

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

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, March 12, 2008, 6:30 p.m.

MINUTES

MEMBERS PRESENT

Kirk Kavanaugh, Chairman
Wilbert Ziegler, Vice Chairman
Richard E. Schuck, OD, Immediate Past Chairman
Dean Adams, MD
Carla Austin, RN
Gregory Bach, DVM
Brett Coldiron, MD
Jeff Earlywine (designee for Judge Moore)
Mary Enzweiler, RPh
Mary Lou Gastright (designee for Mayor Callery)
Linda Gray, RN
George Hall, MD
Stephen W. Hiltz, MD
Jennifer Ihrig, RPh
Charles Kenner, DMD
Tony Kramer, RN (designee for Mayor Guidugli)
Annette Lavender, RN
Michael Molony, DMD
Steve Pendery, Judge Executive
William Ken Rich, DMD
Daniel Sheridan, DMD
Ann Tayce, MD
Wm. Ford Threlkeld, II, MD

MEMBERS ABSENT

James Brewer
Thomas Bunnell, MD
Debbie Davis, RN
Ralph Drees, Judge Executive
Darrell L. Link, Judge Executive

STAFF/GUESTS PRESENT

Pat Dressman (Designee for Judge Pendery)
Steven R. Katkowsky, M.D., District Director of Health
Steve Divine, Director of Environmental Health & Safety
Emily Gresham Wherle, Public Health Information Manager
Jennifer Hunter, Director of Clinical Services
Laura Johnson, HANDS Transition Supervisor
Karen Y. McGarr, Executive Secretary
George A. Moore, II, Director of Administration & Accounting
Gerry Patten, Attorney
Debbie Wright, Clinic Manager
Margaret J. Clark
Becky Duke
Mary Ellen Meier
Susan Milinkovich
Judith B. VanGinkel

WELCOME

Chairman Mr. Kirk Kavanaugh welcomed everyone to the meeting. He introduced Dr. Steven Katkowsky, newly hired NKIDHD District Director of Health.

CALL TO ORDER

Chairman Mr. Kirk Kavanaugh noted a quorum was present and called the meeting to order at 6:30 p.m.

APPROVAL OF MARCH 12, 2008, PROPOSED AGENDA

Chairman Mr. Kirk Kavanaugh presented the March 12, 2008, proposed agenda for approval with a request to amend Item VI. a. i. to "Leadership Transition Update." Mr. Gerry Patten requested the Legal Update and Closed Session be removed. Discussion followed. **Motion:** Dr. Stephen Hiltz moved to approve the March 12, 2008, proposed agenda with the requested amendment. Dr. George Hall seconded. Motion carried unanimously to approve the March 12, 2008, proposed agenda as amended.

APPROVAL OF DECEMBER 12, 2007, PROPOSED MINUTES

Chairman Mr. Kirk Kavanaugh presented the December 12, 2007, proposed minutes for approval. **Motion:** Dr. Stephen Hiltz moved to approve the December 12, 2007, proposed minutes as presented. Dr. Richard Schuck seconded. Motion carried unanimously to approve the December 12, 2007, proposed minutes as presented.

OLD BUSINESS

There was no old business to conduct.

REPORTS

CHAIRMAN: Kirk Kavanaugh

Leadership Transition Update

Chairman Mr. Kirk Kavanaugh thanked Mr. George A. Moore, II, for serving in the capacity of Interim District Director of Health, thereby helping to create a seamless transition during the hiring process for the new District Director of Health. Mr. Wilbert Ziegler read the Board's Resolution of Appreciation aloud. **Motion:** Mr. Wilbert Ziegler moved that a copy of the Resolution be appended to the March 12, 2008, minutes. Dr. Stephen Hiltz seconded. Motion carried unanimously. Chairman Mr. Kirk Kavanaugh presented Mr. George A. Moore, II, with the framed original Resolution of Appreciation. Mr. George A. Moore, II, thanked the Board and Health Department staff for their confidence and support during his tenure as Interim District Director of Health.

