

**Three Rivers District Health Department
District Board of Health Meeting
District Office Conference Room
June 30, 2011 12:00 p.m.**

Members Present:

Judge Henry Bertram
Delbert Cox
Judge Carolyn Keith
Dr. Ben Kutnicki
Judge Kenny McFarland
Joe Mylor
Judge Shorty Tomlinson

Guests:

Cathy Hanley, Gallatin Steel
Dr. Stephanie Mosley, MPH student

Staff Present:

Denise Bingham
Dianne Coleman
Dr. Georgia Heise
Allison Napier
Justin Pittman
Melody Stafford
Carolyn Stewart
Michelle Wilburn
Amy Young

Before the meeting was called to order, Dianne Coleman gave a presentation on the ill health effects of smoking. She introduced the Gallatin Steel Human Resource Director, Cathy Hanley. Ms. Hanley discussed how Gallatin Steel became a tobacco free company and listed as one of the top 10 healthiest industries in the United States. Judge Bertram thanked Ms. Coleman and Ms. Hanley for their presentation. He suggested sharing it with the fiscal courts as we move toward becoming smoke free communities.

Welcome and Remarks:

Judge Bertram called the meeting to order. There was a quorum present. Dr. Heise thanked Ms. Coleman and Ms. Hanley for their presentation and introduced our guest Dr. Stephanie Mosley. Dr. Mosley is currently an MPH student at UK and is visiting Three Rivers to learn more about Public Health operations.

Public Remarks:

None made.

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Topic: March 31, 2011 minutes

Discussion: The minutes were reviewed. Ms. Stafford, Board Secretary, stated that one addition had been made to the minutes. A "New Business" heading had been omitted from the copies they had received in their packets and was corrected.

Action: A motion was made by Judge Carolyn Keith and a second by Judge "Shorty" Tomlinson that the minutes be accepted with the correction. Motion carried.

Old Business

Topic: Employee Appreciation Letter

Discussion: Ms. Stafford read an employee appreciation letter from the board.

Action: Ms. Stafford is to send this letter to all TRDHD & HHA employees.

New Business

Topic: FY12 Budget

Discussion: Amy Young presented the proposed FY12 budget. She reviewed the Proposed FY12 and FY11 budgeted revenues and expenses noting the reason for variances. Dr. Heise brought to the board's attention that the FY12 budget didn't include the purchase of flu vaccine and to consider that expense when looking at the budget.

Judge Bertram asked Dr. Heise to give a report on the Home Health Agency (HHA) and the progress it has made. Dr. Heise reported that the HHA has made major changes and improvements. She reported they have streamlined operations and were doing more services with fewer staff. She reported a profit for the last two months of FY11 and they were moving in the right direction.

Action: A motion to approve the budget was made by Judge McFarland with a second by Judge Tomlinson. Motion carried.

Topic: Annual Increment and Lump Sum Rates

Discussion: Dr. Heise stated that the FY12 budget did not include an increment. Her recommendation was to give lump sum rates based upon employee performance evaluations. She recommended lump sum rates of 1.5% for those employees with an evaluation rating of Proficient and Commendable and 3.0% for employees with an evaluation rating of Highly Commendable.

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There was a great deal of discussion concerning this issue. Judge Bertram presented to the board the three options:

- 1). An "across-the-board" increment for every employee
- 2). A lump sum amount based on performance
- 3). Both an "across the board" increment and an additional lump sum based on performance.

Judge Tomlinson made a motion to give an "across the board" increment of 1.5%. Judge Keith stated she could not vote for any raise as she was unable to give her county employees a raise. Judge Tomlinson rescinded his motion for an "across the board" increment. It was noted that if all employee get a 1% raise it would take approximately \$28,000.

Action: A motion was made by Judge McFarland and a second by Judge Tomlinson that employees get a lump sum distribution based on their evaluation. The lump sum distributions for employees will be 0.75% for an evaluation rating of Proficient and Commendable and 1.5% for an evaluation rating of Highly Commendable. There would be no "across the board" raises. Motion carried.

Topic: FY11 Closeout

Discussion: Dr. Heise stated that the close-out for this fiscal year would not be completed until the end of July. A report will be given at the next district board meeting.

Action: None required

Topic: Gallatin County Fiscal Court RV Exemption

Discussion: Justin Pittman presented a letter that stated the Gallatin County Fiscal Court would be providing oversight and responsibility for those campsites outside of the Kentucky Speedway property in Gallatin County. Justin Pittman read the letter to the board and stressed that this exemption provided for a one-time, temporary event. This exemption was made due to the high volume of campers that would be attending the NASCAR event at the Kentucky Speedway July 7th, 8th, and 9th, 2011. Justin Pittman explained that those campers off the property would need to have self-contained sewage and water. Judge McFarland agreed that the Gallatin County Fiscal Court is taking responsibility and oversight for these campers due to the high volume during this event. He agreed that this would relieve the health department of any responsibility for these campers. He also stated that the property owners providing these spaces would provide notification of any needed resources to the fiscal court. It is estimated there will be approximately 4000 to 4500 camping sites under Gallatin County Fiscal Court's oversight

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Action: Judge Tomlinson made a motion to accept Judge McFarland's proposal for the Gallatin County Fiscal Court to assume responsibility and oversight to the additional campsites that were not on the Kentucky Speedway property and in Gallatin County. Judge Carolyn Keith seconded the motion. Motion carried.

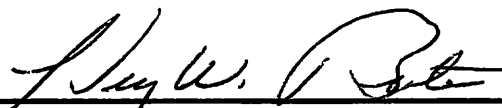
Topic: NALBOH Conference

Discussion: Dr. Heise reported that Joe Mylor and Dr. Kutnicki had agreed to attend the NALBOH conference in Coeur d'Alene, Idaho in September. She stated the invitation remained open if any other board member were interested in attending.

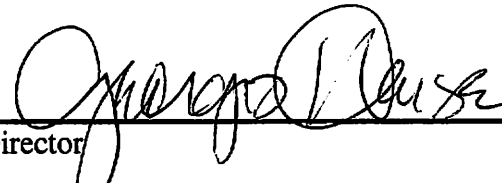
Action: None required

Topic: Adjournment

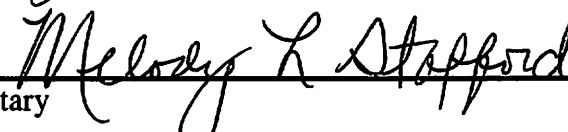
Action: Delbert Cox made a motion to adjourn. Judge Tomlinson seconded the motion. Motion carried.



Chairman 9/1/11
Date



Director 9/1/11
Date



Secretary 9/1/11
Date