

The Kenton-Hardin General District Health board met in regular session at 5:00 p.m. on Tuesday, December 15, 2020 at the Hardin County Annex. The following board members all present by WebEx; Ms. Jeryl Kissling, Ms. Jamie Hunsicker, Mr. Robert Wood, Ms. Marty Gray, Dr. Larry Oates, and Ms. Angela Aaron, Mr. Roger Crates. Employees present; Ms. Cindy Keller (by WebEx), Mr. Kevin Risner, Mr. Shane Lotts (by WebEx), Ms. Kelsey Ralston, Ms. Dionne Staley, Ms. Jackie Prater, Mr. Derek Dunson. Guests present: County Commissioner Mr. Timothy Striker and County Commissioner-Elect Mr. Fred Rush, Kenton Times reporter Mr. Dan Robinson (by WebEx), WKTN Tom Nesbitt (by WebEx) and Kenton City Mayor Lynn Webb (by WebEx).

1.0 Convention

1.01 Call to Order

President, Mr. Robert Wood called the meeting to order at 5:00 pm.

1.02 Pledge of Allegiance recited

1.03 Acceptance of Agenda

1.04 Approval of Minutes

After review Ms. Jeryl Kissling made the motion to approve the November 24, 2020 minutes. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Mr. Shane Lotts, Environmental Director reported that he performed 3 well permit inspections, 1 Site Inspection and 1 twelve-month sewage system inspection, 1 septic final inspection.

The Cost Methodology was presented by Mr. Lotts for the 3rd reading of the food fees for approval. Ms. Jeryl Kissling made a motion to accept the 2021 food fees with no change. Ms. Marty Gray seconded the motion. The motion passed with a majority roll call vote.

Mr. Lotts asked the Health Board on behalf of the staff for a half day on December 24th and 31st. The County Commissioners have already approved closing at noon on those days. Ms. Marty Gray motioned to give employees the remainder half day off on December 24 and 31, 2020. Ms. Angela Aaron seconded the motion. The motion passed with a majority roll call vote.

Mr. Lotts and Mr. Dunson have spent time working on COVID 19 response with numerous phone calls and emails.

Sanitarian Mr. Derek Dunson completed Routine Food Inspections, 1-30 Day Inspection for The Sweet Note Bakery and 4 Water sample collections.

2.02 Nursing

Ms. Cindy Keller said there were no updates in any of the programs.

Ms. Keller stated that there was an accreditation extension and changes per Chelsea our point of contact.

She reported on ODH expectations for COVID 19 Vaccinations. Will be working on the list to see which people fit into group 1A, which are volunteers, Home Health employees, EMS, physicians not connected to a hospital, Dialysis Centers, Federal Qualified Health Clinics. The Health Department is only getting 100 doses of vaccine and that will not go very far.

Mayor Lynn Webb stated that there is a Mayor's meeting on December 21, 2020. Ms. Keller thanked her for the work she has done.

Dr. James Canterbury, Deputy Health Commissioner will be in to meet staff on Wednesday December 16 at the Health Department. The Prosecutor's Office has approved his contract and he does have to get PERS taken out. He will start on January 1, 2021. Ms. Jeryl Kissling made a motion to approve this contract. Ms. Angela Aaron seconded the motion. The motion passed with a majority roll call vote.

Ms. Keller said that the employee evaluations are going to be scanned and sent to each health board member.

She stated that she will be needing the Health Board to decide on Director of Nursing position. Mr. Robert Wood, Board President stated that they would discuss that in closed session.

2.03 Health Commissioner

No Communicable Disease Report.

2.04 Emergency Preparedness

Mr. Kevin Risner gave his report and he is continuing to work on FY21 PHEP deliverables. Most deliverables this year are related to COVID response activities.

The Health Department has received approval of its' budget justification for additional CO21 funds that we are expected to spend by the end of December. There is the possibility of an extension for the expenditure expected to be spent by the end of December 2020. There is the possibility of an extension for the expenditure of these funds. We have begun purchasing budgeted items from our list. We were concerned about storage, the Hardin County Fairgrounds has stepped up to provide storage, since most activities will be held there at the Fairgrounds community building. He stated many things that were getting purchased with these funds. Next funding will begin February 2021.

