



# MEETING MINUTES

Board of Health  
October 9, 2017

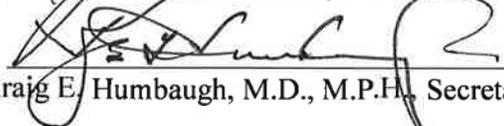
TOPIC	DISCUSSION
Call to Order	<ul style="list-style-type: none"> <li>The meeting was called to order at 5:58p.m.</li> </ul>
Attendance	<p><b>PRESENT:</b> Ms. Allen-Bryant, Ms. Anderson, Ms. Blevins-Booth, Dr. Dossett, Dr. Elder, Commissioner Ford, Mr. Friesen, Mr. Gibbs, Dr. Jackson, Mr. Lee, Ms. Roberts Pierre, Dr. Zimmerman</p> <p><b>OTHERS PRESENT:</b> Health Department Staff, LFCHD Council</p>
Approval of the August 14 and September 11, 2017 Minutes	<ul style="list-style-type: none"> <li>Kacy Allen-Bryant made a recommendation to approve the August 14 and September 11, 2017 minutes. J. Lee made a motion to approve. J. Gibbs seconded the motion. The motion passed.</li> </ul>
Community Health Improvement Plan and Strategic Plan Update	<ul style="list-style-type: none"> <li>Katrina Howard presented an update on the Community Health Assessment and Improvement Plan (CHIP) and the Strategic Plan.</li> <li>Our <i>Mission</i> is helping Lexington be well. Our <i>Vision</i> is moving Lexington toward being one of the healthiest communities in the nation. Our <i>Values</i> include Caring, Accountability, Respect, Equity, and Services (CARES).</li> <li>The CHIP plan is an external plan. The plan is built using data from a community health assessment (CHA). The CHA gathers and analyses health data collected from the community. The CHIP serves as a framework to address issues discovered through the CHA.</li> <li>The CHA data is incorporated into the CHIP, which results in a unified document.</li> <li>Three community action teams participated throughout the process: <i>LexBeWell</i>, <i>LexWork</i>, and <i>LexBeSafe</i>. The teams identified priority areas and set goals to address them.</li> <li>The Board of Health (BOH) can support the CHIP by supporting community partners, the three action teams, and by approving and endorsing the CHIP.</li> <li>A community celebration event will follow final approval and distribution of the CHIP.</li> <li>S. Roberts Pierre said the Marketing Committee can assist with the launch of the finalized CHIP.</li> <li>S. Roberts Pierre asked how often the plan will be updated. K. Howard said it will be updated twice per year so it will qualify as a living document as defined by the Public Health Accreditation Board (PHAB).</li> <li>K. Allen-Bryant asked how often we perform a community health assessment. K. Howard said it is required at least every five years, but we may wish to assess more frequently.</li> </ul>

	<ul style="list-style-type: none"> <li>• K. Allen-Bryant invited board members to join the action teams. If they are interested in doing so, she asked them to contact K. Howard or Laura Foley.</li> <li>• K. Howard said the Strategic Plan is an internal plan.</li> <li>• We are in the final stages of development of the strategic planning document.</li> <li>• Goals, objectives, and key actions steps have been defined.</li> <li>• The identified priority areas are <i>Programs &amp; Services, Efficiency, Branding and Community Engagement, and People.</i></li> <li>• The BOH can support the strategic plan by bringing your ideas and perspective to the table, promoting and endorsing the plan, and by being actively engaged with the health department.</li> <li>• The BOH can hold us accountable for progress in these four areas.</li> <li>• Next steps include having a strategic planning workgroup convene to review the proposed key actions steps, fill in any gaps, and finalize the plan. Next, approval from the Commissioner of Health and Board of Health will be requested. Communication and implementation of the plan will follow.</li> <li>• Dr. Elder asked for clarification of the strategy to improve culture. Michelle Donaghy, Human Resources Officer, said we recently conducted an employee engagement and satisfaction survey and the results will help us focus our efforts at encouraging a culture of inclusion, diversity, and respect.</li> <li>• K. Allen-Bryant requested a schedule for regular reports to the BOH on these initiatives be developed and implemented.</li> <li>• Dr. Elder asked about the <i>LexBeSafe</i> goal related to violence in the community. K. Howard said the <i>LexBeSafe</i> team identified other groups, including those involved in the <i>Safe Communities</i> accreditation effort that are working in this area, so our focus is to connect and support in the efforts of these groups. This allows groups to work together, rather than running in parallel.</li> <li>• K. Howard invited board members to reach out to her or L. Foley if they have additional questions and/or ideas to share.</li> </ul>
Commissioner’s Report	<ul style="list-style-type: none"> <li>• Dr. Humbaugh thanked K. Howard for the work that has gone into developing the CHIP and strategic plan.</li> <li>• Dr. Humbaugh welcomed Dr. Jackson and Dr. Zimmerman to the board. He noted the board now enjoys a full complement.</li> <li>• He welcomed two medical residents from the University of Kentucky: Dr. Ken Alea and Dr. Alisha Thomas who are at the health department to complete preventive medicine rotations.</li> <li>• An orientation for new board members will be offered at the health department in November. L. Foley will send a calendar invitation. All board members are welcome to participate.</li> <li>• Dr. Humbaugh thanked K. Allen-Bryant for allowing him to shadow her for “a day in the life” with her to experience her activities, which focus on public health nursing efforts.</li> <li>• We are closer to filling our open IT Manager position. This position was previously held by John Loudon, who was with the department for 34 years.</li> </ul>

