

Green River Gazette

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Kudos to You

Kudos to **David Hunter** and **Joe Powers** for such quick attention to our office problem!! They were very helpful and prompt!! -Starr Givens, RN Beaver Dam School Health

One year ago in April, **Marilu Adams** attended a Comprehensive Colposcopy course in Portland, OR. It was organized by the American Society of Colposcopy and Cervical Pathology (ASCCP). She then entered their CMP (Colposcopy Mentorship Program) and was mentored by **Joann Lemmons, APRN** for 26 colposcopies, followed by assessment from my mentor and ASCCP. Marilu took and passed the CMP exam on April 8, 2010. This was a comprehensive exam about assessment, diagnosis, and follow-up of cervical pathology. Marilu is now providing colposcopy to our patients in Green River District from the counties of Ohio, McLean and Daviess, as well as OASIS Health Clinic. Joann is providing colposcopy to our patients in Webster, Union and Henderson counties. Congratulations Marilu!

Hats off to **McLean County Health Center** for receiving the Gold Star Performance Award—see page 5 for details.

Congrats to the **GRDHD MRC Unit** which received the 2010 Unit of the Year Award. Several local MRC volunteers were also honored—see page 6 for details



Strategic Plan 2007-2010 Summary

In 2007, the Green River District Health Department convened a group of employees to develop a three year strategic plan. The goals of the plan were based on the Ten Essential Public Health Services plus one additional goal devoted to organizational excellence. The plan included objectives and tactics were added to the strategic plan as a guideline for the GRDHD to use in program planning to meet customer needs, budget planning, and overall effective organizational structure.

As GRDHD looks to the Public Health Accreditation process, the Senior Management Staff reviewed, evaluated and summarized GRDHD’s progress toward the 2007-2010 Strategic Plan and found the following successes and gaps:

- Goal 1: Monitor community health status to identify health problems.**
 Successes: Annual completion of county reports, posting information on the common drive and presenting information to Boards of Health.
 Gaps: Lack of a Community Health Assessment
- Goal 2: Diagnose and investigate health problems and hazards in the community.**
 Successes: Increased relationships with community partners, Action Reports Completed, Health Impact Assessment Project
 Gaps: Revisit the Epi Newsletter/Communication, Lack of a Community Health Assessment

....continued on page 2

Strategic Plan continued from page 1....

Goal 3: Inform, educate, and empower people about health issues.

Successes: Billboards, Newsletters, TV Appearances, Health Fairs, Website, Improved Board Interaction and Training, Elected Official Interaction
Gaps: Need to move to more updated strategies, Lack of a Community Health Assessment or Community Health Improvement Plan

Goal 4: Mobilize partnerships to identify and solve health problems.

Successes: Participation in Health Councils, Health Matters, etc.
Gaps: Annual Evaluation to Identify Gaps in Partnerships, Lack of Community Health Assessment or Community Health Improvement Plan

Goal 5: Develop policies and plans that support individual and community health efforts.

Successes: Ongoing involvement with Smoking Ordinances, Environmental Laws
Gaps: Lack of a wellness committee, Lack of Community Health Assessment or Community Health Improvement Plan

Goal 6: Enforce laws and regulations that protect health and ensure safety.

Successes: Consistently compliant in upholding regulations and laws.
Gaps: Internal Audit Process for Environmental Program

Goal 7: Provide linkage to personal health services and assure the provision of healthcare.

Successes: Contract List Maintained on Common Drive, Community Healthcare Resources
Gaps: Referrals between programs, Lack of Community Health Assessment and Community Health Improvement Plan

Goal 8: Assure a competent public health and personal healthcare workforce.

Successes: Employee Training, HR Monitors License/CE Information,
Gaps: Succession Planning, Improve Employee Orientation, Supervisor Training, Tuition Reimbursement

Goal 9: Evaluate effectiveness, accessibility and quality of personal and population-based health services.

