



**NORTHERN KENTUCKY
INDEPENDENT DISTRICT
HEALTH DEPARTMENT**



**NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE MEETING**

Mayor Chris Reinersman, Chair
Wednesday, November 9, 2016, 6:00 PM
610 Medical Village Drive, Edgewood, KY 41017

MINUTES

MEMBERS PRESENT

Mayor Chris Reinersman, Chair
Jeff Earlywine (Designee for JE Moore)
Charles Kenner, DMD
Scott Kimmich (Designee for JE Wood)
Tony Kramer, RN (Designee for Mayor Peluso)
John Muller (Designee for Mayor Haas)
JE Steve Pendery
Wm. Ford Threlkeld, II, MD

MEMBERS ABSENT

Eva Ballard
Julie Metzger Aubuchon, OD (Designee
for Mayor Whalen)
Wilbert Ziegler (Designee for JE
Knochelmann)

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Rose Croley, District Secretary
Steve Divine, Director of Environmental Health & Safety
Emily Gresham Wherle, PI Administrator
George A. Moore, Director of Administration & Accounting
Stephanie Vogel, Director of Population Health
Mary Ann Stewart, Attorney
John deGraaf, CT Consultants
Mark Brueggemann, CT Consultants
Emir Hodzic, VonLehman & Company, Inc.

WELCOME / CALL TO ORDER

Mayor Chris Reinersman, Chair, noted a quorum was present, welcomed everyone and called the meeting to order at 6:05 PM.

APPROVAL OF NOVEMBER 9, 2016 PROPOSED AGENDA

Mayor Chris Reinersman, Chair, presented the November 9, 2016 Proposed Agenda for approval. Dr. Saddler asked if an item could be added after VI.b.1. titled "Update on Building/Design Build RFP". **MOTION:** Dr. Charles Kenner moved to accept the November 9, 2016 Proposed Agenda amending the agenda by adding item VI.b.2. titled "Update on Building/Design Build". Mr. Tony Kramer seconded. Motion carried unanimously.

APPROVAL OF OCTOBER 12, 2016 PROPOSED MINUTES

Mayor Chris Reinersman, Chair, presented the October 12, 2016 Proposed Minutes for approval.

MOTION: Mr. Jeff Earlywine moved to accept the October 12, 2016 Proposed Minutes as presented. Mr. Scott Kimmich seconded. Motion carried unanimously.

OLD BUSINESS

There was no old business to bring before the Executive Committee.

REPORTS

- a) **Finance & Audit Committee** – Mayor Chris Reinersman, Chair, reported the committee met on October 19, 2016 at which time they accepted the Audit Report and forwarded to the Executive Committee for approval. Mr. George Moore gave a brief summary and introduced Mr. Emir Hodzic with VonLehman & Company, Inc., who summarized the Audit Report. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to accept the FY 2016 Audit and forward on to the District Board of Health for approval. Mr. Jeff Earlywine seconded. Motion carried unanimously.

- b) **Building Committee** – Mr. Scott Kimmich, Building Committee Chair, reported the committee met on October 20, 2016 and reviewed the RFP for existing buildings and design/build projects. He reported the Boone County Health Center (BCHC) site has been added as an option and reported that Judge Executive Kris Knochelmann has expressed interest in co-locating in the county's proposed new Administration Center in Covington (with discussion of possibly moving the Kenton County Health Center there as well) dependent on cost. Mr. Kimmich then introduced CT Consultants. Mr. John deGraaf reported they received the approval from the Executive Committee on October 12, 2016 to proceed with the building design in order to refine the construction cost estimate. He reported they are providing their design plans to the Miller-Valentine Group, who will work up a more detailed estimate. He said that for the December 14, 2016 District Board of Health meeting, they will have a Power Point presentation to show the Board members the design and Mr. Dave Suttles with Miller -Valentine Group will join the meeting to present the more detailed cost estimate. Mr. John Brueggemann said they looked at the other option site, the BCHC site. Their preliminary view is that the space is much smaller with surface parking, stating the 2 story building could fit but would be tight, and would require the existing clinic to be demolished. Mr. Brueggemann passed around a GIS map of a preliminary box drawing for members to view. Mr. George Moore gave a status update of the RFP, which closes on November 18, 2016 and was mailed to a total of 23 contacts. Mr. Kimmich reported the next Building Committee meeting is scheduled for November 28, 2016 at 4:00 PM.

