



# MEETING MINUTES

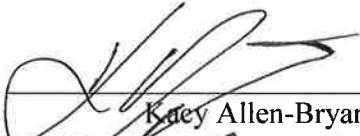
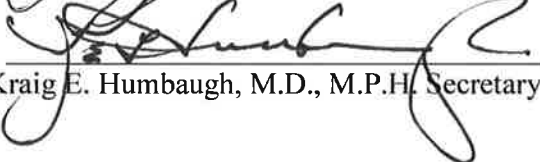
Board of Health  
November 11, 2019

TOPIC	DISCUSSION
Call to Order	<ul style="list-style-type: none"> <li>• K. Allen-Bryant called the meeting to order at 5:52 p.m.</li> </ul>
Attendance	<p><b>PRESENT:</b> Ms. Allen-Bryant, Mr. Cornett, Dr. Dossett, Commissioner Ford, Mr. Friesen, Mr. Jabbour, Dr. Jackson, Dr. Jasinski, Dr. Majmundar, Ms. Mason, Ms. Roberts Pierre, Ms. Reynolds, Dr. Zimmerman.</p> <p><b>OTHERS PRESENT:</b> Dr. Humbaugh, LFCHD Staff, LFCHD Council.</p> <p><b>EXCUSED ABSENCES:</b> None.</p>
Approval of the October 14, 2019 Minutes	<ul style="list-style-type: none"> <li>• L. Mason made a motion to approve the October 14, 2019 minutes. Dr. Majmundar seconded the motion. The motion passed.</li> </ul>
Approval of Bid to Purchase LFCHD Property at 2433 Regency Road	<ul style="list-style-type: none"> <li>• Mr. Friesen made the following motion:               <ul style="list-style-type: none"> <li>➤ WHEREAS, the Lexington-Fayette Urban County Board of Health (“Board of Health”) owns certain real estate located at 2433 Regency Road (the “2433 Regency Property”);</li> <li>➤ WHEREAS, the Board of Health voted on May 13, 2019 to sell the 2433 Regency Property;</li> <li>➤ WHEREAS, the Board of Health authorized the Commissioner of Health to execute any documentation necessary to complete an authorized sale of the 2433 Regency Property, on behalf of the Board of Health on June 10, 2019;</li> <li>➤ WHEREAS, upon consultation with the chair of the Board of Health and the Finance Committee, the Commissioner of Health signed an agreement for American Health Management to purchase the 2433 Regency Property for \$925,000, which was fully executed by both parties on October 20, 2019;</li> <li>➤ NOW, THEREFORE, I move that the Board of Health approve the sale of the 2433 Regency Road property to American Health Management, per the contract which was executed between the two parties.</li> </ul> </li> <li>• J. Cornett seconded the motion. The motion passed unanimously.</li> </ul>
Approval of <i>Authority to Appoint and Dismiss</i> policy	<ul style="list-style-type: none"> <li>• K. Allen-Bryant said the Executive Committee has reviewed the <i>Authority to Appoint and Dismiss</i> policy. Board members also reviewed the policy. Dr. Majmundar made a motion to approve. S. Roberts Pierre seconded the motion. The motion passed unanimously.</li> </ul>
Information Technology (IT) Update	<ul style="list-style-type: none"> <li>• Matthew Bone, Information Technology (IT) Manager, presented an IT branch update.</li> <li>• M. Bone has worked with Cara Kay to have Lexington-Fayette County Health Department (LFCHD) conduct an annual refresh of 20% of IT equipment every year. Using this approach, we replace all computers every five years.</li> <li>• He completed an audit of our servers and determined warranties were expiring and some needed replacing. Our servers are now in a climate-</li> </ul>

	<p>controlled room. The new servers have a seven-year warranty.</p> <ul style="list-style-type: none"> <li>• Following review of our bill for mobile devices and services, we changed carriers which reduced annual costs by around \$6 thousand dollars, while increasing the coverage map.</li> <li>• Following a storm that took down our department phone lines and the lines for our contracted call center, IT installed an LTE internet, which will engage in the event that primary and secondary internet solutions fail.</li> <li>• M. Bone said our previous email system was expensive and had low capacity for storage. It lacked encryption and was tied to the @ky.gov domain. IT is migrating LFCHD to the @lfchd.org domain. This will lower the annual costs by around \$10 thousand dollars. There will be better support and an improved user experience. The new domain offers ten times the storage of the previous system. We will retain access to the @ky.gov global email address book.</li> <li>• M. Bone introduced David Vance, IT Generalist, to discuss the HANDS Box migration.</li> <li>• D. Vance said the HANDS team was spending a lot of time on document completion, including manual printing and filing of reports. A digital system called <i>HANDS Box</i> was developed and implemented. HANDS staff can now access charts and complete documentation on tablets in the field.</li> <li>• Future IT projects include migration away from paper forms, a virtual desktop solution, and an epidemiology database.</li> <li>• K. Allen-Bryant thanked Matthew and his team for their great work. Dr. Humbaugh also said they deserve a pat on the back for revolutionizing our IT system.</li> </ul>
Commissioner's Report	<ul style="list-style-type: none"> <li>• Dr. Humbaugh shared the Commissioner's Report. He wished everyone a Happy Veterans Day and thanked them for their service. He noted we have no vacancies on the Board of Health (BOH). He appreciated that all members were in attendance.</li> <li>• We are working on scheduling the annual BOH retreat. We will talk about policy and will have some training for new board members. If members have topics or ideas for the agenda, he asked members to let him or Laura Foley know.</li> <li>• There will likely be changes at the Cabinet for Health and Family Services (CHFS) following the election of a new governor. The 2020 legislative session starts on January 7. A biennial state budget will be developed during the session, which will end on April 15.</li> <li>• We have received a request from the state budget director for information covering the last three years. Dr. Humbaugh thanked Michelle Donaghy, Katrina Howard, and Cory Rutledge for their work in collecting the information. We will submit information by the requested deadline.</li> <li>• The open enrollment period has ended. Dr. Humbaugh thanked M. Donaghy and her team for their hard work in completing benefit enrollment for staff.</li> <li>• We are recruiting for an Epidemiology Coordinator and a Communications Generalist. Donna Jones has returned in the</li> </ul>

