



**NORTHERN KENTUCKY  
INDEPENDENT DISTRICT  
HEALTH DEPARTMENT**

*Promoting and protecting the health of Northern Kentucky by providing  
public health services essential for a safe and healthy community*



**NORTHERN KENTUCKY INDEPENDENT DISTRICT  
BOARD OF HEALTH MEETING**  
22 Spiral Drive, Florence, KY 41042  
Wednesday, March 11, 2015, 6:30 PM

**MINUTES**

**MEMBERS PRESENT**

Jonathan Rich, DMD, Chair  
Eva Ballard  
Gary Blank, RN  
Lawrence Brennan, MD  
Sherry Carran, Mayor  
Debbie Davis, BSN  
Jeff Earlywine (designee for JE  
Moore)  
Angela Ervin, RN  
Gary Hampton, RPh  
Michael Jones, MD  
Charles Kenner, DMD  
Scott Kimmich (designee for JE  
Wood)  
Tony Kramer (Designee for Mayor  
Peluso)  
Julie Metzger Aubuchon, OD, Vice  
Chair  
Jay Middendorf, DVM  
Garry Neltner, DPM  
James Noll, DVM  
Steve Pendery, Judge Executive  
Brian Rickert, RPh  
Richard Schuck, OD, Immediate Past  
Chair  
Lynn Shewmaker, OD  
Joe Shriver (designee for JE  
Knochelmann)  
Dwayne V. Smith, MD  
William Ford Threlkeld, II, MD  
Michelle Wiest, PharmD

**MEMBERS ABSENT**

Amy Arlinghaus, RN  
Charles Breen, MD  
Timothy Franxman, MD  
Tara Knipper, MD  
Kurt Pohlgeers

### **STAFF/GUESTS PRESENT**

Lynne M. Saddler, MD, MPH, District Director of Health  
Rose M. Croley, District Secretary  
Steve Divine, Director of Environmental Health & Services  
Karen Domaschko, HR Administrator  
Emily Gresham Wetherle, Public Information Administrator  
Jennifer Hunter, Director of Clinical Services  
Louise Kent, MBA, ASQ CQIA, Planning Administrator  
Mary Ann Stewart, Attorney  
George A. Moore, Director of Administration & Accounting  
Stephanie Vogel, M. Ed., MCHES, Director of Population Health

### **WELCOME/CALL TO ORDER**

Chair Dr. Jonathan Rich noted a quorum was present and called the meeting to order at 6:30 PM.

### **APPROVAL OF MARCH 11, 2015 PROPOSED AGENDA**

Chair Dr. Jonathan Rich presented the March 11, 2015 proposed agenda for approval. **MOTION:** Mr. Scott Kimmich moved to accept the March 11, 2015 proposed agenda as presented. Dr. Michael Jones seconded. Motion carried unanimously.

### **APPROVAL OF DECEMBER 10, 2014 PROPOSED MINUTES**

Chair Dr. Jonathan Rich presented the December 10, 2014 proposed minutes for approval. **MOTION:** Dr. Charles Kenner moved to accept the December 10, 2014 proposed minutes as presented. Dr. Richard Schuck seconded. Motion carried unanimously.

### **OLD BUSINESS**

No old business to come before the board. Chair Dr. Jonathan Rich took this opportunity to introduce and welcome our newest District Board member Mr. Gary Blank, representing Boone County.

### **REPORTS**

**Building Committee** – Chair Dr. Jonathan Rich reported that staff is working on receiving and reviewing proposals on existing buildings and getting a build-to-suit estimate to compare with the proposals. The committee is currently in the gathering information stage and once proposals are received and reviewed, will meet to review.

**Legal Counsel** – Ms. Mary Ann Stewart updated the board by informing them that Dr. Saddler, Steve Divine and she met with county attorneys from Kenton County and Boone County and the judge coordinators of the District and Circuit Courts to establish Ebola protocols for quarantine and isolation orders if we should ever need them. Ms. Stewart shared information regarding the meeting with Senator Chris McDaniel, stating the option for the Northern Kentucky Health Department to withdraw from KERS is not possible because the Health Department was formed through KRS Chapter 212 and has a specific provision requiring it to participate in the State formed pension system. She reported that Senator McDaniel was helpful and informative on what measures the legislature is considering on retirement systems. Ms. Stewart then announced that Dr. Saddler is the recipient of

the Henrietta Cleveland Inspiring Women Award for 2015 and will be recognized on April 16 by Toyota at the METS Center.

