

# CARROLL COUNTY LOCAL BOARD OF HEALTH MINUTES

AUGUST 10, 2009

**Members Present:** Wilbert Oder, Chairman  
Harold "Shorty" Tomlinson, Judge Executive  
Charles Webster  
Bill Osborne  
Philip Habas DMD  
Jodie Kemper RN  
Richard Kates  
Cecil Martin MD

**Members Absent:** Susan New  
Sandy May  
Mark Miller MD  
Ben Kutnicki MD

**Staff Present:** Georgia Hesie DrPH, District Director  
Justin Pittman  
Amy Young  
Marsha Kemper  
Rachel Dermon  
Tiffany Kemper

**Welcome and Remarks:** Chairman Wilbert Oder welcomed everyone to the meeting at the Carroll County Health Department conference room on August 10, 2009. He declared a quorum present and called the meeting to order.

**Topic:** Approval of Minutes-August 25, 2008

**Discussion:** The minutes of August 25, 2008 were reviewed.

**Action:** Charles Webster made the motion to approve the minutes for August 25, 2008 meeting as prepared. Bill Osborne seconded the motion, which passed unanimously.

## **Old Business**

There being no old business to discuss we moved on to new business.

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**New Business**

**Topic:** FY 08/09 Financial Statement

**Discussion:** Amy Young, Administrative Manager, reviewed the FY 08/09 Financial Statement with the Board members. Ms. Young explained to the Board that this statement would be published in the local newspaper.

**Action:** Charles Webster made the motion to approve the FY 08/09 Financial Statement as presented. Bill Osborne seconded the motion, which passed unanimously.

**Topic:** FY 09/10 Property Assessment Information

**Discussion:** Ms. Young reviewed the FY Property Assessment Form from the Office of Property Valuation. Ms. Young stated that it lists the total amount of property in Carroll County subject to taxation.

**Topic:** Establishment of Public Health Tax Rate FY 09/10

**Discussion:** After discussion concerning the Public Health Tax Rate for Real Property, Tangible Property and Motor Vehicles, it was decided to keep the rate the same at 5.4 cents/\$100.00.

**Action:** Judge Tomlinson made the motion to keep the Tax Rate the same at 5.4 cents/\$100.00. Charles Webster seconded the motion, which passed unanimously.

**Topic:** Budget Summary for General and Construction Fund FY 09/10

**Discussion:** Ms. Young reviewed the Budget Summary for General Fund FY 09/10. Ms. Young explained to the Board members that the Construction account was closed in FY 07/08. Approximately \$11,500.00 was transferred into the General Account.

**Action:** Judge Tomlinson made the motion to approve the Budget Summary for the General and Construction Accounts for FY 09/10. Bill Osborne seconded the motion, which passed unanimously.

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**Topic: Public Officials Bond**

**Discussion:** Ms. Young informed the Board Members that Three Rivers District is mandated to ensure bonding for employees and Board members for the maximum amount of funds that they have access to at any given point within the year. Three Rivers District purchases the bonding under a blanket KACo policy that covers our Local Board of Health signatories.

**Topic: Facilities Update**

**Discussion:** Justin Pittman explained to the Board members the issue with the lighting in the front lobby. The light bulbs need to be replaced and a scissor lift will be required to reach them. The outside water spigot needs to be replaced, also.

**Action:** Judge Tomlinson made the motion to approve the rental of the scissor lift for one day for 185.00 to replace the light bulbs and to have the outside spigot replaced at the cost of no more than \$250.000. Bill Osborne seconded the motion, which passed unanimously.

**Discussion:** Justin Pittman explained to the Board members that the waiting room chairs are in disrepair and need to be replaced.

**Action:** Charlie Webster made the motion to replace the waiting room chairs with new vinyl chairs with cost not to exceed \$2200.00. Harold Tomlinson seconded the motion, which passed unanimously.

**Topic: Election of Officers**

**Action:** Charles Webster made the motion to keep the same officers; Wilbert Oder-Chairman, Jodie Kemper - Vice Chairman and Judge Harold "Shorty" Tomlinson-Treasurer. Bill Osborne seconded the motion, which passed unanimously.

**Topic: Carroll County Board of Health Terms/Nominees**

**Discussion:** Marsha Kemper, designated secretary for Local Board of Health, explained the term renewal and the biographical sheets. She then passed out the forms to the ones that needed to renew their terms.

**Discussion:** Dr. Heise, District Director, explained to the board members that the Kentucky Health Department Association Retreat will be held at General Butler the 28th, 29<sup>th</sup> and 30<sup>th</sup> of October. She invited the Board members to attend.

