



Kentucky River District Health Department

Kentucky River District Board of Health Quarterly Meeting

Date of Meeting: June 16, 2020

Time of Meeting: 6:30 p.m.

Location of Meeting: ZOOM Format

Members Present

Judge Terry Adams
Judge Scott Alexander
Lisa Blackburn
J.B. Bowman
Donna Brewer
Judge Chuck Caudill
Gregory Collins
Dr. William Collins
Dr. Don Holbrook
Judge William Lewis
Dr. Kenneth Slone
Sally Spaulding
Dr. Lisa Triplett Short
Judge Cale Turner

Members Absent

Dr. Chet Ayres
Judge Raymond Banks
Judge Jeff Dobson
Mike Mays

Staff Present

A. Scott Lockard, Secretary, Director
Helen Ascani, Administrative Assistant
Libby Turner, Clinic Nurse Administrator
Connie Caldwell, Nurse Supervisor, Home Health
Hope Kelly, Nurse Supervisor, Home Health
Keven Nichols, Environmental Manager
Susan Kincaid, Health Education Coordinator
Vivian Smith, Lee & Owsley Counties Coordinator
Heath Vance, Leslie County Coordinator
Janet Cornett, Perry County Coordinator
Connie Johnson, Knott County Coordinator
April Sandlin, Breast Feeding Program Coordinator
Brandy Slone, Letcher County Coordinator
Sherrie Stidham, Tobacco Program Coordinator
Stacy Wilson, Wolfe County Coordinator

I. Call to Order

Chairman Chet Ayres was unable to attend.
Judge Chuck Caudill served as Chairman Pro Tem.
Judge Caudill called the meeting to order at 6:30 p.m.

II. Roll Call

With fourteen (14) of the eighteen (18) members present, a quorum was declared.

III. Welcome and Introductions

Judge Caudill welcomed the board members and staff present and asked Mr. Lockard to continue with the agenda of the meeting.

IV. Minutes of Previous Meetings

A motion was made by Dr. Kenneth Slone to accept the minutes from March 10, 2020, meeting as mailed out.

Ms. Donna Brewer seconded the motion.

Motion carried unanimously.

V. Old Business

No old business was up for discussion.

VI. New Business

A. Clinical Services

The Clinical Services report was given by Libby Turner.

Due to COVID 19, beginning in March, clinics' in-person services were decreased. Most services were done over the phone or by Face Time. WIC visits were also done over the phone. The USDA waived the physical presence requirement until the end of June.

During the pandemic, there is an increase in overdoses. The distribution of Narcan in the Harm Reduction program has doubled. Overdose prevention education is being emphasized and overdose alerts are posted on social media.

The CDC sent a team to work in the health department from April 9 to May 14, 2020. The team assessed infection control measures at several long-term care facilities and offered PPE training as needed. They also coordinated mass COVID testing at two facilities. Approximately 300 employees and few residents were tested. All test results were negative.

The CDC also trained some of the health department staff to administer the COVID 19 test. They also gave a refresher course on the proper techniques of donning PPEs.

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From March 5 to date, the agency provided Fit Testing for the N95 Respirator masks for almost 300 people in ten facilities. Most of them were long-term care facilities. Supplies to do the Fit testing were also provide to three other agencies.

The agency is following the Healthy at Work guidelines. Staff is checking their temperatures and answering screening questions daily. Wearing masks is also required in all locations. Starting this month, patients who came to the clinics also underwent the same requirement along with the modification of social distancing.

Mr. Lockard added to the report, stating that the district continues to have additional cases of COVID 19. Over the weekend, 21 cases were added. Mountain Comprehensive Care has increased its testing capacity. Along with MCHC, several other partners, such as Juniper Health, Little Flowers Clinic, June Buchanan Clinic, and Northfork Clinic with the University of Kentucky, have received federal grants to do COVID 19 testings. MCHC is doing the Antigen test instead of the regular PCR test. There was a slight confusion on how to count those tests. This did cause a short delay in reporting some numbers. Currently, the district region is up to 63 PCR and Antigen tests. Mr. Lockard stressed that we can expect more influx of cases.

Mr. Lockard expressed his appreciation and commended the team on the great job that they are doing.

B. Environmental Services

The Environmental Services report was given by Keven Nichols.