**Financial** — Mr. George Moore summarized the Financial Report for the seven months ending January 31, 2015. Dr. Garry Neltner expressed that the Health Department has done a great job and should be applauded for reducing expenses to meet revenue projections. Mr. Scott Kimmich commented that Dr. Saddler is doing a great job addressing budget issues. Dr. Saddler then credited her staff as well. Discussion ensued. **MOTION:** Dr. Garry Neltner moved to accept the Financial Report as presented. Mr. Tony Kramer seconded. Motion carried unanimously.

**Finance & Audit Committee** –Chair Dr. Jonathan Rich reported the committee met on January 13 and met with Senator Chris McDaniel as Ms. Mary Ann Stewart reported in her legal report. Dr. Rich reported that the committee moved to stay updated on legislative changes regarding the retirement system. Dr. Rich informed the Board that Mr. George Moore and Dr. Lynne Saddler gave a presentation on reserve levels and the committee moved that the District Board approve restricting an additional \$1 million to Long Term Capital noting that this will still leave enough unrestricted reserves to address our future growth, planning and personnel needs. Dr. Rich then stated the committee moved to amend the Board By-laws by adding Section 8 under Article Ten, Financial Oversight, to read: SECTION 8. The District Board will, to the extent possible, maintain a minimum unassigned/unrestricted reserves of no less than two months of current fiscal year expenses. If unassigned/unrestricted reserves are in excess of the cap defined by Section 3 of 902 KAR 8:120, the District Board will work with the Finance & Audit Committee and District Director of Health to determine how to commit and/or utilize funds in excess of the cap. **MOTION:** Dr. Julie Metzger Aubuchon moved to amend the Board By-laws to include Section 8 under Article 10, Financial Oversight. Mr. Jeff Earlywine seconded. Motion carried unanimously. **MOTION:** Dr. Michael Jones moved to approve moving \$1 million from Unrestricted Reserves to Long Term Capital. Dr. Jay Middendorf seconded. Motion carried unanimously.

**District Director of Health** — Dr. Lynne Saddler gave her report with emphasis on Heroin activities. She reported that SB192 is the latest compromise on a heroin bill and includes needle exchange. The language makes it local control by requiring both the Board of Health and the community in which the program will operate to approve such a program. Dr. Saddler said if this bill becomes a law she and staff will gather data and put together information to share with the Board for more detailed understanding of the needle exchange program. Dr. Jay Middendorf questioned who would be handing out the needles, and Dr. Saddler reiterated that the Health Department would be doing the needle exchange while at the same time providing education and information. Dr. Michael Jones commented that St. Elizabeth is aggressively involved in heroin and is very committed to helping the community with needle exchange. He asked if clients would be asked to commit to a follow up meeting and Dr. Saddler replied they would not, we would only try to move them toward treatment by educating and informing them of health risks. Dr. Saddler pointed out that the reality of this is that addiction is a chronic disease and the addict needs to be armed with what they need to make healthier choices. Dr. Jones informed the Board that St. Elizabeth announced they have entered into a partnership with the Hazelden Betty Ford Foundation to bring to Northern Kentucky a program called Comprehensive Opioid Response with Twelve Steps (COR-12) which has an 80% success rate. Mayor Sherry Carran said she was in a meeting earlier and learned there are several ways to administer the drug Naloxone. Dr. James Noll asked regarding prevention if anything reasonable was going on and Dr. Saddler said yes, NKYASAP and county level coalitions have some funding through grants to do a number of activities in schools and in the community. Mr. Gary Blank stated that an announcement will be made by St. Elizabeth on March 24 regarding more measures for

treatment and stated that plans are in the works to build a free-standing 197 bed facility. Discussion ensued.

Dr. Saddler then summarized the Staff Satisfaction Surveys noting we are trending in the right direction. More staff completed the survey this time and we can see an increase in positive responses and a decrease in negative responses. Mr. Gary Blank asked if we recognize staff for good works and Dr. Saddler informed the Board that we have Employee of the Quarter recognitions and are adding "team" recognition. Discussion ensued.