Successes: Accreditation in Process
Gaps: Tool needed to measure population based service outcomes, Lack of Community Health Assessment and/or Community Health Improvement Plan

Goal 10: Perform research to develop new knowledge and innovative solutions for population based health problems.

Successes: Health Impact Assessment Project
Gaps: Need to further define research opportunities, Lack of Community Health Assessment

Goal 11: Maintain an Effective and Efficient Organization.

Successes: Employee recognition strategies in place by various departments, Communication via Gazette, Board of Health Meetings, School health employees linked to internal computer network and resources
Gaps: Development of measurable program goals and plans, Computer training available not utilized, employee orientation, communication of vision, mission, values and strategic plan.

After review of the strategic plan the trends noted were successes in process type functions such as following regulations and laws and the budget process. We are also very good at maintaining external partnerships and relationships.

Our gaps have much to do with the lack of a Community Health Assessment and ultimately a Community Health Improvement plan.

- Debbie



Meal Planning

With spring among us, and summer just around the corner, our lives may be getting more active and hectic. Now, more than ever, is the time to take a few moments and adopt the habit of meal planning. It is not hard or cumbersome and I would predict it will save you some money and stress this time of year, and increase your nutrient intake.

Basically all you need is: Pen and paper, sale ads from local grocery stores, input from family (optional, but recommended), recipe books may be needed as you are making your grocery list and a calendar of events scheduled for the week.

I like to sit down with my magnetic note pad that hangs on the fridge and a pencil. Then I look through the sale ads and see what meats and vegetables are on sale and then build my menu around that. As I'm doing this, I look at all our extra-curricular activities for the week and factor in those. Those are nights when we need something quick and easy...something cooked on the grill, the slow cooker, or some other quick option like spaghetti.

After I have my meals planned out for the week, I make my grocery list and head to the store. For me, I have found that only going grocery shopping once a week saves me time and money. The more often I shop, the more "extra" stuff I pick up. And I dread hitting the grocery right after work. The stores are busy. I am hungry. I buy junk. It's just bad for me. Pick a time that works for you and be consistent with it. The little time it takes to make your plan initially pays off during the week. I am not stressed. I know what we are having for supper and we all live happily ever after! Well, until my daughter says, "I don't like that," and she's never even touched the food! Picky eaters, that's a whole other article.

You can read more about meal planning and how to incorporate more produce into your family meals at the Fruit and Veggies More Matters website at: http://www.fruitsandveggiesmorematters.org/?page_id=4. They even have this **30 Ways in 30 Days** challenge with a month's worth of daily menus and tips to fit your budget. Just click on the **Healthy Meal Planning** and it will take you to this page. Below is a recipe from one of the days. If you are already in the habit of planning meals—kudos to you. If not, I hope this tool can make that job easier for you.

—Tricia Foster, RD, LD

SKILLET LASAGNA

SERVES 4

PREP TIME: 40 MINS

Ingredients:

1 T. olive oil	1/2 cup onion, finely chopped
1 medium zucchini, halved lengthwise then sliced	1 T. olive oil
1 cup sliced mushrooms	1 cup fat-free ricotta or cottage cheese
1/2 cup shredded part skim mozzarella cheese	4 oz. uncooked lasagna noodles
1 cup canned low-sodium tomato sauce	1 cup canned chopped tomatoes
1/2 teaspoon pepper and dried parsley	1 teaspoon oregano
3 T. grated Parmesan cheese	

Sauté onion, mushrooms and zucchini in olive oil. Mix ricotta, mozzarella, and 2 tablespoons of the Parmesan cheese in a small bowl, with pepper and parsley. Spread evenly over vegetables. Evenly distribute uncooked noodles on top of cheese. Mix tomatoes and water with parsley and oregano and pour over noodles. Cover tightly and simmer on MEDIUM heat for 20-25 minutes. Sprinkle top with 1 tablespoon Parmesan cheese.