Every Child Succeeds (ECS) Update

Ms. Judith Van Ginkle and Ms. Margaret Clark of ECS presented a program update. Discussion followed. Ms. Laura Johnson, HANDS Transition Supervisor at the Grant County Health Center presented a report (copy attached) on how the program is working in Grant County. Discussion followed. Chairman Kirk Kavanaugh thanked those who presented.

DISTRICT DIRECTOR OF HEALTH'S REPORT: Steven R. Katkowsky, M.D. Dr. Steven R. Katkowsky reported he has been with the Health Department for approximately 1-1/2 months and is increasingly pleased that he accepted the position. He reported the following:

- He is working to keep the Board and Staff informed and one way he is doing this is via his monthly update.
- He is working to assess the agency's needs in order to identify the reorganization needs.

- He has moved the Dental Sealant Program from the Clinical Services Division to the Community Health Promotion Division and Healthy Start from Community Health Promotion Division to the Clinical Services Division, noting that based on the services provided under these programs it is a better fit.
- He is reviewing the OCP committees and to date has disbanded the Board Relationship Committee and the Committee on Committees.
- He is working on health and wellness issues and strongly believes that the Health Department cannot be involved in political activism.
- The Health Department is awaiting budget instructions from Frankfort. The budget cuts are still up in the air, but it is being assumed that their will be cuts that effect the Department and preparations being made in anticipation of funding cuts. He will continue to keep the Board informed on this issue.
- He met with the University of Cincinnati Public Health Graduate Program staff.
- He is working to create a Northern Kentucky Public Health Institute.
- He is increasing our grant operations.
- He has been invited to attend Commissioner Hacker's senior staff meetings in Frankfort.

Contract Legislation Update (HB 311)

HB 311 is currently in the Health and Welfare Committee and there is nothing new to report on it. Discussion followed.

FINANCIAL REPORT: George A. Moore, II, Director of Administration and Accounting

Financial Report: Mr. George A. Moore, II, presented the March 12, 2008, Financial Report. He noted that we should break-even for Fiscal Year '08. Discussion followed. **Motion:** Mr. Wilbert Ziegler moved to accept the March 12, 2008, Financial Report as presented. Dr. Daniel Sheridan seconded. Motion carried unanimously to accept the March 12, 2008, Financial Report as presented.

PERSONNEL BOARD REPORT: Steven R. Katkowsky, M.D., District Director of Health

Dr. Steven Katkowsky presented the Personnel Board Report dated January 23, 2008. A brief discussion followed. **Motion:** Judge Steve Pendery moved to accept the January 23, 2008, Personnel Board Report as presented and the actions taken at the meeting. Ms. Mary Lou Gastright seconded. Motion carried unanimously to accept the January 23, 2008, Personnel Board Report as presented.

COMMITTEE REPORTS

Executive: Kirk Kavanaugh, Chairman

Mr. Kavanaugh reported the actions of the February 13, 2008, Executive Committee meeting as summarized in the yellow document. He noted that most of the items have been discussed in tonight's meeting. He asked for a motion to accept the report.

Motion: Dr. Richard Schuck moved to accept the February 13, 2008, Executive Committee meeting report and the actions taken at the meeting. Dr. Dan Sheridan seconded. Motion carried unanimously to accept the February 13, 2008, Executive Committee meeting report.

Diabetes: Thomas Bunnell, MD, Chairman

No report at this time.

I & E: Tony Kramer, Chairman

No report

By-Laws: Gerry Patten, Attorney

Mr. Patten stated that the By-laws amendments will be presented at the June District Board meeting as an action item. He asked that members having questions or concerns contact the By-laws Committee or him.

Resource: Kirk Kavanaugh, Chairman

Mr. Kavanaugh reported that this Committee is an offshoot of the Audit Review Committee. He questioned whether this Committee is still needed. He added that the Audit Committee is doing a great job.

Clinical Services: George Hall, M.D., Chairman

Dr. Hall reported the Committee met on March 4 where an STD update was presented and a lengthy discussion occurred regarding the immunization program. No action is required.