Mr. Risner stated that KHHD has resumed monthly conference call communication with Healthcare Coalition participants to share information and maintain up-to-date information about any COVID-19 activities. He also stated that COVID Defense Team is still working on having good communication with the community to promote information regarding volunteering and having a positive attitude towards the vaccine, masks, and social distancing in the community.

We are getting the message out in the community with any type of advertising available.

2.05 Public Relations / PIO

Ms. Kelsey Ralston has been updating Facebook and the Health Department website along with any advertising that is needed. Ms. Cindy Keller and Ms. Kelsey Ralston will be on WKTN on Saturday morning at issue radio program to discuss vaccine administration. Discussed having more exposure in the public from the Health Commissioner and Deputy Health Commissioner.

2.07 Vital Statistics

The vital statistics report for November - 80 Certified death certificates were issued, 20 Death Certificates were filed. In addition, 91 certified copies of birth certificates were issued, 9 birth verifications for government offices were made and 2 home birth was filed.

2.08 Administrative/Financial

Ms. Dionne Staley reported:

1. Financial Report for November 2020
2. Purchase Orders need Approved and Signed:
 - a. For 2020 to be paid in 2020
 - i. E000-E12 General-Other-Contact Tracer \$2,000.00
 - ii. E000-E12 General-Other \$1,000.00
 - iii. E003-J05 Private Water-Travel \$50.00
 - iv. E003-J07 Private Water-Fees \$150.00
 - v. E000-E12 General-Other \$35,000.00
 - vi. E000-E12 General-Other \$4,500.00
 - vii. E000-E12 General-Other \$15,000.00
 - viii. E000-E12 General-Other \$10,000.00
 - ix. E000-E04 General-Fiscal Officer Contract \$300.00
 - b. For 2020 Budget and Expensed in 2020 but paid in 2021
 - i. E000-E03 General-Board Member Payment \$1480.00
 - ii. E000-E07 General-Travel \$200.00
 - iii. E000-E09 General-Vital Stats \$3,800.00
 - iv. E000-E12 General-Other-Contact Tracer \$2,000.00
 - v. E000-E21 General-Employee Appreciation \$44.00
 - vi. E001-G02 Food-Fees \$100.00
 - vii. E001-G05 Food-Travel \$100.00
 - viii. E003-J02 Private Water- Remittance \$480.00
 - ix. E004-K02 Sewage-Remittance \$210.00
 - x. E004-K05 Sewage-Travel \$120.00
 - xi. E010-S10 Infrastructure-Contract \$1,600.00
 - c. For 2021 paid in 2021
 - i. E000-E02 General-Supplies \$25,000.00
 - ii. E000-E03 General-Board Member Payments \$4,800.00
 - iii. E000-E04 General- Fiscal Officer Contract \$13,000.00
 - iv. E000-E06 General- Accreditation \$10,000.00
 - v. E000-E07 General- Travel \$3,000.00
 - vi. E000-E08 General- Liability Insurance \$7,000.00
 - vii. E000-E09 General- Vital Stats \$30,000.00
 - viii. E000-E12 General- Other \$20,000.00
 - ix. E000-E12 General- Other Contact Tracers \$10,000.00
 - x. E000-E13 General- Vaccines \$40,000.00
 - xi. E000-E15 General- Audit \$5,000.00
 - xii. E001-G02 Food- State Fees \$4,500.00
 - xiii. E001-G05 Food-Travel \$1,800.00
 - xiv. E001-G06 Food-Supplies \$1,500.00
 - xv. E002-H02 Trailer Parks/Campgrounds State Fee \$110.00
 - xvi. E002-H05 Trailer Parks/Campgrounds Travel \$150.00
 - xvii. E002-H06 Trailer Parks/Campgrounds Supplies \$150.00
 - xviii. E003-J02 Private Water-State Fees \$3,000.00
 - xix. E003-J05 Private Water- Travel \$1,000.00
 - xx. E003-J06 Private Water- Supplies \$600.00
 - xxi. E003-J07 Private Water- Fees \$3,000.00
 - xxii. E004-K02 Sewage- State Fees \$2,400.00

