



# MEETING MINUTES

**Board of Health Meeting**  
**Held via teleconference**  
**April 13, 2020**  
**5:45 p.m.**

	<p><b>BOARD MEMBERS PARTICIPATING:</b> Ms. Allen-Bryant, Mr. Cornett, Dr. Dossett, Commissioner Ford, Mr. Friesen, Mr. Jabbour, Dr. Jackson, Dr. Jasinski, Dr. Majmundar, Ms. Mason, Ms. Reynolds, Ms. Roberts Pierre, Dr. Zimmerman.</p> <p><b>OTHERS PARTICIPATING:</b> Dr. Humbaugh, LFCHD Staff, LFCHD Council.</p>
TOPIC	DISCUSSION
Call to Order	<ul style="list-style-type: none"> <li>• K. Allen-Bryant called the meeting to order at 5:49 p.m.</li> </ul>
Roll Call/Declaration of a Quorum	<ul style="list-style-type: none"> <li>• L. Foley called the roll.</li> <li>• A quorum was declared.</li> </ul>
Request for Approval of the March 9, 2020 Minutes	<ul style="list-style-type: none"> <li>• L. Mason made a motion to approve the March 9, 2020 minutes. M. Jabbour seconded the motion. The motion passed.</li> </ul>
Essential Services Report	<ul style="list-style-type: none"> <li>• Dr. Humbaugh introduced Jessica Cobb and Jill Keys to share a report on our Continuity of Operations Plan (COOP) that was initiated in response to the COVID-19 outbreak and on our essential services. Dr. Humbaugh shared kudos to the IT team whose good work and preparation has made telework and other processes possible. We have also taken measure to lower the risk of contracting the disease for staff reporting to our facilities daily.</li> <li>• J. Keys said we are continuing to offer services that wouldn't otherwise be available to the community:             <ul style="list-style-type: none"> <li>➤ WIC: The USDA has made modifications to the program so in-person visits are no longer required. All nutrition education is being done by phone. Issuance of WIC benefits is occurring automatically, once per month. Very few WIC participants need to visit the facility.</li> <li>➤ Clinic nurses are providing essential services including TB screening and patient services, certain immunizations, STI visits, and rabies immunizations. Clinic nurses are also helping epidemiology (epi) with case investigations and follow-up.</li> <li>➤ Harm reduction services are being offered mainly outside. We now have our mobile unit. Expanded services are not currently being offered in the program.</li> <li>➤ School health nurses are assisting with entering immunization data, filling gaps, helping in the call center and triage call center, and with the clinic appointment line. They are also helping screen all employees and visitors to our building on a daily basis.</li> </ul> </li> <li>• J. Cobb shared information on programs within the community health division:             <ul style="list-style-type: none"> <li>➤ Thanks to IT, our entire CHEE team is teleworking.</li> <li>➤ The Wellness staff is providing tips for the public. Ruben Perez has been helping translate COVID-19 materials into Spanish.</li> <li>➤ The CCHC staff continue to provide guidance to childcare centers, including those that remain open for emergency response.</li> </ul> </li> </ul>

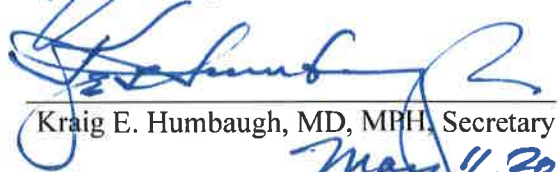
	<ul style="list-style-type: none"> <li>➤ Some CHEE staff are helping with epi investigations.</li> <li>➤ EH continues to provide inspections and to respond to complaints, as needed. They are also continuing to operate the rabies response program across the county. We are investigating complaints regarding businesses that are not operating in compliance with the governor's orders.</li> <li>➤ HANDS staff are teleworking and are completing virtual visits with families in the program.</li> <li>➤ The infectious disease program is responding to the outbreak. One team member is teleworking and is continuing to respond to syphilis and HIV cases.</li> <li>➤ Vital Statistics continue to process birth certificates. The office is closed to walk-in visits. Services are being conducted over the phone.</li> <li>• K. Allen-Bryant thanked J. Cobb and J. Keys for their report and for the fantastic work they are doing. She also thanked them and the other officers for the reports included in the meeting packets.</li> </ul>
Commissioner's Report	<ul style="list-style-type: none"> <li>• Dr. Humbaugh presented the commissioner's report.</li> <li>• He has been pleased with the ability of LFCHD staff to adapt to the rapidly changing environment brought on by COVID-19. Staff are social distancing while on-site and all staff are engaged in the response. We have set up an Incident Command System (ICS). J. Cobb is serving as incident commander.</li> <li>• Our staff were working over Easter weekend, completing reports, answering questions, conducting interviews, and assuring compliance. Dr. Humbaugh is proud of the staff.</li> <li>• We have over 200 cases identified in Lexington. There are likely many more mild cases that are unreported. Those reporting symptoms but not in need of immediate medical care are being provided guidance on how to self-isolate. Cases are in people aged less than one year of age to the upper eighties. Our average age is around 46 for those who test positive. Around 25% are healthcare workers. 30% of cases are in people of color. We are having a teleconference with pastors across the community about this disproportionate impact.</li> <li>• Epi is receiving daily reports on new cases. Our staff then contact those cases to interview them to determine when they were contagious and with whom they may have come in contact. We also work with businesses who have employees with COVID-19 to offer guidance. We issue isolation orders to those who test positive. We monitor them throughout their illness. When they are well, we give them an order of release from quarantine.</li> <li>• We are working closely with other agencies and partners. We are also working with hospitals on developing step-down care facilities. We are also working on isolation for potential cases in people currently staying in homeless shelters.</li> <li>• We have done significant education and outreach. The call center has received up to 200 calls in one day. Our IT staff have virtualized the call center, which has allowed it to operate efficiently using staff who are teleworking. We have flyers for various groups, including transportation workers and long-term care facilities.</li> <li>• K. Howard is leading an outpatient testing project. We are increasing the availability of tests in the community by partnering with other local agencies and private providers. We are providing PPE, when available and as needed.</li> <li>• Our logistics team is working with Emergency Management to provide food and medicine and other needs for cases who are homebound.</li> </ul>

