



Kentucky River District Health Department

Minutes of the Kentucky River District Board of Health Quarterly Meeting

Date of Meeting: June 11, 2024

Time of Meeting: 6:00 p.m.

Location of Meeting: KRADD Board Room and ZOOM Format

Members Present

Judge Terry Adams
Lisa Blackburn
J. B. Bowman
Donna Brewer
Dr. Ricky Collins
Judge William Lewis by Proxy, Shirley Baker
Judge Zeke Little, Jr.
Judge Steve May by Proxy, Mitch Cornelius
Dena McIntosh
Dr. Kenneth Slone
Sally Spaulding

Members Absent

Judge Scott Alexander
Judge Raymond Banks
Gregory Collins
Kevin Davis
Judge Jeff Dobson
Dr. Don Holbrook

Staff Present

A. Scott Lockard, Secretary, Director
Helen Ascani, Executive Assistant to the Director
K. Nicole Caldwell, Home Health Administrator
Janet Cornett, Perry County Coordinator
Melissa Feltner, HANDS Program Supervisor
Anne Hatton, Ryan White Program Coordinator
Susan Kincaid, Health Promotion Services Coordinator
Maxine Shepherd, Leslie County Coordinator
Brandy Slone, Letcher County Coordinator
Melissa Slone, Chief Operating Officer
Vivian Smith, Lee and Owsley Counties Coordinator
Elizabeth Turner, Nurse Administrator
James Ed Whisman, Environmental Supervisor
Stacy Wilson, Wolfe County Coordinator

I. Call to Order

Chairperson Donna Brewer called the meeting to order at 6:00 p.m.

II. Roll Call

With eleven (11) members present, a quorum was established.

III. Minutes of Previous Meetings

Chairman Brewer requested a motion to accept the minutes from the March 12, 2024, meeting as presented.

Dr. Kenneth Slone made the motion to accept the previous minutes as presented.

Judge Terry Adams seconded the motion.

All were in favor. The motion carried unanimously.

IV. New Business

A. Clinical Services

The clinical services report was given by Ms. Libby Turner.

Ms. Turner reviewed the report as presented to the Board. She highlighted the school nurses' program. At the end of April, the school nurses had provided over 15,800 nursing visits to students in Knott, Letcher, and Wolfe counties. Ms. Turner, also, informed the Board that billboards promoting family planning services are now up and ads are running on social media platforms. She reviewed the WIC participation rates for March and April.

B. Harm Reduction Services

Ms. Jo Anne Fraley was unable to attend the meeting. Her report was presented by Mr. Lockard.

Currently, the Hub employs 5 Community Health Workers, 2 Certified Peer Support Specialists and Certified Life Coaches, and 2 Alcohol and Drug Counselors. 171 individuals are currently enrolled in the Recovery Data Platform, utilizing the services at the Hub. Since its opening in 2022, 232 individuals have enrolled in treatments.

Mr. Lockard updated the Board on the progress of opening the next Hub in Letcher County. The Letcher County Fiscal Court has pledged \$50,000 of its Opioid Abatement money towards the Hub's operation. MCHC has also pledged \$50,000. The cities of Jenkins, Neon, and Whitesburg are also planning to pledge some of their Opioid Abatement money to the Hub. Mr. Lockard mentioned that Dr. Melissa Slone, COO, had submitted a grant request to the Appalachian Regional Commission. He felt very positive that the Hub would obtain the grant. This grant is being replicated to obtain funding for other Hub sites.

Mr. Lockard announced that the health department plans to start billing for Behavior Health services. This will provide a sustaining funding stream for the local health departments. The agency is working with a consultant to obtain licensing as a Behavior Health provider, a subsidiary of the Health Department. Individuals with Substance Use Disorder will be offered this service.

The agency can now bill for Community Health Workers. The Hub is currently providing this service for those with SUD, but eventually, all clinics will bill for this service.

C. Environmental Services

The Environmental Services report was given by Mr. James Ed Whisman. Mr. Whisman reviewed his report as presented in the board packet.

- 243 food inspections and follow-ups. This number will exceed 300 by the end of June.
- 207 site evaluations for new construction

Rabies clinics have been scheduled for the district.

