



**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**

Julie Metzger Aubuchon, OD, Chair
Wednesday, August 12, 2015, 6:00 PM.
610 Medical Village Drive, Edgewood, KY 41017

MINUTES

MEMBERS PRESENT

Julie Metzger Aubuchon, OD, Chair
Jeff Earlywine (Designee for JE Moore)
Charles Kenner, DMD
Scott Kimmich (Designee for JE Wood)
Jack Lenihan, DMD
Chris Reinersman, Mayor of Independence
Wm. Ford Threlkeld, II, MD
Wilbert Ziegler (Designee for JE Knochelmann)

MEMBERS ABSENT

Debbie Davis, RN
Pat Dressman (Designee for JE Pendery)
Tony Kramer (Designee for Mayor Peluso)

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Joseph Chiweshe, UK Preventive Medicine Resident
Rose Croley, District Secretary
Steve Divine, Director of Environmental Health & Safety
Karen Domaschko, HR Administrator
Tyson Hermes, Mayor of Erlanger
Jennifer Hunter, Director of Clinical Services
George A. Moore, Director of Administration & Accounting
Steve Pendery, Campbell County Judge Executive
Mary Ann Stewart, Attorney
Stephanie Vogel, Director of Population Health

WELCOME / CALL TO ORDER

Chair Dr. Julie Metzger Aubuchon welcomed every one, called the meeting to order at 6:00 PM, and introductions were made of the Executive Committee members and then the Health Department staff.

APPROVAL OF AUGUST 12, 2015 PROPOSED AGENDA

Chair Dr. Julie Metzger Aubuchon presented the August 12, 2015 Proposed Agenda for approval. Dr. Saddler requested one item be added to the agenda: under Item VI, c. add: 2. *Syringe Access Exchange Plan Report* from the Joint Committees Meeting of Clinical Services and Population Health with action required to possibly forward the plan to the District Board for approval. **MOTION:** Dr. Charles Kenner moved to accept the August 12, 2015 Proposed Agenda with the addition of: *Item 2. Syringe Access Exchange Plan Report under Item VI, c.* Dr. Wm. Ford Threlkeld seconded. Motion carried unanimously.

APPROVAL OF MAY 20, 2015 PROPOSED MINUTES

Chair Dr. Julie Metzger Aubuchon presented the May 20, 2015 Proposed Minutes for approval.

MOTION: Mr. Scott Kimmich moved to accept the May 20, 2015 Proposed Minutes as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

OLD BUSINESS

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

REPORTS

- a) **Legal Counsel** Ms. Mary Ann Stewart gave an update on the pension spiking hearing and explained what this was to the Executive Committee, reporting we have appealed and are awaiting decision from the hearing officer. Ms. Stewart, at Chair Julie Metzger Aubuchon's request, stated that she will provide training to all Board members at the September Board meeting on Open Records, Open Meetings and the Whistle Blower Act. Ms. Stewart gave an update on new financial disclosure requirements for Special Purpose Government Entities, explaining that she is working with the Kenton County attorney to clarify this and ensure that our Ethics Code is consistent with Kenton County's since the District's administration is based in Kenton County.
- b) **Financial** – Mr. George Moore summarized the FY 2015 Financial Report for the twelve months ending June 30, 2015. Discussion ensued. Mr. Moore then announced that Mr. Roy Cox is a new member of the Finance & Audit Committee. **MOTION:** Mr. Jeff Earlywine moved to accept the FY 2015 Financial Report as presented. Mr. Chris Reinersman seconded. Motion carried unanimously.
- c) **District Director of Health** – Dr. Lynne Saddler went over her proposed FY 2016 Goals which includes submitting agency strategic plan and community health improvement plan (CHIP) for approval by the District Board and begin implementation upon approval. Dr. Saddler gave updates on Heroin Response efforts and on each Division's activities. Discussion ensued. **MOTION:** Dr. Wm. Ford Threlkeld moved to accept the District Director of Health Report as presented. Dr. Charles Kenner seconded. Motion carried unanimously.
 - (1) FY 2015 Operational Report – Dr. Saddler pointed out that due to the timing of the financial close out, this report is not produced in time for the Executive Committee and therefore, the agenda item is for information only. The report will be included in the District Board packet for their review and approval at the September meeting.
 - (2) Syringe Access Exchange Plan Report – Dr. Saddler reported that Jennifer Hunter, Director of Clinical Services, and Stephanie Vogel, Director of Population Health, have co-chaired the team that drafted the program plan. Discussion ensued. Much discussion occurred regarding the progress that Louisville has made in moving closer to a 1:1 exchange in just three months. **MOTION:** Mr. Scott Kimmich moved to forward the Syringe Access Exchange Plan draft policy to the District Board for approval. Mr. Chris Reinersman seconded. Motion carried unanimously.
- d) **Personnel Board** – Dr. Saddler reported the Personnel Board met in July and welcomed new member Joe Shriver and welcomed back Sandy Delaney and Sarah Mortensen-Patton. Dr. Saddler summarized the Personnel Board report and confirmed the next Personnel Board meeting is October 6, 2015. **MOTION:** Mr. Jeff Earlywine moved to accept the Personnel

Board report as presented and forward to District Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously.

DISTRICT DIRECTOR OF HEALTH PERFORMANCE REVIEW – Chair Dr. Julie Metzger Aubuchon reported that she and Dr. Jonathan Rich (as District Board’s outgoing Chair) completed Dr. Saddler’s performance evaluation, using a guideline that lists 11 different areas of performance criteria and they report that Dr. Saddler has exceeded their expectations in all 11 areas and recommend a 2% merit pay increase retroactive back to July 1, 2015 (same date that the rest of the Health Department’s eligible staff received pay increase). **MOTION:** Dr. Charles Kenner moved to accept the recommendation of a 2% increase and to forward the recommendation to the District Board of Health for approval. Dr. Wm. Ford Threlkeld seconded. Motion carried unanimously. Dr. Saddler expressed her appreciation.

REVIEW/APPROVAL OF SEPTEMBER 9, 2015 DISTRICT BOARD OF HEALTH

AGENDA Chair Dr. Julie Metzger Aubuchon presented the September 9, 2015 District Board of Health Agenda. **MOTION:** Mr. Wilbert Ziegler moved to accept the September 9, 2015 District Board of Health Agenda with the addition of: 1. *Syringe Access Exchange Plan Report* under Item VIII. C. Population Health. Dr. Wm. Ford Threlkeld seconded. Motion carried unanimously.

CLOSED SESSION

There was no need to go into a closed session.

OTHER (Non-Action Items)

Chair Dr. Julie Metzger Aubuchon gave an update to the Executive Committee on the August 19, 2015 Building Committee meeting, reporting that a Heat Map has been developed to identify potential ideal areas to buy or build, and informed the committee that St. Elizabeth has expressed interest in the 610 Medical Village Drive facility which is currently appraised at \$1.9 million. She announced that the results of the August 19th meeting will be presented at the District Board of Health meeting in September. Discussion ensued.

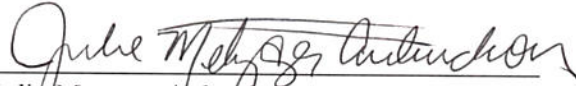
NEXT EXECUTIVE COMMITTEE MEETING


Wednesday, November 18, 2015, 6:00 PM.

ADJOURNMENT

MOTION: Dr. Charles Kenner moved to adjourn the Executive Committee meeting. Mr. Chris Reinersman seconded. Motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully submitted,


Julie Metzger Aubuchon, OD,
NKIDBOH Chair


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