

DISTRICT BOARD OF HEALTH MEETING
January 30, 2012
District Office Conference Room
12:00pm

Members Present

Judge Henry Bertram
Delbert Cox
Dr. Benjamin Kutnicki
Joseph Mylor
Robert T. Walker
Judge Kenny McFarland
Judge Harold "Shorty" Tomlinson
Judge Carolyn Keith

Staff Present

Georgia Heise, Director
Denise Bingham
Allison Napier
Michelle Wilburn
Justin Pittman
Brittany Noe

Welcome and Remarks: Judge Henry Bertram called the meeting to order. There was a quorum present. Judge Bertram introduced the new BOH secretary, Brittany Noe to the Board Members. The Board Members individually introduced themselves to the new secretary.

Topic: Substance Abuse Ordinance

Discussion: Judge Bertram introduced an Ordinance that he is going to put into place in Pendleton County prohibiting the possession or sale of synthetic drugs. This had been brought to his attention a few months prior but had no response from others at that time. He has since revised a substance abuse ordinance due to three kids in Pendleton County being suspended from school for 10 days for the use of these synthetic drugs resulting in two of them going to the hospital. He informed the board of the hazards associated with these drugs and that the children are unaware of the damage it is causing to them and in some cases causing death. He stated that Pendleton County would ban the possession of sale of synthetic drugs. It is in his hopes to have this ordinance passed in one month. The board will support this resolution.

Action: Dr. Ben Kutnicki made a motion for the board to support the resolution in Pendleton County with Judge Carolyn Keith making the second. Motion carried.

Topic: December 9, 2011 Minutes

Discussion: The minutes from the December 9, 2011 meeting were reviewed with no discussion.

Action: Joe Mylor made a motion to approve the minutes with Judge Kenny McFarland making the second. Motion carried.

District Board of Health Meeting Minutes
01/30/2012
Page 2 of 4

Old Business:

Topic: Speedway Update

Discussion: Justin Pittman let the board know that letters have been mailed out to individuals who had RVs last year at the race. Currently he has not heard back from any of them and will follow up with these individuals in a month.

New Business:

Topic: Updated Policies

Discussion: Dr. Georgia Heise explained the reason for the updated policies. The policies that were updated were those that needed clarification and use of standardized language. The policies were reviewed and updated by the Management Team. Michelle Wilburn discussed each of the updated policies individually.

Policies:

- A-IC-2, Internal Control Review
- A-IC-14, Standards of Confidentiality and Safeguards to Protect the Privacy and Security of Protected Health Information
- A-IC-21, Agency Vehicle Assignment
- A-HR-4, Hours of Work
- A-HR-6, Wages Reported and Earned
- A-HR-7, Compensatory Leave Reimbursement Policy
- A-HR-13, Solicitation and Distribution
- E-IC-1, Environmental Health Program Receipts Procedures

have all been updated for clarification, simplification, and standardization of language. The format of the policies has been updated to include a revision date on the front page of the policy and has been removed from the last page of each policy. Dr. Heise stated that policies are reviewed annually and only taken before the board if revisions are needed.

Action: Judge McFarland made a motion to approve the policy updates with Judge “Shorty” Tomlinson making the second. Motion carried.

Topic: Policy Approval

Discussion: Dr. Heise presented three new policies to be added to TRDHD’s policy book that was reviewed by the management team. Policy A-HR-18, Cultural and Limited English Proficiency (LEP) Policy is a policy regarding meeting regulations of LEP and Cultural Competency and how TRDHD will meet these standards at the state and federal level. Policy A-HR-19, Americans with Disabilities Act Training and Adherence is a

District Board of Health Meeting Minutes

01/30/2012

Page 3 of 4

policy about ADA compliance and how Three Rivers will meet those standards set forth by ADA. Policy

HP-IC-1, Media Communication, Public Relations and Branding is in reference detailing that our message and logos must be pre-approved before distribution. The policy also addresses who to contact and when, when public health events occur.

Judge Bertram asked if any of the policies have ever been looked over by an attorney. Dr. Heise stated that the policies have not, however, they are in reference to the laws and regulations of the state of Kentucky. Also, an audit team annually reviews them.

Action: Delbert Cox made a motion to approve the new policies with Judge Keith making the second. Motion carried.

Topic: Performance Update/Financial Dashboard

Discussion: Dr. Heise discussed the high points of the Financial Dashboard and stated we have a 2.7% spread between revenues and expenditures as of December 31, 2011. Three Rivers is weathering the economic downturn very well. Dr. Heise also asked for feedback in the format of how the dashboard is presented.

Action: Judge McFarland made a motion to continue with the format of the dashboard and approval of the budget summary with Judge Tomlinson making the second. Motion carried.

Topic: Accreditation Update

Discussion: Dr. Heise discussed the resolutions that are in process in legislation and informed the board of the Medicaid and retirement issues. The accreditation bill has been passed through the Health and Welfare Committee and has gone on for approval to the Appropriations and Revenue Committee. This bill means all Health Departments in the state of Kentucky will meet accreditation by 2020. This will allow for stabilization across the different departments. She also discussed the Senate Bill 53 that deals with a NASCAR license plate that can be bought throughout the state of Kentucky and \$10 of the fee goes to the county health department in which the license plate was purchased. This could generate some funding for health departments, especially TRDHD.

Dr. Heise was pleased to announce that Three Rivers has collected all data for accreditation and based on an internal review we have reached accreditation status. The internal review lasted two days and was performed by several employees as well as guests. They highlighted some areas that need clarification, more data, etc. Those updates are currently in progress and we plan to have all the data loaded to the accreditation

District Board of Health Meeting Minutes
01/30/2012
Page 4 of 4

database by February 10th. She let the Board know that no decisions will be announced in regards to accreditation till August.

Judge Bertram extended his appreciation to the dedication of Three Rivers staff in being the leaders in accreditation for the state of Kentucky. He suggested that we invite our legislators to our next meeting to discuss with them the importance of accreditation and to show them the hard work Three Rivers has put into it.

Topic: Adjournment


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



Judge Henry Bertram, Chairman 5/1/12
Date



Georgia Heise, DrPH, Director 5/1/12
Date



Brittany Noe, Board Secretary 5/1/12
Date