

BOARD OF HEALTH MINUTES

The Lexington-Fayette County Board of Health convened for a regular meeting Monday, February 13, 2017 at 5:45p.m. at the Lexington-Fayette County Health Department in Conference Room C.

		PRESENT	ABSENT
MEMBERS	Paula Anderson, Chair	X	
PRESENT:	Kacy Allen-Bryant, RN, MSN, Vice Chair	X	
	James Cecil, DMD, MPH	X	
	Chris Ford		X
	Michael Friesen		X
	Mayor Jim Gray		X
	Jason Lee	X	
	Mamata Majmundar, MD		X
	David Martorano		X
	John Riley, MD	X	
	Sherelle Roberts Pierre	X	
	Dianet Valencia		X
 OTHERS			
PRESENT:	Health Department Staff		
	LFCHD Council		

The meeting was called to order at 5:58p.m. A quorum was not present. The minutes for the January 9, 2017 meeting were tabled.

COMPLIANCE AT LFCHD: Katrina Howard, MPH, CHC

Ms. Howard presented an overview of compliance at the Lexington-Fayette County Health Department (LFCHD). Compliance is defined as a way to prevent, detect, and resolve issues that do not conform to legal and regulatory policies and standards. The program includes policies, education and plans to sustain and improve compliance. Related regulations come from the Department for Health and Human Services (HHS) and the Office of the Inspector General (OIG), as well as from other federal and state agencies. The Health Insurance Portability and Accountability Act (HIPAA) is an example of a compliance program that provides federal protections for patient health information and provides patients an array of rights regarding their medical information, particularly in regard to privacy and security. There are seven key elements of an effective compliance program. First, implementing written policies, procedures and standards. Secondly, designating a compliance office and committee. Thirdly, conducting effective and ongoing training and education. Fourth, developing effective lines of communication. Fifth, conducting internal monitoring and auditing of standards. Sixth, enforcing standards through well-publicized disciplinary guidelines. Seventh, responding promptly to detected offenses and undertaking corrective action. Consistently supporting these key elements

can lead to a culture of compliance within the department. At LFCHD, we are promoting policies and procedures, exclusion checks, education, business associate agreements, and a notice of privacy practices (in English and Spanish). In addition we have instituted physical, administrative, and technical safeguards. Ms. Howard reported that the OIG encourages governing bodies to be fully engaged in compliance efforts. She encouraged Board of Health (BOH) members to ask questions, to hold our Compliance Officer accountable for reporting to the board, and to designate a representative of the board for the Compliance Committee. Ms. Howard discussed the types of tests our department offers as an example of how compliance informs policies and procedures. Ms. Anderson asked Ms. Howard to define for the board how Clinical Laboratory Improvement Amendments (CLIA) affects our testing. Ms. Howard explained that CLIA dictates which tests can be performed by staff with differing credentials. Ms. Roberts Pierre asked if what have a policy for electronic health records. Ms. Howard indicated that a policy is in development. Ms. Roberts Pierre also stated she would like more information about the disciplinary policy for breaches. Dr. Humbaugh said that, under HIPAA, we qualify as a covered entity, but also serve as a public health authority, which creates additional compliance requirements.

COMMISSIONER'S REPORT: Kraig Humbaugh, MD, MPH

Dr. Humbaugh thanked board members and officers for participating in the February 2, 2017 retreat. Board members and officers were engaged in the process and found it meaningful. The facilitator, Susan Rogers, is preparing a summary of the afternoon session. Ms. Anderson will meet with the officers to present the summary, when available. Dr. Humbaugh reported a BOH candidate will be considered at the next city council meeting. Dr. Humbaugh welcomed Ms. Cara Kay as our next Chief Financial Officer (CFO). Ms. Kay said she is excited to be here. She was born in raised in Woodford county and Lexington and Versailles are her home. She is focused on giving back to the community as she fulfills her role as CFO. Dr. Humbaugh reported Michelle Donaghy, Human Resources Officer, will be on family medical leave for the next few weeks. Teresa James, Community Programs Manager, is leaving at the end of February, 2017. Ms. James had replaced Lois Davis. We are looking at candidates for her position now. He reported we are getting a sneak peek at our market compensation survey, focusing first on reviewing nursing positions. We will have more information on the survey at the next board meeting. Dr. Humbaugh said tomorrow the department will enjoy a dessert potluck and annual carnation sale from 11:30a.m. to 1:00p.m.. He also said the department will be closed on Monday, February 20, 2017, in observance of President's Day. He reported bills under consideration by the state legislature. Senate Bill 89 would require Medicaid funds be available for smoking cessation efforts. Bill 101 would lower the age of patients a pharmacist may vaccinate from 14 to 9 years of age. Further bills would require colleges and universities to require proof of vaccinations for students beginning in the 2019 school year, defund programs that provide information to patients on where to receive abortion services, require 48 hours prior notification to city officials of mosquito spraying, and define penalties to businesses and public entities who deny women the right to breastfeed. Limiting needle exchange programs (NEP) to a one-to-one exchange is under discussion, but no bill has been introduced.

