



# MEETING MINUTES

Board of Health  
October 14, 2019


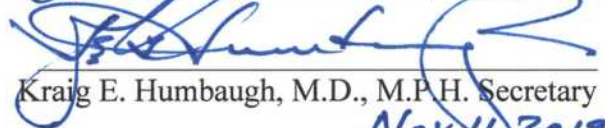
TOPIC	DISCUSSION
Call to Order	<ul style="list-style-type: none"> <li>• K. Allen-Bryant called the meeting to order at 5:59 p.m.</li> </ul>
Attendance	<p><b>PRESENT:</b> Ms. Allen-Bryant, Mr. Cornett, Dr. Dossett, Commissioner Ford, Mr. Friesen, Mr. Jabbour, Dr. Majmundar, Ms. Mason, Ms. Roberts Pierre, Ms. Reynolds.</p> <p><b>OTHERS PRESENT:</b> Dr. Humbaugh, LFCHD Staff, LFCHD Council.</p> <p><b>EXCUSED ABSENCES:</b> Dr. Jackson, Dr. Jasinski, Dr. Zimmerman.</p>
Approval of the September 9, 2019 Minutes	<ul style="list-style-type: none"> <li>• S. Roberts Pierre made a motion to approve the September 9, 2019 minutes. J. Reynolds seconded the motion. The motion passed.</li> </ul>
Auditor Report	<ul style="list-style-type: none"> <li>• Brad Hayes, CPA, CGFM, RFH CPAs &amp; Consultants, presented the Board of Health (BOH) with an overview of the annual financial audit. The full audit document was made available to all members, and will also be posted on the Lexington-Fayette County Health Department (LFCHD) website. B. Hayes presented an unmodified opinion. There were no findings. At the end of the fiscal year, LFCHD had about \$17 million in cash, up \$3 million from last year. If we exclude retirement and benefits costs, the balance sheet sits at about \$16 million on the positive side. B. Hayes said, other than those costs, the department had almost no liabilities.</li> </ul>
Annual Personnel Report	<ul style="list-style-type: none"> <li>• M. Donaghy, SHRM-SCP, Human Resources Officer, presented the annual personnel report.</li> <li>• The LFCHD merit system is overseen by our merit council. M. Donaghy welcomed merit council chair Karen Minton, who was in attendance, to the meeting. Board members also welcomed Ms. Minton and shared appreciation for the work of the council.</li> <li>• The purpose of the merit system and merit rules is to allow applicants to seek employment on the basis of qualifications, to ensure employees are competent and qualified, and to govern personnel programs related to employment. KRS 212.636 addresses merit systems for urban counties, including LFCHD.</li> <li>• LFCHD merit rules address:             <ul style="list-style-type: none"> <li>➤ Classification plan</li> <li>➤ Compensation</li> <li>➤ Job announcements and screening</li> <li>➤ Lists of eligible candidates</li> <li>➤ Appointments</li> <li>➤ Probationary periods</li> <li>➤ Promotions, transfers, and demotions</li> <li>➤ Separations and disciplinary actions</li> <li>➤ Appeals</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Merit System Council (MSC) members are recommended by the Commissioner of Health and appointed by the Board of Health.</li> <li>• The MSC role includes:             <ul style="list-style-type: none"> <li>➤ Establishing policies for appeals; hearing appeals</li> <li>➤ Reviewing the activities of the Human Resources Officer</li> <li>➤ Reviewing classification and compensation changes quarterly; reviewing the entire plan annually</li> <li>➤ Recommending and advising on personnel policies</li> <li>➤ Reporting to the BOH on the operation of the system</li> <li>➤ Reviewing and approving amendments to merit rules</li> </ul> </li> <li>• M. Donaghy shared the Merit System Council Report to the Board of Health, covering the period from July 1, 2018 to June 30, 2019. The document included a statement of intent and details on job classification and compensation. Highlights include:             <ul style="list-style-type: none"> <li>➤ LFCHD implemented a new salary structure, following a compensation market study</li> <li>➤ 5 positions were converted to level-2 jobs</li> <li>➤ 17 newly created positions were classified and allocated according to the salary structure</li> <li>➤ 1 position was reclassified</li> <li>➤ 119 employees received lump sum payments based on performance</li> <li>➤ 10 employees received promotional increases. There was 1 special pay increase, 1 reclassification increase, and 28 reallocation increases</li> </ul> </li> <li>• Grievances and appeals for the period were also included in the report:             <ul style="list-style-type: none"> <li>➤ 0 merit appeals; 2 grievances; 14 “SpeakUp” (anonymous reporting line) submissions.</li> </ul> </li> <li>• 41 vacancies were posted. 43 vacancies were filled (13 internally; 30 externally).</li> <li>• 37 employees passed probation, 9 of which were due to promotion.</li> <li>• The reported indicated corrective actions during the period:             <ul style="list-style-type: none"> <li>➤ 3 admonishments; 14 reprimands; 3 suspensions; 1 termination</li> </ul> </li> <li>• 27 employees voluntarily separated during the period.</li> <li>• LFCHD workforce demographics were reported as follows:             <ul style="list-style-type: none"> <li>➤ 86% Female; 14% Male; 75% White; 12% Hispanic; 10% Black; 2% two or more; 1% Asian/Pacific Islander</li> </ul> </li> <li>• K. Allen-Bryant thanked M. Donaghy for her presentation.</li> </ul>
<p>Vaping-Related Illness and Injury Update</p>	<ul style="list-style-type: none"> <li>• Angela Brumley-Shelton, MA, MPH, Tobacco Treatment Specialist, presented a vaping-related illness and injury update.</li> <li>• Patients are experiencing cough, shortness of breath, and fatigue. Symptoms worsen over days or week. Some report fever, nausea, diarrhea, vomiting, chest pain, and loss of appetite.</li> <li>• Most patients have reported using vaping products containing both tetrahydrocannabinol (THC) and nicotine.</li> <li>• As of October 1, 2019 there have been 1,080 instances of acute respiratory distress reported in 48 states and 1 U.S. territory. 18 deaths have been confirmed in 15 states. Demographics in 889 cases reveal 70% of patients are male. The median age is 23. Ages range from 13 to</li> </ul>

