

Barren River District Health Department
Roundtable
January 31, 2020

Minutes

Attendance:

Barren	Butler	Edmonson	Hart
Jackie Garner Christy Grider Dennis Spears	Rebecca Tyree Stephanie Stallings	Debbie Cain	Leeann Hennion Amber Shrader
Logan	Metcalfe	Simpson	Warren
Teana Large Selina Blick Kelly Lyne	Angelia Blythe Leeann Hennion	Jane Lewis Teana Large	Misty Johnson Michelle Deweese Cameron Carver
District			
Jama Jepson Lana McChesney Janarae Conway Cara Castleberry Tyra Harper Stephanie Dickerson	Julia Davidson Kim Flora Ashley Lillard Tammy Drake Frankie Haynes	Sharon Ray Ryan Wigginton Matt Hunt Ashli McCarty Emily Vazquez	Ashley Spangler Tommy Rich Chelsea Tabor Layne Blackwell Nikki England

Dr. Matt Hunt started the meeting at 9:02 AM with Branch Updates

Branch Updates

Disaster Preparedness (J Conway): Janarae introduced the AmeriCorps member, Nikki England, which will be serving with Preparedness through August 14, 2020. You may see her out in the counties some since she will be working with agencies that serve our at-risk vulnerable populations. She is working on updating the information in our All Hazard's plan that deals with the at-risk populations.

EPI/CD Update (L. Blackwell): see full report in Barren River Rundown (e-newsletter). There have been three Long Term Care Flu outbreaks and three deaths in our district as of January 24, 2020. No Coronavirus in our region or the state. There isn't even a Person Under Investigation (PUI)

Population Health (A. Lillard): There are some new requirements for Child Fatality Review. See Ashley Lillard for an updated copy. Please make sure you have a Health Educator at the county review meeting. Code time to 766 201. Cally Stuart has accepted the Technical Consultant position. She will be doing CHiP/CHA, Reaccreditation, and BRIGHT. Frankie Haynes is the new team leader for the Warren County Health Educators.

IT (Matt Hunt): Joey was not able to come to Roundtable since he was keeping the computers running. Matt reported for him that Chris Wilkerson will start February 10, 2020 as the new Network Specialist.

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

WIC FMNP 2019

<u>County</u>	<u>Date Rec'd</u>	<u>Amt rec'd</u>
Barren	7/1/19	1000
Edmonson	7/1/19	100
Hart	7/1/19	252
Logan	7/1/19	499
Metcalfe	7/1/19	112
Simpson	7/11/19	180
Warren	7/2/19	1300

Vendor Volume

	EBT	FYTD
Barren	83,364.90	248,687.30
Butler	16,331.64	49,300.42
Edmonson	\$4,429.83	\$13,857.67
Hart	14,695.19	48,475.68
Logan	32,816.55	101,956.60
Metcalfe	7,997.63	24,684.64
Simpson	23,472.86	69,928.43
Warren	198,505.29	591,830.85
Total	381,618.89	1,148,721.59
BRDHD		2,297,443.18

WIC Participation
February 2019

Nov-19

Change from Oct 2019	Change from Nov 2018	Nov 2019 Enrollment	Participation Rate= part. divided by enroll.
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Run Date 1/1/20

Run date
12/10/19

Barren	1030	22	-26	1148	90%
Butler	422	-14	-19	459	92%
Edmonson	297	3	6	314	95%
Hart	520	-24	-16	573	91%
Logan	606	-12	-26	675	90%
Metcalfe	291	-16	2	325	90%
Simpson	410	-5	1	432	95%
Warren	2612	-126	-76	3015	87%
BRDHD	6188	-172	-154	6941	89%

Finance: Ryan presented the financial report. *School Contracts were budgeted for the entire year. So, it will look behind throughout the rest of the year.

Barren River District Health Department

Financial Update

1/14/2019

YTD Dec 2018	YTD Dec 2019	Board Approved Budget FY2019-20	% of Budget
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Revenue:

Care Block Grant	\$77,205	\$77,205	\$77,205	100%
State	\$1,054,561	\$913,092	\$2,222,539	41%
Federal	\$1,292,194	\$1,276,094	\$2,496,359	51%
Local Appropriations	\$1,997,736	\$1,984,178	\$4,375,946	43%
* School Contracts	\$118,491	\$112,950	\$468,800	24%
Medicare	\$13,737	\$10,822	\$18,000	68%
Medicaid	\$1,299,954	\$1,108,928	\$3,265,558	34%
Self Pay	\$193,828	\$123,881	\$281,970	44%
Insurance	\$332,688	\$238,464	\$781,050	31%
Other	\$296,668	\$92,206	\$536,115	17%
Interest	\$32	\$461	\$10,000	5%
From Reserves			\$0	
Total Revenue	\$6,817,114	\$5,818,306	\$14,530,942	40.0%

