

**Three Rivers District Board of Health Meeting Minutes**  
**District Office Conference Room**  
**September 24, 2014—6:00 p.m.**

**Members Present:**

Judge Henry Bertram  
Delbert Cox  
Judge Carolyn Keith  
Benjamin Kutnicki  
Judge Ken McFarland  
Joseph Mylor, Chairman  
Judge Harold "Shorty" Tomlinson

**Members Absent:**

Robert Walker

**Staff/Public Present:**

Georgia Heise  
Joey Nunn  
Justin Pittman  
Candice Selph  
Bobby Lee Westrick  
Michelle Wilburn

**Welcome:** Chairman, Joe Mylor, called the meeting to order at 6:20 p.m. and gave a blessing for the meal provided. A quorum was present.

**Topic:** Public Remarks

**Discussion:** There were no public remarks.

**Topic:** Approval of June 19, 2014 Meeting 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:** Delbert Cox made a motion to approve the minutes from June 19, 2014. Judge Shorty Tomlinson seconded. The motion to approve the minutes passed unanimously.

**Old Business**

**Topic:** Regulation for Certification of Pool Operators

**Discussion:** Justin Pittman gave each board member a draft of a regulation requiring pool operators training for pool owners. The main objective of this program is to provide some water quality knowledge and maintenance for pool operators within our district. The document is based off the Aquatic Health Code provided by the Centers for Disease Control (CDC), which specifies what training is necessary. Mr. Pittman explained that the document outlines the same concepts and is in exactly the same format as the current Three Rivers' food manager certification, which was reviewed by county attorneys and judges. The only verbiage that is different is the replacement of the title of "food operator" to the new title of "pool operator." Mr. Pittman stated that the implementation of this document would require pool

operators to have water safety training every two years. Currently, no training of this nature exists and the provisions of this document would only allow for two critical violations per pool per operational period. It is the hope of the Environmental Team that this program will allow them to organize and offer this training at a low cost since everything is logistically in place for the program to be implemented. Within sixty (60) days of the passage of this document, all pool operators within our counties will be able to receive training through Three Rivers or on a national level.

Judge Tomlinson offered the indoor pool at Camp KYSOC in Carrollton as a training facility for this program. He also reiterated that most of the pool operators were maintenance men at hotels or volunteers in subdivisions. Often, these individuals have no knowledge about water-borne illnesses and agreed a training program would be beneficial. Judge Tomlinson expressed a hope that this training will curb many of the current problems. Mr. Pittman agreed that many problems do occur—especially in August. He added that Lexington was the only other entity in the state of Kentucky who offers similar training. Judge Henry Bertram observed that public pools were mentioned in the purpose of the document, but were not mentioned in the document title. He proposed that the title refer to “public pools” as well. Judge Ken McFarland asked for clarification that each person licensed would be able to take care of more than one pool. Mr. Pittman confirmed this information.

**Action:** Judge Carolyn Keith made a motion to approve the regulation for certification with the title change proposed by Judge Bertram. Judge Bertram seconded the motion. The motion passed unanimously.

**Topic:** Building Maintenance Updates

**Discussion:** Mr. Pittman reported the progress on several maintenance projects that have been initiated. Owen County Health Center received new landscaping and their parking lot has been leveled and re-paved. Carroll County Health Center also received new landscaping and its parking lot will be re-paved and lined by the second week of October. Previously, the District Office, the Owen County Health Center, and the Carroll County Health Center were the only locations that installed the keyless entry system provided by MidAmerica. However, Gallatin County Health Center will also have this capability by the end of the week when the system is finally installed. The Gallatin County Local Board of Health also requested that several dead bushes be removed from the outside of the facility. Mr. Pittman reported that this request has also been fulfilled. Finally, the Pendleton County Health Center is still experiencing minor water leaks at the front of the building. Mr. Pittman shared that progress has been stalled with this project since he is still waiting for the gentleman to return his calls.

Chairman Mylor commented that several employees had shared their desire for a new administration building during strategic planning discussions. He suggested considering putting



some monies aside for a new building sometime in the future. Mr. Pittman responded that our parking lot, snakes, and function of the bathrooms continue to be issues at the administrative office. The Board agreed that a new building might be worth addressing in the future.

