



District Board of Health

6.27.2023 Agenda

12:00 PM

- I. Welcome and Call to Order
- II. Minutes
- III. FY23 Budget Revision
- IV. FY24 Budget
 - 1.) Contribution Tax Rate
 - 2.) Annual Increment
 - 3.) Evaluation Merit Award
- V. Election of Officers for FY24
 - 1.) Chairperson
 - 2.) Vice-Chairperson
 - 3.) Treasurer
- VI. Adjourn

Carroll County
Health Center
502-732-6641

Gallatin County
Health Center
859-567-2844



60 Old Monterey Rd
Owenton, KY 40359
P: 502-484-3412
F: 502-484-0864
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Owen County
Health Center
502-484-5736

Pendleton County
Health Center
859-654-6985

Three Rivers District Health Department
 Board of Health Meeting
 Tuesday, June 27, 2023
 12:00 p.m.
 TRDHD Conference Room

NAME	E-MAIL	PHONE
Marsie Lee		
Street Bards		
STEPH B McVeer	Same	Same
Kendall O'TOOLE	Same	Same
Amy Maxson	Same	Same
Crosby Smoot	Same	Same
Matt + Cull	Same	Same
JALIN McHAFFIE	Same	Same
STEPH M GIBERT	Same	Same
Letai Collember		
Judge David Fields	ZOOM	
Judge Morris	ZOOM	
Henry Bestam	ZOOM	
Michael Willbourn	ZOOM	



District Board of Health Minutes

District Office

June 27, 2023

12:00 PM

Members Present

Judge Stuart Bowling
Judge Ryan Morris - Zoom
Judge David Fields – Zoom
Judge David Wilhoite
Joseph Gilbert
Joseph Mylor, Chairman
Matt Cull
Henry Bertram - Zoom

Staff Present

Georgia Heise
Amy Marston
Justin Pittman
Kendall O'Toole
Michelle Wilburn – Zoom
Katie Columbia
Chastity Smoot

Welcome

Chairman, Joseph Mylor, called the meeting to order at 12:09 PM. A quorum was present.

Topic: Meeting Minutes

Discussion: Members were given copies of the previous board minutes. The minutes were reviewed with no further discussion.

Action: Matt Cull made a motion to accept minutes. Joe Gilbert seconded. The motion carried unanimously.

Topic: FY23 Budget Revision

Discussion: Dr. Heise presented the board with a copy of the revised FY23 budget. She discussed the increase in revenue was due to grants that were received (HANDS, infrastructure, Public Health Block Grant).

Action: Judge Wilhoite made a motion to accept the FY23 Budget Revision. Joe Gilbert seconded. The motion carried unanimously.

Topic: FY24 Budget, Contribution Tax Rate, Annual Increment, Evaluation Merit Award

Discussion: A copy of the proposed budget for FY24 was given to the board for review. This includes the current tax rate of 5.4 cents, an annual 5% increment for employees and the evaluation lump sum incentive of 3% for a rating of PC (4) and 5% for a rating of HC (5).

Action: Judge Bowling made a motion to accept the FY24 budget, which includes the 5% annual increment and the evaluation lump sum incentive of 3% for a rating of PC (4) and 5% for a rating of HC (5). Judge Wilhoite seconded. The motion carried unanimously.

Topic: Election of Officers for FY24, Chairperson, Vice-Chairperson

Discussion: Current officers are: Joe Mylor, Chairperson; Judge Bowling, Vice-Chairperson.

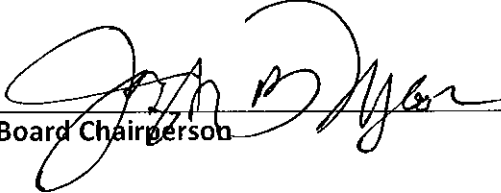
Action: Henry Bertram made a motion to keep the officers the same. Judge Fields seconded. Motion carried unanimously.

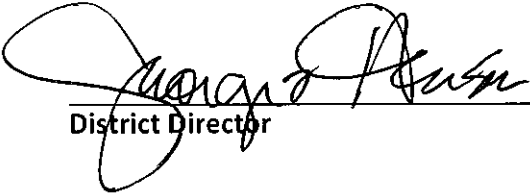
Discussion: Dr. Heise led a discussion concerning Narcan distribution with community partners and social media issues.


Action: No action necessary.

