

**Pikeville Clinic**

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**Belfry Clinic**

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**Pike County Board of Health Minutes  
June 9, 2020**

**MEMBERS PRESENT:**

Diane Thacker, Fiscal Court Representative  
Mark Reed, MD  
Debra Huffman, Layperson  
Laura Ashby-Jones, DO  
Mary Anne Belcher, OD  
Reggie Hickman, Pike County Judge Executive Proxy  
James Justice, DMD  
Stephanie Wallace, RPh  
Traci Thornsbury, APRN, FNP-C

**OTHERS PRESENT:**

Tammy Riley, Public Health Director  
Jim Cecil, Dir. of Admin. Services  
Rebecca Williams, Admin. Specialist I

**MEMBERS NOT PRESENT:**

Joey Collins, DVM, Chairman  
Paul Maynard, MD

## **Call to Order**

Mrs. Diana Thacker called the meeting to order at 6:08 pm. It was noted that a quorum was present.

## **Adoption of Agenda**

A motion was made to accept the agenda by Mrs. Debra Huffman and a second by Dr. Mary Anne Belcher. The motion carried unanimously.

## **Approval of March 10, 2020 Minutes**

A motion was made by Dr. Mary Anne Belcher to accept the minutes of the March 10, 2020, meeting. A second was made by Mrs. Debra Huffman. The motion carried unanimously.

## **Financial Update**

### **Taxing District Expense/Account Balances**

Mr. Jim Cecil, Director of Administrative Services, gave the financial update. Board members were given a copy of the Board of Health account balances and a listing of the expenditures paid since the March board meeting. Mr. Cecil requested a motion to approve the expenditures which totaled \$63,963.33.

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

### **Board of Health Members Information**

Board members were given a listing of addresses and phone numbers to review and make corrections. This information is required to be listed in the database of special purpose governmental entities for the Pike County Public Health Taxing District.

To provide board members more information on an ongoing basis, Mrs. Riley requested each board member to indicate their preferred contact option for monthly updates.

### **Public Health Tax Rate**

Mr. Cecil provided a chart showing a comparison of the yearly taxing district receipts since FY 17-18. Based on the information and the amount of funds currently in the Public Health Taxing District accounts, Mr. Cecil proposed the tax rate remain at 6 cents per \$100 assessed property value. A motion was made by Dr. Mary Anne Belcher to set the Public Health Tax Rate on all real property, personal property, and motor vehicles to 6 cents per \$100 of assessed valuation and a second was made by Mrs. Debra Huffman. The motion carried unanimously.

## Public Health Taxing District Budget

Mr. Cecil presented the Public Health Taxing District budget along with the opening balance projection. The budgeted receipts for each category were calculated based on the average amounts received during the most recent three years as indicated in the graph.

Mr. Cecil requested a motion to approve the Public Health Taxing District budget for 2020-2021. A motion was made by Dr. James Justice to approve the taxing district budget and a second was made by Mrs. Debra Huffman. The motion carried unanimously.

## FY19-20 Revenue and Expense Reports

Mr. Cecil presented a copy of the revenue and expense reports for the month ending May 31<sup>st</sup>, along with a projected cash balance for June 2020. When considering the amount of originally budgeted tax appropriation of \$1,790,000, we are projecting to end our fiscal year with a substantial surplus of approximately \$845,000. Through May 2020, we have transferred \$600,000 of tax appropriations which exceeds the minimum amount required by law. Any amounts above this requirement are at the discretion of the Board of Health. The Board of Health also has more control over the amounts that are in the public health taxing district accounts. Once any amounts are transferred to the health department, the state has increased oversight. Also, once the funds are transferred to the health department, they cannot be transferred back even in the event that they are not needed.

The auditors recommend that we begin each year with approximately \$400,000 to \$500,000 in the health department accounts to allow us to have enough funds on hand to make it through the first couple of months of the new fiscal year. Based on the auditor's recommendation and considering the projections for the cash balance for June, we are recommending that the Board of Health approve an amendment to the current year's Health Department and Public Health Taxing District budgets that decreases the total budgeted transfer for the fiscal year from \$1,790,462 to \$950,000.

