

# **Pike County Board of Health**

Quarterly Business Meeting

Tuesday, September 8, 2020, 6:00 PM

## **Proposed Agenda**

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes
  - a) June 9, 2020
  - b) July 28, 2020
4. Financial and Budget Reports
  - a) Financial Update – Jim Cecil
5. Old Business
  - a) COVID-19 Update – Tammy Riley
  - b) Harm Reduction Van – Tammy Riley
6. New Business
  - a) No New Business
7. Personnel
8. Adjourn

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**Pike County Board of Health Minutes****September 8, 2020****MEMBERS PRESENT:**

Ms. Diana Thacker, Fiscal Court Representative  
Traci Thornsby, APRN, FNP-C  
Stephanie Wallace, RPh  
Laura Ashby-Jones, DO  
Mary Anne Belcher, OD  
Reggie Hickman, Judge Exec. Proxy  
Paul Maynard, MD  
Dr. James Justice, DMD

**OTHERS PRESENT:**

Tammy Riley, Public Health Director  
Jim Cecil, Dir. Of Admin. Services  
Rebecca Williams  
Nicole Ziege, Appalachian News-Express  
Ron Horseman, Dept. of Public Health

**MEMBERS NOT PRESENT:**

Joey Collins, DVM, Chairman  
Debra Huffman, Lay Person  
Mark Reed, MD

**Call to Order**

Diane Thacker called the meeting to order at 6:10. It was noted that a quorum was present.

**Adoption of Agenda**

A motion was made by Traci Thornsby to adopt the agenda and amend it to move Personnel to the first order of business. A second was made by Reggie Hickman. The motion carried unanimously.

**Approval of June 9, 2020 and July 28, 2020 Minutes**

A motion was made by Traci Thornsby to accept the minutes of the June 9, 2020, meeting with a second by Dr. Paula Ashby-Jones. The motion carried unanimously.

Traci Thornsby also made a motion to accept the July 28, 2020, meeting with a second made by Dr. James Justice. The motion carried unanimously.

*“Leading our Community in Prevention”*

## **Personnel:**

### **Executive Session for Discussion of Personnel Issues**

A motion was made by Reggie Hickman at 6:13 pm for the Board to move into executive session with a second by Dr. Paula Ashby-Jones. The motion was carried unanimously.

### **Return from Executive Session**

A motion was made by Reggie Hickman at 6:47 pm to return the board from executive session with a second by Dr. Paula Ashby-Jones. The motion carried unanimously.

Dr. Paula Ashby-Jones made a motion per 902 KAR 8:Section 13, 2, to approve a five percent increase in the salary for Mrs. Tammy Riley, Director, effective beginning with the next pay period. Also included in the motion was a request to Ron Horseman with the Department of Public Health to review 902 KAR 8: Section 12, 2, (b), 3, to determine if an hourly fixed amount could be granted to increase Mrs. Riley's salary and provide written response for what is allowable. A second was made by Dr. James Justice. The motion carried unanimously.

## **Financial Update**

Jim Cecil, Director of Administrative Services, gave the financial update. The board members were given a copy of the Board of Health account balances and a listing of the expenditures paid since the June board meeting. Mr. Cecil requested a motion to approve the expenditures which totaled \$350,549.

A motion was made by Traci Thornsbury to approve the expenditures and a second was made by Dr. Mary Anne Belcher. The motion carried unanimously.

Mr. Cecil provided a copy of the Year End Taxing District Account Balances as of 6/30/20. For FY19-20, the Taxing District ended the year with \$4,892,957 in the bank which was an increase of \$160,910 in comparison to the balance at the beginning of the year.

Mr. Cecil also provided an updated Taxing District Account Balances as of 9/8/20, showing the beginning balances, amounts of receipts and disbursements, and the total ending balances for each of the district's accounts since the new fiscal year began on July 1st.

Mr. Cecil provided a comparison of FY20 to FY21 financial reporting thru August for each year. Overall, our total revenues, prior to taxing district transfers, have increased by \$142,607. This increase is the result of additional state and federal revenues, mainly due to the receipt of state closeout funding and CARES Act funding. The CARES Act funding covers the expenditures for the continued response to the pandemic. The expenditures have experienced an overall increase of \$177,345. This included the expected increase in salary and fringe benefit costs following the approval of the lump sum payments to employees at the prior board meeting. A couple of other areas saw increases that are actually budget neutral and the health department will receive reimbursement in the following months. These areas included office administration for the state approved purchases of computers for the WIC and Hands

departments and the capital expenditures for the harm reduction van. Most of the other operating categories saw decreases as a result of the limitation of activities and services due to the pandemic.

Mr. Cecil added that the CD the taxing district has with Citizens National Bank will mature on September 24, 2020. After speaking to several different banks on the current rates and presenting them to the Board of Health, Dr. Mary Ann Belcher made a motion that, upon maturity, the funds in the CD be transferred into the checking account with Citizens National Bank and additional rate information be gathered for the December board meeting, at which time the board can decide what action to take. Dr. James Justice made a second to the motion. The motion carried unanimously.

### Audit

Mr. Cecil stated the financial audits of the health department and taxing district for FY19-20 were completed and that in the exit meeting the auditors were very pleased with everything that was reviewed. The final written audit report is expected to be completed by the end of October and will be presented at a future board meeting.

### Old Business

#### Covid-19 Update

Mrs. Riley gave a brief update on the Covid-19 numbers globally, nationally, statewide, and county-wide. The possibility of a vaccine being pushed out by the end of October or first of November has been discussed. She stated that she suspects the first initial bulk of vaccine will be given out to specific populations such as the elderly, healthcare essential workers, those with comorbidities or underlying health conditions, immunocompromised populations, and for those in congregate settings.

Mrs. Riley explained how we track school and sport related covid-19 cases and anyone wishing to see updates on the school numbers can go online to [kycovid19.ky.gov](https://kycovid19.ky.gov) website to follow those updates.

#### Harm Reduction Van

Mr. Cecil informed the board that the Harm Reduction van has been delivered to the dealership and has since been transported to the conversion company in Indiana. The health department was required to pay the dealership in full and pay the conversion company a 50 percent deposit to begin the conversion process. Invoices, check copies, and documentation has been submitted to the program director requesting reimbursement. The van is expected to be completed and delivered by the middle of October.

### New Business

No new business

**Adjourn**

A motion was made by Traci Thornsbury to adjourn and second by Dr. Paula Ashby-Jones. Motion carried unanimously.

Meeting adjourned at 7:25pm. The next scheduled meeting is set for December 8, 2020, at 6:00 pm.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'TR', written over a horizontal line.

Tammy Riley  
Public Health Director II  
Secretary to Board

A handwritten signature in black ink, appearing to read 'Joey Collins, DVM', written over a horizontal line.

Joey Collins, DVM  
Chairman of the Board