Dr. Saddler gave the latest Legislative update on Board size amendment explaining the bill has been amended to include additional language and passed the House of Health and Welfare Committee and was attached to SB 107 which passed in the House and is now in Senate. Mr. Scott Kimmich said he doesn't expect it to be heard until March 23. Chair Dr. Jonathan Rich thanked Dr. Saddler, Mary Ann Stewart, Dr. Julie Metzger Aubuchon, the Judge Executives, Scott Kimmich and others for their hard work and support on this bill. Dr. Charles Kenner wanted to mention that Chair Burch who had bottlenecked this bill in the past is now supporting it because of Dr. Saddler's leadership.

Dr. Saddler shared that the personnel files are now all electronic. The conversion was paid for in part by a grant from the Kentucky Department of Libraries and Archives. She reported that the next step for HR is to consult with a Compensation Analyst regarding our compensation system and structure.

Dr. Saddler touched base on our efforts on the Smoke-Free Kentucky project. We used our grant from Interact for Health to do a lot of media coverage, including social media, facebook, Enquirer, radio spots, etc. She pointed out that a couple of posters have been placed on the wall for the Board to view and see the hard work that has gone in to the Smoke-Free efforts.

**MOTION:** Ms. Angela Ervin moved to accept the District Director of Health report as presented. Mr. Brian Rickert seconded. Motion carried unanimously.

**Personnel Board Report** – Dr. Lynne Saddler stated the Personnel board met on January 13 and summarized the report and the 2014 compilation of Exit Interviews. She announced the next Personnel Board meeting is April 14, 2015. Dr. Garry Neltner had several questions regarding the exit interview reports; one regarding conditions at the Grandview facility and Chair Dr. Jonathan Rich stated this is why we are looking into merging sites. **MOTION:** Dr. Julie Metzger Aubuchon moved to approve the Personnel Board Report as presented. Dr. Dwayne Smith second. Motion carried unanimously.

**Executive Committee Report** – Chair Dr. Jonathan Rich reported the committee received a request from a board member to evaluate the educational and clinical programs of the Health Department in the areas of reproductive hormones, procedures and lifestyles especially as they are related to increased breast cancer and had moved to accept and forward the recommendation to the I & E Committee for review and evaluation. The I & E Committee reviewed the request and it was agreed that the NKIDHD does meet all required standards of State and Federal regulations related to the program. The I & E Committee recommended that the NKIDHD continue with current educational materials and patient counseling regarding family planning. **MOTION:** Dr. Garry Neltner moved to accept the Executive Committee report as presented. Dr. Richard Schuck seconded. Motion carried unanimously.



### COMMITTEE REPORTS

**Clinical Services** – Chair Ms. Angela Ervin, RN, reported the committee did not meet.

**Diabetes Advisory** – Ms. Stephanie Vogel, Director of Population Health reported the committee did not meet.

**Information & Education** – Chair Ms. Angela Ervin, RN, reported the committee met January 14, 2015 and gave a report.

**Population Health** – Chair, Mayor Sherry Carran reported the committee met March 9, 2015 and gave a report.

**Environmental Health & Safety** – Chair Dr. Richard Schuck reported the committee did not meet.

### LOCAL BOARDS OF HEALTH REPORTS

**Boone County** – Chair Dr. Charles Kenner, DMD, reported the local board has not met.

**Campbell County** – Chair Dr. Lawrence Brennan, MD, reported the local board has not met.

**Grant County** – Chair Dr. Wm. Ford Threlkeld, MD, reported the local board has not met.

**Kenton County** – Chair Dr. Lynn Shewmaker, OD, reported the local board has not met.

### CLOSED SESSION

**MOTION:** Pursuant to KRS 61.810 (1) (c), Dr. Julie Metzger Aubuchon moved to go into closed session. Dr. Garry Neltner seconded. Motion carried unanimously. **MOTION:** Dr. Charles Kenner moved to come out of closed session. Mr. Tony Kramer seconded. Motion carried unanimously. No action was taken in closed session.

### OTHER

No other business to come before the District Board.

### NEXT DISTRICT BOARD OF HEALTH MEETING


The next District Board of Health Meeting is Wednesday, June 10, 2015 at 6:30 PM at NKADD, 22 Spiral Drive in Florence KY (food served at 6:00 PM).

### ADJOURNMENT

**MOTION:** With no further business to come before the District Board, Dr. Garry Neltner moved to adjourn the meeting. Dr. Lynn Shewmaker seconded. Motion carried unanimously. Meeting adjourned at 8:00 PM.

Respectfully submitted,

  
Jonathan Rich, DMD  
NKIDBOH Chair

  
Lynne M. Saddler, MD, MPH,  
District Director of Health  
NKIDBOH Secretary