Nutritional information per serving: Calories: 287, Total Fat: 8.5 grams, Saturated Fat: 3 grams, Dietary Fiber: 7 grams, Sodium: 321 mg, Cholesterol: 21 mg, Carbohydrates: 36 grams.

Credit: Recipe courtesy of Produce for Better Health Foundation (PBH). This recipe meets PBH and Center for Disease Control and Prevention (CDC) nutrition standards that maintain fruits and vegetables as healthy foods.

Department News - Daviess County

Caught In the Act

If you've ever been caught in the act, you know how embarrassing this can be. The Daviess County Health Center has implemented a new employee incentive, bringing a different meaning to this age old idiom. It will no longer be considered shameful to be caught in the act. (C. I. A.)

When an employee is caught performing a positive act by a co-worker, that co-worker is encouraged to describe this act on a C. I. A. card and drop it in the C. I. A. box. This box has been fashioned using the "suggestion box" design. During our monthly staff meeting, all the cards will be read aloud, so each employee will be recognized for their Positive behavior. A monthly drawing will be held and one "positive" employee will receive a \$5.00 gift card from Subway. At the end of the year, all of the names gathered through out the year will be placed in a drawing for the Grand Prize!!

Our C.I.A. employees for the month of March were, Stephanie Bivins, Louise McCarty, Tara Clem, Lila Smithson, Angie Bindert, Alana Taylor, Cathy Brooks, Nika Hughes, Peggy O'Neal, and Tina Postlewaite. Thank You all for your positive behaviors.

Congratulations to Louise McCarty, for winning the \$5.00 gift card from Subway.

Emergency Management is Changing Their Style!

Emergency Support Function (ESF)

1. Transportation
2. Communications
3. Public Works and Engineering
4. Firefighting
5. Emergency Management
6. Mass Care, Emergency Assistance, Housing, Human Services
7. Logistics Management and Resource Support
8. Public Health and Medical Services
9. Search and Rescue
10. Oil and Hazardous Materials Response
11. Agriculture and Natural Resources
12. Energy
13. Public Safety and Security
14. Long Term Community Recovery
15. External Affairs

Writing plans can often be difficult and time consuming... not to mention often plans are simply voluminous in nature! In an effort to streamline the planning process, the Federal Emergency Management is changing the style of writing plans to a more specific ideology. They will now be using an Emergency Support Function planning style. This means there are specific areas of responsibilities that may flex during a disaster or crisis situation.

While Public Health may be involved in many of the ESF's, our primary responsibility will be under function (6) Mass Care, Emergency Assistance, Housing, Human Services and (8) Public Health and Medical Services. Function 6 involves sheltering, feeding, distribution of emergency relief items (water, food, essentials), emergency first aid and Disaster Welfare Information (DWI). Function 8 includes the assessment of public health/medical needs, health surveillance, medical care personnel, and health/medical/veterinary equipment and supplies. ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations.

April was Child abuse Prevention Month, but child abuse occurs every month, every day, every hour. The Prevent Child Abuse America website has 10 ways to help prevent child abuse:

- Be a nurturing parent – children need to know they are loved.
- Help a friend, neighbor or relative – offer a helping hand to a parent.
- Help yourself – take time outs for yourself.
- If your baby cries – know your baby’s cry. Learn what to do if the baby keeps crying and...NEVER shake a baby.
- Get involved – help develop services to meet the needs of healthy families and children.
- Help to develop parenting resources at your local library.
- Promote programs in school.
- Monitor your child’s television and video viewing. Watching violent TV and films can harm young children.
- Volunteer at a local child abuse prevention program.
- Report suspected abuse and neglect.

Building Stronger Families has just passed the nine month mark. We have assisted over 40 families with various needs. Families continue to set goals and work towards achievement. The referrals continue to come from a variety of sources. Over 50% of the referrals come from Department for Community Based Services (DCBS), which means there has been an allegation of abuse or neglect.

