**Local Health Personnel Employment Council**

**Meeting Minutes**

**April 29, 2015**

**Council Members Present:**

Amanda Cloyd

Jennifer Woods

James Hale

Dr. Ellis- via Marshall Co. ITV

**Others Present:**

Ron Horseman, Local Health Personnel

Krista Hamilton, Local Health Personnel

**Others Present via ITV:**

Bobbie Crider, Harlan County Health Department

Hope Clem, Harlan County Health Department

Rebecca Baird, Green River District Health Department

Lisa Paul, Green River District Health Department

Valerie Roby, Green River District Health Department

Teresa L. Hunter, Bell Co. Health Department

Robin Fuson, Bell Co. Health Department

Laura Croom, Pennyrile District Health Department

Cynthia Rice, Whitley Co. Health Department

Pam Godby, Lake Cumberland District Health Department

Shyla Bourne, Lake Cumberland District Health Department

Wilma Munsey, Lake Cumberland District Health Department

Andrea Renfrow, Bullitt Co Health Department

Frances Foster, Bullitt Co. Health Department

Laura Hawes-Hammonds, Marshall Co. Health Department

Billy Pitts, Marshall Co. Health Department

Paula Thornberry, Little Sandy District Health Department

Gayle Patterson, Woodford Co. Health Department

Stephanie Martin, Laurel Co. Health Department

The meeting was called to order at approximately 1:07 P.M.

**OLD BUSINESS:**

James Hale asked for a motion that the minutes of the meeting held on October, 15 2014 be approved as submitted. Jennifer Woods made the motion to approve and Dr. Ellis seconded and the motion carried.

Krista Hamilton stated that there is no new information on appeals since the last Council meeting. Julie Bush from Johnson County wanted to know if we have heard any additional information on a pending appeal for their agency. They have contacted the hearings branch and received no additional information on the appeal. Ron informed her that Local Health Personnel will follow up with the hearings branch and see if we can speed up the process and remind them of our regulation on appeals.

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**NEW BUSINESS:**

The HANDS’s classifications have been renamed and a classification has been added. The Family Support Worker classification now has levels I, II and III. With the added classification, health departments will be able to acknowledge skills and advance current employees in the classification. If there are other classifications that the agencies would like for a level to be possibly added let LHP know and we will be glad to look at it.

Internally we have just finished interviews and will be hiring for an Admin Specialist III. The new person will be a support person to Debbie and Krista as well as they will be working on reports and gathering data for the LHDs. The data will be shared on the individual counties regional and state wide. The reports will help with recruiting, retention and trends. We also want the new person to work on the 096 evaluation and make it more user friendly.

On March 31st Ron sent out an email about status changes and retirement (KRS). The issue is with the retirement match paid by the LHD’s. KRS looks at a trend of 100 hours per month or over 1200 for a calendar or fiscal year. If an employee was PT and then changes to FT or PT100 and they reach the 1200 hour threshold which could happen in 32 weeks, KRS may seek retirement match money from the employee and employer. KRS wants to see a clear separation and a new appointment for this not to occur. This may have a financial impact on the LHD when you have to go back and pay KRS.

Ron shared LHP employee numbers for the period of June October 13, 2014 to April 27, 5015. Those numbers are as follows:

 2,630 Total Employees

 169 New Employees

 1,162 Applications

 138 Resignations

 42 Retirements

 9 Reinstatements

 41 Promotions

In an open personnel discussion Thursa Sloan from Floyd County requested trainings on personnel and financial. During the regulation review meetings it became evident that the newer people and some that have been around for a long time do not have a full understanding of the regulations and the dos and don’ts. She would like to see the trainings be a ½ day minimum. Our Division is aware of this request and LHP is updating our trainings at this time. The earliest that we could start these trainings would probably be in August or September. Ron informed everyone that he is available for trainings before then if you need one. He has done several on discipline, new director training and 096 recently. Ron will talk with Financial and see when they may be available for trainings.

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Ron announced that Wes Swarner has resigned from the Council and thanked him for all of the work that he has done over the past 12 years.

When requesting if the field had any suggestions for topics for the next meeting, they had none. We will update on the training and the new LHP employee at our next meeting.

Pam Godby commented that the reallocation of the FSW II was helpful, but the BRIDGE system changed the name from the beginning of the employee’s employment when they first became a Sr. FSW. She thought in the past that the county had entered the information with the new reallocations. Ron told her that we will talk with Kevin at CDP to see what we can do. If we get a new class in the future or change the names we may have to change the classification number.

The meeting was turned back to James and he asked for preferences between the two dates of July 15th and 22nd, and July 22nd was chosen.

At approximately 1:50, James motioned to adjourn the meeting. Jennifer Woods approved and Dr. Ellis seconded the motion.