



**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, August 13, 2014, 6:00 P.M.

610 Medical Village Drive, Edgewood, KY 41017

MINUTES

MEMBERS PRESENT

Jonathan Rich, DMD, Chair
Pat Dressman (Designee for Judge Pendery)
Charles Kenner, DMD
Tony Kramer, RN (Designee for Mayor Peluso)
Julie Metzger Aubuchon, OD
Wilbert Ziegler (Designee for Judge Arlinghaus)

MEMBERS ABSENT

Debbie Davis, BSN
Darrell Link, Judge Executive
Gary Moore, Judge Executive
Richard Schuck, OD
Wm. Ford Threlkeld, II, MD

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Rose Croley, District Secretary
Steve Divine, RS, Director of Environmental Health and Safety
Karen Domaschko, HR Administrator
George A. Moore, Director of Administration and Accounting
Claire Parsons, Attorney
Stephanie Vogel, Director Population Health

WELCOME / CALL TO ORDER

Chair Dr. Jonathan Rich welcomed every one and called the meeting to order at 6:10 PM.

APPROVAL OF AUGUST 13, 2014 PROPOSED AGENDA

Chair Dr. Jonathan Rich presented the August 13, 2014 proposed agenda for approval. Dr. Lynne Saddler requested one change: Item VI, d, 2. Remove "Action Required". **MOTION:** Ms. Pat Dressman moved to accept the August 13, 2014 with noted change. Dr. Charles Kenner seconded. Motion carried unanimously.

APPROVAL OF MAY 14, 2014 PROPOSED MINUTES

Chair Dr. Jonathan Rich presented the May 14, 2014 proposed minutes for approval. **MOTION:** Dr. Julie Metzger Aubuchon moved to accept the May 14, 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) **Legal Counsel** – Ms. Claire Parsons introduced herself and provided a status report on the one pending legal case involving the Health Department. Discussion ensued.
- b) **Financial** – Mr. George Moore presented the FY 2014 Financial Report, stating that we are still waiting on final numbers from the KY Department for Public Health in order to complete the official close out of the fiscal year. Discussion ensued. **MOTION:** Ms. Pat Dressman moved to accept the FY 2014 Financial Report as presented and forward to the District Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously.
- c) **District Director of Health** – Dr. Lynne Saddler provided updates on her FY 2015 goals, which include demonstrating progress in implementing the heroin impact response plan; developing our next community health assessment and community health improvement plan; conducting the staff satisfaction survey; conducting a Board development activity; and participating in Leadership NKY. She also shared NKY data from the Kentucky Health Issues poll, and provided highlights from each division. She noted that the opportunity to present the bill reducing the size and altering the composition of the Board to the House Health and Welfare Committee was changed from June to October. Dr. Rich and she will be planning on attending this meeting once the agenda is finalized. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to accept the District Director of Health report as presented. Ms. Pat Dressman seconded. Motion carried unanimously.

Dr. Saddler provided an overview of the facilities in which staff are based and shared the challenges of having staff providing district wide services scattered around multiple sites. She requested that the Board Chair appoint a Building Committee of 3 to 5 District Board of Health members to evaluate and make recommendations to the District Board of Health regarding consolidation of facilities and staff providing district wide. She noted that this will not impact the clinical services provided out of the health centers. Discussion ensued. **MOTION:** Dr. Julie Metzger Aubuchon moved to forward Dr. Saddler's Building Committee request to the District Board of Health for approval. Dr. Charles Kenner seconded. Motion carried unanimously.

- d) **Personnel Board Report** – Dr. Lynne Saddler reported the Personnel Board met on July 15, 2014 and discussed and adopted new rules and regulations which repeal the By-Laws previously adopted by the Personnel Board on 6/9/2005. She pointed out Article 2 Membership and the addition of 2 non-voting, ad hoc District Board of Health members to the Personnel Board to be appointed by the Chair of the District Board of Health. Dr. Saddler explained this is a good addition to have direct liaison with the Personnel Board and establishes better checks and balances. Dr. Saddler stated the Personnel Board meets 4 times per year. **MOTION:** Ms. Pat Dressman moved to accept the Personnel Board report as presented and forward to the District Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously.

Dr. Saddler then requested the approval of Personnel Board member, Vicki Crawford, HR Director for Sanitation District 1. **MOTION:** Dr. Charles Kenner moved to appoint Vicki Crawford to the Personnel Board and forward to the District Board for approval. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously.

DISTRICT DIRECTOR OF HEALTH PERFORMANCE REVIEW COMMITTEE – Dr. Jonathan Rich and Dr. Richard Schuck completed Dr. Saddler’s evaluation, reporting that she has exceeded their expectations and recommends a 2% merit pay increase retro back to the date the rest of the health department staff received a pay increase. Dr. Rich reported how pleased the District Board is of Dr. Saddler’s work. Dr. Saddler expressed her appreciation for the opportunity to serve the Board and the community. **MOTION:** Mr. Wilbert Ziegler moved to approve recommendation of 2% increase. Dr. Charles Kenner seconded. Motion carried unanimously.

REVIEW/APPROVAL OF SEPTEMBER 10, 2014 DISTRICT BOARD OF HEALTH AGENDA – Chair Dr. Jonathan Rich presented the proposed September 10, 2014 District Board of Health Agenda for approval (noting the deletion of “action required” under V1, d., 2). **MOTION:** Ms. Pat Dressman moved to approve the September 10, 2014 District Board of Health agenda with the change noted. Mr. Wilbert Ziegler 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, November 12, 2014.

ADJOURNMENT

MOTION: With no further business to come before the Executive Committee, Mr. Wilbert Ziegler moved to adjourn the Executive Committee meeting. Ms. Pat Dressman seconded. Motion carried unanimously. Meeting adjourned at 6:55 PM.

Respectfully submitted,


Jonathan Rich, DMD,
NKIDBOH Chair


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