



# MEETING MINUTES

**Board of Health Meeting**  
**650 Newtown Pike, Lexington, KY,**  
**and via video teleconference**  
**October 11, 2021**  
**5:45 p.m.**

	<p><b>BOARD MEMBERS PRESENT:</b> Commissioner Allen-Bryant, Mr. Cornett, Dr. Dossett, Dr. Feld, Mr. Friesen, Dr. Gomez, Dr. Hood, Mr. Jabbour, Dr. Jackson, Dr. Mason, Councilmember Reynolds, Dr. Riley, and Dr. Zimmerman.</p> <p><b>OTHERS PRESENT:</b> Dr. Humbaugh, LFCHD Staff, LFCHD Council.</p>
<b>TOPIC</b>	<b>DISCUSSION</b>
Call to Order	<ul style="list-style-type: none"> <li>Mr. Friesen called the meeting to order at 5:45 p.m.</li> </ul>
Roll Call	<ul style="list-style-type: none"> <li>Ms. Foley called the roll. All members were present. A quorum was declared.</li> </ul>
Request for Approval of the September 13, 2021 Minutes	<ul style="list-style-type: none"> <li>The September 13, 2021 Board of Health (BOH) meeting minutes were considered. Dr. Jackson made a motion to approve the minutes. Dr. Hood seconded the motion. The motion passed unanimously.</li> </ul>
Audit Presentation	<ul style="list-style-type: none"> <li>Brad Hayes, CPA/CGFM of RFH CPAs &amp; Consultants presented a summary of the 2020-June 30, 2021 regular annual financial audit of the Lexington-Fayette County Health Department (LFCHD). Mr. Hayes thanked Cara Kay and the department finance staff for their support in completing the audit. The auditors issued an unmodified and clean opinion of LFCHD financial statements. No deficiencies or material weaknesses in internal controls were reported.</li> <li>The management discussion and analysis letter included in the report provides a good summary of LFCHD activities over the past year.</li> <li>LFCHD's cash position improved by around \$5.5 million. Liabilities increased around \$300 thousand. Net pension and Other Post Employment Benefits (OPEB) liabilities increased around \$2 million. Revenues increased around \$6 million year over year. Revenues came in over budget, while expenditures came in under budget.</li> <li>Mr. Friesen thanked Mr. Hayes for his presentation. He thanked Mr. Cornett and Cara Kay for their good work, which is reflected in this clean audit.</li> </ul>
Annual Compliance Training	<ul style="list-style-type: none"> <li>Katrina Howard, MT (ASCP), MPH, CHC, Compliance &amp; Facilities Officer, presented annual compliance training for Board of Health members. The training included a review of how HIPAA and Privacy Rule requirements relate to the COVID-19 response and how they apply to LFCHD. While LFCHD is a public health authority, it does</li> </ul>

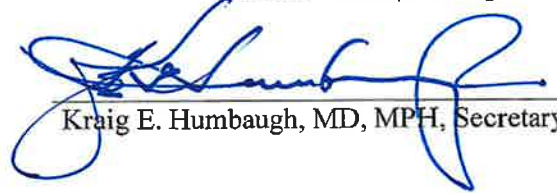
	<p>perform covered entity functions and must remain HIPAA compliant.</p> <ul style="list-style-type: none"> <li>• LFCHD follows the minimum necessary standard: information is only disclosed when necessary to complete job functions. This standard applies to contact tracers, as well.</li> <li>• As a public health authority, LFCHD is authorized by law to receive Protected Health Information (PHI), including for the purposes of case investigation and monitoring. LFCHD has the authority to contact a spouse, family members, friends, or other persons identified by a patient when it is determined such contact is in the best interest of the patient.</li> <li>• Safeguards are in place for teleworking employees, including the use of a Virtual Private Network (VPN) and two-layer password systems on laptops, which also use encryption across our network. Compliance expectations and policies remain the same for teleworkers as for those working on-site. Training on these safeguards, as well as other compliance training, is conducted with employees upon hire and annually thereafter.</li> <li>• Reminders of policies and procedures are frequently shared with staff to ensure accuracy in our reporting/recording and compliance with HIPAA and the Privacy Rule.</li> <li>• LFCHD reduces risk by allowing access only to data necessary for the completion of job duties. We have the ability to audit case management systems to review data accessed and to help us continue to assess our processes to identify further ways to reduce risk. LFCHD puts in place data sharing agreements with public health partners with whom some information may be shared.</li> </ul>
<p>Commissioner's Report</p>	<ul style="list-style-type: none"> <li>• Dr. Humbaugh presented the commissioner's report. He thanked Matthew Bone and the IT staff for their work in preparing the technology being used for this hybrid meeting, with some members joining in-person and others joining virtually. Dr. Humbaugh spoke with each of the new board members since the last meeting. We now have a full board.</li> <li>• COVID-19 case numbers have been declining over the past three weeks. Our rolling seven-day average is still over 100 per day. We do not know what our future baseline level will be, though Dr. Humbaugh predicts it will be higher than it was before the current surge. Our robust epidemiology response continues. We have between 80 and 100 contractors who help us contact new cases within 24 hours of receiving them. In most cases, the Kentucky Department for Public Health (DPH) will continue to cover the costs of contractors through December 31, 2021.</li> <li>• Hospitalization numbers have decreased, but ICU case numbers remain high. Most deaths are in unvaccinated people. The CDC reports about three-quarters of adult Fayette County residents are fully vaccinated, leaving about a quarter unvaccinated. Dr. Humbaugh shared thanks for clinic staff who have been nimble in offering COVID-19 vaccine boosters, as well as flu shots. Around 70% of those vaccinated in</li> </ul>