	<ul style="list-style-type: none"> <li>• Future challenges include including providing relief for staff working long hours and utilizing staff in roles that are dissimilar to their regular duties. We are also facing challenges to increase surge capacity as we draw closer to the local peak of the pandemic. Dr. Humbaugh is also concerned about potential cases in nursing homes.</li> <li>• The Families First Act is providing pandemic-related leave, following specific guidelines. There are also options using FLMA.</li> <li>• PHAB has extended our deadline to respond to their review. Our site visit will be rescheduled, as well.</li> </ul>
Committee Reports	<p>Executive:</p> <ul style="list-style-type: none"> <li>• K. Allen-Bryant presented the executive committee report.</li> <li>• The committee discussed COVID-19 response and the retirement system.</li> <li>• She will be reaching out soon to the nominating committee for succession planning.</li> </ul> <p>Finance:</p> <ul style="list-style-type: none"> <li>• C. Kay presented the finance report.</li> <li>• She thanked the IT team. All the projects Matthew Bone, IT Manager, and his team have created and completed since he joined the department have made it possible for us to respond to the outbreak effectively. Some of the IT projects completed include implementation of WiFi in our buildings, placing phones on a cloud-based system, which allows the creation of virtual call centers, migrating our active directory to local control, implementation of a back-up system for data, and migration to an internal email system. Our IT system is faster and key hardware upgrades have been completed.</li> <li>• As of February 29, 2020, accounting and finance reported a year-to-date (YTD) surplus of \$4.02 million, compared to a budgeted surplus of \$3.48 million. YTD revenues are 111% of plan, while expenses are at 97% of plan. Current cash account balances of \$22.79 million are up from \$18.36 million this time last year.</li> <li>• We are expending funds for COVID-19 response that were not budgeted. We are tracking expenses related to the response in a cost center. We anticipate potential reimbursement from the CDC and/or FEMA for expenses incurred as we respond to COVID-19, though it may be some time before any reimbursements are received. We are approving overtime during the response. Comp time is also being earned. We are providing meals for staff working long hours and are also having additional cleaning services performed daily.</li> <li>• The state budget was passed by the senate and house. It is a one-year budget, rather than the usual biennial budget. Our retirement contribution rate will remain unchanged for FY2021. A bill also passed that extends the deadline for deciding if we are to remain in the Kentucky Retirement System by one calendar year.</li> </ul> <p>Marketing and Branding:</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>Nominating/Bylaws:</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>Program Outcomes/Evaluation:</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>

	<p>Policy/Protocol</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 report.</li> <li>• He thanked IT staff for their good work, which has been key to having the technology available for radio interviews, Zoom interviews, and Facebook Live events. Christina King has been preparing printed materials on COVID-19. These materials have been used across the Commonwealth and in other states. The officers have been hosting weekly town hall meetings with all LFCHD staff.</li> <li>• We are working to strengthen our outreach efforts. K. Hall did an interview with the Herald-Leader about connecting with members of our community for whom English is a secondary language. Last week, we started working with the mayor's office to discuss the disproportionate effect of COVID-19 on African-Americans. A related Facebook live event has been viewed by thousands of people. This week, we are focusing on mental health with experts from New Vista and a psychologist.</li> <li>• Our social media for March were at record levels. We have over 2,000 new followers on Facebook.</li> </ul>
Open Comment	<ul style="list-style-type: none"> <li>• Dr. Humbaugh introduced Katrina Howard. K. Howard thanked the facilities staff for their prompt work in making it possible to light our department "green" in memory of Kentuckians lost in to COVID-19 and in support of their families and friends. K. Howard was impressed by how quickly staff made it possible to "go green". Dr. Humbaugh and K. Allen-Bryant thanked K. Howard and the facilities team.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• L. Mason made a motion to adjourn. Ms. Reynolds seconded the motion. Meeting adjourned at 7:06 p.m.</li> </ul>



Kacy Allen-Bryant, Chairperson



Kraig E. Humbaugh, MD, MPH, Secretary

May 11, 2020