

**DISTRICT BOARD OF HEALTH MEETING**  
**December 4, 2013**  
**Grant County Extension Office**  
**12:00pm**

**Members Present**

Joseph Mylor, Chairperson  
Judge Henry Bertram  
Delbert Cox  
Robert Walker  
Judge Harold "Shorty" Tomlinson

**Staff Present**

Dr. Georgia Heise, Director  
Brittany Noe  
Michelle Wilburn  
Denise Bingham  
Jim Thaxton

**Members Absent**

Judge Carolyn Keith, Vice Chairperson  
Judge Ken McFarland  
Dr. Benjamin Kutnicki

**Welcome and Remarks:** Judge Henry Bertram welcomed all members present as well as the Three Rivers staff that attended. Dr. Georgia Heise presented Judge Bertram with a gavel in appreciation for his 10 years of service as Chairperson of the District Board of Health (DBOH). Judge Bertram presented Joseph Mylor with a TRDHD DBOH Chairperson gavel and seated him as the new Chairperson of the Three Rivers District Board of Health. Mr. Mylor was also awarded the Henry Bertram Board of Health Excellence Award. Mr. Mylor is excited to embark on this new journey and honored to receive the award.

Mr. Mylor called the meeting to order. There was a quorum present.

**Public Remarks:** None

**Topic:** October 14, 2013 Minutes

**Discussion:** The minutes from the October 14, 2013, meeting was reviewed.

**Action:** Judge Harold "Shorty" Tomlinson made a motion to approve the October 14, 2013 minutes as written with Judge Bertram making the second. Motion carried.

**Old Business:**

**Topic:** Legal opinion of policy A-HR-21- Reporting Suspicious and/or Fraudulent Activities.

**Action:** Michelle Wilburn stated that at the last meeting Judge Ken McFarland asked that we have an attorney look over the policy to make sure it did not create any additional liability to Three Rivers. Ms. Wilburn has a letter from the county attorney stating it would not create any additional liability to Three Rivers.

Judge Bertram asked if all staff had been made aware of the policy. Dr. Heise reported they had not received this policy yet, but will soon.

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**New Business:**

**Topic:** FY 13 Financial Audit Report and Approval

**Discussion:** The report could be found in their packet presented to them at the beginning of the meeting. The last page of the document was a letter, summarizing the findings. There were no findings found. Judge Tomlinson congratulated Dr. Heise, Ms. Wilburn, and staff on a great job!

**Action:** Judge Tomlinson made a motion to approve the audit report with Delbert Cox making the second. Motion carried.

**Topic:** Financial Update

**Discussion:** Dr. Heise explained that in comparison to where we are now and where we were this time last year in FY13, we are further along with revenue and not as much in expenses. We are roughly at about 40% of the total budget for the year. Ms. Wilburn clarified this does include November's financial information. The balance sheet is upside down as it always is this time of year, since a large number of annual expenses come out in the first few months of the fiscal year. There will be an excess of revenue going into the next quarter when the tax checks are deposited.

**Topic:** Across the Board Lump Sum Merit Payment

**Discussion:** Dr. Heise made a recommendation to the board that a \$1000 lump sum merit payment be made to all merit employees. This lump sum is in recognition of meeting budgetary expectations while providing exemplary services as demonstrated by achieving accreditation. Dr. Heise has reviewed the budget thoroughly and is confident this will not jeopardize the budget in any way. If approved, this payment would be on the paychecks scheduled for December 13, 2013.

**Action:** Judge Tomlinson made a motion to approve an across the board lump sum merit payment with Delbert Cox making the second. Motion carried.

**Topic:** Policy Review and Approval- A-HR-22- Emergency Action Plan

**Discussion:** Ms. Wilburn presented Policy A-HR-22 titled "Emergency Action Plan". This is a reference point for employees on what to do during the event of an emergency. Emergencies include intruders, natural disasters, etc. All employees received training on this plan this morning while in an all-day staff meeting.

**Action:** Judge Bertram made a motion to approve policy A-HR-22 as written with Robert Walker making the second. Motion carried.

**Other Business:**

**Topic:** Heroin Impact- Northern Kentucky's Collective Response to the Heroin Epidemic

**Discussion:** Jim Thaxton presented a working document titled, "Northern Kentucky's Collective Response to the Heroin Epidemic". This plan summarizes a year's worth of work, and includes a plan for the next two years. It is intended to help reduce the supply and provide a healthy plan for individuals to make healthy choices. The plan is broken down into four sections- Prevention, Protect, Treatment, and Support.

**Topic:** Agreement with Triad Health Systems, Inc.

**Discussion:** Denise Bingham presented an update on new plans and concerns the Commissioner has in regards to expanded Medicaid. They want to ensure there are plenty of providers across Kentucky to provide services. Three Rivers has been working on an agreement with Triad Health Systems to provide a practitioner in the district. It will be a written agreement between Triad and TRDHD for a Nurse Practitioner to provide services within our counties and use the building space of our clinics. The demand is currently unknown but they do plan to start this in Carroll County on January 7. If there is a high demand for another practitioner, they will hire another practitioner to work in Owen County, and go from there. When an agreement has been developed, it will be sent to Dr. Heise for a signature.

**Action:** Judge Bertram made a motion to approve an agreement between Three Rivers District Health Department and Triad Health Systems, Inc. to provide a practitioner in our service area; and in return, use the space of the local health department clinics. Judge Tomlinson made the second. Motion carried.

**Topic:** Next Meeting

**Discussion:** Brittany Noe asked the members present to go ahead and mark their calendars for the next DBOH meeting to be held on March 12, 2014. Ms. Noe stated that she would like to start planning these meetings out in advance before calendars begin to fill up. She will send out a few reminders in February.

**Topic:** Adjourn


**Action:** Judge Bertram made a motion to adjourn the meeting with Judge Tomlinson making the second. Motion carried.

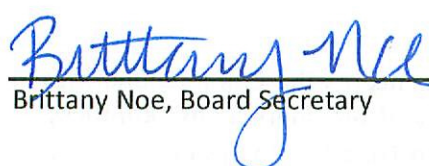
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Joseph B. Mylor, Chairman 3/12/14  
Date

  
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Dr. Georgia Heise, Director 3/12/14  
Date

  
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Brittany Noe, Board Secretary 3.12.14  
Date