

**District Board of Health Meeting Minutes
District Office Conference Room
Friday, June 24, 2016
12:00 p.m.**

Members Present:

Delbert Cox
Judge Casey Ellis
Judge David Fields
Dr. Ben Kutnicki
Judge Kenny McFarland
Gary Minch
Joe Mylor- Chairman
Judge Bobby Lee Westrick
Dave Jones- OCLBOH Member

Staff Present:

Allison Craigmyle
Georgia Heise
Allison Napier
Justin Pittman
Michelle Wilburn

Welcome

Chairman Joe Mylor welcomed the Board and called the meeting to order at 12:21 p.m. A quorum was present.

Topic: Approval of March 29, 2016 Meeting Minutes

Discussion: Board members were asked to review minutes from March 29, 2016. The minutes were reviewed with no discussion.

Action: Judge McFarland made a motion to approve the minutes from March 29, 2016. Judge Fields seconded. The motion to approve the minutes passed unanimously.

New Business

Topic: FY17 Tax Contribution Rate

Discussion: Dr. Heise referred to the tax contribution rate of 5.4c/\$100. She noted this rate has been approved at all Local Board meetings and the proposed budget was generated based on the 5.4c/\$100 contribution rate.

Action: Judge McFarland made a motion to accept the FY17 Tax Contribution Rate of 5.4c/\$100. Judge Ellis provided a second. The motion passed unanimously.

Topic: FY17 Across The Board Raise

Discussion: Dr. Heise proposed to the board an “across the board” increase to all merit employees in the amount of \$.45 to the hour to go in effect the first pay period in January.

Judge Fields raised concern regarding the rising cost of retirement and health insurance. Michelle Wilburn agreed and responded that we received approximately \$600,000 in retirement assistance from the state, which helped the budget significantly.

Judge McFarland inquired, after losing certain positions and employees retiring, if those would be filled. Dr. Heise expressed that one Environmentalist position would be filled. She also stated that we are pursuing funds from the state for an Epidemiologist, a position that is currently held regionally at Northern Kentucky Health Department.

Judge Ellis questioned if the total salary figure increased or decreased after the loss of employees. Michelle Wilburn stated the budget for fiscal year 2017 shows a decrease of \$387,000 compared to last year. That number factors in salaries and fringe benefits.

Action: Judge McFarland motioned to approve the across the board raise. Gary Minch seconded. The motion passed unanimously.

Topic: FY17 Annual Evaluation

Discussion: Dr. Heise proposed to the board that at employee's annual evaluation dates, high or very high performance employees would receive lump sum payments of 1.0% and a 2.0% of annual salary respectively.

Judge McFarland asked how many employees were estimated to receive this lump sum payment. Dr. Heise stated that Three Rivers averages 15 employees receiving merit payments annually and she anticipates the same for fiscal year 2017.

Action: Judge Ellis motioned to approve lump sum merit payments for annual evaluation ratings of 1.0% for a *Proficient and Commendable* and a 2.0% for *Highly Commendable*. Judge Fields seconded the motion. The motion passed unanimously.

Topic: FY17 Budget Approval

Discussion: Judge Ellis asked about the status of the school nursing program. Dr. Heise shared that we are down to one school nurse in Pendleton County due to funding decreases. Owen County remained the same with one school nurse. He also inquired about the expenses from last year for travel and the fleet. Our travel expense is down by about half according to Michelle Wilburn.

Justin Pittman also discussed the cost for the fleet, agreeing that expenses are lower. Justin further stated that we are assessing our inventory and may need to downsize. Judge McFarland suggested a surplus for any vehicles not a part of the Enterprise lease.

Action: Judge Ellis motioned to approve FY17 Budget. Delbert Cox seconded the motion. The motion passed unanimously.

Topic: Zika

Discussion: Dr. Heise provided statistics on the most recent Zika virus outbreak. The infection has affected one person in Boone County along with six others across the state; two of those cases are pregnant women. Total there are 820 cases across the United States and of that, 265 women are pregnant. All cases have been related to travel. Justin Pittman spoke on his knowledge of the outbreak and Three Rivers' work on mosquito control. He is available to speak on the subject at events if needed.

Topic: NALBOH 2016 Conference

Discussion: Dr. Heise invited board members to attend NALBOH coming up August. Board members are encouraged to attend and to contact her for further information.

Old Business

Topic: Syringe Access Exchange Program (SAEP)

Discussion: Dr. Heise reported the most recent statistics regarding the Pendleton County SAEP program. She stated Three Rivers will continue to discuss this program with our other counties that are not currently participating.

Dr. Kutnicki questioned if participants in treatment are being tracked and if we could incorporate those statistics. Another concern is the one-to-one exchange ratio not currently being required and whether it should be implemented.

Topic: Other

Discussion: Chairman Mylor asked if there were any other items or announcement to discuss.

Dr. Heise mentioned that the District Office building status remains the same; a second appraisal was completed with a value of \$410,000, showing a significant increase.

David Fields discussed the flooding that had recently occurred at the Pendleton County Health Center, which was a result of construction and drainage issues that were happening across the road. Judge Fields is working with that company having the construction work done to incur the expenses for repair.

Gallatin County is also having water issues according to the extremely high usage. Justin Pittman is addressing the problem and working with the water company.

Topic: Adjournment

Action: Judge Fields made a motion to adjourn. Judge Westrick seconded the motion. Adjournment was at 1:23 p.m.

Joseph J. J. J. 09/30/16
Board Chairperson Date

Joseph J. J. J. 9/30/16
District Director Date

Quinn 9/30/16
Board Secretary Date