The most recent referral from DCBS is for environmental neglect. During the first visit, the home visitor had to take a small piece of wood away from the toddler, found a butcher knife on the floor in the kitchen and put it safely away, and had mom clean up a dirt pile that was over 2 feet in diameter. The kitchen table was piled 18 inches high over the entire surface with all sorts of objects. Currently the home is much cleaner. The kitchen floor swept and mopped, and the wood of the kitchen table was in plain view on most of the table. Though the house is not spic and span clean, it is much safer for the young child.

-Linda Wahl, BSW

Department News - McLean County

Health Department Receives Performance Award

McLean County Judge/Executive Kelly Thurman received notification recently that the McLean County Health Department had obtained the Gold Standard Performance Award from the Kentucky Department for Public Health.

The Immunization Program in the Department for Public Health evaluated the clinic’s strengths, weaknesses and overall performance in the administration of vaccine to children who accessed clinical services.

McLean County was one of only three counties in the Green River District to receive the top designation.

“This award demonstrates the standard of excellence of immunization and health care provided by the health department,” Thurman said. “Our community is very fortunate to have the services and personnel who perform at this high level. I congratulate them for their achievement.

**Article reprinted with permission
Amie Waltrip/McLean County News**

Medical Reserve Corps Volunteers for 2010 Honored

Volunteers with the Medical Reserves Corps (MRC) program were recently honored in an awards ceremony held at the Kentucky Department for Public Health in recognition for their volunteer work to help Kentuckians build stronger communities. **Award winners for 2010 included:**

Non-Medical Volunteer of the Year - Christy Davis, Scottsville MRC, Allen County

Christy Davis first joined the MRC in 2007. Soon after, she coordinated a donation center to assist displaced families from tornado damage in 2008. She also volunteered at a special needs shelter outside of her county during the 2009 Ice Storm. Described by her MRC Unit Leader, Davis “is an integral part of the leadership of both Allen County’s MRC units, giving tirelessly of her time and efforts to ensure their success.”

Medical Volunteer of the Year - Rasma Olins, Louisville MRC

Rasma Olins, an 83 year-old retired nurse, has been actively participating with the MRC program since September 2009. She assisted with the Louisville-Metro’s H1N1 vaccination campaign by staffing both a walk-in clinic coordinated with the Urban County Government and at Papa John’s Cardinal Stadium in November 2010, where 19,000 immunizations were given over a two-day period. Olins also worked nine school immunization clinics in the month of January 2010 alone.

MRC Unit Leader of the Year - Jean Caudill, Northern Kentucky MRC

Jean Caudill has served as the MRC Unit Leader for three years. In that capacity, she has developed a volunteer manual, standard operating guidelines for the program and maintenance of a filing system for every volunteer. Caudill also developed a re-badging process for existing volunteers to continue in the program. In addition, she coordinated a training program which includes volunteer orientation specific to medical and non-medical volunteers, psychological first aid, CPR and biological agents. She also served as a volunteer coordinator during the H1N1 response.

MRC Unit of the Year - Green River District MRC

The Green River District MRC unit was recognized for their significant role in helping to raise MRC awareness and foster MRC integration into the local community's public health and preparedness infrastructure. Since the unit was formed in 2005, attendance at monthly meetings has grown from 5 volunteers in 2009 to 35-40 in 2010. The unit maintains representation from all seven counties in the district and works closely with community agency partners such as local Emergency Management, NOAA’s National Weather Service, Red Cross and the Daviess County School Board. They hosted a “Construction Event” to plan trainings, community events, outreach, and activities. They also held a Point of Dispensing (POD) Moving Event, where volunteers moved, organized and inventoried preparedness supplies in a permanent location. The unit also developed a patch program with FEMA, Citizens Corps and Girl Scouts, which encouraged girls to take preventative steps and actions toward being safe. The program also allowed the girls to learn about insect-borne diseases, fire alarm use, infection control, family communication planning, public health and safety. Due to the program’s success, they are working on a patch program for Boy Scouts. In remembrance of September 11, 2011, the unit hosted a Terrorism 101 training in conjunction with the Daviess County Sheriff; dedicated to the victims and heroes of 09-11.