	<p>75 years. 81% of patients are 35 years or older.</p> <ul style="list-style-type: none"> <li>• As of October 4, 2019, 25 cases have been investigated in Kentucky.</li> <li>• A. Brumley-Shelton discussed factors leading to this crisis, including delayed FDA regulation, rapid development of new devices, and use of flavors to entice youth. Over 15,000 flavors are available.</li> <li>• Most products contain nicotine, even when labeled “nicotine-free”. The pod-based devices contain nicotine salts. Some single pods contain as much nicotine as 90 cigarettes.</li> <li>• More than 65 chemicals have been found in e-cig/vape pen aerosol.</li> <li>• E-cigarettes are also being used with drugs including marijuana, bath salts, Spice, methamphetamine, and heroin.</li> <li>• The U.S. Preventive Services Task Force (USPSTF) has concluded that evidence is insufficient to recommend e-cigarettes for smoking cessation in adults. They also conclude that use of these products can rapidly increase nicotine addiction to very high levels.</li> <li>• A. Brumley-Shelton and LFCHD staff have been working on interviews, webinars, and trainings, including requests from Fayette County Public Schools. LFCHD is working in close collaboration with the Kentucky Tobacco Prevention and Cessation program.</li> <li>• The CDC, the Department for Public Health (DPH), and LFCHD are recommending people stop all vaping.</li> <li>• If you vape and are experiencing any respiratory distress symptoms, please see your health care provider and bring your vaping device and any substance you have been consuming to your appointment, to allow testing on the substances.</li> <li>• We do not yet know the specific cause of these lung injuries. The investigation has not identified any e-cigarette or vaping product or substance linked to all cases.</li> <li>• LFCHD will continue to prioritize outreach in schools, identify community partners, monitor validity of the latest reports, and track public perceptions and criticisms.</li> <li>• Board members thanked A. Brumley-Shelton for her presentation.</li> </ul>
Commissioner’s Report	<ul style="list-style-type: none"> <li>• Dr. Humbaugh introduced Majd Jabbour, our newest BOH member.</li> <li>• All staff formerly at the Regency location are now housed at 650 Newtown Pike.</li> <li>• IT is migrating our email system away from the Commonwealth Office of Technology (COT). This will allow more local control of our accounts.</li> <li>• Dr. Humbaugh congratulated staff on the free flu shot clinic, which provided protection against the flu to over 1,600 people. He also thanked our clinic partners from ECU, UK, and Midway, including student nurses.</li> <li>• We have had our first confirmed case of flu, and first case of West Nile virus of this season.</li> <li>• We are approaching receipt of our one millionth needle in the Needle Exchange Program (NEP).</li> <li>• The BOH will meet in Conference Room C starting next month.</li> <li>• DPH has modified WIC program requirements so that participants must recertify once per year, rather than every six months, going forward. They will also be offering more online training options.</li> </ul>

