

Barren River District Health Department  
 Roundtable  
 December 20, 2019

Minutes

Attendance:

Barren	Butler	Edmonson	Hart
Jackie Garner		Debbie Cain Juliet Self	Leeann Hennion
Logan	Metcalf	Simpson	Warren
Teana Large Selina Blick Kelly Lyne	Angelia Blythe Leeann Hennion	Jane Lewis Teana Large	Misty Johnson Nicole Lindsey Cameron Carver
District			
Jama Jepson Lana McChesney Janarae Conway Joey Rich Tyra Harper	Julia Davidson Kim Flora Ashley Lillard Tammy Drake Amber Short	Sharon Ray Ryan Wigginton Matt Hunt Ashli McCarty	Ashley Spangler Tommy Rich Chelsea Tabor Lane Blackwell

**Branch Updates**

Population Health (A. Lillard): Ashley reported she had a new employee starting soon, Angie Shoemake.

Clinic (J. Davidson): School Nursing was moved out of all the schools this month. Now, we start integrating those charts into the health department charts.

EPI/CD Update (L. Blackwell): see full report in Barren River Rundown (e-newsletter). State has not declared the Hep A outbreak over yet. Since we didn't declare an outbreak we can't declare it over, but we have not had any cases in 180 days or more. State reported over 600 case in 2019.

HANDS (T. Drake): HANDS received notification of award/application from Untied Way. This means they can start the application process. They will have to do presentations at all the county level meetings before the final approval. Matt reported we raised \$500 for United Way doing Jeans Days. We will do another fundraiser after the first of the year.

HR (K. Flora): Kim needs your local Board of Health nominations. W2's are coming. Kim as not received them yet. She will get them to everyone as soon as she receives them. There will be some changes to LHS employees PTO after 1-1-20. Instead of having a dump of time, PTO will accrue through the year. Roll over will be a dump of time. If you have any questions, contact Kim. Frankfort asked us to pilot a new evaluation form then they sent a new one. It is OK. Please start get evaluations turned in on time in 2020.

WIC Update (Lana McChesney): October is the start of the WIC year (Federal fiscal year).

## WIC Vendor Volume

Nov-19

	EBT November 2019	EBT FYTD
Barren	80,269.95	\$165,322.40
Butler	\$16,698.67	\$32,968.78
Edmonson	\$4,854.82	\$9,427.84
Hart	\$16,476.20	\$33,780.49
Logan	\$33,198.40	\$69,140.05
Metcalfe	\$8,314.16	\$16,687.01
Simpson	\$22,624.69	\$46,455.57
Warren	\$191,395.16	\$393,325.56
BRDHD	<b>\$373,832.05</b>	<b>\$767,107.70</b>
Other	\$18,384.55	\$37,264.43

<b>Grand Total</b>	<b>\$392,216.60</b>	<b>\$804,372.13</b>
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WIC Benefits  
redeemed in  
Barren River  
District  
stores by  
BRDHD WIC  
participants

1,158,265.25

\$1,571,479.83

EBT= WIC Electronic Benefits Transfer

FYTD= Federal Fiscal Year begins October 1

WIC Participation February 2019		Oct-19	Change from Sept 2019	Change from Oct 2018	Oct 2019 Enrollment	Participation Rate= part. divided by enroll.
		Run Date 12/4/19			Run date 11/10/19	
Barren		1008	-38	-75	1159	87%
Butler		436	6	-16	468	93%
Edmonson		294	1	-10	318	92%
Hart		544	-2	-16	583	93%
Logan		618	5	-39	684	90%
Metcalfe		307	-6	6	344	89%
Simpson		415	13	13	430	97%
Warren		2738	-5	-75	3099	88%
BRDHD		6360	-26	-212	7085	90%

Finance: Ryan presented the financial report. Medicaid is down because of school nursing program reduction. 3.5 million is in reserves. Today is Tawana's last Roundtable day if you want to go by and say goodbye. We will start the new timesheets for the 3<sup>rd</sup> pay period in January. Timesheets will include travel. Training videos will be sent out. LHS employee timesheets and travel will not change. Trish will do LHS travel.

## Barren River District Health Department

### Financial Update

12/10/2019

YTD Nov 2018	YTD Nov 2019	Board Approved Budget FY2018-29	% of Budget
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**Revenue:**

Corc. Block Grant	\$77,205	\$77,205	\$77,205	100%
State	\$1,014,547	\$978,911	\$2,222,539	40%
Federal	\$614,781	\$1,048,158	\$2,498,359	12%
Local Appropriations	\$744,305	\$645,583	\$1,375,946	16%
School Contracts	\$88,070	\$112,950	\$488,500	24%
Medicare	\$11,822	\$9,792	\$16,000	61%
Medicaid	\$960,344	\$835,783	\$3,265,558	26%
Self Pay	\$131,575	\$121,721	\$281,370	43%
Insurance	\$280,001	\$208,785	\$781,050	26%
Other	\$207,873	\$89,906	\$538,115	17%
Interest	\$29	\$407	\$10,000	5%
From Reserve			\$0	
<b>Total Revenue</b>	<b>\$4,420,363</b>	<b>\$4,028,049</b>	<b>\$14,539,842</b>	<b>27.7%</b>