### New Business

#### Topic: Fleet Management

**Discussion:** Dr. Georgia Heise introduced the Board to Mr. Joey Nunn with Enterprise Fleet. Mr. Nunn explained that Enterprise Fleet was a division of Enterprise Rental Cars that have provided vehicle services to companies for the last fifty years. Enterprise Fleet's goal is to help public sector organizations obtain reliable vehicles, manage the maintenance of those vehicles, analyze any fuel risk, and ensure the fleet does not deteriorate so it can be sold for an optimum price at a later date. Enterprise Fleet currently works with several health departments across the Commonwealth of Kentucky including Green River District Health Department, Kentucky River District Health Department, Purchase District Health Department, Cumberland Valley District Health Department, and Franklin County Health Department.

Mr. Nunn directed the Board's attention to several documents included in their packet. The first document was a comparison sheet of two vehicles—the Nissan Rogue and the Nissan Versa—demonstrating what Enterprise could potentially offer. He explained that these two vehicles are currently the most fuel efficient cars available on the market. The Nissan Versa currently costs about thirty cents per mile to operate. The Nissan Rogue, which would be best for the environmental team, currently costs about thirty-seven cents per mile to operate. Judge McFarland inquired if the Nissan Rogues were four-wheel drive vehicles. Mr. Nunn confirmed that they were and that the operation amounts are fixed costs and that the only variable to the cost of operation would be fuel prices. For example, if the price of fuel increases, so would the reimbursement amount. Mr. Nunn elaborated that Enterprise Fleet's will examine the vehicles with the lowest operating costs throughout the life of the car—from operation, acquisition, maintenance, and fuel—and provide us with those vehicles. Their agency has the tools to continually track maintenance and fuel costs. Mr. Nunn explained that if the Board chose to enter into a contract with Enterprise Fleet, a personal agent would be assigned to our agency to guide Three Rivers through the entire process, to promote sustainability, and prevent costs from fluctuating. This agent would also meet with the Board annually, and meet with agency representatives like Mr. Pittman perhaps as often as every three months. Mr. Nunn shared that due to new Environmental Protection Agency (EPA) regulations, Americans can hope to choose vehicles that could earn fifty-two miles per gallon by 2025.

The second handout Mr. Nunn presented to the Board was the amount of money it requires to operate the nine vehicles Three Rivers currently owns, as well as the amount it takes to



reimburse at one hundred thousand miles. Mr. Nunn explained that by signing on with Enterprise Fleet, Three Rivers could sell their current vehicles and use the money towards financing twenty-four new vehicles. Enterprise Fleet offers financing for five years, allowing Three Rivers to essentially buy these vehicles. An advantage of doing that is if downsizing the fleet is ever needed, Three Rivers can sell those vehicles without delay.

Dr. Heise stated that the necessity of maintaining a fleet of agency vehicles is due to the large amount of travelling staff at the health department. She explained to the Board that it is occasionally a stretch for employees to fill up their personal vehicles with gas to travel for work purposes; and then have to wait for a month for a reimbursement check. Many of the higher paid employees do not want to have to use their own nice vehicles for work. Three Rivers wants its employees to be able to perform their job without the impediment of having to use their own funds or materials for work-related purposes. In addition, the nature of the work performed by environmentalists and our maintenance staff often requires that they travel to off-road locations or need to carry materials. Currently, there are more employees travelling than there are agency vehicles. Three Rivers policy states that if there is an agency car available, the employee must utilize that vehicle. If it is not used, the employee cannot receive a reimbursement check for using their personal vehicle. Dr. Heise expressed that Three Rivers is at the point where vehicles will have to be replaced by our agency; or engage in a contact with a company like Enterprise Fleet.

