LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT **BOARD OF HEALTH DIRECTORS**

December 3, 2024 at 7:00 PM ET, 6:00 PM CT

The Lake Cumberland District Board of Health met on Tuesday, December 3, 2024, at Russell County Health Department in Russell Springs.

Members Present	Members Absent
Gina Goode	Judge Larry Russell Bryant
Kay King, RN	Matt Jackson, RPh
Judge Ricky Craig (Proxy)	Jacob Burton, OD
Jake Staton	Judge Luke King
Judge John Frank (Proxy)	Kristen Branham
Judge Jimmie Greene	Pam Bills, APRN
Stephen McKinley, OD	Grady Wilson
Tonya Shea, DO	Gayle Phillips, DNP, APRN
Judge Marshall Todd (Proxy)	Joseph Brown, MD
Robert Drake, MD	Judge Randy Dial
Patty Guinn, RPh	
Bruce Jasper, DVM	
Rodney Dick	
Judge Randy Marcum (Proxy)	
Richard Miles, MD	
Susanne Lee, OD	
Judge Barry Smith (Proxy)	
Joe Silvers, RPh	
Marlene Richardson, DMD	
Judge Scott Gehring (Proxy)	

Also present: Amy Tomlinson, LCDHD PH Director, Ron Cimala, Laura Woodrum, Tracy Aaron, Natasha Bowmer, Angela Simpson, Janae Tucker, Sam Price, Whitney Jones, Andrea Piercy, Jeff Neagle, Jefferson Hickman, and Karcyn Brummett.

An invocation was given by Judge Greene.

After confirming a quorum was present, the meeting was called to order by Vice-Chair Judge Jimmie Greene.

Topic	Discussion	Follow-up
Legal Authority		
Approval of Minutes	Dr. Robert Drake motioned to approve the prior minutes. Dr. Richard Miles seconded the motion. The board voted unanimously to approve the prior minutes. Motion carried.	None
Old Business	Vice Chair Judge Jimmie Greene asked if there was anything for which the	

	administration had failed to adequately follow	
	up on since the last meeting. Nothing was noted.	
New Business	noted.	
New Business		
Election of Officers	Current Members: Chair, Dr. Gayle Phillips, Taylor; V. Chair, Judge Jimmie Bevo Greene, McCreary; At Large 1, Dr. Marlene Richardson, Taylor; At Large 2, Dr. Richard Miles, Russell; and, At Large 3, Dr. Robert Drake, Pulaski; At Large 4, Gina Goode, Casey.	
	Proposed Officers: Chair, Judge Jimmie Greene, McCreary; V. Chair, Dr. Gayle Phillips, Taylor; At Large 1, VACANT; At Large 2, Dr. Richard Miles, Russell; At Large 3, Dr. Robert Drake, Pulaski; and, At Large 4, Gina Goode, Casey.	
	Director Amy Tomlinson explained that every year at the December meeting, the board elects a chair, vice chair, and executive committee members. Dr. Marlene Richardson wishes to step down from the executive committee. In addition, Chair Gayle Phillips, who has been the chair for the past several years, wishes to step down from the chair position but is willing to serve as vice chair. Vice Chair Judge Greene has agreed to serve as chair if it is the will of the board.	
	Director Tomlinson further explained that if the board voted to approve the slate of proposed officers as presented, the At Large vacancy that was formerly occupied by Dr. Marlene Richardson would no longer need to be filled due to the immediate past chair being on the executive committee.	
	Jake Staton made a motion to approve the slate of nominees for committee as presented. Rodney Dick seconded the motion. The board voted unanimously to approve the motion. Motion carried.	

Resource Stewardship		
Audit Report	Brad Hayes, auditor with RFH, presented the annual audit report. No adverse findings. No questioned costs. No prior audit findings. No proposed adjustments.	
	Jake Staton asked Mr. Hayes why expenditures were overbudgeted by such a large amount. Ron Cimala, Director of Administrative Services, explained that for the last three years, LCDHD has purposely overbudgeted per state requirement to allot COVID funds to the agency. If the agency doesn't do this, the state will allot those funds to another governmental agency. Director Amy Tomlinson added that this was the last year of COVID funds and going forward, the budgeted expenditures and revenues will start looking closer together.	
	Jake Staton made a motion to accept the audit as presented. Rodney Dick seconded the motion. The board voted unanimously to approve the motion. Motion carried.	
Financial Updates/Directors Comments	Ron Cimala presented the September 30 th , 2024 Financial Position.	None.
	Mr. Cimala explained that the financial update looks different this quarter due to Workday, the new financial software the agency is using. He further explained that during the transition to the software, it was discovered that some of the financial reporting on the software was inaccurate. There have been adjustments made through September and, based on multiple thorough reviews, is accurate.	
Financial Position 9/30/24	The LCDHD balance sheet for the period shows \$18,906,350.10 in assets with \$34,370.26 of that owed in current liabilities. The balance sheet amounts are projected amounts right now as it is still being maintenanced by the state and Workday to be	