**Expenses:**

Salaries	\$2,450,797	\$2,017,519	\$5,197,577	38%
Fringe Benefits	\$1,014,410	\$1,567,508	\$6,850,083	27%
Independent Contracts	\$58,581	\$543,228	\$1,193,185	26%
Travel	\$48,027	\$49,820	\$88,660	46%
Space Occupancy	\$137,578	\$134,588	\$290,000	46%
Office Administration	\$73,662	\$74,858	\$169,550	44%
Medical Supplies	\$285,562	\$14,197	\$420,550	27%
Automotive	\$28,828	\$22,200	\$48,760	51%
Other	\$698,308	\$235,806	\$1,090,303	23%
Capital Expenditures				0%
<b>Total Expenses</b>	<b>\$6,471,231</b>	<b>\$4,578,502</b>	<b>\$14,354,450</b>	<b>31.9%</b>

<b>Difference</b>	<b>-\$1,050,878</b>	<b>-850,453</b>	<b>\$178,492</b>	<b>-4.2%</b>
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Unrestricted Reserve Fund Balance	\$1,775,847
Restricted Reserve Fund Balance	\$1,008,301

**Target Percent of Budget is 41.88%**

Director's Report (M. Hunt): Transformation is moving forward in the legislation. BR (Bill Request) 269 has been pre-filled by Senator Moser. It supports changing the funding for Local Health Departments. It also asks for \$114,031 for each Full Time Employee (FTE). The state is working on increasing Environmental fees to take the burden off the local taxing district. Tax Payers' money should not pay for inspections. Locally, we can adjust onsite and plan review fees. The state has to set the rest.

The PQC team (Accreditation Coordinator and CDC PHAB) will be integrated into the Population Health branch. Ashley Spangler's job will be a technical specialist. The CDC Public Health Associate, Tyra Harper, will also be in the Population Health Branch.

The Legislative Breakfast went well. In attendance, there were 4 state representatives, 1 Senator, 1 County Judge, and Three BRADD staff members. Each Branch provided an overview of their branches and services. Then we discussed the session and what to expect. KRS was the main topic. Starting in July 2020, we will be responsible for paying KRS 93.01%. Representative DuPlessis has pre-filled BR 292 to separate the Actuarially Accrued Liability from the normal cost contribution. It would set up monthly payments on the Actuarially Accrued Liability to be paid over 24 years and a normal cost contribution that is a percentage pay. Those agencies with taxing districts or demonstrating an effort to get taxing districts implemented and increasing funding at the local level first would get financial assistance from the state. We are working on getting taxing districts in the counties that don't have them. Matt and Ryan have presented at the Simpson County Fiscal Court. The proposal died on the floor. They will be presenting to the Barren County Fiscal Court Budget Committee and to Metcalfe County Fiscal Court in January. There was a write up in the Glasgow Daily Times.

Current job openings are Health Environmentalist in Warren County and Technical Specialist in the District office.

Grant Update: HR received a \$700 grant to do light improvements at our County Centers. We have submitted \$614,922.65 and received 291,895. Those receiving grants are HANDS, Environmental, Tobacco, Diabetes, HR and Harm Reduction.

Reaccreditation is due February 14, 2020. All documents must be uploaded by this date.

Public Health Value can be summed up by a quote from CS Lewis, "True humility is not thinking less of yourself, it is thinking of yourself less."

If we are to be valued in the community and by decision-makers, we must value ourselves first. Here are the accomplishments each branch has accomplished this year.

#### **Population Health:**

- I think purchasing signage for our schools (many schools) to promote 100% tobacco free campus at no expense to the agency is huge!
- Barbara has been doing a great job with providing individualized follow up for our patients with diabetes! She has already been experiencing some success with motivational coaching, resource linkages, and providing social support to help her patients make some good behavior changes. Just this week she helped a patient obtain the food and medication he needs to be healthy, and he will be seeing a dentist and eye doctor for the first time in many years! We are really looking forward to seeing the difference she makes in overall outcomes.

- We have another pseudo-team member that obtained her licensure to become a Licensed Diabetes Educator this week! Chelsea has been working toward this for 2.5 years so it is a huge accomplishment.
- We have done over 500 HIV tests this year. I have linked 4 into HIV care and 2 into PREP care!
- We started giving Narcan through SEP.
- Our SEP videos.
- Getting the SEP van. (Allegedly)
- Many grants for our branch: Tobacco, Harm Reduction, Diabetes.
- Over 4,000 KEHP biometric screenings.
- Successful merge of branches.