- Letcher County – June 21
- Knott County – July 12
- Perry County – July 19
- Leslie County – July 26
- Wolfe County – August 2

The Q & A Standardization was completed in April. The counties scored 92% or better, so no quality improvement plans were recommended to the agency.

June 14, 2024, will be Mr. Whisman's 25th year working for the Kentucky River District.

D. HANDS Services

The HANDS Services report was given by Ms. Melissa Feltner. Ms. Feltner reviewed her report as presented in the board packet.

Services are done in person and virtually. They are currently serving 99 families and have completed 1165 services. As of the time of the board meeting, billings are at \$229,000.

Currently, there are 14 members on the HANDS team. Ms. Feltner announced that she is looking to hire a supervisor to handle to upper counties. The requirement for the position is a licensed Social Worker or a Registered Nurse.

Staff continued to participate in community events. Ms. Feltner recently attended the Primary Care Center Annual Maternity Fair in Perry County. She received over 50 referrals from the event.

Families are still offered incentives for completing 75% of their scheduled visits. Incentives included Walmart gift cards, grocery cards, and either a car seat or a Pack and Play, are well received.

E. Health Promotion Services

The Health Promotion Services report was given by Ms. Susan Kincaid. Ms. Kincaid reviewed some of the activities as presented in the board packet.

Some of the activities of the Maternal Child Health Program include car seat checks at several events including the Click It or Ticket week; assisted in the planning and attended the KRADD Senior Games; three health educators received training in the Checkpoint program. This program provides training for new teen drivers and parents on distracted driving.

The CCHC program continued to work with childcare centers on the Farm-to-School Activities and assisted in the construction of raised garden beds.

The Tobacco program has mailed out 37 Tobacco Informational Parent Mailers. Tobacco signage has been delivered to all schools. The agency has received a 2-year grant totaling \$150,000, to fund the Kentucky Tobacco Prevention and Cessation Program.

The agency has received funding from the KDPH Adolescent Health Program to host a virtual parent night. The topic will be on Teen's Social Media/Video Game Addiction and its impact on youths' mental health.

F. Home Health Services Report

The Home Health Report was given by Ms. Nicole Caldwell. Referring to the Home Health report that was submitted to the Board, Ms. Caldwell reviewed the quarterly data for the Lee, Wolfe, and Owsley County home health program.

Regarding staff issues, Ms. Caldwell reported on the termination of the registered nurse Tanya Kline's contract due to multiple complaints from patients and caregivers. She is actively seeking another nurse. This will keep the Wolfe County office fully staffed enabling the acceptance of more patients.

Ms. Caldwell announced the hiring of Lindsay Combs to fulfill the clerk's position in Wolfe County. Lindsay will be starting on July 8th.

There are currently 84 active patients. This is up from the 71 patients at the same time last year.

Staff continues to collect electronic visit verification (EVV) data. Things seem to be going well using Therap as the vendor to collect the data with only a few minor issues. EVV is now a requirement for claim submissions to Medicaid and Medicaid MCOs.

CMS has reinstated the requirement for a Quality Assurance and Performance Improvement Program (QAPI). The goal is to improve the overall quality of care for the patients. This is an ongoing program for the continual improvement of the overall home health program. Ms. Caldwell, Mr. Lockard, and Dr. Slone have met with all the staff to receive input on the development of a QAPI plan. The plan will go into effect this month.

The Home Health program has credentialled with CareSource Medicaid. This is a new MCO for Medicaid. Starting this summer, the agency can begin servicing patients with this insurance.

G. Director's Report

Mr. Lockard informed the Board of the ongoing project of updating the agency policies and procedures, referring to the first addendum to the board packet, Policies and Procedures Development. Dr. Slone will be the lead for the project. The Board will need to vote on the adoption of policies as sections are completed.

Chairman Brewer requested a motion to adopt the board packet addendum, titled Policies and Procedures Development, as presented to the Board

J. B. Bowman made the motion to accept the policies and procedures as presented.

Judge Terry Adams seconded the motion.

All were in favor. The motion carried unanimously.