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**Members Present:**

Philip Habas, D.M.D.  
Richard Kates, D.C.  
Jodie Kemper, Vice-Chairman  
Ben Kutnicki, M.D.  
Cecil Martin, M.D.  
Sandra May  
Susan New  
Wilbert Oder, Chairman  
Bill Osborne  
Judge Shorty Tomlinson, Treasurer  
Charlie Webster, R.Ph

**Members Absent:**

Mark Miller, M.D.

**Guest Present:**

Alan Mulliler

**Staff Present:**

Dr. Georgia Heise, Director  
Rachel Dermon  
Ashley Froman  
Allison Napier  
Justin Pittman  
Melody Stafford, Board Secretary  
Amy Young

**Welcome and Remarks:** Chairman Wilbert Oder called the meeting to order. There was a quorum present. The meeting took place at the Carroll County Health Department's conference room.

**Topic:** August 10, 2009 minutes

Discussion: The August 10, 2009 minutes were reviewed.

Action: A motion to approve the minutes was made by Dr. Cecil Martin and seconded by Charlie Webster. Motion carried.

**Old Business:**

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**Topic: Building Repairs**

Discussion: Justin Pittman reported on the need to replace the carpet and recommended VCT tile. It was general consensus to have the work done by someone locally and Abercrombie was the lowest bid for the work.

Mr. Pittman also brought up the problem with the front door not work properly. He explained that the contractor had been recalled for this repair several times but it has not been resolved.

Action: Charlie Webster made a motion for a committee to be formed to work with Justin on these issues. Dr. Ben Kutnicki seconded the motion. Those to serve on that committee are Bill Osborne, Jodie Kemper and Dr. Habas.

**New Business:**

**Topic: Financial Statement**

Discussion: Amy Young gave the financial statement for Y/E June 30, 2010. Dr. Heise informed the board that North Key, that is currently renting a portion of the Carroll County Health Department, funding will cease in September so they will no longer be utilizing our building. There was no discussion.

Action: A motion was made by Judge Tomlinson to accept the financial statement as presented with a second by Bill Osborne. Motion carried.

**Topic: Tax Rate**

Discussion: Amy Young explained the tax worksheet and information. The tax rate is currently set at 5.4 per \$100 of property assessed. The tax rate was lowered last year due to good standing and adequate funds in account.

A motion was made by Judge Tomlinson to maintain present rate with Dr. Philip Habas making the second. Motion carried.

**Topic: Budget Summary**

Discussion: Amy Young reported the Budget Summary is required to be filed by June 30, 2010 therefore signatures had been obtained and the report sent to the Department for Local Government.

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Action: A motion was made by Judge Tomlinson to accept the budget. Sandra May made the second. Motion carried.

**Topic: Public Officials Bond**

Discussion: Amy Young stated it is a requirement to have bonding on all board members and this is being covered under Three Rivers District Health Department's insurance coverage with KACo.

Action: None required

**Topic: Accreditation**

Discussion: Dr. Georgia Heise reported she and Melody Stafford attended the National Association of Local Boards of Health's annual meeting. She would like to have some board members attend the meeting next year. Dr. Heise requested the board complete the National Public Health Performance Standard's Governance assessment and board training. In order to accomplish this, quarterly meetings will have to take place.

Action: Melody Stafford will contact the board to arrange a meeting in October or November.

**Topic: Election of Officers**

Discussion: Discussion centered on maintaining the current officers for the next year.

Action: Charlie Webster made a motion to nominate the officers as follows:

Chairman: William Oder

Vice Chairman: Jodie Kemper

Treasurer: Judge Shorty Tomlinson

The second was made by Dr. Habas. Motion carried.

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**Topic: New Board Secretary**

Discussion: Dr. Georgia Heise introduced Melody Stafford who will be serving as the new Board of Health Secretary. She is taking the place of Marsha Kemper who retired in July.

Action: No action required.

**Topic: Tree Removal**


Discussion: The dead tree that appears to be on Carroll County's Health Department's property is in need of removal.

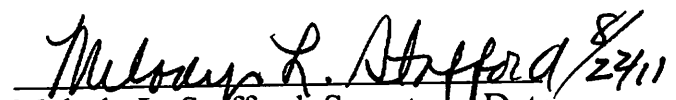
Action: Justin Pittman will determine if the tree is on the health department's property and make plans for its removal.


**Topic: Adjournment**

Discussion: None

Action: Judge Shorty Tomlinson made a motion that the meeting be adjourned. Bill Osborne made the second. Motion carried.

  
Wilbert Oder, Chairman    Date 8/24/11

  
Melody L. Stafford, Secretary    Date 8/27/11

  
Georgia F. Heise, DrPH    Date 8/27/10  
District Director