	<p>accounting branch. Dr. Humbaugh thanked Virginia Glasper and Cory Rutledge for working to cover while both D. Jones and Cara Kay were on leave.</p> <ul style="list-style-type: none"> <li>• Our harm reduction program has seen over 5,000 participants since the Needle Exchange Program began. We have had more than 30,000 total visits. October was the second-highest month on record for number of participants. We have received our one millionth needle. We are in the process of procuring a vehicle for mobile harm reduction. We hope to have the vehicle early in the new year.</li> <li>• We have received grant funding to provide education for detention center inmates on services available to them upon release. We will also provide naloxone training and a kit.</li> <li>• We are partnering with <i>Voices of Hope</i> to make telephonic support services available to harm reduction program participants.</li> <li>• There have been over 2,000 cases of respiratory illness related to vaping and 39 deaths in the United States. The Centers for Disease Control and Prevention (CDC) announced last week a potential connection to a vitamin E acetate in those who were made ill. The investigation continues.</li> <li>• Flu activity in Kentucky is currently at the local level, which is one step higher than sporadic activity.</li> <li>• Upcoming events include Thanksgiving lunch on November 13 and the Winter Event on December 10.</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>• September financials showed a year-to-date (YTD) deficit of \$528 thousand, compared to a budgeted deficit of \$775 thousand.</li> <li>• TYD revenues are at 85% of plan; expenses are at 82% of plan.</li> <li>• Current cash accounts sit at \$16.31 million, up from \$13.13 million this time last year.</li> </ul> <p><i>Executive Committee</i></p> <ul style="list-style-type: none"> <li>• K. Allen-Bryant said the committee brainstormed retreat topics.</li> <li>• A “meet and greet” for board members and LFCHD staff will precede the December 9 Board of Health meeting. Food will be served, beginning at 5:15 p.m., and the LexHealth Players Band will provide live holiday music.</li> <li>• K. Allen-Bryant was able to tour the harm reduction vehicle used by the Jessamine County Health Department. LFCHD is working on an opportunity to secure a harm reduction unit for our programs.</li> </ul> <p><i>Marketing/Branding Committee</i></p> <ul style="list-style-type: none"> <li>• S. Roberts Pierre shared kudos to Kevin Hall for his consistent great work as Communications Officer. We are currently seeking a Communications Generalist to replace Bailey Preston, who recently left the department.</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 presented the Communications Division report.</li> <li>• Monthly media appearances in October focused on the free flu shot clinic, West Nile virus, and pertussis. Fayette County has seen three confirmed pertussis cases in the current school year.</li> <li>• Our top tweet, which was about the free flu shot clinic, earned 4,731 impressions. We shared 92 tweets, had a total of 84,100 tweet impressions, 588 profile visits, 21 mentions, and 19 new followers.</li> <li>• On Facebook, we had a total reach of 48,441, 1,208 page views, 11,012 post engagements, and 183 new followers. Our top post was about the collection of the one millionth needle in the Needle Exchange Program.</li> <li>• We are building a diabetes education campaign around our staff, starting with Tami Ross, License Diabetes Educator.</li> <li>• On November 13, WVLC radio is dedicating an entire programming day to discuss the opioid epidemic. Dr. Humbaugh and John Moses will appear on a show in the afternoon.</li> <li>• The final harm reduction walkthrough of the year is scheduled for November 22.</li> </ul>
Open Comment	<ul style="list-style-type: none"> <li>• None presented.</li> </ul>
Closed Session	<ul style="list-style-type: none"> <li>• S. Roberts Pierre made a motion to enter closed session. Dr. Jackson seconded the motion. The board entered closed session at 7:09 p.m.</li> <li>• S. Roberts Pierre made a motion to exit closed session. Dr. Jackson seconded the motion. The board exited closed session at 7:51 p.m.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• Dr. Zimmerman made a motion to adjourn. J. Reynolds seconded the motion. The meeting adjourned at 7:51 p.m.</li> </ul>

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