




MEETING MINUTES

Board of Health Meeting
 650 Newtown Pike
 September 11, 2023
 5:45 p.m.

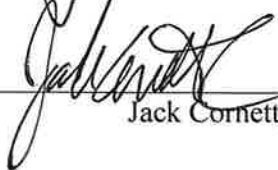
<p>ATTENDANCE</p>	<p>BOARD MEMBERS PRESENT: Dr. Lee Dossett, Dr. Hartley Feld, Mr. Mike Friesen, Dr. Maria Gomez, Dr. Gregory Hood, Mr. Majd Jabbour, Dr. Christine Ko, Dr. Leah Mason, Councilmember Jennifer Reynolds, and Dr. Elizabeth Riley. OTHERS PRESENT: Mr. Jack Cornett, LFCHD Staff, LFCHD Counsel.</p>
<p>TOPIC</p>	<p>DISCUSSION</p>
<p>Call to Order</p>	<ul style="list-style-type: none"> • Dr. Jackson called the meeting to order at 5:48 p.m.
<p>Roll Call</p>	<ul style="list-style-type: none"> • Ms. Foley called the roll. Attendance was as recorded above. • Dr. Jackson led those assembled in a moment of silence in remembrance of the events of September 11, 2001.
<p>Request for Approval: August 14, 2023 Minutes</p>	<ul style="list-style-type: none"> • The August 14, 2023 Board of Health (BOH) meeting minutes were considered. Dr. Mason made a motion to approve the minutes. Dr. Hood seconded the motion. The motion passed unanimously.
<p>Environmental Health Presentation</p>	<ul style="list-style-type: none"> • Lexington-Fayette County Health Department (LFCHD) staff Luke Mathis, Environmental Health (EH) Team Leader, and Skip Castleman, EH and Emergency Preparedness Coordinator, presented on the environmental health inspection processes. Board of Health regulation #19 and the FDA and Kentucky food codes were important references in developing our inspection process. LFCHD also worked with the BOH to initiate food handler certifications, food service permit late fees, and Enhanced Regulatory Enforcement (ERE) for food service establishment who fail LFCHD inspections. LFCHD posts inspection score placards in establishments so customers can easily see how they scored in their most recent inspection. • New EH inspectors complete the Kentucky Department for Public Health (KDPH) food core training and the EH coordinator supplies them with guidance documents, including KARs, handouts, and SOPs. Starting on their first day, new hires are assigned a senior EH inspector whom they will shadow for around one month. After new staff complete the shadowing opportunity, EH leaders and senior staff meet and discuss the progress of the new hires and either recommend additional training or assign the inspection check-off list for the new hires to work through. Usually, new hires are able to complete the requirements within three months. The EH team leader and coordinator ensure new inspectors are never alone in the field and are always available for assistance.

	<ul style="list-style-type: none"> • All new EH inspectors must pass the Kentucky Registered Sanitarian (RS) exam within six months of hire. EH leadership provides routine review training and staff address topics during daily team meetings. All EH staff are evaluated annually by the EH team leader and coordinator. • People requesting information on opening a food service establishment are provided a pre-opening checklist of requirements. Twelve EH inspectors are organized to work in three main sections across Fayette County. The sections are divided based on the number of food service establishments, rather than geographical size. • EH complaints are received through phone calls, emails, KDPH notices, the mayor’s office, the city council, and the BOH. Information is shared with food service establishments and the community through our website. Regulatory changes are mailed annually to all permitted facilities. An EH reorganization request has been issued to senior LFCHD leadership.
<p>Interim Chief Administrative Officer (CAO) Report</p>	<ul style="list-style-type: none"> • Jack Cornett presented the interim LFCHD CAO report. He welcomed Dr. Michelle Rastegar as a new medical resident from the University of Kentucky. Mr. Cornett noted a document provided with the meeting materials offers a snapshot of WIC services over the year. Some in-person services are required now, which will decrease the number of families the program can serve, compared to when WIC benefits were being auto-issued. • We are up to around 300 new COVID-19 cases per week in recent weeks. Hospitalizations have increased. KDPH is expecting COVID-19 to have a moderate upsurge, then to level off, and for flu and RSV cases to be typical in terms of the number of cases this season. LFCHD will operate a free flu shot clinic on October 12 at Central Baptist Church. The same day, we will offer shots in our public health clinic as well, by appointment. We have not yet received RSV vaccine, though protocols have been provided. A new COVID-19 vaccine, aimed at recent variants, should be available in two to three weeks. • In the last BOH Executive Committee meeting, we discussed moving forward on posting an LFCHD compliance officer position. We are working on the job description and hope to begin recruiting by the end of September. • DocTract is a policy management software system we started looking at last winter. The system will help us revise LFCHD’s more than 150 policies. Mr. Jabbour and Dr. Mason serve on the BOH policy and protocol committee. • Ms. Foley will be in contact with board members regarding scheduling a board retreat to be held early in 2024. Mr. Cornett reminded board members he is always available for consultation and members should not hesitate to call.
<p>Committee Reports</p>	<ul style="list-style-type: none"> • Executive: Dr. Jackson noted that topics discussed by the committee were covered by Mr. Cornett in his report. • Finance: Mr. Friesen introduced Cara Kay to present the report. Ms. Kay reported LFCHD finances through July 2023, including a deficit of \$448K compared to a budgeted deficit of \$1M. Year-to-date revenues were 62% of

	<p>plan, while operating expenses were 53% of plan. Current cash account balances of \$37.69M were up from \$32.86M this time last year. As of July 31, approximately \$21M of unrestricted cash was invested in treasuries and CDs. There was a significant increase in the cost of LFCHD employee benefits, totaling around \$200K, which is not in the current budget. We will share a portion of that increase with staff. Select staff are traveling to the Northern Kentucky Health Department to review their EHR. We are working with our architect and expect the building renovations bid process to be completed early in 2024 and for renovations to be completed by early spring 2025. LFCHD stored records have been relocated.</p> <ul style="list-style-type: none"> • Marketing and Branding: Dr. Gomez said National Hispanic Heritage Month began in September. The committee is focused on messaging on topics that affect the Latino population. We have also been in discussion with the Prevent Child Abuse program in Kentucky. K. Hall said this Thursday will be the annual low-cost rabies vaccination clinic. • Nominating and Bylaws: No report. • Policy and Protocol: No report. • Program Outcomes and Evaluation: No report. • Ad Hoc Search Committee: There was no formal report. The BOH Executive Committee will be in touch with the board regarding the Commissioner of Health search.
Public Comment	<ul style="list-style-type: none"> • Dr. Jackson. None were presented.
Adjournment	<ul style="list-style-type: none"> • Dr. Jackson requested a motion to adjourn. Mr. Friesen made a motion to adjourn. Dr. Dossett seconded the motion. The motion passed unanimously. The meeting adjourned at 7:09 p.m.



 Rodney A. Jackson, DMD, Chairperson



 Jack Cornett, Interim Secretary