



# MEETING MINUTES

TOPIC	DISCUSSION
ATTENDANCE	<p><b>PRESENT:</b> Ms. Anderson, Mr. Ford, Mr. Freisen, Mr. Lee, Ms. Allen-Bryant, Dr. Cecil, Mr. Gibbs, Mr. Martorano, Dr. Riley, Ms. Roberts Pierre, Dr. Dossett.</p> <p><b>ABSENT:</b> Dr. Majmundar</p> <p><b>OTHERS PRESENT:</b> Health Department Staff, LFCHD Council</p>
Roll Call/Declaration of a Quorum	<p>The meeting was called to order at 5:52p.m. A quorum was present.</p>
Approval of the March 13 and April 10, 2017 Minutes	<p>Mr. Lee made a motion to approve the March 13, 2017 minutes. Dr. Cecil seconded. The motion passed. Mr. Lee made a motion to approve the April 10, 2017 minutes. Mr. Martorano seconded the motion. The motion passed.</p>
Welcoming to the Board of Health Dr. Lee Dossett	<p>Ms. Anderson welcomed Dr. Lee Dossett to the Board of Health (BOH). Dr. Dossett shared a bit about himself and thanked the board for the welcome. Ms. Anderson also recognized our recently appointed council representative, Mr. Gibbs. She also acknowledged this is the last meeting for Dr. Cecil. The board thanked Dr. Cecil for his service.</p>
Presentation to Senator Reginald Thomas, recipient of the 2017 Dr. Rice C. Leach Public Health Hero Award	<p>Ms. Allen-Bryant introduced Senator Reginald Thomas as the recipient of the 2017 Dr. Rice C. Leach Public Health Hero Award. She said Senator Thomas represents part of Fayette County in the state senate. He has been a public health advocate through his actions state-wide, include co-sponsoring legislation to teach High School students CPR, protecting the rights of breastfeeding mothers and protecting children and adult victims of abuse, neglect, and exploitation. He has sponsored bills providing better support for autistic individuals, gaining rights for childcare centers to administer epinephrine injections during allergic reactions and removing barriers to colorectal screenings. The Senator has worked closely</p>

	<p>with the Lexington-Fayette County Health Department (LFCHD) to promote policies that improve the health and wellbeing of Kentuckians. The Senator is an active community member, serving, or having served, on several local boards. He is a graduate of Bryan Station High School, Dartmouth College, and Harvard Law School. He and his late wife Linda have three children and one granddaughter. Senator Thomas is a selfless advocate for improving the health and wellness of all in Fayette County. He is a true champion for public health. Ms. Allen-Bryant invited the senator to say a few words, as the board and those assembled applauded to thank Senator Thomas for his efforts in public health. Senator Thomas said he was truly humbled and honored to receive the award. He thanked the Board of Health and Dr. Humbaugh for bestowing this honor. The Senator has worked to ensure Fayette County is at the forefront of public health. One of his goals is to have a nurse in every school in the county. James Kay, our District 56 State Representative can be of assistance in this goal. He spoke of his friendship with Dr. Leach and how they got to know one another well through Chamber trips. They would discuss the state of health in Kentucky. The numbers were not always encouraging, but Senator Thomas was confident Dr. Leach understood what the needs were for Fayette County. These needs included being prepared for a potential epidemic and promoting safety and good health. They worked together on the needle exchange program (NEP). The Senator is impressed by how efficient the program is and wants to see it continue. Dr. Leach also shared with Senator Thomas that the Affordable Care Act (ACA) was one of the best things to happen in the country in a long time and that it would help many people. At the current time, there is uncertainty about the future of the ACA and any potential changes will need to be closely monitored. Senator Thomas committed to staying on the Health and Welfare Committee to continue work on improve health outcomes for Kentuckians. The Senator will meet with Dr. Humbaugh every year to continue our partnership. Senator Thomas thanked the board for this honor and reminded us that he will always be our advocate as we work to make our city and state and country a healthier and better place to live.</p>
<p>Commissioner's Report</p>	<p>Dr. Humbaugh welcomed Dr. Dossett and Councilmember Gibbs and thanked Dr. Cecil for his service on the board. Dr. Humbaugh said that Dave Peterson has joined our department as our Community Programs Manager. Mr. Peterson has worked at the YMCA and Baptist Health. He will manage the Community Health</p>