Continuous Improvement	put into production. The total of LCDHD's assets is equal to 10 months of this year's average expenses. LCDHD had \$4,324,750.17 in Year-To-Date revenues and \$4,342,438.90 in Year-To-Date expenditures resulting in a \$(17,688.73) Year-To-Date deficit. Our annual revenues are less than budgeted mainly due to not receiving any local tax revenue until middle of the year and also the state always starts slowly each fiscal year in regards to how quickly they reimburse some their closeout payments from the prior year. We should start seeing federal and state revenue reimbursements catchup in September to October 2024.	
Director's Comments	Director Amy Tomlinson explained that the	
	wreaths around the tables at the board meeting were each decorated by a health department in the district. Board members can vote on their favorite wreath and the winner will be announced at the All Staff meeting in December.	
	The local board of health meetings have been scheduled for February and the dates will be sent out to all board members soon.	
	Director Tomlinson expressed appreciation to the board for their decision to give LCDHD staff three extra days off at Christmas along with a \$350 bonus. Messages from LCDHD staff members expressing their appreciation for the decision were shared with the board.	
2024 Annual Community Impact Report	Director Tomlinson presented the 2024 Annual Community Impact Report. Several staff members have contributed to the report and it involves all agency programs and committees. In 2023, the agency adopted a new format for the report that showcases data in a more quantifiable format presented on colorful pages that will grab the reader's attention. The Community Impact Report took the place of the Annual Report.	

Dr. Fallahzadeh PH Hero Award	Director Tomlinson reminded the board that LCDHD will begin taking nominations for the Public Health Hero Award starting in February. The award will be presented during Public Health Week in April. Candidates for the award can be anyone in the community who is making a positive impact in public health. LCDHD employees cannot be considered for the award.	
Oversight		
Human Resources Report	Carol Huckelby, Human Resources Manager, reports that LCDHD is currently working on their Workforce Development Plan for 2025 and, in doing so, is reviewing some Federal and State regulations regarding required employee trainings. As a result, a state-required Narcan training has been added for 2025. A driver's safety series of trainings has also been added for all employees due to a rise in automobile accidents with staff. The driver's safety trainings are grant funded and LCDHD has applied for a second year of funding and is waiting to hear back from that to continue the classes. HR is working on 1095-C tax forms and getting them ready to send out to employees. The \$350 staff bonuses that were approved at the last meeting are being processed and eligible staff will receive them with the 12/13 check. LCDHD currently has 169 staff. There have been no new hires since the last meeting. There has been one Ready to Work employee placed in the Casey County Health Department in a partnership with Somerset Community College. There have been three off-duties since the last meeting. There are no open job requisitions at this time but there will be jobs posted and processed over the Christmas break so interviews can begin in	
	January.	
Policy		
Development New/Povised	The board was provided with four houses	
New/Revised Policies	The board was provided with four human resources policies to review last week. The	
Toffcies	resources politices to review last week. The	

board had no further questions or comments about the policies as presented. Rodney Dick made a motion to approve all policies as presented. Joe Silvers seconded the	
motion. Motion carried unanimously.	

Vice-Chair set the next meeting date for March 4^{th} , 2025 as an in-person meeting at Russell Springs at 7pm EST/6pm CST. Proposed meeting dates for 2025 are June 17^{th} , 2025 (tentatively), September 2^{nd} , 2025, and December 2^{nd} , 2025.

A motion was made to adjourn by Dr. Stephen McKinley and seconded by Dr. Susanne Lee. The Board voted unanimously to close the meeting. Motion carried and meeting was adjourned.

Honorable Jimmie Greene, Vice	-Chair Their Herr
Ms. Amy Tomlinson, Secretary	any Domleison