	<ul style="list-style-type: none"> <li>• Open enrollment for benefits began today and runs through October 30. We are in the third year of our three-year contract with the Kentucky Employee Health Plan. Costs rose little, though deductibles increased by \$250 dollars across all plans. LFCHD absorbed increases in plan costs so that employee's costs for plans remained the same.</li> <li>• Upcoming LFCHD events include our chili cook-off, Thanksgiving lunch, and our annual Winter Event. Laura Foley will forward details to board members.</li> </ul>
Committee reports	<p><i>Finance Committee</i></p> <ul style="list-style-type: none"> <li>• Cory Rutledge, Accounting/Finance Coordinator, presented the finance report, on behalf of Cara Kay.</li> <li>• We ended August with a year-to-date deficit of \$51 thousand on a budgeted deficit of \$245 thousand. Year-to-date revenues are 82% of plan, while operating expenses are 76% of plan. Current cash account balances of \$16.77 million are up from \$13.50 million this time last year.</li> <li>• The fiscal year 2019 annual financial audit was completed and sent to the Lexington-Fayette Urban County Government. There were no findings.</li> </ul> <p><i>Executive Committee</i></p> <ul style="list-style-type: none"> <li>• K. Allen-Bryant said Dr. Humbaugh covered the topics the committee discussed in his report. She also welcomed M. Jabbour to the board and said she appreciates having a full board, with no vacancies.</li> </ul> <p><i>Marketing/Branding Committee</i></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><i>Nominating/Bylaws Committee</i></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><i>Program Outcomes/Evaluation Committee</i></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><i>Policy/Protocol Committee</i></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
Communications Report	<ul style="list-style-type: none"> <li>• K. Hall, Communications Officer, presented the Communications Division report.</li> <li>• We posted some photos from our free flu shot event today. He thanked A. Brumley-Shelton for her work with communications to educate the community on vaping.</li> <li>• Monthly media appearances focused on vaping, mosquitoes, and flu shots.</li> <li>• On Twitter, our top post was about safety while tailgating. We shared 85 tweets, had more than 80,000 impressions, and 359 profile visits. We had 19 mentions and gained 12 followers.</li> <li>• On Facebook, our top post was about preparing for the first 72 hours following a disaster or emergency. We had a total reach of 43,859. We had 1,147 page views, 12,100 post engagements, and added 159</li> </ul>

	<p>followers.</p> <ul style="list-style-type: none"> <li>• We continue to work with LexArts as we seek grant support for our new mural project.</li> <li>• We celebrated the fourth anniversary of the NEP in September. In the life of the program, we've served 5,059 participants during 27,998 total visits. We have taken in 936,000 needles. 213 participants have used on-site referrals to rehabilitation services.</li> <li>• NEP hours have expanded. The program now operates: <ul style="list-style-type: none"> <li>➤ Mondays: 1:00-4:00 p.m.</li> <li>➤ Wednesdays: 3:00-6:30 p.m.</li> <li>➤ Fridays: 11:00 a.m.-4:00 p.m.</li> </ul> </li> <li>• September was emergency preparedness month. Skip Castleman, Luke Mathis, Ralph McCracken, and Kara Stanfield helped educate the community on what to store in an emergency kit.</li> <li>• Staff provided community outreach during the Roots &amp; Heritage and Latino festivals.</li> <li>• The public health clinic is operating new hours: <ul style="list-style-type: none"> <li>➤ Mondays, Tuesdays, Fridays: 8:00 a.m.-4:30 p.m.</li> <li>➤ Wednesdays: 8:00 a.m.-7:00 p.m.</li> <li>➤ Thursdays: 8:00-11:30 a.m.</li> </ul> </li> <li>• Kala Adams, Holly Clendenin, and Sarah McMahan worked with Safe Kids Fayette County to provide child car seat safety training.</li> <li>• In October, we will focus on flu shots, Halloween safety, and the diabetes program. In November, we will continue our focus on flu shots and our diabetes program.</li> </ul>
Open Comment	<ul style="list-style-type: none"> <li>• None presented.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• Dr. Majmundar made a motion to adjourn. J. Cornett seconded the motion. The meeting adjourned at 7:35 p.m.</li> </ul>

  
Kacy Allen-Bryant, Chairperson  
  
Kraig E. Humbaugh, M.D., M.P.H. Secretary  
Nov. 11, 2019