The environmental team was inundated with COVID 19 related services. Some of the COVID 19 related services include, but not limited to the following:

- Gave guidance to establishments as it is set by Frankfort
- Daily check of establishments for compliance
- Followed up on complaints
- Issued ceased operation notices
- Worked with law enforcement and state/county officials on orders and closures
- Checked approved facility opening and operational plans
- Checked and approve schools graduation and year-end plans
- Delivered food to those who have been isolated due to testing positive for the virus
- Attended numerous virtual meetings

In total, his team performed 637 COVID 19 related services. They also dealt with other issues such as individuals having large gatherings, roadside/church yard sale, school feeding programs, and store overcrowding.

In addition to the COVID 19 related services, Mr. Nichols and his team also performed 748 inspections and 219 environmental services. They continued to deal with animal bites, onsite sewage inspections, and annual inspections of hotel/motel, and mobile home/RV park.

Mr. Lockard announced that Mr. Nichols will be retiring at the end of July. Mr. Lockard expressed his appreciation for all that Mr. Nichols has done for the environmental program and wished him well.

The advertisement for Mr. Nichols' position has been posted.

C. HANDS Services

The HANDS Services report was given by Jackie Williams.

Due to COVID 19, the HANDS program had to make adjustments on how services were provided. The HANDS staff provided telephonic services beginning on March 16 to the first week of June. The telephonic service did not include the assessment process, which is the agency's enrollment process. On June 8, 2020, restrictions were lifted and they were able to return to providing face-to-face professional services using telehealth. Ms. Williams commended her staff for adjusting quickly to all the changes. They were able to keep the families enrolled and engaged in the program.

Since January 1, Ms. Williams and her staff have completed 48 screens district-wide, but there's a potential of 45 referrals for enrollment. They are in the process of contacting those individuals and will be doing the assessments using telehealth.

Currently, the HANDS program comprised of 13 full-time employees, one variable hours employee, and one contract employee. Ms. Williams will be retiring on September 30, 2020. Patricia Fugate, the HANDS Supervisor in Perry and Leslie County, will also be retiring at the same time. There is a possibility of a third retirement, but it has not been confirmed. The opening for the position of Family Support Worker in Owsley County was filled in February. Unfortunately, due to the state of emergency, the employee was unable to complete her training.

Ms. Williams applied for the Maternal Child Health grant through DPH. They were awarded \$43,309.12. The grant is for the purchase of updated equipment, such as laptops for staff, incentive items and gift cards for the families. The money can also be used to fund family events in each of the service areas. Due to COVID, the purchase of incentive items and gift cards are on hold. Regarding the annual QA site visits that were done in January, a plan of implementation has been finalized to address issues that were cited in the report.

Ms. Williams expressed her gratitude towards all the partners that have provided many of the essential items, such as diapers and food, to the families. The HANDS team was able to do porch drops and drive-thrus with these items.

D. Health Promotion Services

The Health Promotion Services report was given by Susan Kincaid.

As indicated by her written report, Ms. Kincaid and her team have been extremely busy. She highlighted the following services that her team has undertaken.

Due to an increase in cyberbullying, and sexting, the Maternal Child Health Program will be partnering with CyberSafeTeen to offer parents virtual training on Facebook.

Two of the health educators have completed the Car Seat Safety Technician training. This will be available shortly in all the counties.

They have been offering Virtual QPR Suicide Prevention Trainings. Ms. Kincaid believes that the Kentucky River District Health Department is the first in the state to offer the course virtually.

In conjunction with KRADD, the team is working on the State Physical Activity and Nutrition grant. They are creating a master bike and walk plan for Perry County, but will eventually venture out to all seven counties.

Working with RIAC, Kentucky River Regional Interagency Council, a grant was written to receive funding to purchase "Healthy at Home" Family kits. The agency was awarded \$4,700. It is estimated 100 kits can be purchased with this money. The kits will include charcoal grills, charcoals, lighter fluids, smores kits, healthy recipes, outdoor activities, and summer safety information from various community partners.

The Tobacco Program has begun to schedule Freedom from Smoking meetings using the Zoom platform. The agency received an additional \$125,000.00 over the next five years in tobacco funding. They are also working with WYMT on advertisements for the tobacco program.

