

**Three Rivers District Health Department  
Board of Health Minutes  
March 24, 2010  
12:00 Noon**

**Members Present:** Pendleton County     Henry Bertram, Judge Executive, Chairman  
Delbert Cox

Owen County     Carolyn Keith, Judge Executive  
Aileen Miller

Carroll County     Harold Tomlinson, Judge Executive  
Ben Kutnicki MD

**Members Absent:** Gallatin County     Kenny French, Judge Executive  
Joe Mylor, Vice Chairman

**Staff Present:**

|                                       |                  |
|---------------------------------------|------------------|
| Georgia Heise DrPH, District Director |                  |
| Amy Young, Administrative Manager     |                  |
| Marsha Kemper, District Secretary     |                  |
| Carolyn Stewart                       | Melody Stafford  |
| Allison Napier                        | Jeff Florek      |
| Michelle Wilburn                      | Ruth Kingkade    |
| Denise Bingham                        | Sandy Forsee     |
| Justin Pittman                        | Amy Marston      |
| April Harris                          | Wendi Smith      |
| Debbie Jones                          | Christy Ricketts |
| Ashley Froman                         | Joyce York       |
| Rachel Cobb                           | Cassie Osborne   |
| Katie Gilson                          | Christel Buffin  |
| Rebecca Wilson                        | Marilyn Graves   |

**WELCOME AND CALL TO ORDER**

Judge Bertram welcomed everyone, declared a quorum present and called the meeting to order at Three Rivers District Office at 510 South Main St. Owenton at 12:00 noon.

**Topic:** Minutes of Meeting-September 28, 2009

**Discussion:** The Board reviewed the minutes of the September 28, 2009 meeting. Also there are no minutes for the December 11, 2009 meeting that was held at Perry Park Resort, because we didn't have a quorum so therefore no motions were made.

**Motion:** Judge Tomlinson made a motion to approve the September 28, 2009 minutes as prepared. Aileen Miller seconded the motion, which passed unanimously.

**OLD BUSINESS**

Judge Tomlinson expressed concern about the District Office Building being in need of major repair. Dr. Heise stated the condition of the facility would be addressed by the Strategic Plan which she will cover later in the meeting.

**NEW BUSINESS**

**Topic I: FY 08/09 Audit Report**

**Discussion:** Amy Young presented to the Board the FY 08/09 Audit Report. Ms Young presented our audit performed by VonLehman & Company. She stated that this was the best audit that we have had and that that were no concerns to be addressed.

**Motion:** Judge Tomlinson made a motion to approve the FY 08/09 Audit report. Aileen Miller seconded the motion, which passed unanimously.

**Topic II: Food Permits**

**Discussion:** Justin Pittman, Environmental Health Manager, explained to the Board that there have been many questions regarding temporary food events, particularly those involving fundraisers and community events. Mr. Pittman went over the risks and guidelines for the temporary food vendors and asked the Board to act as advocates for their respective communities to prevent issues with future events. Judge Tomlinson asked that Mr. Pittman and his staff supply the guidelines to various community organizations and place an ad in the local papers regarding the rules and regulations for temporary events to clearly explain what is required.

**Topic III: Policy Updates**

**Discussion:** Dr. Heise presented a new policy to the Board members, A-IC-26 Personal Cell Phone Compensation. The Board recommended including information in the policy explaining to employees their income tax responsibility. In addition, Dr. Heise also presented an update to policy A-HR-12 Responding to a Local Health Department Emergency Situation. The update recognizes employee's responsibilities as first responders.

**Action:** Judge Tomlinson made a motion to approve the updated policy and review the new policy at the next meeting. Judge Carolyn Keith seconded the motion, which passed unanimously.

**Topic IV: Election of Officers**

**Discussion:** Marsha Kemper, District Secretary asked that the Board members elect officers.

**Action:** Judge Keith made the motion to keep Henry Bertram as Chairman. Judge Tomlinson seconded the motion, which passed unanimously.

**Action:** Judge Tomlinson made the motion to keep Joe Mylor as Vice Chairman. Aileen Miller seconded the motion, which passed unanimously.

**Topic V: Strategic Planning**

**Discussion:** Dr. Heise presented the Board members a copy of our new five-year Strategic Plan. She discussed the highlights of the plan, which include the Ten Essential Public Health Services as goals plus an additional two. As part of our plan we will be seeking funding for a new District Office building. After a lengthy discussion concerning the condition of the District Building and parking lot, Judge Tomlinson made the motion to contact Ron Hans, Executive Director of the Transportation Cabinet concerning the intersection of our driveway and McDonalds. Judge Bertram called Mr. Hans at this time and he agreed to set up a meeting date with Judge Keith, Judge Bertram, Judge Tomlinson and any other Board Member who would want to attend.

**Topic VI: Financial Update - FYTD February 2010**

**Discussion:** Amy Young presented the Financial Reports for this year as compared to last. She explained that salaries and fringe benefits make up 80% of Three Rivers' budget. She discussed upcoming budget cuts and the difference in program funding which is adequate is for some and not others. The new fiscal year will require a 5 % increase in retirement contribution.

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Changes in reimbursement have affected the Home Health budget negatively. The lack of therapists in this area is a huge contributor to this problem. Changes in the Home Health program are being implemented to address these issues.

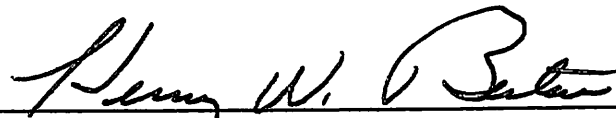
**Action:** Judge Tomlinson made a motion to approve the Financial Update for February 2010. Judge Keith seconded the motion, which passed unanimously.

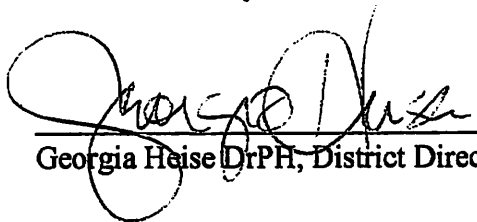
**Topic VII: Next Meeting and Adjournment**

**Discussion:** Marsha Kemper, District Secretary, informed the Board members that the next meeting will be scheduled for June and she will contact them about the date.

**Action:** There being no further business to discuss, Judge Tomlinson made the motion to adjourn the meeting. Aileen Miller seconded the motion, which passed unanimously.

  
\_\_\_\_\_  
Marsha Kemper, District Secretary 5/12/10  
Date

  
\_\_\_\_\_  
Henry Bertram, Chairman 5/15/10  
Date

  
\_\_\_\_\_  
Georgia Heise DrPH, District Director 5/13/10  
Date