Dr. Ben Kutnicki asked for clarification regarding whether or not the vehicles we receive from Enterprise Fleet will be rental vehicles or vehicles Three Rivers will actually purchase. Mr. Nunn responded by assuring the Board that Three Rivers will have full ownership rights of any vehicles received since Three Rivers will be purchasing these vehicles. He also said Enterprise encourages the use of smaller vehicles like the Nissans referenced in the previous handout since they are comfortable and fuel efficient. Mr. Nunn reiterated that more vehicles can be added at any time since our current insurance rate with KACo is fixed—regardless of the amount of cars listed under the policy. Judge Henry Bertram pointed out that the insurance rates with KACo could potentially increase next year, but surmised that the cost savings from the first year will offset any additional costs.

Enterprise Fleet estimates that it usually requires about \$4,800.00 to maintain twenty-four vehicles for forty-eight months. Essentially, the cost to the agency will be around \$100.00 per month and that Three Rivers will have no other issues to manage. Mr. Nunn explained that the only item not covered in that price are car washes. He reiterated that Enterprise Fleet provides a fixed vehicle payment and a fixed mechanic payment—making fuel prices the only variable. Each vehicle will be financed for \$20,000.00 over a period of five years. Mr. Nunn pointed out that Three Rivers possesses government buying power, which will ensure that we will already purchase vehicles at a reduced prices.



Before purchasing any cars, Enterprise Fleet plans to sell the cars Three Rivers currently possesses. Mr. Nunn stated that if the vehicle still runs well, looks good, and if the market maintains an increase in the buying demand, each vehicle could potentially be sold for \$10,000.00. Judge McFarland estimated that this price would be for a vehicle that has roughly 15,000 miles. Enterprise Fleet would have Three Rivers finance any difference in selling price. Judge McFarland followed up by asking if any leftover money would go to Enterprise. Mr. Nunn responded by stating that any additional money would always go back to Three Rivers. This would allow Three Rivers to continue to build equity, and use that money towards our financing loans and/or streamline operating costs. He reiterated that the purchase and eventual sale of all vehicles sold to Three Rivers by Enterprise Fleet would be handled by our personal agent who will be dedicated to getting the best price for all vehicles, picking up cars, putting wraps on cars, etc. Controlling the amount of miles per vehicle will be watched by our Enterprise Fleet agent who will try to control the volume of miles to be evenly distributed among all the cars in the fleet. Managing a fleet is a difficult task, and Mr. Nunn expressed again that it is for this reason that a full-time agent is monitoring the situation at all times. Three Rivers will always have the option to buy cars, keep cars, pay them off, or sell them at any time. Enterprise Fleet wants to ensure that Three Rivers is able to stay on budget and manage a reliable fleet of vehicles.

Michelle Wilburn shared a handout with the Board, compiled by a graduate student at the University of Kentucky, which documents the current inventory and the current mileage of Three Rivers' vehicles. These figures were then compared with a Honda Civic, which is generally acknowledged to be a fuel-efficient vehicle. There are about 83,000 miles in our existing fleet. Three Rivers currently owns nineteen vehicles. Dr. Heise asked about the newest vehicles in our current fleet. Mr. Pittman responded that the Jeeps and Toyotas were the newest ones we owned. He interjected that Three Rivers can decide how many of what vehicles they feel are needed.

After Mr. Nunn's presentation, the Board discussed the information. Each member agreed that insurance and fuel costs are something Three Rivers is currently doing anyway, in addition to maintenance. By having an agency to manage the fleet and keep maintenance costs at a fixed rate, signing with Enterprise Fleet seemed to be a cost-effective option. Judge McFarland pointed out that smaller vehicles will also not take up as much parking and will be lighter. He followed up his comment by asking if the employees have to come to work first to pick up the vehicles. Ms. Wilburn responded that this is usually the case unless it is closer for the employee to leave from home to their intended destination for the day. Judge Tomlinson asked how long it would take Enterprise Fleet to transition the old cars for the newer ones. Mr. Pittman said the current estimate was six months. Mr. Cox wondered again if Three Rivers was indeed buying the cars or leasing them. Mr. Westrick replied that it was a sort of "lease to own" program. Mr. Cox also asked what would happen if the new vehicles are wrecked. Mr. Pittman explained that Three Rivers current insurance policy with KACo pays for any damage and that there will be a flat fee for maintenance. Judge Bertram pointed out that engaging in this