- c) **Legal Counsel** – Ms. Mary Ann Stewart reported that on October 27, 2016 she and Dr. Saddler met with the Mayor of Florence. They shared with the Mayor that the construction cost estimates are higher than expected, and the Board is needing to address this concern. The mayor is aware of the RFP for other properties. Ms. Stewart talked about the fill dirt issue estimate costing another \$100,000 to condition and compact to make the lot buildable. Florence countered that they are including the existing parking lot on the site at an estimated value of \$40,000 and the use of the regional storm water detention basin at an estimated value of \$70,000 in lieu of reducing the purchase price of the site or paying to address the soil issues. CT Consultants verified the estimated values of the parking lot and detention basin listed by Florence as materially accurate, however a regional detention basin is usually considered part of the normal appraised value as would the existing parking lot. Ms. Stewart also shared that Florence indicated that part of the parking lot referenced is included in the

lease that Florence has with the KY Department of Environmental Protection and that would have to be addressed. Discussion ensued. Ms. Stewart reminded Executive Committee members that we did receive an extension on the due diligence agreement through March 2017. All information will be presented to the District Board on December 14. Discussion ensued.

- d) **Financial** – Mr. George Moore summarized the Financial Report for the Three Months Ending September 30, 2016. Discussion ensued. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to accept the Financial Report as presented. Mr. John Muller seconded. Motion carried unanimously.

- e) **District Director of Health** – Dr. Lynne Saddler gave updates on the FY 2017 goals. She then gave status updates on Heroin Response activities. Dr. Saddler announced that the HIRT Annual Meeting will be held on December 12 at SETEC (previously known as the METS Center) and asked members to save the date and more information will follow. Dr. Saddler gave a summary on Division activities. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to accept the District Director of Health Report as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

- f) **Personnel Board Report** – Dr. Saddler reported the Personnel Board met on October 12, 2016 and discussed proposed changes to NKIDHD’s Guide to Personnel Policies and other administrative reviews. The next Personnel Board meeting is January 11, 2017, at 5:15 PM in the Lower Level Conference Room. **MOTION:** Mr. Tony Kramer moved to accept the Personnel Board Report as presented. Dr. Wm. Ford Threlkeld, II, seconded. Motion carried unanimously.

REVIEW/APPROVAL OF DECEMBER 14, 2016 DISTRICT BOARD OF HEALTH

AGENDA - Mayor Chris Reinersman, Chair, presented the December 14, 2016 District Board of Health Agenda. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to accept the December 14, 2016 District Board of Health Agenda as presented. Mr. Tony Kramer seconded. Motion carried unanimously.

CLOSED SESSION

There was no need for closed session.

OTHER

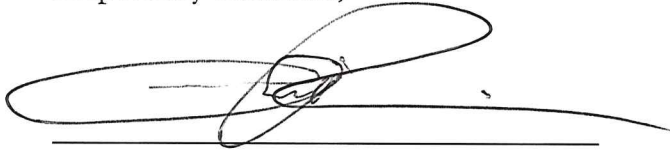
There was a request from a Committee member for an update on Local Boards of Health meetings in regards to their support in funding the building project. Dr. Saddler gave updates on Grant County and Campbell County Local Board of Health meetings. She explained that she and Mr. Moore were directed by the District Board to gauge support by Local Boards for financial support to pay debt services if we need to borrow money for the district building project. She reported that Grant County said they would support as long as the other Local Boards would do same. She reported that Campbell County by a 4 to 3 vote would not support funding. She reported that the Kenton County Local Board of Health meeting is scheduled for November 16, 2016 at 6:00 PM and the Boone County Local Board of Health meeting is scheduled for November 30, 2016 at 8:00 AM. Discussion ensued.

NEXT EXECUTIVE COMMITTEE MEETING

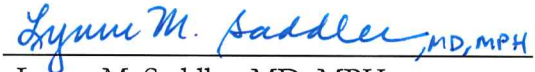
Wednesday, February 8, 2017, 6:00 PM.

ADJOURNMENT - **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to adjourn the Executive Committee meeting. Dr. Charles Kenner seconded. Motion carried unanimously. Meeting adjourned at 7:00 PM.

Respectfully submitted,



Chris Reinersman, Mayor of Independence,
NKIDBOH Chair



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