	<ul style="list-style-type: none"> <li>• We are looking at joining the state health benefit plan. We are currently using the Baptist Health Plan, but they are leaving the market at the end of this calendar year.</li> <li>• We have been asked to plan for an 84% contribution rate for the retirement system. The current rate is 49%. The rate will not be finalized until the general assembly approves it. Any such change would be implemented in FY19.</li> <li>• Dr. Polk has resigned from his role as Commissioner of the Kentucky Department for Public Health (KDPH). A replacement has not yet been named.</li> <li>• The Kentucky Association of Local Boards of Health (KALBOH) hosted a video meeting and illustrated the value in our membership. They are seeking a representative from our BOH.</li> <li>• Most of the parking lot at 650 Newtown has been resealed and restriped. Additional speed bumps will be installed. The building was power washed and the outside of windows cleaned.</li> <li>• New signage is being developed for the Regency Road location to clarify what services are available and which entrances to use to access these services.</li> <li>• The department received an anonymous threat last Tuesday. Officers responded well. S. Roberts Pierre and officers from the Lexington Police Department were on site. Security activities were expanded.</li> <li>• Dr. Humbaugh congratulated staff on a well-run free flu shot clinic. The clinic was held at Consolidated Baptist Church. Over 1,000 people received a free flu shot. The event demonstrated our preparedness ability and was a great team building exercise.</li> <li>• Dr. Humbaugh thanked Vicki Blevins-Booth and <i>Kentucky CancerLink</i> for being present at the free flu clinic to provide cancer screening appointments and valuable information. Emergency Management was also present to share information on preparedness efforts in Lexington-Fayette County.</li> <li>• Our environmental team responded to questions from a new Fayette County restaurant regarding dogs being allowed in restaurants in areas in which food is being served. The department worked with the restaurant to ensure that their business plan conformed with the Kentucky Food Code. The restaurant is establishing a community dog park area outside the food service area in which dogs will be welcome.</li> <li>• The needle exchange program (NEP) has seen almost 2,000 unique clients during the first two years of operation. Over 300,000 used needles have been turned in. Tonight, we are asking the BOH to approve a protocol allowing RNs to dispense naloxone in the NEP. We recently partnered with KIPRIC who were able to redirect grant funds to provide over 1,000 naloxone kits. S. Roberts Pierre asked how long this supply of kits will last. Dr. Humbaugh said they will likely last for approximately five months.</li> <li>• Farmers' Market was successful and gave WIC clients, staff, and visitors an opportunity to purchase farm-fresh healthy foods. We plan to have an expanded market next year.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The First Five program from the Lexington Public Library and Fayette County Public Schools has allowed us to have a library of children’s books in the clinic for children to enjoy in the waiting room area.</li> <li>• All elementary school nurses have been certified to provide dental varnishing services at schools and these services will begin being offered soon.</li> </ul>
Finance Committee Report – Cara Kay	<ul style="list-style-type: none"> <li>• Cara Kay said dental varnishing is a billable service that school health nurses will soon offer in a couple of schools in Fayette County. We hope to offer the services in all eligible schools by the end of the year. To provide the service, we must have consent and the student must be enrolled in Medicare.</li> <li>• Mark Pyle from KDPH has said at the last KHDA meeting that the overall KERS budgetary impact to health departments in the state is 45M. We receive a subsidy from the state to cover 22% of our current 49% contribution rate. The total impact to our department could range from 2.3 to 2.5M.</li> <li>• We ended the first two months of the fiscal year with a 304,000 surplus. Expenses are down 15% and revenue up 11%, year to year.</li> <li>• Part of the KERS subsidy was received in August, which is reflected in these positive percentages.</li> <li>• We hold 10.7M cash in bank to offset any deficits until tax revenues are received.</li> <li>• We completed our annual audit. There were no reported issues. The auditing firm will provide a summary at the next BOH meeting.</li> </ul>
Executive Committee Report – Kacy Allen-Bryant	<ul style="list-style-type: none"> <li>• K. Allen-Bryant said Dr. Humbaugh’s report to the board covered what was discussed in the Executive Committee. She was with Dr. Humbaugh the day a threat was received and she and Dr. Humbaugh received a play-by-play of the response to the threat. She said the officers and other leaders did a great job. It does afford an opportunity to examine our policy and protocols for such events.</li> <li>• The Executive Committee also discussed expansion of the NEP. If board members have ideas, they are encouraged to share them.</li> </ul>
Marketing and Branding	<ul style="list-style-type: none"> <li>• S. Roberts Pierre thanked the communications department for their response to the animals in restaurants issue. She also said the Facebook Live events in Spanish have been well received and she thanked Estephany Romero and Abigail Sargent for their contributions. She also thanked HR and Dr. Humbaugh for helping staff understand the importance of representing the agency in the media.</li> </ul>
Naloxone Dispensing Protocol	<ul style="list-style-type: none"> <li>• K. Allen-Bryant asked for a motion to approve the naloxone dispensing protocol. Dr. Dossett made a motion to approve. Dr. Elder seconded the motion. The motion was approved.</li> </ul>
Other Committee Program Outcomes/Evaluation	<ul style="list-style-type: none"> <li>• None</li> </ul>
Policy/Protocol	<ul style="list-style-type: none"> <li>• None</li> </ul>
Communications Report – Kevin Hall	<ul style="list-style-type: none"> <li>• Kevin Hall said we focused on the free flu shot clinic and the upcoming flu season in our monthly media appearances in September.</li> </ul>