contract would provide Three Rivers with buying power it would not ordinarily have. Mr. Westrick added that swapping out older cars with newer cars will also provide a cost savings since newer cars tend to have a better gas mileage per mile. Ms. Wilburn reminded the Board that Three Rivers originally paid around \$63,000.00 for ten vehicles. Under the estimates provided by Enterprise Fleet, Three Rivers would be receiving twenty-four vehicles for just under \$58,000.00—which includes maintenance. Judge McFarland inquired if the \$61.00 flat maintenance fee per month would be enough to cover major problems. Mr. Pittman responded positively. He elaborated that the key tag on each vehicle will allow it to be taken to any shop and the Enterprise Fleet will come and get it. Chairman Mylor inquired of the Three Rivers staff present at the meeting if the size of the proposed vehicles is workable. The staff agreed these vehicles looked promising.

Dr. Heise communicated again to the Board that Three Rivers was on the edge where personally managing vehicles is costing a lot more money. The plan proposed by Enterprise Fleet almost mirrors the state plan where vehicles are financed for five years or 90,000 miles. Regardless whether the Board decides to engage with Enterprise Fleet or not, a management plan needs to be developed. Judge McFarland asked what the needs were and then determine those costs. Ms. Wilburn pointed out the document prepared by the UK grad student which specifies many of the needs and costs Three Rivers is facing. Mr. Westrick asked Mr. Pittman and Dr. Heise if prices were compared with other agencies who performed the same or similar services. They responded that another company was examined, but that Enterprise Fleet was the best overall.

**Action:** Judge McFarland made the motion to proceed with the contract with Enterprise Fleet as long as Three Rivers received positive feedback from three other health departments who are currently using Enterprise Fleet. Judge Tomlinson seconded. The motion passed unanimously.

**Topic:** Policy Approval

**Discussion:** Dr. Heise shared with the Board that the managerial team and select staff recently completed the annual review of all of Three Rivers' policies. She directed the Board's attention to the compilation of each of the policies in their packets that required the Board's review. Most of the policies simply required formatting changes, but some of them included minor changes requiring Board approval. Candice Selph illuminated changes that had been made to the following human resource policies:

- A-HR-14      Nondiscrimination and Anti-Harassment Policy
- A-HR-15      Disciplinary Procedures
- A-HR-16      Grievance Procedure
- A-IC-15      Facility Security
- A-IC-24      Internet, Social Media, Electronic Mail Acceptable Use Policy



Dr. Heise explained the rationale behind the remaining policies for review. The Home Health Alliance recommends the creation of certain policies, which Three Rivers was already using. However, the following policies have now been placed into the formatting followed by other Three Rivers policies:

C-IC-5	Medication Distribution
C-IC-8	Medication Inventory Management
HH-G-6	Physician's Responsibilities and Licensure Verification
HH-G-33	Home Health Administrative Personnel Backup

The most significant change was to policy HH-G-32, Professional Advisory Committee. Previously, there were bi-laws that came from the state guiding the operation of this committee. However, the state recently disbanded the group that provided the guidelines. In response, Three Rivers implemented their own regulations for their home health agency and made the policy easier to comprehend. Instead of bi-laws, the policy specifies who will make up the committee and when they will meet.

Dr. Heise also further explained the reasoning behind policy HH-IC-2, Admission Criteria. The policy specifies that Three Rivers can deny admission to patients who do not adhere to the recommended plan of care. If the patient cannot agree to do that, Three Rivers cannot help him or her. In addition, verbal and physically abusive patients are not selected for admission. It is impossible for our employees to provide care to someone who refuses to be helped or who will not adhere to service plans. Patients generally sign an agreement, and have the ability to file an appeal if they feel they are being wrongly handled. As a home health agency, Three Rivers is responsible for meeting certain criteria and outcomes. When those criteria and outcomes are not met, Three Rivers loses reimbursement money for services provided. However, the Center for Medicare Services will usually side with the home health agency in an appeal if the agency can show that the patient failed to cooperate. Dr. Heise shared a situation in which a recommendation for care plan was not being followed by a patient. Services were cancelled, but the nurse providing care intervened by going to Community Based Services to report a situation in the home that was preventing access to care. Eventually, the patient was removed from that current caregiver and the bad situation in the home. The patient is now doing well.