Education and Equity (CHEE) and the Health Access Nurturing Development Services (HANDS) teams. Many team members work out of the Regency Road location, so Mr. Peterson will spend a significant amount of time there. Wanda Martin, our Communicable Disease (CD) Team Leader, is leaving the agency. Bill Cooper, who has been our Facilities Team Leader for twenty-one years, is retiring before the end of the month. Dr. Humbaugh said we had a nice staff picnic last Thursday, although the weather was not ideal. He thanked the board members who were able to attend the event. The picnic had a Kentucky Derby theme and featured food, games, karaoke, and team building exercises. Dr. Humbaugh said we are moving our website to a new platform and it will be available soon. The new site will allow for faster updates and greater security. Dr. Humbaugh said we have requested that the Kentucky Department for Public Health (KDPH) move us up on the schedule to begin using the new state electronic health record (EHR) system. This new system should improve billing processes. Dr. Humbaugh said we are working on the budget for the new year, which will be submitted to KDPH in two weeks. We will need a quorum at the June BOH meeting to approve the budget. Dr. Humbaugh said he is serving on the state opioid abuse workgroup, which is part of the state health improvement plan. He reported we had 162 visits to the NEP last Friday. Through April, we have had over 4,700 total visits by more than 1,300 unique clients. We have distributed over 151,000 needles and received over 117,000 in the life of the program. We are running close to a 1:1 ratio with returning clients. Nearly a quarter of clients to the NEP are new each month. We have been distributing Naloxone kits since last year in collaboration with the University of Kentucky (UK) School of Pharmacy. We have distributed over 800 kits in our community. The funding source UK was using to purchase the kits has run out, so we are currently looking for additional partners to fund the initiative, at least temporarily. Ms. Anderson said that the kits must be given by a trained pharmacist. Dr. Humbaugh said we have a collaborative agreement for this purpose. We would like to have a part-time pharmacist that can have staff support in dispensing kits. He reported that the flu season is ending and statewide activity is at a sporadic level. There have been up to three cases of mumps in the university community. There have been 18 confirmed cases of pertussis. The last pertussis case was diagnosed in April, so we are hopeful this outbreak may be over. Dr. Humbaugh and department staff will attend the state Zika Summit, to be

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	<p>held at the Convention Center here in Lexington. Registration for the event is still open. There will be national speakers as well as state presenters. Dr. Humbaugh shared a survey from the Foundation for a Healthy Kentucky which indicates that emergency room utilization has remained steady in the first years of implementation of the ACA. Ms. Anderson said we should challenge department staff to develop a plan for responding to the loss of the ACA, should it be repealed. Building awareness of the potential challenges will be important in the meantime. Ms. Roberts Pierre said that Dr. Humbaugh will be speaking on substance abuse at the faith-based gathering to be held on May 18, 2017. Ms. Anderson asked Dr. Humbaugh to keep the board informed on efforts to replenish Naloxone kits.</p>
<p>Committee Reports</p>	<p><b>Nominating Committee:</b> Ms. Anderson reported the committee will have a slate of officers for the new year for BOH approval at the June, 2017 meeting. She asked as many board members as possible attend the June meeting to ensure a quorum is present.</p> <p><b>Finance Committee:</b> Ms. Kay reported we continue to operate in a surplus position. We are at a 4.3 million surplus on a year-to-date (YTD) budget of 2.8 million dollars. We anticipate greater expenses as the fiscal year ends. We are at 88% of our revenue budget with only 75% of the year completed. Revenues have increased 7.8% while expenses have only increased 4.3%. Cash accounts total 12.6 million. The initial revenue happen a little later in the fiscal year, so this cash is necessary to cover operating expenses in the first couple of months of the new fiscal year. We received allocations from the state and they have remained similar to last year. We will bring the budget to the next BOH meeting for review and to request approval. Ms. Kay introduced Ms. Donaghy, Human Resources Officer, to present a request to approve a new pay structure for nursing positions. Ms. Donaghy said we discussed at the February board retreat the challenges we are having hiring nurses. We contracted with a consulting agency, Hannah Resource Group (HRC), to complete a market salary survey. HRC began with a study of nurse positions. They compared the compensation for similar nursing positions at local, state, and national levels. LFCHD is currently at 90% of the market rate. We are requesting increasing the salary scale to closer to market. However, HRC did not factor in our rich benefits package, so we are closer to the market. Ms. Donaghy presented the proposal, detailing the recommendations for the new salary scale.</p>


