



# MEETING MINUTES

**Board of Health Meeting**  
**Video Teleconference**  
**December 13, 2021**  
**5:45 p.m.**

	<p><b>BOARD MEMBERS PRESENT:</b> Commissioner Allen-Bryant, Mr. Cornett, Dr. Dossett, Dr. Feld, Mr. Friesen, Dr. Gomez, Dr. Hood, Mr. Jabbour, Dr. Jackson, Councilmember Reynolds, and Dr. Riley.</p> <p><b>OTHERS PRESENT:</b> Dr. Humbaugh, LFCHD Staff, LFCHD Council.</p>
<b>TOPIC</b>	<b>DISCUSSION</b>
Call to Order	<ul style="list-style-type: none"> <li>Mr. Friesen called the meeting to order at 5:50 p.m.</li> </ul>
Roll Call	<ul style="list-style-type: none"> <li>Ms. Foley called the roll. A quorum was declared. Drs. Mason and Zimmerman were excused.</li> </ul>
Request for Approval of the November 15, 2021, Minutes	<ul style="list-style-type: none"> <li>The November 15, 2021, Board of Health (BOH) meeting minutes were considered. Dr. Dossett made a motion to approve the minutes. Dr. Hood seconded the motion. The motion passed unanimously.</li> </ul>
Closed Session.	<ul style="list-style-type: none"> <li>Due to the availability of a quorum of members, the chair changed the order of some agenda items. These minutes reflect the order in which items were presented.</li> <li>Mr. Cornett made a motion that the Board of Health enter into and conduct a closed session pursuant to KRS 61.810(1)(f), specifically, to hold discussions which might lead to the appointment of an individual to two specific positions: the Commissioner of Health for the Lexington-Fayette Urban County Health Department and the Interim Chief Administrative Officer of the Lexington-Fayette Urban County Health Department, pursuant to the process set forth in KRS Chapter 212 and the board's bylaws. The discussion in this closed session shall be limited to and shall only include discussion of the potential appointment of specific candidates to these two positions. Councilmember Reynolds seconded the motion. The motion passed unanimously. The board entered closed session at 5:57.</li> <li>Mr. Jabbour made a motion to exit closed session. Councilmember Reynolds seconded the motion. The motion passed unanimously. The board exited closed session at 6:20 p.m.</li> </ul>
Commissioner of Health Candidate Discussion	<ul style="list-style-type: none"> <li>Mr. Cornett made a motion that the Board of Health appoint Dr. Joel McCullough as Commissioner of Health for the Lexington-Fayette Urban County Health Department, subject to their acceptance of the position and execution of a specific proposed contract. Councilmember</li> </ul>

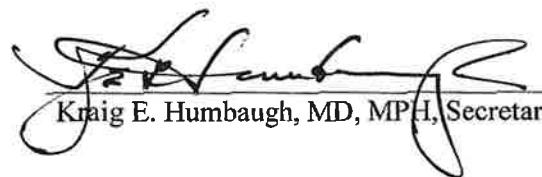
	<p>Reynolds seconded the motion. A roll call vote was taken. All Board of Health members present voted yea; the motion passed unanimously.</p>
<p>Interim Chief Administrative Officer Discussion</p>	<ul style="list-style-type: none"> <li>• Mr. Cornett made a motion that the Board of Health appoint Ms. Jessica Cobb as Interim Chief Administrative Officer for the Lexington-Fayette Urban County Health Department, and that Jessica Cobb continue in that position until the new Commissioner of Health commences work. Dr. Dossett seconded the motion. The motion passed unanimously.</li> <li>• Due to the availability of a quorum of members, Mr. Cornett, committee chair, introduced Cara Kay, who said the finance committee would like to request approval to allow Lexington-Fayette County Health Department (LFCHD) employees to cash out up to 160 hours of their annual leave accrual so long as at least 80 hours are reserved for future use. Mr. Friesen said the committee would normally have voted on the request, but a quorum was not present at the meeting earlier this afternoon, so the committee is bringing the matter to the full BOH for approval. Mr. Cornett said committee members had been discussing this opportunity and were supportive. Mr. Cornett moved that the Board of Health approve a one-time cash out of accrued vacation hours option for all LFCHD employees. The cash out option would require that a minimum of 80 hours of accrued vacation would be retained and allow a maximum cash out of 160 hours. Mr. Jabbour seconded the motion. The motion passed unanimously. Cara Kay thanked the board for approving the annual leave payout option for staff.</li> </ul>
<p>First Quarter 2022 CARES Award Winners</p>	<ul style="list-style-type: none"> <li>• Dr. Humbaugh introduced the first quarter 2022 CARES award winners. The award is given to staff who exhibit our CARES values: Caring, Accountability, Respect, Equity, and Service. Winners are chosen by a committee of randomly selected LFCHD employees. This quarter there was a tie. The winners were: <ul style="list-style-type: none"> <li>○ Molly Busseni, team leader in clinic. Her nominator said she “her door is always open” and she always takes time to “acknowledge staff for their work”.</li> <li>○ Alan Smith, maintenance technician in facilities. His nominator said he “has a positive team attitude and helps deescalate disgruntled visitors”. He was quoted by his nominator as saying, “We are the health department. This is what we do. Let’s go!”</li> </ul> </li> <li>• Dr. Humbaugh said both winners were well-deserving of the award.</li> </ul>
<p>Commissioner’s Report</p>	<ul style="list-style-type: none"> <li>• Dr. Humbaugh presented the commissioner’s report. Dr. Humbaugh had a call Saturday with health department directors in western Kentucky, where a tornado emergency occurred. They are looking at ways to mitigate further injuries and illness as recovery efforts move forward.</li> <li>• We have had more than 54,000 COVID-19 cases identified in Lexington since the pandemic began. There have been 460 deaths attributed to the disease. Daily case counts are about double what they were at the beginning of November. The omicron variant has not been confirmed in the state at this time. At-home testing is becoming more</li> </ul>