The Executive Committee of the Kentucky Health Department Association (KHDA), on which Dr. Humbaugh serves, is beginning a red tape reduction program that will examine regulations that may be unnecessary now and determine if they can, under the related statutes, be eliminated. He said the Commonwealth continues to experience widespread flu. In addition, pertussis cases have been confirmed at Clays Mill Elementary School. Due to the high rate of immunizations, the cases have been less severe than they may have been. The department is in contact with the schools and is also sending press releases to encourage families to keep symptomatic members at home. Dr. Humbaugh reported over 500 clients visited the NEP in January, 2017. The program has now seen over 1,000 unique clients. There have been 48 referrals to treatment. Mayor Gray will visit the department on Friday, February 17, 2017 at 2:00p.m. for a presentation on the program.

EXECUTIVE COMMITTEE: Paula Anderson, Chair

No report.

NOMINATING/BYLAWS COMMITTEE: Paula Anderson, Chair

No report.

FINANCE COMMITTEE: Jason Lee

Jack Cornett reported total revenue year to date continues to exceed the budget. He reported significant new funding available for WIC. Expenses continue to run under budget, largely due to vacancy credits and timing of invoices. Comparing the balance sheet to this time last year, we are 2.3 million ahead. Cash holdings is giving us additional flexibility. Mr. Cornett reported the outstanding exposure regarding a project manager from October 2014 has been resolved with no further action. We had no liability and this closes the associated grant. He said the finance team is working on the mid-year budget, which indicates our surplus is increasing. There has been an increase of 7-10% in fees collected from clinic and environmental services. Cross-training staff to work across cost centers is resulting in increased activity. Mr. Cornett said we are adding capital projects that will include a new vehicle for mosquito training, a vehicle for field staff, remodeling of restrooms, and rearrangement of the first floor registration/x-ray areas.

PROGRAM OUTCOMES/EVALUATION: Kacy Allen-Bryant, RN, MSN

Ms. Allen-Bryant and Ms. Howard met to discuss Quality Assessment (QA) and Improvement (QI). The QI Steering Committee will meet on February 15, 2017. QA department audits will begin in April, 2017.

POLICY/PROTOCOL COMMITTEE: Kacy Allen-Bryant, RN, MSN

Ms. Allen-Bryant reported Compliance and Human Resources policies are in the approval process or in development. The committee will meet in March to help facilitate strategic planning for leadership, including data from the various Strength, Weaknesses, Opportunities and Threats (SWOT) Dr. Humbaugh reported a HIPAA breach that affected an individual. The issue was appropriately handled by Ms. Howard. Ms. Anderson reported a reboot of the Marketing and Communications Committee, which will be led by Ms. Roberts Pierre. She also has asked Sandy Canon to serve on the committee.

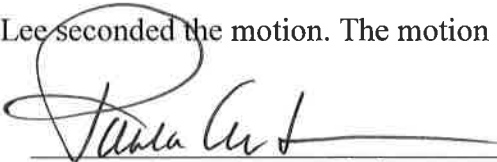
MARKETING/COMMUNICATION: Kevin Hall

Mr. Hall reported Dr. David Stevens, former BOH member and recipient of the 2008 Public Health Hero Award, has died at age 87. Dr. Stevens was a driving force behind Lexington's smoke-free ordinance. We are currently soliciting nominations for the Dr. Rice C. Leach Public Health Hero Award. Current health department employees are not eligible. Board members who wish to submit a nomination may do so. Nominations may be 200 words or less, please. *Healthy Times* airs at 10:00a.m. and 8:00p.m. Wednesdays and at noon on Fridays. Episodes may be streamed online or downloaded as podcasts. Recent episodes have focused on PSI and RTR classes, as well as the WIC program. The next episode will focus on diabetes. NEP continues to grow and hour of operation have expanded to 11:00a.m. to 4:30p.m. every Friday at 650 Newtown Pike. Communications is posting educational material regarding pertussis for parents, students, and school staff. Additional press releases will be distributed, as warranted. Mr. Hall reported LFCHD is now on Instagram and we already have followers. Ms. Anderson asked about the board financial commitment to support Lexington Community Radio. Mr. Hall reported we are in the second of our three year commitment. Ms. Anderson would like a presentation to the board on how the station is measuring success.

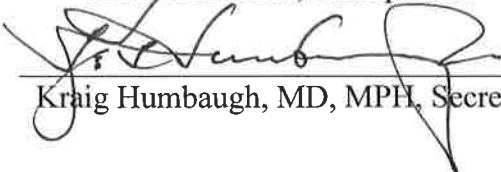
OPEN COMMENT:

None.

Ms. Allen-Bryant made a motion to adjourn. Mr. Lee seconded the motion. The motion passed. Meeting adjourned at 6:47p.m.



Paula Anderson, Chairperson



Kraig Humbaugh, MD, MPH, Secretary