

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL
MEETING MINUTES
March 4, 2009**

Council Members Present:

Wes Swarner
James Hale
Roger Smiley
Jennifer Woods
Joe E. Ellis, O.D., via Marshall County connection

Others Present:

Ron Horseman, Local Health Operations
Debbie Garrison, Local Health Personnel
Diane Compton, Local Health Personnel
Rosie Miklavcic, Director, Administration & Financial Management
Pam Godby, Lake Cumberland District HD, via Lake Cumberland connection
Wilma Munsey, Lake Cumberland District HD, via Lake Cumberland connection
Linda Brock, Lake Cumberland District HD, via Lake Cumberland connection
Lisa Paul, Green River District HD, via Green River connection
Cindy Hamilton, Pike County HD, via Pike County connection
Rita Hatfield, Lincoln Trail District HD, via Lincoln Trail connection
B.J. Weathers, Marshall County HD, via Marshall County connection
Matt Hunt, Barren River District HD, via Barren River connection
Kim Rose, Madison County HD, via Madison County connection
Elizabeth Smithson, Purchase District HD, via Purchase District connection
Tammy Hayes, Christian County HD, via Christian County connection
Melissa Miller, Christian County HD, via Christian County connection
Jo Morgan, Jessamine County HD, via Jessamine County connection
Carolyn Stewart, Three Rivers District HD, via Three Rivers District connection
Michelle Wilburn, Three Rivers District HD, via Three Rivers District connection
Georgia Heise, Three Rivers District HD, via Three Rivers District connection
Amy Young, Three Rivers District HD, via Three Rivers District connection
Justin Pittman, Three Rivers District HD, via Three Rivers District connection
Anthony Scott Lockard, Clark County HD, via Clark County connection
Carolyn Sue Fugate, Clark County HD, via Clark County connection
Sharon F. Green, Clark County HD, via Clark County connection
Laura Croom, Pennyryle District HD, via Pennyryle connection
Gayle J. Patterson, Woodford County HD, via Woodford County connection
Jack Morris, Hopkins County HD, via Hopkins County connection
Edwina Byford, Hopkins county HD, via Hopkins County connection
Jan Chamness, Montgomery County HD, via Montgomery County connection
Andrea Renfrow, Bullitt County Health Department, via Bullitt County connection

Local Health Employment Personnel Council
March 4, 2009
Page Two

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

Old Business

Roger Smiley moved that the minutes of the meeting held on October 22, 2008 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:

Recommended Orders:

Case #AHB DPH 07-1034

Appealed suspension action. Received a Final Order on the agency's behalf, however Council reversed the order. Roger Smiley moved that the final order be accepted and Dr. Ellis seconded that motion and the motion carried. The Final Order was signed by Council co-chairs. Debbie is to make contact with the agency and the appellant's attorney and inform them of the Reversal.

Case #AHB DPH 08-732

Appealed dismissal action. Final Order received reversing the Health Department's decision was received. Exceptions were received from the Health Department. Due to those exceptions, Council is going to read the orders and the exceptions at a later date and make said motion on the order at that time.

Case #AHB DPH 08-1023

Appealed dismissal action. Hearing was held on January 14, 2008. A Final Order was received dismissing the appeal request as a withdrawal notice was received from the employee. Dr. Ellis moved that the Final Order be accepted, and Roger Smiley seconded that motion and the motion carried. The Final Order was signed by Council co-chairs.

Local Health Employment Personnel Council
March 4, 2009
Page Three

Scheduled Hearings

Case #AHB DPH 08-1241

Appealed dismissal action based on discrimination. Hearing is scheduled for Monday, March 23, 2009 at 9:30 a.m.

Appeals in Process:

Case #AHB DPH 08-043

Appealed suspension action. Hearing was held on February 26th. There is no further information at this time.

New Business

Updates from Ron Horseman regarding Local Health Personnel

Ron gave an update on classification changes. At this time the Nutrition series as well as the Environmental series are in the hands of the KADA personnel committee. They will do the final approval of those classifications. They have had them for a week or so and at this time there is no further word on those classifications.

Ron also informed the Council and attendees that we are currently working on the support series in our office. That series consist of Family Support Workers, Home Health Aides, Clinical Assistants and Resources Persons. There will probably be some minor changes on these classifications. After we have completed these changes we will send them out to the Health Departments for their comments. There will be more classification additions/changes in the future.

Ron stated that the agencies should have all received the Disciplinary templates. We have sent these out to the agencies for their convenience with all the necessary regulation information in them. We also hope this will make the disciplinary process more consistent. If the agency has a disciplinary issue, we will help provide you with guidance on that issue if you submit them to our office before you implement them. If you will send them to Debbie or Diane, they will be glad to take a look at them and offer suggestions. If there are any questions that need to be discussed we will all three can sit down and look at these for you. We would like to remind you that we are not attorneys and we are offering suggestions only.

Our management Training that was scheduled on January 27 and 28th, 2008 had to be rescheduled due to the severe weather that occurred at that time. We have rescheduled that training for April 28 & 29th, 2009. We know this is a long way out, but TRAIN does

Local Health Employment Personnel Council
March 4, 2009
Page Four

an excellent job. I do apologize for the rescheduling. We will be ready to go by that date and we will send out more information regarding this training to you all later.

Ron also stated that with the time that we are going through now, if you do not have a layoff plan on file, please work on one and submit it to your Board for approval and then submit it to our office. If you have a layoff/reorganization plan in place, we ask that you take a look at it and see if it needs to be updated.

Ron informed the agencies that this afternoon he sent out a mass e-mail to all agencies that had sample advertisements attached to it. In order to help you save money, we have sent you a large advertisement and a condensed advertisement. We would suggest that in order to save money you place the large ad on the agency website as well as the Department for Public Health website and place the small advertisement in the newspaper. Eventually we plan to take all the classifications and make a template of an advertisement with all required information. The only thing that you may have to change is the salary of the position based on if you have an above minimum salary or not. If you have any comments or suggestions for this process, please let one of us know.

Ron received a question from Jan Chamness at the Montgomery County Health Department asking if our office had received any calls on layoffs or reorganizations from any of the agencies. Ron informed her that we have had two or so in the last sixty or ninety days but none were major changes. In place of a layoff where you would lose a mass of people, it may just be reorganization. Sometimes function have to be spread out between other employees as you lose employees. We hope that you will not need to ever utilize a layoff/reorganization plan.

Rosie Miklavcic then stated that Ron had done a good job informing about the layoff/reorganization and that we do always think that plan is going to be for a layoff, however, it could strictly be for reorganizational purposes. When I was Director of the Franklin County Health Department, I had a layoff/reorganization plan in place, but I wish I had updated it and that update had been approved by the Board and the Department for Public Health. It is still good to have it ready whether you need it or not.

Ron asked if there were any further questions and there were none. He also asks the health departments that if they have any topics to discuss for the next Council meeting to please let us know.

The next meeting date will be June 10, 2009 at 1:00.

At 1:18, Wes Swarner asks if there was a motion to adjourn and Roger Smiley made a motion to adjourn, and James Hale, seconded the motion, and the motion carried.