	<ul style="list-style-type: none"> <li>• On Twitter, we posted 69 tweets which received 52,800 impressions. We had 1,089 profile visits and dozens of new followers. A tweet about the free flu clinic was the most popular.</li> <li>• On Facebook, our total reach was 14,599. We saw 483 page views and 3,168 post engagements. The most popular post was regarding the needle exchange program.</li> <li>• We used social media platforms to educate the public about our restaurant inspections and food safety.</li> <li>• We provided health information at the <i>Roots &amp; Heritage Festival</i> on September 9, 2017.</li> <li>• Lynnsey McGarrh, DIOS staff, represented the department at the <i>Festival Latino de Lexington</i> at Masterson Station Park.</li> <li>• The Chemical Stockpile Emergency Preparedness Program (CSEPP) held an exercise at Centenary Methodist Church. We had participation from many staff as the group conducted an exercise in emergency response.</li> <li>• The community farmers' market returned in September and served 107 WIC clients. WIC vouchers totaling \$2,140 were written during this time. In total, the farmers' market served 401 WIC clients in 2017, with vouchers for the period totaling \$8,020.</li> <li>• The First 5 Lexington Public Library program provided a read-to-me library in our clinic to allow parents and caregivers books to read to children while waiting for appointments.</li> <li>• Looking ahead, we are working on new signage for the Regency Road location and are updating restaurant inspection documents. In addition a naloxone distribution media event will be held October 18 at 10:00 a.m. in the Dr. Rice C. Leach Community Room.</li> </ul>
Open Comment	<ul style="list-style-type: none"> <li>• None</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• K. Allen-Bryant asked for a motion to adjourn. S. Roberts Pierre made a motion to adjourn. Dr. Elder seconded the motion. The motion passed. The meeting was adjourned at 7:37p.m.</li> </ul>

  
 Kaey Allen-Bryant, Chairperson  
  
 Kraig E. Humbaugh, M.D., M.P.H., Secretary