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Tornado Safety



Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves southwest to northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

What to do Before a Tornado

Be alert to changing weather conditions.

- ◆ Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.
- ◆ Look for approaching storms
- ◆ Look for the following danger signs:
 - ⇒ Dark, often greenish sky
 - ⇒ Large hail
 - ⇒ A large, dark, low-lying cloud (particularly if rotating)
 - ⇒ Loud roar, similar to a freight train

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

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What to Do During a Tornado

If you are under a tornado WARNING, seek shelter immediately!

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

.....*Medical Reserve Corps continued from page 6*

Since 2003, the Medical Reserve Corps (MRC) program has grown rapidly across the U.S. Sponsored by the Office of the Surgeon General, MRC programs have been developed to supplement existing local public health and emergency preparedness initiatives. In Kentucky, all 120 counties are now covered by a registered MRC, with most units sponsored by local health departments in conjunction with local emergency management agencies.

The Kentucky Health Emergency Listing of Professionals for Surge (K HELPS) program was designed to complement existing local MRC programs by working together with local health departments and has been recognized at the national level for excellence.

For more information on the KHELPS/MRC program, go to <http://www.chfs.ky.gov/dph/epi/preparedness/KHELPS.htm>.



LEAN Thinking Updates

Coming in May and June:

- Daviess County Health Center staff will begin a patient flow analysis and utilize Lean Thinking to address issues.
- An advanced techniques class will be offered. **Space is limited.** If you are interested in attending, please contact Carrie Conia (686-7747 ext. 3057 or email carrie.conia@grdhd.org)

Supplies Project: Please give a minimum of 2 weeks notice on all copy/print requests, forms and supply orders (this allows time for supplies to be ordered and the items to be printed). You can find the print request form on the Official Documents drive under Forms\Common Forms\Publication Print Request Form. Maintenance continues to provide monthly supply deliveries to each county health center. Supply orders should be retrieved from the delivery zone within 1-2 days of delivery.

Health Center	Delivery Zone Location	Delivery Day
Daviess	1st floor mailroom	1st Monday of each month
Hancock	Hall supply closet	3rd Monday of each month
Henderson	Mail Room	1st Tuesday of each month
McLean	Conference Room	1st Thursday of each month
Ohio	Conference Room	3rd Tuesday of each month
Union	Conference Room	2nd Tuesday of each month
Webster	Conference Room	2nd Thursday of each month

Scanner Project: Each county health center now has at least one scanner installed for use by staff. In January and February, members of the Lean Scanner Team visited each of the centers to conduct training sessions. Staff learned to use the scanner and accompanying software to scan, manipulate and handle documents. Documents can be saved to shared drives or emailed to the appropriate recipient. Any document that you would normally fax or mail can be scanned and sent electronically. Please remember to “zip” and password protect any HIPAA sensitive information. Step by step instructions are available on the common drive in the How-To Manuals folder and in the Lean Thinking/Projects and Updates/Scanner folder. If you have questions about using the scanner, please contact: IS support, Finance or Carrie Conia.

Concepts

Don't Contribute to Email Waste!

Email can be an important communication tool, but sometimes it runs amok. Here are a few suggestions for keeping your email correspondence *lean*:

- Limit the message/conversation to one topic.
- Use the subject line productively. Clearly state the purpose of the message. Do not leave it blank.
- Include details, but don't go overboard. There must be enough information for the recipient(s) to provide an appropriately educated response, but if you need to write a book, then you need to have a face to face or phone conversation.
- Send the message only to those directly affected or who need to know. (Resist the urge to send everyone a copy!)
- Only use “reply to all” when it is necessary for “all” to be included in the conversation.
- Eliminate the one word reply. (Thanks!)

