

**District Board of Health Meeting Minutes
Three Rivers District Office
Thursday December 14th, 2017
12:00 PM**

Members Present:

Joe Mylor, Chairman
Judge Casey Ellis
Judge David Fields
Henry Bertram
Judge Kenny McFarland
Judge Bobby Lee Westrick
Matt Cull

Staff Present:

Georgia Heise
Michelle Wilburn
Lindsey Tirey
Christina Johnson
Allison Napier
Amy Marston
Justin Pittman
Rachele Cobb
Jennifer Humphrey

Welcome

Chairman Joe Mylor welcomed the Board and called the meeting to order at 12:18 PM. A quorum was present.

Topic: Approval of September 14th meeting minutes.

Discussion: Board members were asked to review the minutes from September 14th, 2017. The minutes were reviewed with no discussion.

Action: Judge McFarland made a motion to approve the minutes from September 14th 2017. Judge Fields seconded. The motion to approve the minutes passed unanimously.

Old Business

Topic: New District Office Facility Update

Discussion: Dr. Heise briefed the board on two meetings she, other staff members, and Judge Ellis have held with the contractor. As a result of these two meetings the contractor informed them that due to standards on size and total number of employees, building space would need to be increased presenting a higher than expected budget.

Action: No action was necessary.

New Business

Topic: Financial Report – Audit

Discussion: Dr. Heise informed the board that the most recent audit went very well. One finding that's true for every health department- no cash basis business. Michelle Wilburn pointed out the two figures most important from the financial budget. First being that as of close of November Three Rivers has a surplus of \$55,000. She informed the board of payments are still to be received; \$795K from tax payments, \$65K from home health, and every day services. There was a surplus budgeted surplus for

close of FY18 of \$135K. This surplus can be correlated with the average of tenure decreasing from 14.2 years to 9.4 years.

Action: Judge McFarland made the motion to approve the financial report with a second from Judge Ellis. The motion passed unanimously.

Topic: Financial Report – Increment

Discussion: As a result of the nice audit and positive budget, Dr. Heise requested an increment for Three Rivers staff. Specifically requesting a 3.1 percent overall increment dispersed equitably resulting in a \$1/hour raise for all employees.

Action: Judge McFarland made the motion to accept the 3.1 percent increment for all employees. Henry Bertram seconded. The motion passed unanimously.

Topic: Home Health Policy

Discussion: Jennifer Humphrey provided a summary of all changes to home health policy to the board for approval. These changes need to be made to meet new Medicare/Medicaid requirements. Henry Bertram asked if all home health staff have been informed of changes in policy- Jennifer confirmed that training has already been held. Jennifer also provided information on Home Health's performance improvement team which will meet quarterly. Lastly, Jennifer wanted to recognize the appointments of Amy Marston home health clinical manager, and herself as home health administrator.

Action: Judge Fields made a motion to accept the home health policy changes, with a second from Matt Cull. Motion passes unanimously.

Action: Judge McFarland made a motion to accept the appointments of Amy Marston to clinical manager and Jennifer Humphrey to administrator, with a second from Judge Ellis. The motion passed unanimously.

Topic: Grievance Committee/Policy

Discussion: Dr. Heise identified that KAR requires TRDHD to have a process in place for any employee or member of the public to file a grievance. Current revisions were made to change up the structure of the committee. Henry Bertram identified a change to be made in policy addressing if/when a grievance is filed against District Director the district board chairperson will join the committee in his/her place.

Action: Matt Cull made the motion to accept the policy with the addition suggested by Henry Bertram, seconded by Judge Fields. The motion passed unanimously.

Topic: Health Equity Team

Discussion: In TRDHD's efforts of reaccreditation, a health equity team has been formed to provide equitable services and programs to the community.

Action: No action was necessary.

Topic: Performance Management and Quality Improvement – Reaccreditation

Discussion: Dr. Heise summarized the past quarters actions of the Health Equity team when reviewing programs that TRDHD provides and discussed improvements recommended.

Action: Henry Bertram made the motion that TRDHD continue their efforts in obtaining reaccreditation. Matt Cull seconded, motion carried.

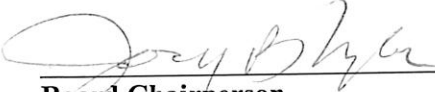
Topic: Holiday Staff Meeting

Discussion: Dr. Heise invited board members to join TRDHD all staff meeting on Wednesday 12/20/17 at Berry Hill mansion in Frankfort, KY.

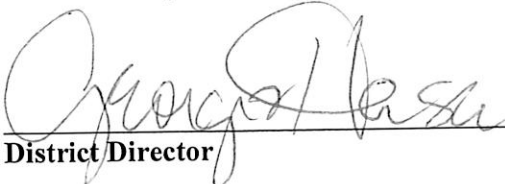
Action: No action was necessary.

Topic: Meeting Adjournment

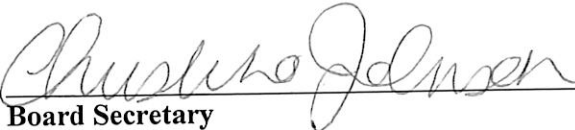
Action: Judge Ellis made the motion to adjourn seconded by Matt Cull. The motion carried. Meeting adjourned at 1:14PM.



Board Chairperson 03/08/18
Date



District Director 3/8/18
Date



Board Secretary 3/8/18
Date