

District Board of Health Meeting Minutes
Three Rivers District Office
Tuesday, February 21, 2017
12:00 p.m.

Members Present:

Joe Mylor, Chairman
Judge Casey Ellis
Judge David Fields
Dr. Ben Kutnicki
Judge Kenny McFarland
Judge Bobby Lee Westrick
Matt Cull

Staff Present:

Georgia Heise
Allison Napier
Justin Pittman
Michelle Wilburn
Lindsey Tirey
Carolyn Stewart

Welcome

Chairman Joe Mylor welcomed the Board and called the meeting to order at 12:20 PM. A quorum was present.

Topic: Approval of September 30, 2016 Meeting Minutes

Discussion: Board members were asked to review the minutes from September 30, 2016. The minutes were reviewed with no discussion.

Action: Judge McFarland made a motion to approve the minutes from September 30, 2016. Judge Fields seconded. The motion to approve the minutes passed unanimously.

Old Business

None

New Business

Topic: New District Office Building

Discussion: Dr. Heise informed the board members that for the first time it seems like acquiring a new district office building might be within our reach. She stated that because we have downsized our staff at the district office and the fact that we have another employee retiring this year that we are not going to replace has helped us have more money in our budget. The fact that the prevailing wage has been rolled back is another key factor. Dr. Heise stated she had been in contact with KACo and gave the members some figures as to what it would cost to build a \$1 million building which is what she thinks it will take.

Dr. Heise stated one option is to have the Owen County Taxing District secure the loan and build the building. It would be a two story building and the Owen County Health Department would

occupy the bottom floor and the district office staff would lease the second floor from them. She said the building would be built so in the future it could be expanded to house other county offices. Dr. Heise told the members that only a few members of the Owen County Board knew about this.

Dr. Heise said she was asking the board's permission to go forward and meet with the Owen County Board of Health and come back with some concrete figures as to what it would cost and where we could secure the money.

There was discussion among the board members concerning where land could be purchased for the building and the options of selling the present district office and the building the Owen County Health Center is in now.

Action: Judge McFarland made the motion to go ahead pursue the building of a new district office. Judge Ellis seconded. The motion passed.

Topic: 902 KAR 8:150

Discussion: Dr. Heise informed the members this is one of the items that the legislature is discussing as being outdated. This KAR only allows votes be made in person, not e-mails, not telephones, and not video teleconferencing. I would like as a board to request to the state that we can make decisions by video conference, e-mail etc. and that we would not always have to do these in person. She stated we have to get permission from the state to do this.

Action: Judge McFarland made the motion to make this request to the state. Dr. Kutnicki seconded. Motion passed.

Topic: Audit

Discussion: Michelle Wilburn reviewed the copy of the audit each member had been given. She told the board she had highlighted some items on the letter that were some key facts as to how well our audit went. There were no findings, no disagreements, no material issues found. Michelle said since our federal funding was down last year the audit was at a little lighter level but it was still a very comprehensive thorough audit. The only thing that might be considered an adverse opinion was that we operate on a cash basis as required by the state and that is contrary to general accounting principles. This is a statement that is made each year on our audits.

Action: Judge McFarland made the motion to accept the audit. Judge Ellis seconded. The motion passed unanimously.

Topic: YTD Financial Review

Discussion: Michelle Wilburn went over the YTYD Financial Review given the members. She said it shows as of January we are operating at a \$7900 loss which is minimal compared to where we are typically at this time of the year as we await payment of our grant moneys from the state for our federal and state funding. Michelle informed the board we just completed our 6 month

projection to the state and they have approved it and sent it back with a \$148,000 surplus for the end of the year. She also pointed out the fact that salaries and fringe benefits are 75% of our cost which is typical.

Dr. Heise stated we are contributing 48.77% to the retirement system. Health departments are the only entity that the retirement contribution doesn't come out of the state's budget. KHDA has made a request to change this. If they were to pay the retirement contribution for us would be huge. Michelle said our retirement cost to date is just under \$600,000.

Action: Judge Fields made the motion to accept the financial review. Matt Cull seconded. The motion passed unanimously.

Topic: 2017 NALBOH Conference

Discussion: Dr. Heise reported the 2017 conference will be in Cleveland this year. She said it is a good conference. She said if any of the members wants to attend we will certainly make it possible.

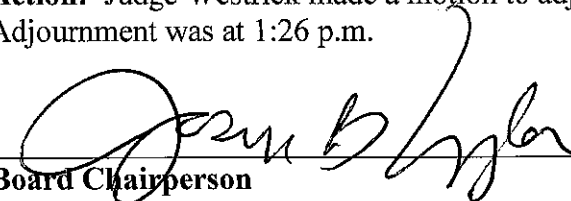
Topic: Standing Meeting Date


Discussion: Dr. Heise said we have had a request there be a standing meeting date. The months for the meeting are March, June, September and December. It was decided the standing meeting date would be the second Thursday of March, June, September and December.

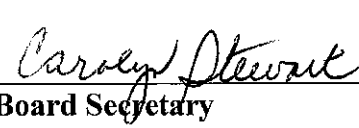
Action: Judge Ellis made the motion to have the standing meeting dates. Judge McFarland seconded the motion. The motion passed.

Topic: Adjournment

Action: Judge Westrick made a motion to adjourn. Judge McFarland seconded the motion. Adjournment was at 1:26 p.m.


Board Chairperson 06/08/17
Date


District Director 6/8/17
Date


Board Secretary 6/8/17
Date