FOCUS On Employees

Genie McDowell, RN, Providence Elementary Health Clinic, welcomes the birth of a granddaughter, Allee Michele McDowell. Born February 18th, 2011 to Amy & Trent McDowell (Genie's son), she weighed 8 lbs. 2 oz. and was 21" long. She is welcomed home by a 3-yr. old big sister, Mylee. "Nurse Genie" now has 3 grand-divas to absolutely spoil rotten.



Congratulations to Jon & **Janie Cambron** on the birth of their daughter Kennedy. Kennedy Lynn Cambron was born April 1st, 2011 at 1:47 p.m. weighing in at 7 lbs. 13 oz. and 20.5" long with lots of dark hair! All are doing well!

Congratulations to **TeAra Albin** (Clinical Assistant at Ohio Co. Middle) on the birth of her son Charles Bryce. Charles was born February 25th, 2011, weighed 8 lbs. 1 oz. and was 20 1/2" long. Mom and baby are doing great!

Proud grandparents **Melissa Taylor** & husband Roy welcomed a new grandson, Isaiah Elliot Skaggs on April 11, 2011 at 9:17 pm. He weighed 8 lbs. 4 oz. and was 20" long with a head full of black hair.

I would like to thank those who donated sick leave for me during such a tough time. It is a blessing to work with so many wonderful people. Thank You.

Lesia Donahoo

Saying Goodbye . . .

Kenneth Vanover, Adult Day Care
Lisetta Whitworth, Human Resources
Cindy Harris, Daviess County Schools
Lesia Donahoo, McLean County Schools
Alison Stanley, Henderson County Schools
Andrew Wilson, Henderson County Environmental
Tiffany Forte, District Office
Alicia Overfield, Union County HANDS

Congratulations to Abby Young, School Health Nurse Supervisor! Abby was chosen from a random drawing of correct responses to the contest question in the last issue of the Green River Gazette.

Question: **What is PHI?**

Answer: Personal Health Information



See Page 11 of this issue for your chance to win a Subway gift card!!

For Your Information

With the cost of gasoline rising and the price of food going up, we are all searching for ways to save each month. If you or somebody in your household is a Medicaid recipient there may be another way for you save each month. KHIPP gives Medicaid recipients with access to employer or company sponsored health insurance an opportunity to save. For more information and an application, visit www.MyKHIPP.com.

For Your Information

The Kentucky Employees' Health Plan continues to support the health and well-being of its plan members and their families. The 2011 plan year brings these new offerings to you:

*KEHPWELL Online: A new website where all of our wellness services are more easily accessed and a personal health coach is available at your fingertips. Check it out by visiting www.kehpsonline.com.

*Virgin HealthMiles: A redesign of the monthly cash drawing has quadrupled the number of winners. There will now be 828 winners selected each month. For more details on the Virgin HealthMiles program view a short webinar at <https://www.brainshark.com/humana/kehpvhm?&r3f1=>

*The Healthier Generation benefit: will provide coverage of physician and nutrition specialist visits for children who qualify. *go to <https://apps.humana.com/marketing/documents.asp?file=1567540> to learn more about any of these new benefits available to you in the 2011 plan year through your Kentucky Employees' Health Plan.

New Employees

Welcome to the GRDHD Team!



Charles Gholson
Local Health Nurse II—Home Health
Daviness County Home Health 2/21



Janis Bratcher
Local Health Nurse Specialist
Daviness County Home Health 4/4

SAFE Patrol

Safe Patrol is a free statewide service which provides help to motorists in need of assistance on our main interstates and parkways. Safe Patrol operators have gone through extensive training including CPR, First Aid and Incident Management. SAFE Patrol operates between the hours of 6:00 a.m. and 10:00 p.m. (EST) seven days a week including holidays. For assistance or to report a problem or hazard, call 877-367-5982 (877-FOR-KYTC).

