

**Owen County Local Board of Health Meeting Minutes**  
**District Office Conference Room**  
**June 26, 2014—12:00 p.m.**

**Members Present:**

Carroll Bartley  
Christina Johnson  
Dave Jones  
Judge Carolyn Keith, Chairman  
Delbert Keith  
Gary Minch  
Karen Wash

**Members Absent:**

Tom Marshall  
Matt Parker  
Chris Spurgeon  
Robert Walker  
Janet Wright

**Staff Present:**

Denise Bingham  
April Harris  
Georgia Heise  
Brittany Noe  
Kaylen Parker  
Candice Selph  
Michelle Wilburn

**Welcome and Remarks:** Chairman, Judge Carolyn Keith, called the meeting to order at 12:45 p.m. No quorum was present until that time.

**Topic:** Approval of August 21, 2013 Minutes

**Discussion:** Board members were asked to review the minutes from the last meeting in order to verify their accuracy. The minutes were reviewed with no discussion.

**Action:** Gary Minch made a motion to approve the minutes from August 21, 2013. Dave Jones seconded. The motion to approve the minutes passed unanimously.

**Topic:** Financial Update

**Discussion:** Michelle Wilburn asked the Board to look at the financial dashboard included in their packet of information. She shared that the Owen County Special Taxing District still needed \$20,000.00 in revenue to meet the budgeted goal for the year. The figures shown were typical of how they look each year. Georgia Heise noted that these figures do not reflect the 5.4 cents of every taxed dollar that goes to Three Rivers. Other counties contribute to their own taxing district fund—some at different rates. Mr. Jones asked if salaries were paid with this money since he saw contracted services listed. Dr. Heise communicated that taxing district funds do not contribute to salaries. Instead, the money is used on items such as the maintenance of the grounds and the upkeep of the building. Part of the taxes that come in goes to Three Rivers, and the other part of the money goes to the local taxing district of the current county. Judge Carolyn Keith further elaborated that each county has representation on Three Rivers District Board of Health in order to make decisions about Three Rivers in general.



**Topic:** Budget Summary FY15

**Discussion:** Ms. Wilburn called the Board's attention to the proposed FY15 budget in their packet. She mentioned that in the future, Three Rivers would no longer be required to use this form. Instead, all budget information will be entered online and submitted through the Department for Local Government portal. However, Ms. Wilburn explained that we have not yet been given a new form to replace the old form, making it necessary to continue to share the budget in the same format that had been used in the past. The FY15 budget figures are based off the actuals for this year and the property values that were assessed in August 2013. Ms. Wilburn reminded the Board that even if property values go up, that does not necessarily mean that we will collect that exact amount in tax revenue. Delinquent taxes, motor vehicle taxes, and other taxes paid late make up the difference between the budgeted figures and actual figures demonstrated at the end of the fiscal year. Judge Keith interjected that delinquent taxes are coming in fairly well this year. Ms. Wilburn also pointed out that an audit was budgeted for FY15 since we are in the fourth year cycle. The estimated cost of the audit would be \$1,200.00. In addition, \$250.00 was budgeted to cover the special purpose government entity fee. Mr. Jones inquired about the \$20,000.00 we were still waiting on in revenue for the year. Ms. Wilburn responded that this is fairly normal and that Three Rivers always tries to be conservative when calculating estimated revenue. The result is that the revenue is usually more than what we project.

Ms. Wilburn reminded the Board that the fiscal court cannot approve or reject health department budgets. If the fiscal court wanted to take issue with the proposed tax rate, they would have to come to an agreement before they could pass the county budget. Ms. Wilburn shared that Bullitt County has experienced trouble between their fiscal court and their Board of Health, indicating that disputes sometimes happen. The new legislation is still a muddy process according to Judge Keith.

**Action:** Christina Johnson made the motion to approve the FY15 budget. Mr. Minch seconded. The motion to approve the FY15 budget passed unanimously.

**Topic:** Special Purpose Government Entities' Code of Ethics

**Discussion:** Ms. Wilburn reminded the Board of State Auditor, Adam Edelen's, legislation requiring special purpose government entities to adopt a code of ethics or submit to the code of ethics established in the county. Last year, the Board was sent the Code of Ethics from Owen County, making members aware of its conditions. Under KRS 65.003, boards of health are exempted from financial disclosure. In other words, board members will not have to submit financial information to the fiscal court as a result of serving on our local board of health. Ms. Wilburn was unsure about financial disclosure requirements for the county or state, but she wanted to make members aware that it was not a requirement of serving on this board. Mr. Jones mentioned to the Board that he also serves on the Ethics Board, and wondered if serving



on both boards would be a conflict of interest. Judge Keith suggested we check with County Attorney, Josh Smith. However, Georgia explained that it should not be a problem.

**Topic:** Building Maintenance

**Discussion:** Dr. Heise shared that the District Office implemented a keyless entry security system through the Mid-America group. It was not as expensive as anticipated because some of the equipment was already here from when Owen Electric owned this building. Each employee gets a card that they can scan to enter the building. Physical keys are no longer necessary. Through the computer software that comes with the system, Three Rivers can see who came in and at what time, but cannot see who left the building. Another benefit is that Three Rivers can disable the badges anytime—an added security feature especially in the event a key is not retrieved from a former employee. The employees love the new system and hope to have it installed in all our health centers across the District. In light of this success, Dr. Heise requested that we retrieve a bid from Mid-America to assess how much it would cost to install the mechanisms at the Owen County Health Center. The bid is available in the packet. Ms. Wilburn shared that the monthly maintenance fee would be paid by Three Rivers, and the installation of the system would be paid by the Owen County Local Taxing District. April Harris mentioned that the Carroll County Local Board of Health recently voted to put this system in place at their health center. Dr. Heise requested that the Board vote on implementing this in Owen County.

Dr. Heise also asked for approval to seek bids on adding some landscaping and fixing the Owen County Health Center parking lot. Dr. Heise pointed out that the bushes were removed per Mr. Minch's suggestion. Since the remodel of the Owen County Health Center and the replacement of the roof, the building's appearance is much improved. When asked by Judge Keith what suggestions she had, Dr. Heise responded that nothing too aggressive is needed. Judge Keith agreed that whatever landscaping was done needed to be low maintenance. Mr. Minch suggested putting top soil and perhaps some mulch with some additional plants. Judge Keith shared that Jason Wainscott has been working on some of the landscaping in front of the courthouse, and has friends that are in the landscaping business. Dr. Heise responded that she would be happy for Mr. Wainscott to give us a bid once they complete their work at the courthouse. The Board also shared other names to ask for potential bids such as Mr. Dempsey and Mr. Tuggle.

In regards to the parking lot, Judge Keith said she would send the road department to do an evaluation of what might need to be done to improve it. Dr. Heise expressed her appreciation and indicated that the Board will need to meet again in September to discuss the tax rate. The results of the bids for both the landscaping and the parking lot can be discussed at the next meeting. Mr. Jones inquired as to how much money we currently have in reserve that can be

used to fund these projects. Ms. Wilburn responded that there is currently \$121,000.00 available.

**Action:** Karen Wash made a motion to approve the security system, as well as to seek bids to repair the parking lot and seek bids to do some landscaping. Christina Johnson seconded. The motion passed unanimously.

**Topic:** Adjournment

**Action:** Mr. Jones made a motion to adjourn. Mr. Minch provided a second. The meeting was adjourned at 1:15 p.m.

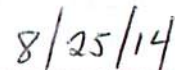
  
Board Chairman

  
Date

  
District Director

  
Date

  
Board Secretary

  
Date