In the event that Three Rivers Home Health Agency does not possess the resources to carry out the physician's orders and nothing can be worked out with the doctor's office, Three Rivers usually does not admit those patients for care. However, the employees always look for another agency who is equipped to handle and care for those patients. Dr. Heise reiterates that like most policies, this policy is intended to protect Three Rivers Home Health Agency from unforeseen events; and to prevent getting in the middle of something that the agency is unable to handle.



Dr. Heise reminded the Board that the Home Health Agency is continuing to experience almost daily changes in Medicaid and Medicare requirements. These agencies are reimbursing so tightly that keeping the agency open is determined on a month-to-month basis. Currently, the home health agency is meeting their goal of breaking even. Dr. Heise explained that our employees are trying to maintain the agency as best they can since private home health organizations do not want to come out this far geographically to care for patients. Costs are an ongoing concern both to us and other agencies. Dr. Heise interjected that increased costs are another reason for providing for additional agency cars to travelling staff.

**Action:** Judge McFarland made a motion to approve all the policies presented. Judge Bertram provided a second. The motion carried unanimously.

**Topic:** Emergenetics Training

**Discussion:** Dr. Heise reminded the Board of the Emergenetics Training she plans to hold on Wednesday, December 10<sup>th</sup>. This training will be held at the KACo building in Frankfort. She asked all District Board members to encourage members from the local boards to attend as well. Part of the agenda for the day will include a District Board of Health meeting during the lunch hour so that other local board members will have a chance to see how the governing board functions. Ms. Selph will be sending out additional information and reminders about this event over the coming weeks.

**Topic:** Other

**Discussion:** Dr. Ben Kutnicki shared his experiences from attending the National Association for County and City Health Officials (NACCHO) in June, and the National Association of Local Boards of Health in August. Chairman Mylor also attended these conferences. Dr. Kutnicki reminded the Board that attending these conferences is available to all members, and that their time at these events would be well spent and valuable. He was particularly impressed with several presentations given by other board members around the country at the NALBOH conference. All the workshops were geared to a variety of interests, and the presentations afforded him the opportunity to learn what he could do better as a current board member. One of the presentations on how to give effective presentations particularly influenced him, and has helped him in other parts of his career and life. Dr. Kutnicki was also struck by how lucky Three Rivers is compared to other health departments around the nation who do not have great representation or participation from their board members. He encouraged each Board member to go just one time because it is definitely worthwhile.

Dr. Heise directed the Board's attention to several handouts provided by employee, Jim Thaxton, sharing updates from the work being done by the Heroin Task Force.

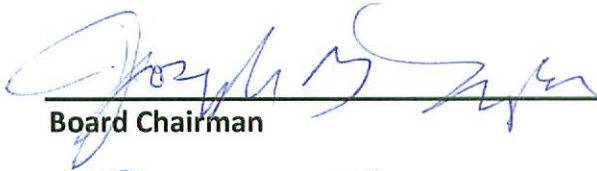
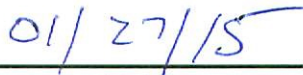

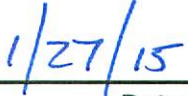

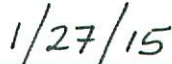


Judge Tomlinson announced that Carroll, Gallatin and Owen counties were three of six counties recognized at the Governor's Local Issues Conference for receiving the Spirit of Kentucky Award. Judge McFarland and Judge Keith were also present at that conference to share the achievement. Judge Keith expressed how thankful she was for the leadership over these counties and the leadership displayed by the Board. Mr. Westrick expressed his excitement and happiness at being a part of these meetings so that he will not be in the dark during his first year at the new Judge Executive in Carroll County.

Judge Tomlinson also reported that Carroll County has currently met over half of its goal for fundraising for the new community college. He also announced that a new steel company will be coming to Gallatin County, putting our counties on the map!

**Topic:** Adjournment

**Action:** Judge McFarland made a motion to adjourn. Judge Tomlinson provided a second. The meeting was adjourned at 7:50 p.m.

 Board Chairman	 Date
 District Director	 Date
 Board Secretary	 Date