The KRDHD Facebook page now has 8,200 followers. Updates on COVID 19 information and guidance on general health education information are posted daily. One of the posts regarding glove guidance had over 80,000 reaches. Ms. Kincaid considered that as a social media success.

The health educators have been distributing educational activity bags every Thursday. To date, they have distributed over 1000 bags within the district. Some of their favorite topics include Do It Yourself Stressball, Calm Down Jars, Bike Safety, and Water Safety (in partnership with the Corps of Engineers). They plan to continue distributing the bags.

In response to COVID 19, the Health Promotion Team is part of the Department Operational Center (DOC) team. They serve as the Public Information Officers, the PPE Logistics Officer, and the Safety Officer. In partnership with the Primary Care of Eastern Kentucky, they have coordinated, assembled, and mailed out packages to all the COVID 19 positive patients. Ms. Kincaid expressed her appreciation for the partnership with the Primary Care Center.

Multiple positions with the Health Promotion team are currently being advertised. The interested party can apply through GoHire.com.

E. Home Health Services Report

Connie Caldwell updated the Board on the services of Home Health.

Like the other programs, the Home Health team continues to screen themselves and patients for COVID prior to making home visits.

Referring back to the Home Health report that was submitted to the Board, Ms. Caldwell reported that the census is down considerably, especially in Knott County. Ms. Caldwell indicated that Mr. Lockard will discuss in more detail about Knott County.

Mr. Lockard reported to the Board that the Knott County census is down to 6 patients. With Ms. Caldwell's upcoming retirement on August 1, 2020, and Kathy Thacker, the other Home Health nurse, expressing her desire to retire, Mr. Lockard feels it is time to suspend Home Health Service in

Knott County. Mr. Lockard explained that with an uncertain future due to the low census, it is very difficult to hire new employees. He asks the Board to approve the suspension of Home Health service in Knott County, effective August 1, 2020. This will give the Home Health team time to phase out the patients to ARH.

A motion was made by Dr. Don Holbrook to suspend the Home Health services in Knott County, effective August 1, 2020.

Judge Cale Turner seconded the motion.

Motion carried unanimously.

F. Director's Report

Mr. Lockard informed the board that the agency has been extremely busy dealing with COVID 19 related activities, but they are starting to undertake other activities. It is now also budget time; therefore, the staff has been extremely busy.

Due to COVID 19, Mr. Lockard is extremely busy working with the media. With their partnership, he is using television and Facebook to disseminate COVID information to the public. Mr. Lockard expressed his appreciation toward all the elected officials for their work and for the support they gave the agency to help protect the public from the spread of COVID 19. With the re-opening of many establishments, there will be an increase in COVID cases.

The agency is applying for grant funding from the CARES act. There are also numerous other fundings that the health departments have already received.

G. Financial Report

Mr. Lockard reviewed Report 117, Statement of Revenue and Expense, for Period Ending May 31, 2020, with the Board.

Total State Revenue: \$1,212,561

Total Federal Grant: \$2,244,438. Mr. Lockard budgeted \$2,349,600, so it is on target.

Local Tax Appropriation: \$1,969,851. This includes current payments and some payments in arrear.

Service Fees from Home Health, School Health, and Clinics: \$3,587,628

Total Revenue Year to Date, at the end of May, is \$9,014,480.

Total Salaries, and Fringes: \$4,930,081

Total Independent Contracts: \$781,527

Total Space Occupancy: \$150,682

Total Office Administration: \$276,421

Total Expenses Year to date, at the end of May, is \$7,499,916.

Expenses came in under budget. The agency posted a surplus of \$1,564,563. The surplus is due to a one-time grant funding from the CARES act and also from budgeting on the 84% retirement rate instead of the 49% rate. This is the last year the retirement rate will be at 49%. The agency can expect retirement expenses to go up dramatically for next year.

For the FY 21 budget, Mr. Lockard plans to lower the Taxing Districts' appropriations by ½ cent, going from 4.5% to 4.0%. The lowering of the rate should help the Taxing Districts that are behind

to catch up. For other Taxing Districts, it will help those who have capital expenditures, such as repairs, that have been on hold.

Mr. Lockard reviewed the FY 2021 Budget with the Board. He provided the projected FY 2021 numbers as well as the FY 2020 numbers for the Board to compare.