The agency will be transitioning to the new timekeeping system, Workday, in a few weeks. Staff will be keeping their time electronically. Everyone has been very busy learning this new system. The agency is

also adopting a new financial system. Mr. Lockard commended Tammy Caudill, CFO, and Zola Stacy, HR Coordinator, for the hours and extra work they have put in to implement the new system.

The Health Department achieved a milestone by surpassing \$7 million in assets. The upcoming budget will be over \$14 million. To be considered financially solvent, the agency must have six months of operating expenses in the reserve account and the general operating account; therefore, the agency is now considered financially solvent. Mr. Lockard credited the Leadership Team and the hard work of the staff for this milestone.

Mr. Lockard informed the Board of properties that the agency has purchased:

Owsley County – the purchase of the lot next to the health department to be converted to a parking lot.

Wolfe County – the purchase of a piece of property to possibly be the future home of the Wolfe County Health Department.

Perry County – Negotiations are underway to purchase the lot adjoining the health department. This will expand parking at the Perry County Health Department.

H. Financial Report

Mr. Lockard reviewed the fiscal year-to-date financial report 117, ending on April 30, 2024, that was submitted as part of the board packet.

Total Revenue, FY Year to Date: \$ 12,052,249
Total Expense, FY Year to Date: \$ 11,819,647
Net Surplus: \$ 232,601

Knott County has caught up on all appropriation amounts owed.

With the sale of the Letcher County HD building, Letcher County is on its way to solvency. The building was purchased by Childers Oil. They will be using the second and third floors and have rented the first floor to the health department. This is a financially viable solution for the Letcher County Taxing District.

The agency received \$1.7 million in May for the second installment of the pension subsidy. The May accounts were recently closed, giving the agency a surplus of approximately \$1.7 million.

I. FY 2025 Budget

Mr. Lockard presented the FY 2025 budget to the board and submitted it as an addendum to the board packet.

Projected Revenues: \$ 14,287,842
Projected Expenses: \$ 13,926,394
Projected Net Surplus: \$ 361,448

Chairman Brewer requested a motion to approve the budget as presented.

Judge Zeke Little, Jr. made the motion to approve the budget as presented.

Dr. Ricky Collins seconded the motion.

All were in favor. The motion carried unanimously.

Mr. Lockard requested for the board to approve a 5% annual increment for staff in FY 2025. Mr. Lockard has accounted for this cost in the FY 2025 budget.

Chairman Brewer requested a motion to approve the 5% increment for staff.

Judge Zeke Little, Jr. made the motion to approve the 5% increment for staff.

J. B. Bowman seconded the motion.

All were in favor. The motion carried unanimously.

V. Comments from the County Coordinators

Vivian Smith, Maxine Shepherd, Brandy Slone, Janet Cornett, and Stacy Wilson made remarks on their respective counties. Staff members are not only providing the standard service but also training to use Workday. Everyone has been extremely busy.

VI. Closed Session for Personnel and Legal Matters

Dr. Ricky Collins made the motion to go into a closed session to discuss personnel and legal matters.

J. B. Bowman seconded the motion.

All were in favor. The motion carried unanimously.

VII. Resuming of Open Session

Sally Spaulding made the motion to go back into open session.

J. B. Bowman seconded the motion.

All were in favor. The motion carried unanimously.

In the open session, Chairman Brewer requested a motion to approve a 45% pay raise for Mr. Scott Lockard. This will still be less than the offer Mr. Lockard received from Fayette County to be their Commissioner of Health.

Dr. Ricky Collins made the motion to give Scott Lockard a 45% pay raise.

J. B. Bowman seconded the motion.

With 8 ayes, 2 nays, and 1 abstain, the motion carried.

VIII. Next Board Meeting

Date to be announced.

To be held at the KRADD Boardroom.

IX. Adjournment

With no other businesses to discuss, Chairman Brewer requested for a motion to adjourn.

Dr. Ricky Collins made the motion to adjourn.

J. B. Bowman seconded the motion.

All were in favor. The motion carried unanimously.

The meeting was adjourned at approximately 7:30 p.m.



Donna Brewer, Chairperson

6/25/2024

Date



A. Scott Lockard, Public Health Director, Secretary

6/17/2024

Date