



**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
EXECUTIVE COMMITTEE MEETING**

Jonathan Rich, DMD, Chair

Wednesday, November 12, 2014, 6:00 PM.

610 Medical Village Drive, Edgewood, KY 41017

MINUTES

MEMBERS PRESENT

Jonathan Rich, DMD, Chair
Pat Dressman (Designee for JE Pendery)
Jeff Earlywine (Designee for JE Moore)
Charles Kenner, DMD
Tony Kramer, RN (Designee for Mayor Peluso)
Julie Metzger Aubuchon, OD
Richard Schuck, OD

MEMBERS ABSENT

Steve Arlinghaus, Judge Executive
Debbie Davis, BSN
Darrell Link, Judge Executive
Wm. Ford Threlkeld, II, MD

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Rose Croley, District Secretary
Adam Davey, VonLehman & Company, Inc.
Steve Divine, RS, Director of Environmental Health & Safety
Karen Domaschko, HR Administrator
Emily Gresham Wherle, Public Information Administrator
Jennifer Hunter, Director of Clinical Services
Louis Kelly, Attorney
George A. Moore, Director of Administration & Accounting
James Noll, DVM
Stephanie Vogel, Director of Population Health

WELCOME / CALL TO ORDER

Chair Dr. Jonathan Rich welcomed every one and called the meeting to order at 6:00 PM.

APPROVAL OF NOVEMBER 12, 2014 PROPOSED AGENDA

Chair Dr. Jonathan Rich presented the November 12, 2014 proposed agenda for approval.

MOTION: Ms. Pat Dressman moved to accept the November 12, 2014 proposed agenda as presented. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously.

APPROVAL OF AUGUST 13, 2014 PROPOSED MINUTES

Chair Dr. Jonathan Rich presented the August 13, 2014 proposed minutes for approval.

MOTION: Dr. Charles Kenner moved to accept the August 13, 2014 proposed minutes as presented. Mr. Tony Kramer seconded. Motion carried unanimously.

OLD BUSINESS

No old business to bring before the Executive Committee.

REPORTS

- a) **Financial & Audit Committee** – Chair Dr. Jonathan Rich reported that the Finance & Audit Committee met just prior to this meeting and reviewed the FY 2014 draft Audit Report. Mr. George Moore introduced Adam Davey from VonLehman, & Company, Inc. who presented the FY 2014 draft Audit Report. **MOTION:** Dr. Richard Schuck moved to forward the FY 2014 draft Audit Report to the District Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously. Discussion ensued on creating a more formal reserves policy.
- b) **Building Committee** – Chair Dr. Jonathan Rich reported the committee met on October 14, 2014 and after discussion with staff on benefits of consolidating district-wide staff/services into one location, the committee feels there is enough potential benefit to explore the concept further. Committee is currently gathering information on potential sites.
- c) **Legal Counsel** – Mr. Louis Kelly gave an update on the last pending litigation case. He reported that they have also been working with the Department on developing legal documents for Ebola quarantine and isolation. Discussion ensued.
- d) **Financial** – Mr. George Moore presented the financial report. Discussion ensued. **MOTION:** Dr. Richard Schuck moved to accept Financial Report as presented and forward to District Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously.
- e) **Director of Health** – Dr. Lynne Saddler gave a progress report on her FY 2015 Goals, which included updates on the implementation of the Heroin Response Plan, the community health assessment and community health improvement plan, and the staff satisfaction survey. She shared that the presentation on the Board size amendment to the House Health and Welfare Committee has been moved to November 19 and provided a report on the implementation of the strategic plan. She gave an update on the clinical services division including Humana Vitality risk assessments, Same Day Scheduling in the clinics, and Kynector funding, and that funding for the Hepatitis C testing program had ended. She introduced Steve Divine, Director of Environmental Health and Safety who gave an update on the continued preparations for Ebola. Lastly, she shared information from the data that the Health Department has gathered related to smoke free environments, indicating that the Population Health Committee would be presenting this information in the future. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to accept the District Director of Health report as presented. Ms. Pat Dressman seconded. Motion carried unanimously.
- f) **Personnel Board Report** – Dr. Saddler reported the Personnel Board met on October 14, 2014 and summarized the report. The Personnel Board recommended the approval of Personnel Board Member, Charlotte Laird. Dr. Saddler reported the next Personnel Board meeting is scheduled for January 13, 2015. **MOTION:** Ms. Pat Dressman moved to accept the Personnel Board Report as presented. Dr. Richard Schuck seconded. Motion carried

unanimously. **MOTION:** Dr. Charles Kenner moved to approve the appointment of Charlotte Laird to the Personnel Board. Mr. Jeff Earlywine seconded. Motion carried unanimously.

REVIEW/APPROVAL OF DECEMBER 10, 2014 DISTRICT BOARD OF HEALTH

AGENDA– Chair Dr. Jonathan Rich reported a board member requested an item to be placed on the December 10, 2014 District Board of Health agenda, which was a proposal to evaluate educational and clinical programs in the areas of reproductive hormones, procedures, and lifestyles related to increased risk of breast cancer. Dr. Saddler gave an overview of the Title X Family Planning program. Discussion ensued. Dr. Saddler explained the Board’s Information & Education Committee reviews and approves all the educational materials used with clients and recommended that this request be forwarded to this Committee for review with recommendations to come back to the Executive Committee regarding the request. **MOTION:** Dr. Richard Schuck moved to send this request to the Information and Education Committee for review and with recommendations to come back to the Executive Committee regarding the request. Dr. Charles Kenner seconded. Motion carried unanimously. Discussion ensued. Dr. James Noll gave background information on the reasoning for his request and stated he would like to be invited to the Committee meeting that will cover this topic. Chair Dr. Jonathan Rich thanked Dr. Noll for his input. **MOTION:** Dr. Julie Metzger Aubuchon moved to approve the December 10, 2014 District Board of Health Agenda. Dr. Charles Kenner seconded. Motion carried unanimously.

CLOSED SESSION

There was no need for a closed session.

OTHER

No other business to come before the Committee.

NEXT EXECUTIVE COMMITTEE MEETING


Wednesday, February 11, 2015 at 6:00 PM.

ADJOURNMENT

MOTION: With no further business to come before the Executive Committee, Dr. Charles Kenner moved to adjourn the Executive Committee meeting. Ms. Pat Dressman seconded. Motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully submitted,


Jonathan Rich, DMD,
NKIDBOH Chair


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