Candidates who have the recommended experience would come in at the midpoint of the scale. Department staff have helped define experience requirements for the various roles. To continue equity among all nursing staff, current staff may also receive increases. The total salary impact is 247,000 on an annualized basis. Ms. Anderson asked Ms. Donaghy to share what level of turnover we are currently seeing in nurse positions. Ms. Donaghy said she did not have the exact figure, but could confirm that these positions have the highest percentage of turnover. We have hired part-time nurses as a stop-gap measure, but we are seeing turnover even in these part-time positions. Dr. Humbaugh said we have two nurses who perform direct observation of TB patients and both of those positions have been vacant since before Dr. Humbaugh arrived. Ms. Anderson said this request was presented to the Finance Committee last month. The committee had questions which have been addressed at this point. She asked if board members had questions for Mr. Lee, Ms. Donaghy or Ms. Kay. Ms. Donaghy said we are at a critical point with these positions. Ms. Roberts Pierre asked what our marketing strategy would be to fill these positions. Ms. Donaghy said we will focus on the good work-life balance our positions offer and the rich benefits package. Dr. Humbaugh said there are some positions which recently-graduated nurses could fill, but they would not meet the experience requirements and, therefore, would not be hired at the mid-point. Ms. Anderson and Mr. Lee are recommending the BOH approve this plan. Dr. Cecil made a motion to approve and Dr. Riley seconded the motion. The motion passed.

**Policy/Protocol Committee:**

Ms. Howard presented an updated NEP policy and Naloxone Dispensing Pharmacy Agreement to the board for approval. Ms. Anderson said it would be helpful to have the materials in advance. Mr. Lee said it would be helpful to send them separately from the regular BOH report. Ms. Foley will do so in future. Ms. Anderson asked Jill Keys to provide a high-level summary of the documents. Ms. Keys said the NEP policy is an update to this existing policy. The Naloxone document is a collaborative agreement so we can partner with a pharmacist to dispense Naloxone. Ms. Roberts Pierre asked about how often intramuscular injections can be administered compared to administering intranasal spray. Dr. Humbaugh said we are following the directions on the product information insert

	<p>provided by the manufacturer. Dr. Dossett made a motion to approve the agreement. Ms. Allen-Bryant seconded the motion. The motion passed.</p>
Marketing/Communications	<p>Mr. Hall said Tara Mason was honored for her work as a health educator in the diabetes program. Ms. Mason received an award from the Kentucky Diabetes Network for her work using the KDN website to help connect Fayette County residents with available resources. Communicable Disease staff traveled to the UK campus to provide free HIV testing on April 10, 2017, which was National Youth HIV and AIDS Awareness Day. The event was posted on social media and in the campus newspaper. Our tobacco cessation and HANDS programs were featured on the <i>Healthy Times</i> radio show. Dianne Evans and Kala Adams were interviewed. Ms. Roberts Pierre served as a guest host. Staff also appeared on WLEX And WTVQ noon shows to discuss mumps cases on the UK campus and our upcoming rabies vaccination clinic. Mr. Hall shared updates on Twitter and Facebook. In April, we posted 106 tweets and had over 54,000 impressions, over 1,200 profile visits, 17 mentions, and added 27 followers. On Facebook, our total reach was 30,521 people. Nearly 300 people watched the HANDS Facebook Live event. Over 200 people viewed the Dr. Rice C. Leach Public Health Hero Presentation to Senator Reginald Thomas.</p>
Open Comment	<p>Dr. Humbaugh said LFCHD is doing some reorganization and that changes will be announced to staff tomorrow.</p>
Adjournment	<p>The meeting was adjourned at 7:01p.m.</p>

  
 Paula Anderson, Chairperson

  
 Kraig Humbaugh, MD, MPH, Secretary