- xxiii. E004-K05 Sewage- Travel \$1,200.00
- xxiv. E004-K06 Sewage-Supplies \$600.00
- xxv. E004- Sewage-Government EPA \$100,000.00
- xxvi. E005-L02 Swimming Pools- State Fees \$500.00
- xxvii. E005-L05 Swimming Pools- Travel \$70.00
- xxviii. E005-L06 Swimming Pools- Supplies \$75.00
- xxix. E006-M01 BCMH- Supplies \$1,000.00
- xxx. E006-M10 BCMH- Travel \$225.00
- xxxi. E010-S05 Infrastructure-Travel \$800.00
- xxxii. E010-S06 Infrastructure-Supplies \$2,500.00
- xxxiii. E010-S09 Infrastructure-Contracts \$16,500.00
- xxxiv. E011-T01 Dental Fund- Other \$836.00
- xxxv. E013-X05 HMG-Travel \$1,800.00
- xxxvi. E013-X06 HMG-Supplies \$1,800.00
- xxxvii. E013-X08 HMG-Training \$2,000.00
- xxxviii. E013-X09 HMG- Membership \$2,500.00
- xxxix. E014-Y10 MRC-Equipment \$500.00

3. Appropriation Adjustments need approved and signed:

- a. E000-E12 General-Other \$75,000.00
- b. E000-E02 General-Supplies \$5,000.00
- c. E003-J05 \$50.00
- d. E003-J07 \$150.00
- e. E000-E04 General-Fiscal Officer Contract \$300.00

4. Cares Act Funding- We received \$154,449.07 in Cares Act Funding in October. Originally, it was deposited in the General Fund-Miscellaneous account since the salaries and payroll related expenses (PERS and Medicare) were originally paid out of that fund. After talking with Michael Bacon and some consultation with representatives from the State Auditor's office, Cares Act Funding needs its own Fund and the expenses and revenue need to be transferred to that fund.

In order to be able to do that, I am seeking the following approvals:

- a. To change the name of E007 H1N1 Fund to E007 Cares Act Fund
- b. To Change Pay In #55906 from being deposited into E000-E10 to E007-O01
- c. To transfer \$133,780.05 in expenses from E000-E01 to E007-O01
- d. To transfer \$20,669.02 in expenses from E000-E10 to E007-O03

5. With paying off the comp time during the last pay of 2020, she stated that she would like to propose that hours get paid out per pay unless they can be flexed off during the same pay. No decisions were made.

A motion was made by Ms. Jamie Hunsicker to approve the Purchase orders listed. Ms. Jeryl Kissling seconded the motion. The motion passed with a majority roll call vote.

A motion was made by Ms. Jeryl Kissling to approve the appropriation adjustments. Dr. Larry Oates seconded the motion. The motion passed with a majority roll call vote.

A motion was made by Ms. Marty Gray to approve to change the name of E007 H1N1 Fund to E007 Cares Act Fund, Change Pay In #55906 from being deposited into E000-E10 to E007-O01, transfer \$133,780.05 in expenses from E000-E01 to E007-O01, transfer \$20,669.02 in expenses from E000-E10 to E007-O03

Ms. Angela Aaron seconded the motion. The motion passed with a majority roll call vote.

There was discussion about Dr. Canterbury paying PERS and Medicare. Ms. Staley will check to see if both will be required. If they are both to be paid, it would be an additional \$3,625.

3.0 Board Continuing Education

None

4.0 Old Business

None

5.0 New Business

None

6.0 Anniversary/Employee Recognition

None

7.0 Board President

Ms. Jeryl Kissling motioned to go into closed session at 5:51 pm to discuss hiring. Ms. Marty Gray seconded the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:47pm. Ms. Marty Gray made a motion to accept Ms. Melissa Humble as Director of Nursing full time (35.5 hours per week) to work 3 days in office and 2 days remote for 1 year. Pay to be \$24.00 per hour. Beginning January 1, 2021. Ms. Jamie Hunsicker seconded the motion. The motion passed with a majority roll call vote.

Ms. Marty Gray made a motion to give a one-time 3% bonus to all employees and Ms. Dionne Staley. Ms. Angela Aaron seconded the motion. The motion passed with a majority roll call vote.

8.0 Adjournment

As there was no further business, Ms. Jeryl Kissling made a motion to adjourn the meeting. Ms. Marty Gray seconded the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:54pm. The next meeting will be January 26, 2021 at 5:00 pm.

ATTEST:



Ms. Cindy Keller, MSN, RN
Deputy Health Commissioner



Mr. Robert Wood
Board President