen of the University of Kentucky – Community Health Assessment
 - University of Kentucky Care To Hope Program
- Evaluating every positions and programs. Every position must justify itself and programs that are not statutory required must be self sustaining. Positions will be identified that could be reduced in a reorganization.
 - Judge Scott Alexander suggests going from school health to jail health. He believes that the health department can make money from doing jail health and at the same time saving the county some money.
 - Mr. Lockard will contact Frankfort regarding this idea and see if there are protocols for jail health like that of school health.
- Mr. Lockard went over legislative bills that will affect the health department and the pension program.
 - SB1
 - SB25
 - SB66
 - HB200
 - HB263
- For FY18, the total contribution to the retirement system is \$2,237,720.
 For FY19, the total contribution to the retirement system will be \$3,778,386, an increase of \$1,540,666. This equates to a minimum of 33 jobs lost due to lack of funding increase in retirement.

- Mr. Lockard requested for the board to consider designating the health department campuses and the District Office campus to be Tobacco Free, including E-cigarettes.

Dr. Collins motioned to make the health department campuses and the District office campus tobacco free, including E-cigarettes.

Dr. Lisa Triplett-Short seconded the motion.

The motion passed unanimously.

Staff will be notified and given 60 days once it is implemented.

H. Financial Report..... Scott Lockard and Tammy Caudill

- Mr. Lockard reviewed report 117, Statement of Revenue and Expense
 - The target for revenues and expenses is 67% (8 out of 12 months):
All revenues and expenses are on target except for Total Service Fees at 59.3%. This is due to clinic and Home Health billings.
 - Balance as of 3/27/18 is approximately \$1 million. This is not a true surplus because of the money that was fronted to us.
 - We are current on all bills the first time in six year.
- The following taxing district has paid in full for fiscal year 2018: Leslie County, Letcher County, Owsley County, and Wolfe County.
- Assessed property value in the Kentucky River District has dropped by \$1 billion. This has caused hardship for many of the taxing districts to meet their appropriations. Maximum rate that can be raised on property tax by the health department is 10%.
- Must start paying back Medicaid match starting July 1, 2018.
- Surplus Property: Mr. Lockard requested a motion to be made to declare the six vehicles and the fluorescent light fixtures listed on the Surplus Property List to be declared as surplus in order for them to be sold or disposed of according to the Administrative Regulations. Money recouped will go back to the local taxing district if the property was originally bought with the taxing district money. Money recouped from vehicles bought by the district will go back to the district general fund.

Dr. Lisa Triplett motioned to declare the property as surplus to be sold or disposed of according to the Administrative Regulations.

Dr. Gregory Collins seconded the motion.

The motion carried unanimously.

I. Updated Workforce Reduction Plan Scott Lockard

- Mandated by Frankfort to have a Workforce Reduction Plan in place in case of a lay off.
- The current plan has been adopted by the district.
- Updated section is on page 6, section VI, Identification of Criteria to be used to Identify Employees Affected by the Reduction in Workforce Policy and Plan.
 - In the updated version, the #1 criteria is Qualifications of Employees.
 - In the current version, the #1 criteria is Seniority of Employees

Judge Alexander expressed his opinion that we should wait on adopting the updated plan until we know more from Frankfort regarding the budget. He would like to keep the current plan and for the board to wait until June to vote on the updated plan.

Chairman Ayres recommended for the plan to be approved.

Dr. William Collins made the motion to accept the updated plan.

Dr. Kenneth Slone seconded the motion.

Judge Alexander requested a roll call vote.

Roll call vote was carried out by Helen Ascani:

Judge Scott Alexander	No
Dr. Chet Ayers	Yes
Lisa Blackburn	Yes
Donna Brewer	Yes
Dr. William Collins	Yes
Charles Long	Abstain
Judge Jimmy Sizemore	Yes
Dr. Kenneth Slone	Yes
Sally Spaulding	Yes
Dr. Lisa Triplett-Short	Yes
Judge Cale Turner	Yes
Judge Zachary Weinberg	No

With 9 Yes, 2 No, and 1 Abstain, the motion to adopt the Updated Workforce Reduction Plan was passed.

J. Comments from County Coordinators

Each coordinator gave a report on activity in each of the health centers.

VI. Closed Session

Donna Brewer made the motion to move to a closed session.
Dr. William Collins seconded the motion.

The board moved to a closed session to discuss personnel and legal matters.

VII. Next Meeting Date

The next meeting date for the Kentucky River District Board of Health is scheduled for 6:30 p.m. on Tuesday, June 12, 2018.

VIII. Adjournment

Dr. Kenneth Slone motioned to adjourn the meeting.

Dr. William Collins seconded the motion.

Chet Ayres, DVM
Chairman

A. Scott Lockard, Director
Secretary

Date

Date