Expenses:

Salaries	\$2,884,353	\$2,987,639	\$5,197,577	46%
Fringe Benefits	\$2,269,537	\$1,858,001	\$5,850,085	32%
Independent Contracts	\$65,109	\$412,752	\$1,193,165	35%
Travel	\$55,206	\$55,884	\$98,850	58%
Space Occupancy	\$155,091	\$181,958	\$290,000	56%
Office Administration	\$92,913	\$81,310	\$189,560	54%
Medical Supplies	\$296,182	\$131,122	\$420,550	31%
Automotive	\$29,384	\$24,280	\$43,750	55%
Other	\$820,894	\$302,542	\$1,090,903	28%
Capital Expenditures				0%
Total Expenses	\$6,668,468	\$5,433,196	\$14,354,450	37.9%

Difference	-\$1,355	\$385,104	\$176,492	2.2%
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Unrestricted Reserve Fund Balance	\$1,775,847
Restricted Reserve Fund Balance	\$1,008,301

Target Percent of Budget is 50.00%

Ryan did a training on the new electronic timesheet. We can go in daily to update our timesheets. Travel will also be submitted with timesheets after January 31, 2020. January travel will be completed as usual. LHS Travel will stay the same, monthly. We will no longer require meal receipts to be turned in. We will go with the state per diem. However, if a meal is provided at the hotel or at the meeting/conference, DO NOT claim that meal on your travel. Those that claim cell phone on travel will enter it at the beginning of the month and submit copy of cell phone bill to finance. Please continue to submit each location you go to as we have in the past. Supervisor will get an email notification when a timesheet has been submitted. If you are on vacation, please let someone in finance know to go in and approve your team's timesheets. They are the only ones that can be the alternate signature. However, you will be able to access timesheets anywhere you have internet, including on your phone. Kim will follow up on earning Comp Time when using Sick Leave. You can't earn CT when using Vacation. Employees and Supervisors will have to be more responsible for corrections to time and travel each pay period. Training videos are on the staff intranet.

Director's Report (M. Hunt): Our audit has been completed and it lays out our estimated retirement liability plus any outstanding vacation, travel and CT to be paid out in the fiscal year. Logan County held its first Harm Reduction community forum. There were representatives from Butler, Simpson and Logan thanks to Kathy Thweatt. Next will be to present at the City Commission meeting and Fiscal Court. There were representatives from City and Fiscal court that said they could get it on the agenda.

PHAB reaccreditation is getting closer. The final revisions are being made. All documents will be uploaded by the end of February so everything is submitted by March 4. Moving forward we will have accreditation teams that will meet monthly to track our progress and ensure we are gathering the data we need for next go around and monthly reports.

Grant Update: We have received 438,788.46. There are several grants being worked on.

Upcoming Trainings at Roundtable:

February – Program Evaluation training by Dr. Gardner from WKU

March - Tips for Speaking to the Media by Ashli McCarty

April – Selected Topic by Kim Flora

Mr. Hunt will be shadowing Branches and program over the next month. He has completed Environmental and HANDS. He still has Clinical (which includes WIC, Dental and CD Team), Population Health, and Disaster Preparedness. After visiting with a HANDS family, Mr. Hunt realized we are hop givers with our HANDS and WIC programs. After reflecting back on his 2008 conversations with employees and reading the exit surveys since he returned, Mr. Hunt heard the same issues; Lack of advancement. Mostly this was among clerical. To resolve this issue, Mr. Hunt has decided to form a Senior Support Service Branch to include all clerical, Environmental and billing support staff. This will enable more cross training, regionalization, greater communications, promotion/career advancement, and standardized training. Lincoln Trail and many other districts has this branch. We have already seen success with Teana Large taking on supervising two counties. There will be a branch manager that will report to Mr. Hunt and serve on the leadership team. Three team leaders who will report to the branch manager and supervise certain counties. Environmental and Population Health have been successful

using this model. Our frontline staff is integral. An email will go out later today announcing the branch to all staff.

Legislative update: HB 129 is moving through. It changes the way LHD are funded by looking at the population served and puts into law the Public Health Transformation. There is an emergency clause in it that when signed into law, it goes into effect immediately. HB 153 deals with the retirement contribution rates. 93% is what KRS is requesting, but the bill would lock the contribution rate at 84%.

There have been changes to the Child Fatality review as Ashley Lillard said. They have added Maternal Child Fatality review.

Next Roundtable is February 28, 2020 at 9 AM

Minutes submitted by Janarae Conway