Community Health Promotion: Stephen W. Hiltz, M.D., Chairman

Dr. Stephen Hiltz reported that the Committee was following through with the Board approved recommendation to focus resources currently designated for sexual abstinence in schools on enhancing the sexual abstinence program with the Developmental Assets Model, which has been shown to be beneficial in reducing and postponing teen sexual involvement, alcohol/drugs/tobacco use, and violence.

Environmental Health & Safety: Wm. Ken Rich, D.M.D., Chairman

No report at this time.

Contract Review: Wilbert Ziegler, Attorney, Chairman

Mr. Ziegler noted that the Contract Review Committee is not a standing committee and was appointed to review the Health Department's professional service contracts. He presented the Contract Review Committee Report with the recommendations approved by the Executive Committee on February 13, 2008.

Board Policy on Contracts & Contracts to Re-bid Motion: Following the report Mr. Wilbert Ziegler moved to approve the Board Policy on Contracts (copy attached) and to do RFP's for the Contracts of Associated Management Systems, Inc; John Gerard Patten; Attorney; Community Yellow Cab; D.M.D.; Howard Gelbart, M.D.; Patricia Huller; & Barbara May. Mr. Jeff Earlywine seconded. Motion carried unanimously. It was noted that Wildcard Associates would not be bid out since their contract is dictated by the State; and, dental contracts with HealthPoint, Dr. Neely and Dr. Ross are not needed because the patient selects their provider not NKIDHD.

Staff Policy on Contracts: This item was presented for information only. It was noted that Staff will include the bolded language in order to be consistent with the District Board policy.

General Counsel Selection Committee

Mr. Ziegler deferred this item to Chairman Kirk Kavanaugh. Chairman Kirk Kavanaugh reported that in order to have this item ready to present at the June District Board meeting, the Executive Committee agreed that the process begin immediately. Chairman Kirk Kavanaugh created the General Counsel Selection Committee and appointed Mr. Wilbert Ziegler, Dr. Richard Schuck, Dr. Ken Rich, and himself as voting members and Dr. Steven Katkowsky as a non-voting member. He added that the RFP has been reviewed and finalized and is ready to advertise. RFP's must be received—not postmarked—by Noon on Friday, April 11, 2008. The Committee will need to meet to review the RFP's and select candidates to interview. The Committee will provide a formal report that includes their recommendation to the Executive Committee on May 14, 2008, and the District Board on June 11, 2008. **Motion:** Mr. Wilbert Ziegler moved to approve the General Counsel Selection process as outlined by Chairman Kirk Kavanaugh. Mr. Jeff Earlywine seconded. Motion carried unanimously. Chairman Mr. Kavanaugh thanked the committee members and Mr. Moore for their efforts with this task.

LOCAL BOARDS OF HEALTH REPORTS

Boone County: Charles Kenner, D.M.D., Chairman
No report. The Board will meet the first week of April.

Campbell County: Richard E. Schuck, O.D., Chairman
Dr. Schuck reported. The Board is looking at their funding of the Campbell County Medically Indigent Program and how best to use the monies. He stated that he is pleased to report the ground breaking ceremony was held for the new health center building. The project completion date is anticipated for October 2009.

Grant County: Wm. Ford Threlkeld, II, M.D., Chairman
No report. The GCLBH meeting was snowed out and rescheduled for April 11.

Kenton County: Stephen W. Hiltz, M.D., Chairman
No report. The Board will meet sometime in April.

OTHER

Chairman Kirk Kavanaugh presented the FY 2008 meeting schedule.

NEXT BOARD OF HEALTH MEETING

The next District Board meeting is scheduled for March 12, 2008.

ADJOURNMENT

Motion: Dr. Stephen Hiltz moved to adjourn. Dr. Dan Sheridan seconded. Motion carried unanimously to adjourn the meeting.

Respectfully submitted,

Kirk Kavanaugh, Chairman

Steven R. Katkowsky, M.D., Secretary