	<p>available. Vaccinations for five- to eleven-year-olds have been a focus over the past month. About 35% of current cases are in fully vaccinated people. 80% of hospitalizations are in the unvaccinated. About 70% of the population age 12 and older have been fully vaccinated. About a quarter of those ages 5-11 have had at least one dose of vaccine. Our epidemiological response will continue through the holidays.</p> <ul style="list-style-type: none"> <li>• It is the start of the flu season. We have 35 confirmed cases. Most flu cases are not counted since few cases are lab-confirmed. The average age of confirmed cases is 25. 31 of the confirmed cases are in those unvaccinated against influenza.</li> <li>• There was a reported case of chicken pox in a school setting last week. We worked with Fayette County Public Schools to respond.</li> <li>• The new mural facing Newtown Pike was unveiled. Dr. Humbaugh thanked board members who attended. The mayor also attended the event.</li> <li>• Dr. Humbaugh thanked Dr. Feld for attending the employee <i>Winter Event</i>. There was entertainment and games and prizes given away. In addition, every employee received Kroger and Amazon gift cards. Mayor Gorton and Governor Beshear shared videos thanking LFCHD staff for their good work during the pandemic and wishing us a wonderful event.</li> <li>• The executive committee recommends holding a Board of Health retreat early in the new year. Laura Foley will reach out to members to determine the best date and to begin planning for the in-person event.</li> <li>• Melanie Fish, our billing team leader, will be reaching out to some board members for information needed to bill for services.</li> <li>• The new generator was successfully installed. Dr. Humbaugh thanked the facilities and IT crew for their work, especially over the weekend, when final installation was completed.</li> <li>• We are working to overcome hiring challenges, especially in our clinical services area. We put a hiring notice on our marquee facing Newtown Pike.</li> <li>• Dr. Humbaugh thanked the board for the opportunity to serve as commissioner. The staff are exceptional and have been especially phenomenal during the pandemic response, going above and beyond. It has been an opportunity for staff to stretch and use their talents in new ways. He asked the board to thank staff for the work they have done. Mr. Friesen thanked Dr. Humbaugh for his leadership and for working with us through the pandemic and the search process. He wished Dr. Humbaugh all the best in the future. Mr. Jabbour and Dr. Gomez thanked Dr. Humbaugh and said he will be missed. Commissioner Allen-Bryant reported Dr. Humbaugh was also honored during the recent city council meeting, proclaiming December 2, 2021, as “Dr. Kraig Humbaugh Day”.</li> </ul>
Committee Reports	<ul style="list-style-type: none"> <li>• Executive: Mr. Friesen said Dr. Humbaugh covered, during his report, everything the committee discussed in its meeting.</li> <li>• Finance: Mr. Cornett, committee chair, introduced Cara Kay, to present</li> </ul>

	<p>the report. Ms. Kay reported a deficit of \$2.3 million on a budgeted deficit of \$2 million, due to a timing issue. We were \$344 thousand below budget on expenses. Year-to-date for the response, we have a deficit of \$ 935 thousand and a response-to-date deficit of about \$3 million, some of which is a result of timing issues and the time it can take to recoup these expenses. Contact tracing contracts will continue until June 2022 with federal funds through the Department for Public Health. We have \$25.5 million cash on hand. We have begun working on the mid-year budget, which will be presented to the Board of Health in the February 2022 meeting. Our current payroll system is leaving the business. They had indicated they would end services in October 2022. They recently advised us they plan to exit the payroll business by March 31, 2022. This leaves us only three months to convert to a new payroll system. This brief time frame creates an emergency situation, so we are moving forward with the vendor ADP to ensure a system is in place by that time. We will then complete the full RFP process as we had planned to do when we understood we had nine months rather than three with our current payroll system vendor.</p> <ul style="list-style-type: none"> <li>• Marketing and Branding: No report.</li> <li>• Nominating/Bylaws: No report.</li> <li>• Program Outcomes/Evaluation: No report.</li> <li>• Policy Policy/Protocol: No report.</li> <li>• Ad Hoc: No report.</li> </ul>
Open Public Comment	<ul style="list-style-type: none"> <li>• Dr. Gomez announced she will be serving on the Marketing and Branding committee with Kevin Hall. Dr. Gomez encouraged other board members to consider joining the committee and to let her know if they wish to join. The committee will meet once per month to discuss department marketing, branding, and communication efforts.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• Mr. Friesen requested a motion to adjourn. Mr. Jabbour made a motion to adjourn. Dr. Riley seconded the motion. The motion passed unanimously. The meeting adjourned at 6:59 p.m.</li> </ul>



Michael Friesen, Chairperson



Kraig E. Humbaugh, MD, MPH, Secretary