Calling 511 is another service that allows a motorist to find out current road conditions. The Transportation Operations Center (TOC) operates 24/7, 365 days a year. Operators update the 511 web site & 511 telephone system. TOC Specialists will perform dispatching functions for the SAFE Patrol Operators.

For additional information, check out their website at http://highwaysafety.ky.gov/safe_patrol.html

Types of services:

- flat tires
- gasoline and oil
- overheated engines
- cold water for stranded motorists
- “Jumps” for dead batteries
- minor automotive repairs
- call for towing services
- allow motorists to use their phone
- direct traffic at incident scenes
- remove debris from roadway



For assistance on Kentucky's Interstates and Parkways, or to report a problem or hazard, call:

877-FOR-KYTC

877-367-5982

Kentucky Transportation Safety

highwaysafety.ky.gov

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Policies & Procedures

Vehicle Policy Revisited

- All staff must sign the Requirements for Using Company Cars and submit to HR by May 15.
- All staff must forward a copy of their current Driver's License and a copy of their current personal auto insurance card to HR by May 15.
- Vehicles are never to be left with less than ½ tank of gas.
- Any damage to the vehicle must be reported immediately.
- Vehicles will be inspected monthly – please submit completed inspection forms to the district receptionist email (receptionist@grdhd.org)
- Oil change every 5,000 miles or 4 months, whichever comes first – please submit service receipts to the district receptionist email (receptionist@grdhd.org) and include car # on the receipt.
- Tire rotation every other oil change – please submit service receipts to the district receptionist email (receptionist@grdhd.org) and include car # on the receipt.
- Credit Card: each vehicle contains one Universal Fleet credit card which can be used at any gas station to purchase fuel, oil, or car washes. It does require a pin to use at the pump or at the counter – please contact Finance if instructions were not included with your vehicle's credit card. Please submit your gas receipts to Finance email (Finance@grdhd.org) please include car # on the receipt.
- Keep the car clean – wash and/or detail at approved vendors as needed. Submit service receipts to the district receptionist email (receptionist@grdhd.org) please include car # on the receipt.
- Mileage logs will be scanned and submitted monthly to the District Receptionist email (receptionist@grdhd.org)
- No cell phone use while driving.
- No smoking in vehicle.
- Only GRDHD employees, Board of Health members, or GRDHD student/volunteers are permitted to ride or use company vehicle.
- Supplies to restock emergency kits will be distributed in the next couple weeks.
- Jerry Emberton will be contacting supervisors when oil changes, tire rotation, detail/wash or inspections are overdue. Please complete these items in a timely manner and submit any paperwork to the District Receptionist email (receptionist@grdhd.org) please include car # on the documentation.
- CONTACT:
 - Maintenance for any and all vehicle issues
 - Your Supervisor and Human Resources if you are in accident
 - Submit all paperwork regarding vehicles to the district receptionist (receptionist@grdhd.org) and include car # on paperwork.



A full copy of the revised Vehicle Usage Protocol (FP4007) is available on the official documents drive.

Policies & Procedures

Finance: *End of Fiscal Year Purchase Deadlines*

- o May 2011—submit your final purchase order requests for the fiscal year --remember to give plenty of notice so P.O. can be processed and approved prior to placing your order
- o June 23, 2011—last day for products to be received and invoices to be submitted to Finance Department for payment by June 30th
- o Submit all of your cell phone and travel reimbursements for this fiscal year prior to June 23rd, 2011
- o Submit your June travel as early in July as possible to avoid forgetting and potentially missing out on your reimbursement.
- o The last pay period ending date in this fiscal year is June 10, 2011. Any payroll expense after June 10th is counted in the new fiscal year.

