

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL
MEETING MINUTES
October 22, 2008**

Council Members Present:

Wes Swarner
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
Erin Cirre, Local Health Personnel
Tonya Shankle, Local Health Personnel
Lenora Kinney, via Wedco District Health Department
Frances Foster, via Bullitt County Health Department, via Bullitt County connection
Pam Godby, Lake Cumberland District HD, via Lake Cumberland connection
Wilma Munsey, Lake Cumberland District HD, via Lake Cumberland connection
Tammy Jenkins, Lake Cumberland District HD, via Lake Cumberland connection
Russell W. Briggs, Johnson County HD, via Johnson County connection
Judy A. Roberts, Johnson County HD, via Johnson County connection
Bonnie Lynch, Floyd County HD, via Johnson County connection
Lisetta Whitworth, Green River District HD, via Green River connection
Tina McCormick, 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
Cathy Thompson, Marshall County HD, via Marshall County connection
Matt Hunt, Barren River District, via Barren River connection
Deana Childers, Madison County, via Madison County connection
Jim Rousey, Madison County, via Madison County connection

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

Old Business

Wes stated that we needed to vote and approve the May minutes as there had to be a correction of Roger's name. Roger Smiley moved that the minutes of the meeting held

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on May 7, 2008 be approved as submitted. Jennifer Woods seconded the motion and the motion carried.

Roger Smiley moved that the minutes of the meeting held on July 23, 2008 be approved as submitted. Dr. Ellis 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 08-6670** - Received Final Order affirming the decision of the health department. Ready for signature.
- Case #AHB DPH 08-348** - Received Final Order affirming the decision of the health department. Ready for signature.
- Case #AHB DPH 08-438** - Received Final Order affirming the decision of the health department. Ready for signature.

Scheduled Hearings:

- Case #AHB DPH 08-732** Hearing was rescheduled for Friday, October 10, 2008 at 9:30 a.m. No further information at this time.

Appeals in Process:

- Case #AHB DPH 07-1034** Received a Scheduling Order that reply briefs shall be due on October 13, 2008.
- Case #AHB DPH 08-631** Received an Order that the parties shall provide the Administrative Hearings Office with acceptable Dates for a hearing in this matter no later than October 10, 2008.
- Case #AHB DPH 08-1023** Hearing is scheduled for November 25, 2008 at 10:30 a.m.

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New Business

Updates from Ron Horseman regarding Local Health Personnel

Ron made an introduction of Local Health Personnel new employee, Tonya Shankle who is an Administrative specialist III. Tonya has had experience in state personnel and is a welcome addition to our area.

Ron also announced the Erin Cirre has returned from an extended medical leave, and stated that during that time we were operating at a deficit and now that Erin has returned, he is happy to state that things should progress at a normal speed again.

Ron then introduced Rosie Miklavcic who is now Director of the Division of Administration and Financial Management. Rosie has a background in nursing and as many of you know, she has had experience in the local health departments also.

He also informed the Council that we are currently putting together the Environmental Laboratory series. We are now reviewing this series in house for comments and should be sending out to all for review with twenty-four (24) to forty-eight (48) hours. After all reviews we can then implement the classification series.

We are also close to having out the Nutrition/Dietitian series. There is some more review needed, but as soon as all have reviewed in-house, we will send that out for review also.

The committee that was previously formed to review the Environmental series is going to be called back together so that we can begin looking into making changes to that classification series.

We have removed the LHD experience requirement from our Senior Support series to make it easier to qualify for. We are currently looking at all classifications that require LHD experience in their minimums, so that we may remove that requirement.

Jim Rousey from the Madison County Health Department stated that he did not hear about the Home Health Aide series and could we please add that to our list, since it has been a couple of years since they have been looked at. Ron stated that that is one of the current classification series that we are looking at also, so they will be included.

Ron also stated that we are in the process of working on a Supervisory Training. This will consist of video and have modules that you can use year long for new employees. We hope to have this air the first of January or at least by the middle of January. If any of you have comments or anything you would like to see added to these trainings that will be helpful, please feel free to let us know.

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Local Health Personnel also would like to remind you that we are in the middle of open enrollment for insurance. The deadline for that is Friday, October 23, 2008 so please remind all employees. No action means there is no insurance.

Ron Horseman and Wes Swarner ask if there were any additional questions or comments and there were none. Wes Swarner then ask if there were any items that anyone needed to have discussed at the next meeting and there were none addressed.

The next meeting date will be January 14, 2008 at 1:00.

At 1:20, Wes Swarner asks if there was a motion to adjourn and Jennifer Woods made a motion to adjourn, and Dr. Ellis, seconded the motion, and the motion carried.