Projected Revenues:

- State Restricted: \$557,148, an increase based on the allocations given.
- Retirement: \$788,937, a decrease from last year. For employees who have retired, their positions are being filled by using staffing agencies.
- State Core Public Health Grant: \$75,143, remains the same.
- Title V MCH Block Grant: \$248,184, an increase.
- Title X Family Planning: \$69,758, a decrease. Family Planning services are targeting mostly teens. Others, who have can receive services elsewhere, are encouraged to do so.
- Federal Grant from the Dept. of Public Health: \$1,398,137. Compared to last year, it looks like a large decrease, but Mr. Lockard anticipates another \$400,000 to \$500,000 at a later date. Those allocations are not yet out.
- Tax Appropriations: \$1,547,227, a decrease of \$207,795, due to the rate going from 4.5% to 4.0%.
- School Board Contracts: \$262,500, remain the same.
- Program Administration Contracts: \$167,972, an increase from last year. These are grants we received to do services.
- Title XVIII (Medicare): \$1,218,000. This is a decrease from last year due to scaling back of Home Health services in Leslie County and now Knott County.
- Title IX (Medicaid): \$2,630,580. There is a slight increase due to seeing more Medicaid services for Home Health EPSDT.
- Self-Pay Other: \$39,500, a decrease from last year.
- Insurance: \$60,000, a decrease from last year.
- Other: projecting \$15,000
- Department Carry Over: \$18,100
- Total Revenues are projected to be \$9,096,196, down from last year.

Projected Expenses:

- Full-time Employees Salaries: \$2,560,215, a decrease due to retirement and attritions. Their positions are being filled using staffing agencies.
- Personal Service Contracts and Part-time Employees Salaries: \$236,821, an increase. Mr. Lockard is utilizing more part-time employees to minimized the fringe benefit expenses.
- Fringe Benefits: \$2,121,409, a decrease from last year.
- Independent Contracts: \$760,775, a decrease from last year.
- Travel Expenditures: \$143,583, a decrease from last year. Less travel is expected in the next fiscal year.
- Space Occupancy Expenditures: \$66,863, remains relatively the same.
- Office Operating Expenditures: \$266,605, a decrease from last year.
- State Central Support Charges/Taxes: \$47,884, a decrease from last year due to the reduction of Home Health revenue.
- Medical Supply Expenditures: \$307,300, a decrease from last year.
- Automotive Expenditures: \$86,200, a decrease from last year.

- Other Operating Expenditures: \$2,028,985, an increase. The increase is because the coding for staffing company now falls in the category instead of Independent Contracts, and also because of an increase in the utilization of the staffing company.
- Capital Expenditures: \$100,000. Mr. Lockard budgeted this amount for the upgrade of a few vehicles. He hopes to retire some of the older vehicles and bring in more reliable ones.
- Total Expenses are projected to be \$8,726,639. This is very much in line with last year.

For FY 2021, Mr. Lockard projected a surplus of \$369,547. With the state’s budget being very tight, there is the possibility of a reduction in state fundings. Mr. Lockard cautioned that it may negate the projected surplus.

A motion was made by Dr. Kenneth Slone to accept the Fiscal Year 2021 Budget as presented by Mr. Lockard.

Mr. J.B. Bowman seconded the motion.

Motion carried unanimously.

VII. Comments from the County Coordinators

Mr. Lockard asked if there are any comments from the Coordinators.

No comments were given.

VIII. Next Board Meeting

The next board meeting will be determined at a later date.

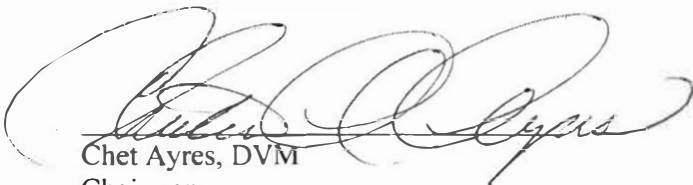
IX. Adjournment


With no other businesses to discuss, the motion to adjourn was made by Judge Cale Turner.

Mr. J. B. Bowman seconded the motion.

Motion carried unanimously.

Meeting adjourned at approximately 7:30 p.m.


 Chet Ayres, DVM
 Chairman


 A. Scott Lockard, Public Health Director
 Secretary

6/25/2020
 Date

6/24/2020
 Date