Upon approval, the final transfer of \$350,000 will bring the total transfer for the year to \$950,000. As a reminder, July is one of the months this year that include a third payroll. In the event that we have some unexpected expenditures at the beginning of the new fiscal year, a transfer from the taxing district can be made earlier than planned. Funding from the state generally doesn't begin to be received in the larger amounts until the end of August, and we generally depend on the taxing district funds until the time that the state's larger amounts are received.

Based on this information, Mr. Cecil requested a motion to approve an amendment to the Health Department and Taxing District budgets and lower the amount of funds to transfer to the Health Department for FY 19-20 to a total of \$950,000. A motion was made by Dr. Mary Anne Belcher to approve the amendment and a second was made by Mrs. Debra Huffman. The motion carried unanimously.

Mr. Cecil also requested a motion to approve the transfer of any necessary amounts from the health department's unrestricted fund balance to cover any cost centers with year-end deficits during the closeout process if needed. A motion was made by Mr. Reggie Hickman to approve the transfer and a second was made by Mrs. Debra Huffman. The motion carried unanimously.

## Allocations

Mr. Cecil presented a copy of the allocations for FY20-21 along with a comparison to FY19-20. The Health Department has an overall net increase of \$56,798.50. When excluding the additional allocation in Hands, which is budgeted according to projected services, the overall net decrease in the allocations is actually \$155,987.15. The areas in which there was a decrease include the retirement allocation, environmental, and clinic. The retirement allocation is calculated based on salaries. Since the actual salaries have continued to decrease over the last couple of years, the funding was also decreased. The Health Department also received a decrease in net clinic allocations for Family Planning and WIC. These funds are allocated based on services and participation and as the state continues to move into the transformation plan, there is the possibility that further cuts could be realized, in particular for Family Planning and the Women's Cancer programs.

Another area that was decreased is Environmental. This is actually budget neutral due to a change, effective July 1, in the manner in which the environmental funds will be handled and reported. Currently, the environmental fees collected are divided based on whether they are a state or local fee. Each month, based on the reporting area, a check is sent to Frankfort for the amount due, and the health department retains the remainder. During the year, the state would then return a portion of the amount collected back to the health department after subtracting the fees that cover the state costs. This would be earmarked as an environmental fund recorded as a 424 state receipt. Beginning July 1 2020, the health department will retain 90% of the fees collected and the rest will be remitted to the state. Since the funds are not being redistributed, the fees collected will be recorded in the 466 revenue account which is the self-pay category. For budgeting purposes, the environmental fees are now included in the 466 revenue category totals. The 466 revenue category also includes patient fees collected for services in the clinic.

The Health Department did see a net overall increase in some community outreach and education programs with the possibility of receiving an additional allocation for one of the programs that is under review and didn't include an initial allocation.

## Pike County Health Department Budget

Mr. Cecil provided a copy of the FY 20-21 health department budget to the board. He also provided a comparison to show the areas where increases and decreases in expenditures will be experienced as well as a comparison of the increases and decreases on the revenues side. There was a reduction in staff due to a couple of retirements that resulted in a decrease in our budgeted salary and fringe benefits expense by approximately \$190,000. The other expenditures remained relatively unchanged. One area that saw a large decrease was in medical supplies. This is primarily for the decrease of purchasing Hepatitis A vaccine for the outbreak that was being dealt with at the beginning of the fiscal year. Another area that decreased is in the other operating category and is primarily a reduction in the amount of Medicaid match that is projected based on the decrease in Medicaid receipts.

Due to a grant for harm reduction, the Health Department is in the process of purchasing a vehicle. This was already scheduled to be completed but was delayed due to the pandemic. The funds were allowed to be carried forward into the new fiscal year and are included as a capital expenditure. This is budget neutral as funds for the purchase are also included in the federal receipts section.