Topic: Adjourn

Action: Matt Cull made a motion to adjourn the meeting. Joe Gilbert seconded. Motion carried unanimously and adjourned at 12:43 PM.


Board Chairperson 03/11/24
Date


District Director 3/11/24
Date


Board Secretary 3/11/24
Date



District Board of Health Minutes
District Office
January 27, 2023
12:00 PM

Members Present

Judge Casey Ellis
Judge Ryan Morris
Judge David Fields – Zoom
Judge David Wilhoite
Joseph Gilbert
Joseph Mylor, Chairman
Matt Cull

Staff Present

Georgia Heise
Amy Marston
Lindsey Tirey – Zoom
Justin Pittman
Kendall O'Toole
Michelle Wilburn – Zoom
Katie Columbia
Sherry Fitzgerald
Yvonne Karsner

Others Present

Harold "Shorty" Tomlinson

Welcome

Chairman, Joseph Mylor, called the meeting to order at 12:16 PM. A quorum was present.

Topic: Meeting Minutes

Discussion: Board Members were given copies of the meeting minutes from September 15, 2022. The minutes were reviewed with no further discussion.

Action: Judge Ellis made a motion to accept minutes. Judge Morris seconded. The motion carried unanimously.

Topic: Audit Report

Discussion: Dr. Heise presented the copy of our yearly audit and highlighted that there were no findings.

Action: Judge Ellis made a motion to accept the Audit Report. Judge Wilhoite seconded. The motion carried unanimously.

Topic: Plans and Policies

Discussion: Dr. Heise discussed a new policy, Health Equity Policy, and updates to our Media Communication, Public Relations and Branding Policy. These policies are needed for our reaccreditation.

Action: No action was made at this time as board members wanted more time to look over the policies.

Topic: District Update

Discussion: Lindsey Tirey discussed a vaccine program that will be implemented in the schools in each county where students will submit a video of them explaining why they feel vaccines are important. Winners in each county in Three Rivers will receive a \$50 cash award and tickets to Sweet 16 basketball tournament.

Action: No action needed.

Topic: Legislative Update

Discussion: Dr. Heise requested that each County Judge give a quick update on what is going on in each of their counties.

Action: No action needed.

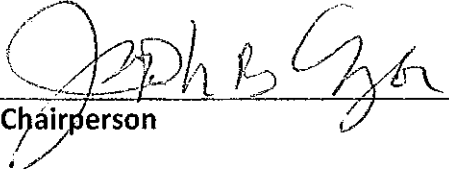
Topic: KALBOH/NALBOH Update

Discussion: Dr. Heise extended an invitation to the Board Members to attend the KALBOH and NALBOH conference this year.


Action: No action needed.

Topic: Adjourn

Action: Judge Ellis made a motion to adjourn the meeting. Judge Morris seconded. Motion carried unanimously and adjourned at 12:50 PM.



Board Chairperson 01/27/2023
Date



District Director 6/27/23
Date



Board Secretary 6-27-23
Date

District Board of Health Minutes
Zoom Meeting
June 25, 2020
11:00AM

Members Present:

Joe Mylor, Chairman
Judge Ryan Morris
Judge Casey Ellis, Co-Chair
Judge Harold Tomlinson
Judge David Fields
Henry Bertram

Others Present:

Georgia Heise	Chastity Smoot
Michelle Wilburn	Carolyn Stewart
Justin Pittman	Laura Porter
Sherry Fitzgerald	Patty Greene
Amy Marston	Tammy Thompson
Lindsey Tirey	Greg Ramey
Christina Perkins	Kendall O'Toole
Dr. Steve Davis	Stephanie Schlueter
Dianne Coleman	

Welcome

Co-Chairman Judge Casey Ellis called the meeting to order at 11:00am. A quorum was present.

Topic: Approval of December 4, 2019 and March 12, 2020 Meeting Minutes

Discussion: The Board was asked to review the minutes from the December 4, 2019 and March 12, 2020 meetings. There was no further discussion.

Action: Judge Tomlinson made a motion to approve the minutes. Judge Fields seconded. The motion carried unanimously.

Topic: COVID-19 Update

Discussion: Dr. Heise advised the board that today there were 6 new cases in the District, bringing our total to date over 120. She stated that Three Rivers staff is conducting all of the contact tracing at this time.

Action: No action needed.

Topic: FY21 Budget

Discussion: A copy of the proposed budget for FY21 was given to the board to review.