	<p>Lexington received the Pfizer vaccine and are eligible for a booster shot. Monoclonal antibodies are available in a few locations for patients early on in their COVID-19 infection. Testing on antivirals is ongoing, but results look positive thus far.</p> <ul style="list-style-type: none"> <li>• We will have an all staff training soon to give staff information on how to access wellness resources, including mental health support.</li> <li>• We held a successful flu vaccination clinic last week. We administered more than 700 free flu shots. We had a very mild season last year, but anticipate flu will circulate more this season. Two TB patients have completed their treatment. Two new active cases were identified. LFCHD Harm Reduction continued to see high numbers of participants. There were a record number of referrals to counseling and treatment through the program last month. There were more than 1,600 visits to the program. The CHEE program is working with the city on addressing violence. HANDS visits continue on a par with recent months. We had a new social worker join our HANDS staff. A new epidemiologist has joined the department. We will be conducting a salary market survey in coming months. HR will present the annual personnel report next month. Merit Council members will be invited to join us for the meeting.</li> <li>• The new generator has arrived. It will take about six weeks to install the generator, but we anticipate it being in place and operational before inclement winter weather.</li> <li>• Dr. Humbaugh thanked Cara Kay and her staff for assisting with the audit and for the good fiscal year.</li> </ul>
Committee Reports	<ul style="list-style-type: none"> <li>• Executive: Mr. Friesen said Dr. Humbaugh covered committee topics during his report. He encouraged all board members to review the audit documents, which are very informative, especially the management letter, which summarizes LFCHD activities over the last year. Mr. Friesen invited board members to contact him or Laura Foley if they are interested in serving on board committees.</li> <li>• Finance: Mr. Cornett said with the leadership of Dr. Humbaugh and Cara Kay our finances have stabilized in recent years. He introduced Cara Kay to present the report. Ms. Kay reported for August year-to-date a deficit of \$2.10 million compared to a budgeted surplus of \$106 thousand, due to a timing issue. As allocations arrive, we will move back into a surplus position. Current cash account balances were \$25 million. For the COVID-19 response, we have spent a net \$549 thousand this year, and a \$2.5 million loss response-to-date. We are monitoring funding streams and expenses. We are in the middle of our second three-year contract with the Kentucky Employee Health Plan (KEHP) for employee benefits. There is an increase this year of around 3%. The department has opted to absorb these costs, as a benefit to employees.</li> <li>• Marketing and Branding: No report.</li> <li>• Nominating/Bylaws: No report.</li> <li>• Program Outcomes/Evaluation: No report.</li> </ul>

	<ul style="list-style-type: none"> <li>• Policy Policy/Protocol: No report.</li> <li>• Ad Hoc: Mr. Friesen said the commissioner search committee has had Zoom interviews with three candidates. The committee is working on the next phase of recruitment for Commissioner of Health.</li> </ul>
Communications Report	<ul style="list-style-type: none"> <li>• Mr. Hall presented the communications report. We are providing flu shots and COVID-19 vaccinations in our clinic, calling it a “One Stop Shot Shop”. We had been receiving lots of questions about getting both shots, which can now be given in the same visit. 119 COVID-19 shots were given in the clinic last week. Communications is seeking grant funds from DPH to support a flu shot campaign, including door hangers, billboards, and messaging on city buses. We continue to promote our statewide virtual diabetes classes.</li> </ul>
Open Comment	<ul style="list-style-type: none"> <li>• None presented.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• Mr. Friesen requested a motion to adjourn. Dr. Hood made a motion to adjourn. Mr. Jabbour seconded the motion. The motion passed unanimously. The meeting adjourned at 6:54 p.m.</li> </ul>



Michael Friesen, Chairperson



Kraig E. Humbaugh, MD, MPH, Secretary