On the revenue side, other than the allocations that were previously covered, there are a couple of items to highlight. In federal direct grants there is a \$97,000 decrease based on actual expenditures in the current year. This grant is through the University of Kentucky for Oral Cancer and reimbursement is based on actual expenditures. As mentioned before, clinic Medicaid revenues are projected to decrease and this is tied directly to the Hepatitis A outbreak subsiding. This also resulted in the budgeted decrease in the insurance receipts. Due to the pandemic, the state legislature passed a one year budget that froze the retirement contribution rate at 49.47%. As a result, the amount of local tax appropriations needed to balance the budget decreased by \$638,000 in comparison to the current year.

Mr. Cecil stated that the health department would not be requesting an annual increment and requested that a motion be made that 0% annual increment be given to employees and no lump sum payment be given for those employees who score higher on yearly evaluations. A motion was made by Dr. Mary Anne Belcher to approve a 0% annual increment for FY 20-21 and a second was made by Debra Huffman. The motion carried unanimously. A motion was made by Dr. Mary Anne Belcher to approve 0% lump sum payments for employees that score higher on yearly evaluations and a second was made by Debra Huffman. The motion carried unanimously.

Mr. Cecil requested a motion to approve the Health Department budget for FY 20-21. A motion was made by Dr. Paula Ashly-Jones to approve the FY 20-21 health department budget and a second was made by Dr. Mark Reed. The motion carried unanimously.

## **Old Business**

### **Heating and Cooling System Update**

Mr. Cecil gave an update on the heating and cooling system sharing that all work has been completed and the final payment has been paid.

### **Covid-19 Update**

Mrs. Riley provided the board members with an update to the current Global, US, KY, and Pike County numbers of positive COVID-19 cases, with thirty-eight cases in Pike County and ten of those being in the past two weeks. She explained that our numbers are climbing as expected due to the reopening of the economy and the Memorial Day weekend. She explained that the Pike County Health Department employees are working hard to keep the public aware of the timeline and guidelines set by the Governor for the reopening of businesses and that the environmental department is being active in helping with the guidance to Healthy at Work for local businesses and in sports with the school systems.

### **Harm Reduction Update**

Mrs. Riley provided an update on Harm Reduction and the two individuals hired by the University of Kentucky that are being housed in the Pike County Health Department. One is the Risk Reduction Specialist who will work in the community and with the Needle Exchange Program and the second employee is the Risk Reduction Regional Supervisor. The University of Kentucky is compensating the Pike County Health Department for the office space allotted for the positions.

## **New Business**

### **Grants**

Mrs. Riley shared information regarding the grant for the HANDS program stating we received approximately \$24,000 for the purchasing of tablets and equipment for the HANDS employees.

Mrs. Riley also gave additional information on the SRAE (Sexual Risk Avoidance Education) and PREP (Personal Responsibility Education Program) grants in which she states we expect to receive an allocation but haven't received confirmation. The SRAE grant curriculum will be used for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades to promote abstinence in the school systems while the PREP grant curriculum will be used to target the 9<sup>th</sup> grade students to promote abstinence and safe practices through education.

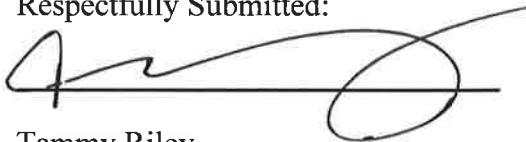
### **Personnel:**

There were no personnel items that needed discussion.

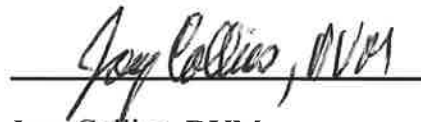
### **Adjourn**

A motion was made by Mrs. Debra Huffman to adjourn and a second by Mr. Reggie Hickman. The motion carried unanimously. The meeting adjourned at 7:09 pm. The next scheduled meeting is set for September 8, 2020, at 6:00 pm.

Respectfully Submitted:



Tammy Riley  
Public Health Director II  
Secretary to Board



Joey Collins, DVM  
Chairman of the Board