Action: Motion to accept the proposed FY21 budget was made by Henry Bertram. Judge Tomlinson seconded the motion. The motion carried unanimously.

Topic: Tax Contribution Rate, Annual Increment, Evaluation Rating

Discussion: Dr. Georgia Heise advised that the proposed budget includes a tax rate contribution of 5.4 cents per 100 of assessed property value. She stated that there is no annual increment included in the FY21 budget and recommended that the evaluation rating for Proficient and Competent remain at 1.5% and Highly Competent remain at 3.0%.

Action: Motion was made by Judge Fields to accept the tax contribution rate, annual increment and evaluation rating proposals for FY21. Judge Morris seconded. The motion carried unanimously.

Topic: FY20 Amendment

Discussion: There was a discussion amongst the board regarding adjustments for additional grant funding.

Action: Motion to approve the FY20 amendment was made by Henry Bertram. Judge Tomlinson seconded. The motion carried unanimously.

Topic: Retirement Contribution

Discussion: Dr. Heise explained to the Board that our retirement contribution is locked in for one year, however, when the Legislators meet, if they decide to raise the retirement contribution we will need to immediately meet with the Boards to pass an increased tax rate for each county.

Action: No action required at this time.

Topic: District Building

Discussion: There was a discussion to determine what to do with the District Office building which is now vacated. There was some discussion on whether to tear down or sell.

Action: Motion was made by Henry Bertram to receive bids for the demolition of the District office building and clear the lot. Judge Tomlinson seconded. Henry Bertram made a second motion to look at options for a new facility. Judge Tomlinson seconded. Both motions carried unanimously.

Topic: Adjourn

Action: Judge Morris motioned to adjourn the meeting. Judge Fields seconded. Motion carried unanimously and adjourned at 12:01pm.

Board Chairperson **Date**

District Director **Date**

Board Secretary **Date**

**District Board of Health Minutes
Zoom Meeting
September 21, 2020
10:00 AM**

Members Present:

Joe Mylor, Chairman
Judge Ryan Morris
Judge Casey Ellis, Co-Chair
Judge Harold Tomlinson
Judge David Fields
Henry Bertram
Matt Cull

Others Present:

Georgia Heise
Michelle Wilburn
Justin Pittman
Sherry Fitzgerald
Amy Marston
Lindsey Tirey
Greg Ramey

Welcome

Chairman Joe Mylor called the meeting to order at 10:01 am. A quorum was present.

Topic: Purchase Price for District Building

Discussion: Dr. Heise advised the Board Members that the current building has had two appraisals. In 2015, it was appraised at 113,000, and then in 2016, it was appraised for 410,000. The Board discussed possibly having the Northern KY Ad District advertise for us.

Action: Motion was made by Judge Ellis to solicit for bids on the District Building as is, until at least November 6, 2020. Henry Bertram seconded. The motion passed unanimously.

Topic: Building Concept Proposal

Discussion: Dr. Heise advised that we are currently accepting bids for a concept for a new District building and garage area. This would be to combine the Owen County Health Center with the District office and would need to accommodate at least 20 people. She highlighted this this is to give us an idea of what the design might look like and estimated cost.

Action: Motion was made by Henry Bertram to have Judge Ellis and Joe Mylor meet to open the bids and review them. Judge Tomlinson seconded. The motion passed unanimously.

Topic: Adjourn

Action: Judge Tomlinson motioned to adjourn the meeting. Henry Bertram seconded. Motion passed unanimously and adjourned at 10:29 am.

Board Chairperson **Date**

District Director **Date**

Board Secretary **Date**

District Board of Health Minutes
Zoom Meeting
November 24, 2020
1:30 PM

Members Present:

Joe Mylor, Chairman
Judge Ryan Morris
Judge Casey Ellis, Co-Chair
Judge Harold Tomlinson
Judge David Fields
Sandra May

Others Present:

Georgia Heise
Michelle Wilburn
Justin Pittman
Sherry Fitzgerald
Amy Marston
Lindsey Tirey
Greg Ramey
Kacie Dermon
Patty Greene
Stephanie Schlueter

Welcome

Chairman Joe Mylor called the meeting to order at 1:31 PM. A quorum was present.

Topic: District Emergency Operations Center Trailer

Discussion: Dr. Heise and the Board discussed the need of an EOC trailer due to lack of work space since the District office staff have moved into the Owen County Health Center. Dr. Heise advised that a trailer could be rented for 18mos and placed in the back-parking lot of the health center as to still remain close with the other employees and network.

