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Pike County Board of Health Minutes

December 12, 2023

MEMBERS PRESENT:

Joey Collins, DVM, Chairman
Diana Thacker, Fiscal Court Appointee
William Spears, Judge Exec. Proxy
Traci Thornsbury, APRN
Paul Maynard, MD
Randall Taylor, Engineer via Zoom
Aaron Stanley, DMD

MEMBERS NOT PRESENT:

Debra Huffman, Lay Person
Laura Paula Jones, DO
Mary Ann Belcher, OD
Stephanie Wallace, RPh
Mark Reed, MD

OTHERS PRESENT:

Tammy Riley, Director
Jim Cecil, Dir. of Administrative Services
Rebecca Williams, Staff
Stephanie Bentley, Staff
Mary Hall, Staff
Lisa Wilcox, Staff
Delana Gilliam, Staff
Jessica Anderson, Staff

"Leading our Community in Prevention"

Call to Order

Diana Thacker called the meeting to order at 6:06 pm. Roll call was completed, and it was noted that a quorum was present.

Roll Call

Each Board of Health member gave a short introduction of themselves and their years of service on the Pike County Health Department's Board of Health.

Adoption of Agenda

A motion was made by Paul Maynard to accept the amended agenda and a second was made by Joey Collins. The motion carried unanimously.

Approval of September 12, 2023 Minutes

A motion was made by Paul Maynard to approve the September 12, 2023, meeting minutes and a second was made by Joey Collins. The motion carried unanimously.

Board of Health Membership Update

Tammy Riley gave an update on the renewal applications for Board of Health Members which is now by October 31st for those who qualify for renewal. She also made the Board members aware of Stephanie Wallace's resignation of her seat on the Board of Health. Ms. Riley noted that one application was received for the 2024-2025 pharmacist professional appointment.

Financial Update

Public Health Taxing District Expense/Account Balances

Included is a copy of the updated Pike County Public Health Taxing District's account balances as of 12/12/23. Since the information was mailed last week, we received checks from the Sheriff's office for taxes collected in November and these amounts are reflected in the updated totals.

There have been no expenditures paid since the September Board meeting.

The 12-month certificates of deposit were renewed, and we are very happy to share that the average interest rate obtained across all the CDs was 5.4%. The projected interest earned over the next 12 months on the CDs calculates to around \$225,000, which is approximately \$68,000 more than the amount earned in the previous 12 months.

This does not include the interest the checking account with Citizens Bank is earning at 3%. Each month since, the rate was increased, and approximately \$10,000 per month of interest has been credited to the account.

AUDIT

The fieldwork for the financial audits of the health department and taxing district for FY22-23 have been completed and the presentation of the audit will be scheduled for the March Board meeting.

FY23-24 REVENUE AND EXPENSE REPORTS

A comparison of the revenue and expense reports for the first five months of the new fiscal year was presented.

The revenue side the total receipts has increased by \$256,803, which is a 12% overall increase in comparison to the prior fiscal year.

On the expenditure side, overall, there is an increase of \$225,834, almost all of which is due to capital expenditures for the purchase of the five Hands vehicles and the building projects. These expenditures are covered with grant dollars in the state funding totals included in State Restricted and the DPH Block Grant. The total operating expenditure prior to capital has decreased slightly by 2% in comparison to the previous fiscal year.

A motion was made by Traci Thornsbury to accept the financial update and a second was made by Aaron Stanley. The motion carried unanimously.

Old Business / Personnel

Phelps Project and Personnel

Tammy Riley requested closed executive session for discussion of the Phelps project and personnel.

A motion was made by Paul Maynard at 6:32 pm for the Board to move into executive session, and a second was made by Aaron Stanley. The motion carried unanimously.

Return from Executive Session

A motion was made by Traci Thornsbury at 7:31 pm to return to the Board from executive session with a second made by Paul Maynard. The motion carried unanimously.

Tammy Riley announced the actions made by the Board of Health for the Phelps project were to get additional information from two of the three proposals including construction cost fee rates and grant proposal resources. The additional information will allow the Board of Health to consider the three proposals with equitable information provided by all parties. Ms. Riley will bring the information for further discussion in the March 2024 Board of Health meeting.

A motion was made by Paul Maynard to revisit the Phelps Project and view the proposals in March with a second by Aaron Stanley. The motion carried unanimously.

Paul Maynard announced the second action made by the Board of Health in executive session was for Public Health Director, Tammy Riley, to receive a 32% increment in salary effective December 24, 2023, to allow the Board of Health to provide a fair adjustment considering their intentions were to increase her salary by 8% each year the previous four years.

Joey Collins, Chairman of the Board, made a motion to increase Ms. Riley's salary by 32% and a second motion was made by Paul Maynard. The motion carried unanimously.

Update on Building and Grant Projects

Ms. Riley provided the board with an update on the building, maintenance, and repairs projects that have been completed to the Health Departments facilities and grounds along with an anticipated timeline and list of things to be completed next. Ms. Riley provided an update on grant funding received for the current fiscal year and a general overview of the grant projects.

New Business

Budgetary Account and Reporting System (BARS)

Ms. Riley provided the board with a brief overview of the new Workday/BARS system being implemented in the state health departments in the near future. She explained that it is still in the testing phase by its builders and an assortment of health department staff across the state. It was planned to be pushed out April 2024 but has been delayed until July 2024.

Adjourn

A motion was made by Paul Maynard to adjourn and a second by Aaron Stanley. The motion carried unanimously.

The meeting adjourned at 7:36 pm. The next scheduled meeting is set for March 12, 2024, at 6:00 pm.

Respectfully Submitted:



Tammy Riley
Public Health Director II
Secretary to Board



Joey Collins, DVM
Chairman of the Board