

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL
MEETING MINUTES
November 17, 2010**

Council Members Present:

Wes Swarner
James Hale
Roger Smiley

Others Present:

Ron Horseman, Local Health Personnel
Debbie Garrison, Local Health Personnel
Diane Compton, Local Health Personnel
Russ Briggs, Johnson County HD, via Floyd County connection
Bonnie Lynch, Floyd County HD, via Floyd County connection
Pamela Morgan, Cumberland Valley HD, via Cumberland Valley connection
Rita Hatcher, Cumberland Valley HD, via Cumberland Valley connection
Sherry Hall, Cumberland Valley HD, via Cumberland Valley connection
Lynette Renner, Cumberland Valley HD, via Cumberland Valley connection
Matt Hunt, Barren River District HD, via Barren River connection
Frances Foster, Bullitt County HD, via Bullitt County connection
Charlie Ross, Purchas District HD, via Purchase connection
Elizabeth Smithson, Purchase District HD, via Purchase connection
Carolyn Stewart, Three Rivers District HD, via Three River's connection
Rhea M. Wilson, Three Rivers District HD, via Three River's connection
Amy Young, Three Rivers District HD, via Three River's connection
Lenora Kinney, Wedco District HD, via Wedco District connection
Cynthia Hamilton, Pike County HD, via Pike County connection
Laura Croom, Pennyryle, District HD, via Pennyryle connection
Kathy Thompson, Marshall County HD, via Marshall County connection
Pam Godby, Lake Cumberland District HD, via Lake Cumberland connection
Linda Brock, Lake Cumberland District HD, via Lake Cumberland connection

Wes Swarner, Co-Chairman, called the meeting to order at approximately 1:00 PM.

Old Business

James Hale moved that the minutes of the meeting held on October 7, 2009 be approved as submitted. Roger Smiley seconded the motion and the motion carried.

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Actions on Appeals received from the Administrative Hearing Branch

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

Recommended Orders:

There were no recommended orders received.

Scheduled Hearings

There were no scheduled hearings.

Appeals in Process:

- | | |
|----------------|---|
| AHB DPH 09-887 | Employee appealed dismissal action from the health department. Hearing was held on November 25, 2009. Post Hearing Briefs were due by August 16, 2010. No additional information at this time. |
| 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. |
| AHB DPH 10-637 | Employee appealed her suspension and dismissal from the health department. Hearing was scheduled for October 18, 2010. This hearing was cancelled and was held in abeyance pending further order of this tribunal. The parties are ordered to file a status report by close of Business on Friday, December 10, 2010. The abeyance was received on October 18, 2010. |
| AHB DPH 09-975 | Employee appealed dismissal action from the health department. Hearing date was held on December 7, |

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2009. Received a status report stating that a formal written agreement reflecting a settlement has been reached and will be signed by all applicable parties on or before Friday, July 16, 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 and Doctor Hacker had taken our regulations to the Secretary of the Cabinet's office. He informed that Council that he has not officially been informed that she has signed the regulations, however, they are now ready to be presented December 15, 2010. A public hearing will then follow at a later date.

Ron updated the Council on the Classification Minimum Changes that LHP has been working on. LHP has looked at quite a few of the classifications this past year and we are continuing to do so. The first two that Ron stated were updated were the Finance Administrator and the Administrative Services Manager. There were not any drastic changes for these two we changed the substitution clause from being a "regular status employee" to qualify, to five (5) years of experience with the knowledge, skills and abilities at other places of employment. That will give a bigger pool of applicants to qualify with the substitution clause.

We also changed the Senior Support Services series, the 2900 group. The minimums for the II and III levels for the clinic, environmental and home health all read that the applicant had to have experience in medical coding and billing. It was brought to our attention from one of our agencies that their employees could not move over from clinic to the environmental series or vice versa if they did not have that experience. We have taken these classifications back to the old minimums of expanded the experience to include accounting and bookkeeping. This will help employees be able to move through the series from one area to another. We also changed the words "moderately difficult" to "professional" experience. James Hale Co-chair of the Council stated that he looked that much better as it made it look cleaner. Ron told James that he had a good suggestion on that.

The Public Health Director series is still being worked on at this time. It has been accepted and voted on by KHDA and now referred back to our office for additional work on the salaries and grades with the Mercer scale.

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Ron Horseman then informed the Council of the year to date cumulative actions that have been processed by LHP from this time last year to now as well as comparing the totals to the total actions processed the year before.

| Category | Total Actions-10/08-10/09 Year to Date | Total Actions 10/09-10/2010 Year to Date |
|-----------------------------------|---|---|
| Appointments | 560 | 376 |
| Promotions | 86 | 64 |
| Demotions | 32 | 21 |
| Suspensions | 17 | 21 |
| Resignations | 261 | 287 |
| Dismissals | 51 | 30 |
| Reclass w/o Probation | 225 | 241 |
| Lump Sum Payments | 528 | 571 |
| In Range | 43 | 28 |
| Supervisor Demotions | 1 | 22 |
| Reclass w/Probation | 19 | 11 |
| | | |
| Total Actions | 7936 | 7372 |
| Total Applications | 2206 | 3369 |
| Total Qualified Applications | 2178 | 2556 |
| Total # of Merit Employees | 3643 | 3620 |

As you can see there is a decline in appointments, suspensions are up, reclassifications are up, promotions are down, resignations are up, lump sum merit payments are up, demotions are down, dismissals are down, in-range adjustments are down, supervisor demotions are up, and reclassifications with probation are down. The total number of applications is up as well as the number qualified are up. Total year end employees decreased this year from the total last year. I feel like this is just a sign of the times. I just wanted to update you all by giving you a brief total of all our actions.

Ron then informed the Council that attached they had a new compensation pay scale. This is just an expanded version due to the new Local Health Department Director's minimums that we are currently working on. Our current compensation plan only goes to a grade 28 and this new compensation plan ends at grade 30. As stated earlier this is just an expansion of our compensation plan. None of the older compensation scale has changed amounts. Roger Smiley

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made a motion to accept the compensation plan as submitted and James Hale seconded the motion and the motion carried.

Ron informed the Council that we would all be closed on Thanksgiving November 23 and 24th and then December 23rd and 24th as well as December 30th and 31st due to the holidays. Also he informed the Council that the agencies had received the holiday schedule for the year 2011, however, he explained that the Christmas and New Year holidays are not on the new schedule due to it being an election year. Whatever Governor is voted in will be the one to determine those holidays. Therefore, the holiday list they currently have is the official list of holidays at this time. James Hale ask if we were going to have furlough days again next year and Ron replied that yes we would have one in March and April that have not yet been determined as well as an extra day added to the Memorial Day weekend.

Ron then asked if there were any questions from the field. There being none he then informed the agencies that LHP is looking to expand our training subjects. He asked if there is any subjects they need training on at their departments that if they would inform us of the subjects or ideas that they have, we would take a look at it and try to get a training together. He informed the agencies that we are here to supply what kind of training they need. We are willing to look at all suggestions and prepare training for those subjects with the most suggestions.

The next meeting date will be February 16, 2011 at 1:00 p.m.

At 1:25 PM, James Hale made a motion to adjourn and Roger Smiley seconded the motion and the motion carried.