

**LOCAL HEALTH PERSONNEL EMPLOYMENT COUNCIL
MEETING MINUTES
October 7, 2009**

Council Members Present:

Wes Swarner
James Hale
Roger Smiley
Jennifer Woods

Others Present:

Ron Horseman, Local Health Personnel
Debbie Garrison, Local Health Personnel
Erin Cirre, Local Health Personnel
Tonya Shankle, Local Health Personnel
Matt Hunt, Barren River District HD, via Barren River connection
Lenora Kinney, Wedco District HD, via Wedco District connection
Pamela Morgan, Cumberland Valley District, via Cumberland Valley connection
Charlotte Hobbs, Cumberland Valley District, via Cumberland Valley connection
Marcia Hodge, Garrard County HD, via Garrard County connection
B.J. Weathers, Marshall County HD, via Marshall County connection
Carolyn Sue Fugate, Clark County HD, via Clark County connection
Tammy Hayes, Christian County HD, via Christian County connection

Wes Swarner, Chairman, called the meeting to order at approximately 11:04 AM.

Old Business

Roger Smiley moved that the minutes of the meeting held on June 10, 2009 be approved as submitted. James Hale 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:

There are no recommended orders at this time.

Scheduled Hearings

AHB DPH 09-762

Employee appealed suspension action by the Health Department. Hearing date is scheduled for November 9, 2009 at 9:00 a.m.

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AHP DPH 09-810

Employee appealed demotion action taken by the Health Department. Hearing date is scheduled for October 15, 2009 at 10:30 a.m.

AHB DPH 09-709

Employee appealed the dismissal action from the agency. Hearing date is scheduled for September 23, 2009.

Appeals in Process:

There have been no further requested appeals at this time.

New Business

Updates from Ron Horseman regarding Local Health Personnel

Ron gave an update of all the recent memorandums that have been sent out to the agencies. Those memos are as follows:

We sent out a PIP memo which is a Performance Improvement Plan. This was composed to compliment the evaluation process through the evaluation year.

FMLA adoption leave memo – This was sent out about a month ago.

FMLA Qualifying Exigency memo – This memo was sent out about a month ago.

Partial Year clarification

Layoff Template – We would like to state that if you still have not processed and submitted a reorganization/layoff plan to Local Health Personnel that you please do so.

We are currently working on an H1N1 guidance/policy memo. There has been a lot of time spent working on some guidance for possible leaves due to the H1N1 virus. This guidance is being composed to help prepare us for all possible leaves that may occur. If you have any specific needs regarding this guidance please contact Local Health Personnel.

Ron gave an update on classification changes. The new Environmental and Nutrition series has been approved. We would like to remind you that if you have any staff that are affected by these two classifications changes and you have not yet reallocated those staff members please do so as soon as possible.

Our Management training was held July 22nd and 23rd. We sent out the questions and answers document from this training a couple of weeks ago. We have had very little

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response back from this e-mail, so we assume they are clear enough to understand. We have received feed back from our trainings and we do appreciate your thoughts and suggestions. We do realize we do have a little work to do to make the trainings better and we can assure you that we will incorporate those suggestions in the future trainings.

Ron also stated that there have been some webpage changes. We have changed our web page format to make it easier to access information for personnel staff, employees and job applicants. We will be doing a demo of our new web pages with KADA in the near future. With the changes to the web page we are trying to move toward web based personnel sometime in the future.

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 January 27, 2010 at 1:00 p.m..

At 11:10, Wes Swarner made a motion to adjourn and Roger Smiley, seconded the motion, and the motion carried.