Preparedness Planning: National Terrorism Advisory System (NTAS)

Effective May 1, 2011, the (new) National Terrorism Advisory System (NTAS) will replace the current color coded alert system. Alerts will now include information about the threat including the nature of the threat, level of intensity, time frame and audience and location of those affected. The advisory will clearly indicate whether the threat is elevated (no specific information about the timing or location) or imminent (threat is impending or very soon). All alerts will carry an expiration date and if the threat changes, the alert may be updated. The Secretary of Homeland Security will announce the alerts publicly. The information will also be conveyed through local agencies, the news media, social networks and online at DHS.gov/alerts.


Preparedness Planning/Emergency Operations Center (EOC)

Please note that the Emergency Operations Center (EOC) and EOC Communication Room on the first floor of the district office will remain locked when not in use. The rooms will continue to be available for meetings or trainings. Please see the district receptionist to sign out the key(s) when needed.

TECH TIPS

HIPAA documents are available on the official documents drive. Each staff member is required to sign; and these should be reviewed yearly. Please contact David Hunter with questions.

You could win a Subway Gift Card!



CONTEST question:
True or False—In an emergency event, Public Health Employees may be required to work at local shelters.
(hint: it's in this newsletter!)

Send your answer to any member of the newsletter committee. Winners will be selected by random drawing to receive a Subway gift card.

In the News

Fox 7-AM Evansville

7:20 am. Thursdays

- ◆ Amy Brown (Health Educator II) - Child Abuse 4/14/2011
- ◆ Don Crask (Health Educator III) - Sudden Infant Death Syndrome 4/7/11
- ◆ Rich Nading (Health Educator II) - National Kick Butts Day 3/17/2011
- ◆ Nancy Walker (MNT Nutritionist II) - Diabetes Alert Day 3/10/2011
- ◆ Don Crask (Health Educator III) - Health Summit 3/2/2011
- ◆ Rebecca Horn (Health Educator II) - Kicking the Habit of Smoking 2/24/2011

HANDS Building Blocks

On FOX 7 a.m. Tuesdays, 7:40 am.

Sara Murphy, Family Support Worker/Home Visitor, Daviess County HANDS

- ◆ Importance of Parental Role Model 4/26/11
- ◆ Kids Craft Activities—Easter 4/19/11
- ◆ Child Abuse 4/12/11
- ◆ Shaken Baby Syndrome 4/5/11
- ◆ Separation Anxiety 3/22/11
- ◆ Kids Craft Activities—St. Patrick's Day 3/15/11
- ◆ Importance of Early Literacy, how to make reading fun! 3/8/11
- ◆ Kids Craft Activities—for Rainy Days 3/2/11

To view these messages and more visit our media archive link at www.healthdepartment.org

May 2011

National Women's Health Month

8-14 National Women's Health Week

- 11 Manager's Meeting 8:30 a.m. - 11:30 a.m. District Office
- 19 Senior Mgmt. Meeting 8:30 a.m. - 12 noon District Office
- 26 NIMS Training 9 a.m.-12 noon District Office
- 26 OSHA training 2 - 4 p.m. District Office
- 31 World No Tobacco Day

June 2011

National Men's Health Month

- 3 Supervisors Meeting 8 a.m. - 2 p.m. District Office
- 6 OSHA Training, School Health 9-11 a.m. District Office
- 8 Manager's Meeting 8:30 a.m. - 11:30 a.m. District Office
- 8 CPR 9 a.m.-12 noon School Health, District Office
- 8 CPR 9 a.m.-12 noon School Health, District Office
- 16 Senior Mgmt. Meeting 8:30 a.m. - 12 noon District Office
- 13-19 Men's Health Week**
- 23 CPR 8 am—12 noon District Office



The Green River Gazette is published bimonthly. For questions, comments, suggestions or submissions, please contact a member of the committee.

Denise Brinkley • Carrie Conia • Don Crask • Shanni Jones
Angel Thompson • Linda Wahl • Angela Woosley