**Clinical:**

- January – September, District-wide WIC participation at 90% or above 8 out of 9 months
- Restarted hospital WIC Nurse at the Med Center; setting the foundation for WIC at FCHC
- CDT assisting DPH Nurse Strike Team in coordination of Hep A vaccinations at the county jails; support staff provided by clinic clerical staff
- FANTASTIC TB Program chart review on 12/3

WIC Nutrition Education	23,948
Immunizations Given	16,665
TB Office Visits	2,816
STD Office Visits	114
Flu Shots	3,439

**HANDS:**

- Received \$300 grant – purchased Period of Purple Crying DVD’s to share with families for prevention of shaken baby
- Received \$18000 United Way grant – purchased developmental tools to support developmental milestones
- Established a working relationship with Fairview Community Health Center & their prenatal clinic for referrals
- Program spotlight on WNKY television station
- Participated in the Barren county baby fair at TJ’s & Medical Center baby fair
- Met one on one with the following agencies to form referral partnerships; Crossroads Pregnancy Support Ctr-Barren Co., Life Choice Pregnancy Care Ctr-Logan Co., Medical Ctr. Nursery staff, Down Syndrome of So. Central Ky., Family Enrichment Ctr.-Parents as Teachers Program
- Provided families in Barren, Hart & Metcalfe Counties a group event to recognize 2019 program graduates. Also had a Christmas party to include Santa and books for participants. Had approximately 30 in attendance.

- Chelsea Tabor completed 750+ hours of work and is now a licensed diabetes educator.

**Environmental Health:**

- Updated Local Environmental fee schedule for the first time since 2002
- Implemented new online food manager class in November 2019
- Received a grant to certify a lead assessor. Cameron Carver is certified to perform lead-hazard and abatement activities throughout Kentucky
- Four Retirements, 3 New Staff Members and 2 returning part time retirees
- Restructured the branch with two team leaders responsible for north and south

**Preparedness:**

- Received perfect score from state on Preparedness deliverables.
- We signed Memorandum of Understanding with several agencies in Metcalfe and Hart to be Closed PODs.

**HR:**

- Currently have 25 LHS employees. Wrapped up the 1<sup>st</sup> year in using the staffing company in September.
- Received a grant for outdoor lighting for each facility.
- Retirements: 9 employees

**Finance:**

- Another perfect Audit for FY18-19
- I count Dena and Tawana's Retirements as successes, with almost 60 combined years
- Another year that we did not have to borrow against our CD's, shows we are making headway financially
- The addition of Stacy Montgomery and Holly Haynes to the team

**IT:**

- SIP Phone System Integration –
  - Purchased SIP fiber circuit with BGMU – \$610/monthly (\$7,320.00)
  - Disconnected the following Windstream accounts, eliminating \$22,752.00/yearly. Net savings approximately \$15,432.00/yearly.
- Consolidated Servers – Moved file/printer servers and 3cx Phone Servers for multiple counties to District servers. Eliminating 6 servers, converting 2 servers to Win 10 workstations (Hart & Metcalfe).
- Migrated all Windows 7 workstations to Windows 10 – 90 desktops/laptops (Windows 7 End Of Life Jan 14, 2020).
- Migrated remaining Windows 2008 R2 servers and Virtual Servers to Windows Server 2019 – 6 Physical Servers & 10 Virtual Servers (Windows Server 2008 R2 End Of Life Jan 14, 2020).
- Upgraded Microsoft Exchange 2007 to Exchange 2016 – Virtualized Environment
- Upgraded 90 workstations to Microsoft Office 2016
- David Cobb hired as Network Specialist starting December 30, 2019

**Administration:**

- Great staff in all eight counties
- Impacting lives in each of our eight counties daily
- Surpassed January 2019 financial forecast made by DPH
- Increased reserve balance by approximately 400k
- Improved cash flow – not required to borrow money or getting advancement on local appropriations to make payroll
- Approximately 700k financially better when compared to November 2018 closeout
- Received approximately 300k in grant funding
- CDC Public Health Associate – BRDHD has 1 of 3 in entire state
- Increasing presence and public health awareness at fiscal court meetings
- New Website ready to launch in 2020

Hopefully purchases for 2020 are polo shirts for each employee to be purchased in January and add a few new vehicles with logos on them to our fleet.

Matt discussed a term called aggregation of marginal gains. What does it actually mean? How does it fit into Public Health? It means the sum of small gain over time. Dave Brailsford coined this term in 2000 for the British cycling team. We often dismiss small changes when we should be searching for the tiny margins of improvement. It fits into Public Health Principles; immunization, WIC, make healthy changes, SEP, HANDS, and Environmental. Each of these programs make tiny margins of improvements in our clients' lives.

Changes coming in 2020; new electronic timesheets with the ability to see leave balances, new vehicles, continue restructure on what we have done so far.

Next Roundtable is January 31, at 9 AM

Minutes submitted by Janarae Conway