Action: Motion was made by Judge Fields to accept the 18-month contract for the trailer. Judge Tomlinson seconded. The motion did not pass, but was further discussed by the Board. Motion was made by Judge Morris to table this item until the next meeting the following day. Motion was seconded by Sandra May. Motion passed unanimously.

Topic: Governor's Executive Order

Discussion: Dr. Heise informed the Board that recent executive order put in place requires the Health Departments to provide businesses that do not comply a copy of Executive Order 2020-968 as well as a notice to cease operation. The Board discussed the safest, and most timely ways to serve these notices.

Action: No action needed.

Topic: Case Monitoring, Reporting and Contact Tracing Procedural Changes

Discussion: Dr. Heise explained the procedures that we've been following for contact tracing, case monitoring and reporting. She further stated that some of these procedures have been changed at the state level because of the increase in cases throughout the state.

Action: No action needed.

Topic: Testing Procedural Changes

Discussion: Dr. Heise explained that the contract between the state and the lab that has provided us with the testing kits, will cease on December 31st. She informed the Board of the options that we have to continue testing.

Action: No action needed.

Topic: Vaccine

Discussion: The Board was presented the multi-phase plan of the COVID-19 Vaccine Allocation and discussed how much is projected to be available to our District.

Action: No action needed.

Topic: Audit

Discussion: Dr. Heise highlighted that we had a great audit. She commended the staff for their hard work and preparation. She stated that we would wait until we were able to get a hard copy to the Board before asking them to accept it.

Action: No action needed.

Topic: Adjourn

Action: Motion was made by Judge Tomlinson to adjourn. Judge Morris seconded. Motion carried unanimously and adjourned at 3:20pm.

Board Chairperson

Date

District Director

Date

Board Secretary

Date

District Board of Health Minutes
Zoom Meeting
December 1, 2020
2:30 PM

Members Present:

Joe Mylor, Chairman
Judge Ryan Morris
Judge Casey Ellis, Co-Chair
Judge Harold Tomlinson
Judge David Fields
Matt Cull

Others Present:

Georgia Heise
Michelle Wilburn
Justin Pittman
Sherry Fitzgerald
Lindsey Tirey
Greg Ramey
Patty Greene

Welcome

Chairman Joe Mylor called the meeting to order at 2:29 pm. A quorum was present.

Topic: Proceed with necessary restoration to vacant metal building owned by Owen County; CARES Act Funding reimbursement

Discussion: Dr. Heise advised that they have been in the building and assessed the maintenance needed in order for the Three Rivers COVID Response Team to operate out of it. She stated that the Commissioner indicated that there is funding through the CARES Act that will cover some of these repairs. Judge Ellis is obtaining quotes for an HVAC replacement, although it is unknown at this time whether or not CARES funding will cover that expense.

Action: Motion was made by Judge Tomlinson to proceed with all repairs and improvements to the building that are covered by the CARES Act funding. Judge Fields seconded. Motion passed unanimously.

Topic: Building to be occupied by Three Rivers COVID Response Team/District Operations at no charge for rent until new facility is constructed.

Discussion: Judge Ellis advised that he has spoken to the Owen County Fiscal Court and they agree to let Three Rivers occupy the building temporarily. Judge Ellis advised that the Owen County Fiscal Court will meet next week and officially approve this action. A copy of the meeting minutes, along with a letter from Judge Ellis should be sufficient documentation of the approved action.

Action: Motion was made by Judge Morris to allow Three Rivers COVID Response Team/District Operations to move into the Owen County owned building until a facility for Three Rivers is constructed. Judge Fields seconded. The motion passed unanimously.

Topic: Update on Restaurant defiance of Executive Orders

Discussion: A complaint was received and the restaurant was ordered to cease operations inside the dining room per the executive order. They continued to operate, therefore, were issued a notice of suspension of their permit. The restaurant is continuing to operate without a permit. A complaint has been filed with the county attorney's office however, they have been able to serve the owners of the restaurant.

Action: No action necessary.

Topic: Adjourn

Action: Judge Tomlinson motioned to adjourn the meeting. Judge Morris seconded. Motion passed unanimously and adjourned at 2:57 PM.

