

**DISTRICT BOARD OF HEALTH MEETING**

**May 1, 2012**

**District Office Conference Room**

**12:00pm**

**Members Present**

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

**Staff Present**

Georgia Heise, Director  
Denise Bingham  
Brittany Noe  
Michelle Wilburn  
April Harris  
Sandy Forsee  
Jennifer Johnson  
Justin Pittman

**Members Absent**

Delbert Cox

**Welcome and Remarks:** Judge Henry Bertram called the meeting to order. There was a quorum present. Judge Bertram explained that fellow Board Member, Delbert Cox was absent due to his house being destroyed during the recent tornados.

**Public Remarks:**

None made.

**Topic:** NALBOH Training

**Discussion:** Dr. Georgia Heise informed the Board that the Power Point located in their packets was from a training at the 2012 KPHA Conference, which discussed the roles of Local Boards of Health. Dr. Heise and Judge Bertram both think that a training provided by the University of Kentucky would be beneficial for our Local Boards. They would like to have UK come and speak early this fall with all Local Boards at one time. More information to come. Judge Bertram said his experience at KPHA was very enlightening and made him realize how Three Rivers compares to other Health Departments across the state. He stated how very proud he is to be a part of Three Rivers District Health Department and what a great job they have done.

**Topic:** January 30, 2012 Minutes

**Discussion:** The minutes from the January 30, 2012 meeting were reviewed with no discussion.

**Action:** Joe Mylor made a motion to approve the minutes with Judge Carolyn Keith making the second. Motion carried.

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**Old Business:**

None.

**New Business:**

**Topic: Policy Revision Approval**

**Discussion:** Dr. Heise explained the reason for the updated policies. The policies updated were those that needed a purpose, clarification, and use of standardized language. Dr. Heise discussed policies:

- A-HR-1, Orientation for New Employees and Contract Personnel
- A-HR-2, Criminal Background Check

in which both needed a purpose statement. Jennifer Johnson discussed the thirteen Home Health policies that were updated by the Home Health management team as well as approved by Dr. Heise in February. Also, all Home Health policies were presented to the Professional Advisory Committee last month and were approved. The updated Home Health policies included:

- HH-IC-1, General Services
- HH-IC-4, Referral Process
- HH-IC-13, One Time Only Visits
- HH-G-1, Comprehensive Assessment for Home Health Patients
- HH-G-4, Oasis Policies
- HH-G-5, Physician's Plan of Care and Verbal Orders
- HH-G-8, On-Call and After Hours Services
- HH-G-10, Home Health Aides
- HH-G-11, Interdisciplinary Communication
- HH-G-13, Medications- Drug Regimen Review, Teaching, & Medication Monitoring
- HH-G-14, Infection Control- Infection Control Procedures and Personal Protective Equipment
- HH-G-22, Medical Records- Patient Clinical Records and Record Security
- HH-G-33, Home Health Administrative Personnel Back-Up

**Action:** Judge Harold "Shorty" Tomlinson made a motion to approve the policy updates with Judge Keith making the second. Motion carried.

**Topic: Governing Body Approval of Home Health Appointment**

**Discussion:** Dr. Heise would like formal approval by the Board to approve Jennifer Johnson, BSN as Three Rivers District Health Department's Home Health Manager.

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**Action:** Robert Walker made a motion to approve Mrs. Johnson as the Home Health Manager with Judge Tomlinson making the second. Motion carried.

**Topic:** Upcoming NPHPSP Trainings

**Discussion:** Brittany Noe discussed upcoming Local Boards of Health training that will take place for each Local Board in June. The FY12 year-end Board Meeting for each county will take place following the training as well. She stated that the dates have been set and are as follows:

- Carroll County Local Board of Health- June 4<sup>th</sup>, 2012 from 9:00am-3:00pm at the Carroll County Health Center
- Pendleton County Local Board of Health- June 5<sup>th</sup>, 2012 from 10:00am-4:00pm at the Pendleton County Industrial Authority Building
- Owen County Local Board of Health- June 6<sup>th</sup>, 2012 from 9:00am-3:00pm at the District Office Conference Room
- Gallatin County Local Board of Health- June 22<sup>nd</sup>, 2012 from 9:00am-3:00pm at the Gallatin County Health Center

She also stated that “save the date” cards have been mailed to all Board Members and reminded everyone to encourage their fellow members to attend the training and meeting. Judge Bertram stressed the importance of attending these meetings stating that, “an informed board will make better decisions.”

**Topic:** August NALBOH Conference

**Discussion:** Dr. Heise extended an invitation to all Board Members to attend the 20<sup>th</sup> Annual NALBOH (National Association of Local Boards of Health) Conference August 8-10, 2012 in Atlanta, Georgia. April Harris and she will be presenting at the conference regarding accreditation. Members should let Brittany Noe know by June 1<sup>st</sup> if they would like to attend so that travel arrangements can be made. Judge Bertram stated he will be attending the conference and encouraged all others to join, as this will be a great learning experience.

**Topic:** FY 11 Audit Approval

**Discussion:** Dr. Heise explained that the FY11 audit had two findings. One included an Environmental check that was sent to the state, lacking a signature. The second was a travel expense voucher for Dr. Heise that did not have Judge Bertram’s signature of approval.

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**Action:** Mr. Mylor made a motion to approve the FY 11 Audit with Judge Tomlinson making the second. Motion carried.

**Topic:** Financial Update

**Discussion:** Dr. Heise discussed the financial dashboard. She stated despite working with a smaller budget this fiscal year, Three Rivers is still ahead with revenues and expenses. Three Rivers is about \$300,000 down, which is normal for this time of year. There is still about \$600,000 from the state and the local level that Three Rivers does not yet have. NO allocations for FY13 have been given out yet. Therefore, there is no FY13 budget at this time. Dr. Heise informed them that allocations would be given out differently this fiscal year. They will be based upon population and property tax, meaning Three Rivers will receive an extra \$180,000 over the next two years. All members were pleased with a Home Health service report presented to them.

**Action:** Judge Keith made a motion to approve the financial update with Judge McFarland making the second. Motion carried.

**Topic:** Accreditation Update

**Discussion:** Dr. Heise let the Board know that all documents were submitted electronically to PHAB on February 15<sup>th</sup>. Ms. Harris stated that Three Rivers District Health Department is one health department out of about ten across the nation that has submitted all documentation to the Accreditation Board. This early submission has made Three Rivers very popular. Dr. Heise and Ms. Harris encouraged each member to be very vocal about their journey, if asked; and reminded them to contact either her or Dr. Heise with questions regarding what to say at any time.

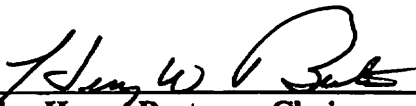
The date of the site visit is still unknown. However, it is expected to be late summer (July-August). Ms. Harris explained that part of the site visit would include a Board Member luncheon in which she hopes that all will be able to attend. She apologizes in advance for what will be a late notice of the luncheon date.


Judge Bertram stated how very proud he was of Three Rivers District Health Department and thanked everyone for their hard work throughout the accreditation process.

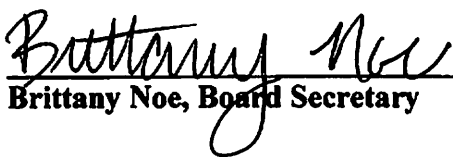
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**Topic:** Adjournment

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

  
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Judge Henry Bertram, Chairman 7/6/12  
Date

  
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Georgia Heise, DrPH, Director 7/6/12  
Date

  
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Brittany Noe, Board Secretary 7/6/12  
Date