

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL  
MEETING MINUTES  
April 20, 2011**

**Council Members Present:**

Wes Swarner  
Jennifer Woods  
Roger Smiley

**Others Present:**

Ron Horseman, Local Health Personnel  
Debbie Garrison, Local Health Personnel  
Diane Compton, Local Health Personnel  
Erin Campbell, Local Health Personnel  
Matt Hunt, Barren River District HD, via Barren River connection  
Pam Godby, Lake Cumberland District HD, via Lake Cumberland connection  
Linda Brock, Lake Cumberland District HD, via Lake Cumberland connection  
Wilma Munsey, Lake Cumberland District HD, via Lake Cumberland connection  
Leah Jasper, Lake Cumberland District HD, via Lake Cumberland connection  
Rebecca Baird, Green River District HD, via Green River connection  
Lisa Paul, Green River District HD, via Green River connection  
Valerie Roby, Green River District HD, via Green River connection  
Cynthia Hamilton, Pike County HD, via Pike County connection  
Angela Mosley, Ashland/Boyd County, via Boyd County connection  
Rhonda Woolum, Ashland/Boyd County, via Boyd County connection  
Gayle Patterson, Woodford County Health Department, via Woodford County connection  
Paula Thornberry, Little Sand District HD, via Little Sandy connection  
Pat Flanagan, Lincoln Trail District HD, via Lincoln Trail connection  
Miranda Frye, Lincoln Trail District HD, via Lincoln Trail connection  
Tina Bennett, Wedco District HD, via Wedco connection  
Rachel Kendall, Wedco District HD, via Wedco connection  
Laura Hammons, Christian County HD, via Christian County connection  
Russ Briggs, Johnson County HD, via Floyd County connection  
Judy Roberts, Johnson County HD, via Floyd County connection  
Thursa Sloan, Johnson County HD, via Floyd County connection

Wes Swarner, Co-Chairman, called the meeting to order at approximately 1:05 PM.

**Old Business**

Roger Smiley moved that the minutes of the meeting held on November 17, 2010 be approved as submitted. Jennifer Woods seconded the motion and the motion carried.

**Actions on Appeals received from the Administrative Hearing Branch**

Debbie Garrison, Local Health Personnel presented the following information on current appeals:

LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL  
MEETING MINUTES

April 20, 2011

Page Two

**Recommended Orders:**

There were no recommended orders received.

**Scheduled Hearings**

AHB DPH 10-1002 Employee appealed dismissal action taken by the health department. Hearing has been rescheduled for May 18, 2011 at 9:00 a.m.

AHB DPH 11-295 Employee appealed demotion action taken by the health department based on unfairness and a new software system at the agency. Hearing has been scheduled for May 5, 2011 at 10:00 a.m.

**Appeals in Process:**

AHB DPH 10-256 Employee appealed dismissal action taken by the Health Department. Original hearing date was scheduled for July 19, 2010. However due to illness in family, a request for Motion to reschedule hearing has been submitted by the employee's attorney. Motion to sustain appeal was submitted on October 14, 2010 by employee's attorney. Received a scheduling order stating that Health Department's Response shall be filed on or before November 25, 2010. No further information at this time.

**New Business**

**Updates from Ron Horseman regarding Local Health Personnel**

Ron Horseman from Local Health Personnel stated that he was happy to state that the regulations 902 KAR 8:040 – 902 KAR 8:140 became effective on April 1, 2011. Our office has sent out rough copies to the local health departments that reflect the changes that have been made on the regulations. As soon as LRC approves clean copies, we will have the new regulations loaded onto the website. He informed the local health departments that if they have any questions regarding the new regulations, to give Local Health Personnel a call. We will be glad to answer your questions.

Ron Horseman also updated the Council on the classification updates. The Local Health Department Directors series is still being worked on at this time. As soon as it is approved, we will confirm the new minimums for you and let you know that information. The updated IT series should be ready within about thirty days.

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL  
MEETING MINUTES**

**April 20, 2011**

**Page Three**

The closure dates for Local Health Personnel and state wide for furlough days will be Friday, May 27, 2011. As well as we are closed on Monday, May 30, 2011 for Memorial Day. If you would please place that on your calendars, I would appreciate it.

We would like to remind you to please review your existing Layoff/Reduction in Workforce Plan. If it is a few years old you may need to revise it. If you have never had one you really need to compile one and have it approved by your board of health. Furlough/layoff's and reorganizations is a very active subject at this time. The template is on our Local Health Personnel website and is self-explanatory. If you have any questions about submitting a plan let us know. Once you have this tool in place, if it became time for you to have to act on this plan you would send us the action plans based on the approved plan.

I have been working with Dave Ward and CDP regarding START. This is a system that will tie personnel and payroll together to make sure that all members in the KRS system are addressed. If payments are not submitted on time, there will be a significant fine. I have checked with the agencies that use AMS & Shindler's for payroll and all are moving forward.

I know we have had so many changes lately and so much to keep up with but another big issue is insurance. At that time, Ron asked Diane Compton to give us the high points regarding the KHRIS changes.

Diane stated that KHRIS covers only life and health insurance. It will now be up to the local health departments to enter new employee records. New employees need to be entered as soon as possible so that employee can sign up for their insurance. The health departments will now be responsible for entering all terminations, changes, etc. The Department for Public Health is charged an administrative fee every month, so we ask that you entered those terminations in KHRIS in a timely manner. The passwords were sent out in April. There are forms that need to be completed to gain access to KHRIS. There are two different levels of access, they are IC1 and IC2. IC1 is the main Coordinator and has full access. The IC2 has an assistive role only. Biller Direct has write or read permission only. The write has full access and the read has only read access. If you have any questions, let Debbie or myself know and we will help you.

Ron then asked if there were any questions from the field. There were none. He then asked if they had any suggestions for items that needed to be discussed in our next meeting. There being none, he turned the meeting back over to Wes Swarner. The next meeting date will be July 27, 2011 at 1:00 p.m.

At 1:19 PM, Jennifer Woods made a motion to adjourn and Roger Smiley seconded the motion and the motion carried.