Board Chairperson

Date

District Director

Date

Board Secretary

Date



Three Rivers District Health Department

FY23 Budget Revision

RECEIPTS	FY22 Budget	FY23 Budget	FY23 Budget Revision	Variance
STATE				
State Restricted	202,850	252,930	447,344	194,414
Retirement Subsidy	1,052,397	1,107,725	1,107,725	-
Total State	1,255,247	1,360,655	1,555,069	194,414
FEDERAL	699,011	1,612,322	1,640,854	28,532
SERVICE FEES	754,585	724,155	885,202	161,047
STATE CORE PUBLIC HEALTH BLOCK GRANT	27,414	404,160	404,160	-
LOCAL TAX APPROPRIATIONS				
All Assessed Property	1,706,124	1,774,346	1,774,346	-
Payment In-Lieu of Taxes	97,144	88,085	118,429	30,344
Total Local Tax Appropriations	1,803,268	1,862,431	1,892,775	30,344
TOTAL RECEIPTS	4,539,525	5,963,723	6,378,060	414,337
EXPENDITURES				
SALARIES				
Salaries/Leave/Holiday Pay	1,795,094	2,181,356	2,419,034	237,678
Contract & Part Time	149,272	248,030	103,050	(144,980)
Fringe Benefits	1,894,310	1,981,997	2,376,794	394,797
Total Salaries	3,838,676	4,411,383	4,898,878	487,495
INDEPENDENT CONTRACTS	5,166	5,166	646	(4,520)
TRAVEL	26,202	30,218	34,753	4,535
SPACE COSTS	61,207	68,049	97,261	29,212
OFFICE OPERATIONS	169,289	196,450	284,409	87,959
MEDICAL SUPPLIES/EQUIPMENT	13,930	18,989	44,752	25,763
AUTOMOTIVE	121,394	125,258	142,026	16,768
OTHER OPERATING	178,017	235,128	477,929	242,801
LAND & BUILDINGS	-	850,000	922,733	72,733
CAPITAL BUILDING FUND	-	-	(550,000)	(550,000)
TOTAL EXPENDITURES	4,413,881	5,940,641	6,353,387	412,746
EXCESS REVENUE OVER(UNDER) EXPENDITURES	125,644	23,082	24,673	1,591
UNRESTRICTED RESERVE	1,287,457	1,617,757	1,617,757	330,300



Three Rivers District Health Department

FY24 Budget

RECEIPTS	FY22 Actual	FY23 Budget	FY24 Budget	Variance
STATE				
State Restricted	191,068	252,930	196,051	(56,879)
Retirement Subsidy	1,105,106	1,107,725	990,897	(116,828)
Total State	1,296,174	1,360,655	1,186,948	(173,707)
FEDERAL	1,500,078	1,612,322	1,610,397	(1,925)
SERVICE FEES	851,988	724,155	774,988	50,833
STATE CORE PUBLIC HEALTH BLOCK GRANT	27,414	404,160	613,620	209,460
UNRESTRICTED CARRYOVER	417,044	-	-	-
LOCAL TAX APPROPRIATIONS				
All Assessed Property	1,706,124	1,774,346	1,962,353	188,007
Payment In-Lieu of Taxes	97,144	88,085	118,429	30,344
Total Local Tax Appropriations	1,803,268	1,862,431	2,080,782	218,351
TOTAL RECEIPTS	5,895,966	5,963,723	6,266,735	303,012
EXPENDITURES				
SALARIES				
Salaries/Leave/Holiday Pay	1,874,421	2,181,356	2,776,206	594,850
Contract & Part Time	211,573	248,030	165,106	(82,924)
Fringe Benefits	1,943,826	1,981,997	2,191,633	209,636
Total Salaries	4,029,820	4,411,383	5,132,945	721,562
INDEPENDENT CONTRACTS	68,539	5,166	70,751	65,585
TRAVEL	9,640	30,218	39,074	8,856
SPACE COSTS	112,707	68,049	79,184	11,135
OFFICE OPERATIONS	237,427	196,450	268,987	72,537
MEDICAL SUPPLIES/EQUIPMENT	35,108	18,989	13,255	(5,734)
AUTOMOTIVE	121,488	125,258	124,309	(949)
OTHER OPERATING	390,247	235,128	270,862	35,734
LAND & BUILDINGS	524,641	850,000	266,305	(583,695)
TOTAL EXPENDITURES	5,529,617	5,940,641	6,265,672	325,031
EXCESS REVENUE OVER(UNDER) EXPENDITURES	366,349	23,082	1,063	(22,019)
UNRESTRICTED RESERVE	1,287,457	1,617,757	1,640,839	353,382

