

NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH MEETING  
Lower Level Conference Room  
610 Medical Village Drive, Edgewood KY 41017  
Wednesday, June 13, 2007, 6:30 p.m.

MINUTES

MEMBERS PRESENT

Richard E. Schuck, OD, Vice Chairman  
Kirk Kavanaugh, Vice Chairman  
William Ford Threlkeld, II, MD, Immediate Past Chairman  
Carla Austin, RN  
James Brewer  
Thomas Bunnell, MD  
Debbie Davis, RN,  
Linda Gray, RN  
Mary Lou Gastright (designee for Mayor Callery)  
George Hall, MD  
Charles Kenner, DMD  
Scott Kimmich, Deputy Judge Executive (designee for Judge Drees)  
Tony Kramer, RN  
Annette Lavender, RN  
William Ken Rich, DMD  
Daniel Sheridan, DMD

MEMBERS ABSENT

Gregory Bach, DVM  
Stephen W. Hiltz, MD  
Jennifer Ihrig, RPh  
Darrell L. Link, Judge Executive  
Michael Molony, DMD  
Gary W. Moore, Judge Executive  
Jack Nie, RPh  
Steve Pendery, Judge Executive  
Thomas Shaughnessy, MD  
Ann Tayce, MD  
Sue Weber, RN  
Wilbert Ziegler, Attorney

STAFF/ GUESTS PRESENT

George A. Moore, II, Interim District Director of Health  
Steve Divine, Director Environmental Health & Safety  
Kathy Gavin, Director of Community Health Promotion  
Emily Gresham Wherle, Public Health Information Manager  
Jennifer Hunter, Director of Clinical Services  
Karen Y. McGarr, Executive Secretary  
Gerry Patten, Attorney  
Mary Burch

WELCOME

Chairman Dr. Richard E. Schuck welcomed everyone to the meeting.

### **CALL TO ORDER**

Chairman Dr. Richard E. Schuck noted a quorum was present and called the meeting to order at 6:33 p.m.

### **APPROVAL OF PROPOSED AGENDA FOR JUNE 13, 2007**

Chairman Dr. Richard E. Schuck presented the proposed agenda. Discussion followed. **Motion:** Mr. Scott Kimmich moved to accept the June 13, 2007, proposed agenda with the following amendments: Item V. c. ii., strike text "and action required authorizing chairman to sign the audit contract on behalf of the Board"; Item VI., strike text "Note: the FY 2008 compensation Plan listed above under Item VIII is also part of the Personnel Board Report"; and Item IX. Closed Session, not needed for legal report from attorney use for discussion of salary increase for interim district director of health. Dr. Charles Kenner seconded. Motion carried unanimously to approve the June 13, 2007, proposed agenda as amended.

### **APPROVAL OF MARCH 28, 2007 PROPOSED MINUTES**

Chairman Dr. Richard E. Schuck presented the March 28, 2007, proposed minutes for approval. **Motion:** Dr. Thomas Bunnell moved to approve the March 28, 2007, minutes as presented. Mr. James Brewer seconded. Motion carried unanimously to approve the March 28, 2007, minutes as presented.

### **REPORTS**

#### **Chairman**

Dr. Richard E. Schuck reported on the meeting with Board members, HD staff, Dr. Steve Davis, Ms. Melissa Royce, and Mr. Gary Grubbs regarding the county local boards' funding of county specific projects. He stated that Dr. Davis has sent us a letter outlining the State's approval for the county local boards' to continue funding of local projects as in the past. **Action Step:** Mr. George Moore will send copies of Dr. Davis's letter to District Board members.

#### **District Director of Health**

##### **General Update:**

Mr. George A. Moore, II, reported the Personnel Board has suggested doing a follow-up survey similar to the one conducted by METS. Best Places to Work in Kentucky would conduct this survey at a cost of \$1,000. Mr. Moore noted that Item "V. b. ii. Local Board of Health Approved Contracts" was presented by Dr. Schuck and therefore he will not be giving a report on this item.

#### **Financial**

Mr. George A. Moore, II, presented the June 13, 2007, Financial Report, noting the Health Department should break even by year's end. Discussion followed Mr. Moore's report. **Motion:** Dr. Charles Kenner moved to accept the June 13, 2007, Financial Report as presented. Mr. James Brewer seconded. Motion carried unanimously to accept the June 13, 2007, Financial Report as presented.

##### **KACo Kentucky Advance Revenue Program (KARP)**

Mr. George A. Moore, II, gave an update on the KARP program, noting that the Executive Committee approved continuation in this program for FY 2008. Discussion followed. **Motion:** Mr. Scott Kimmich moved to ratify the action taken by the Executive Committee at its May 23, 2007 meeting to continue participating in KARP for FY 2008. Ms. Mary Lou Gastright seconded. Motion carried unanimously to ratify the Executive Committee's approval to continue to participate in KACo KARP for FY 2008.

##### **Audit Proposals**

Mr. George A. Moore, II, presented information on the two responses received to the audit RFP. Discussion followed. **Motion:** Mr. James Brewer moved to accept the proposal presented by Von Lehman & Co., Inc. Dr. George Hall seconded. Motion carried unanimously.

##### **FY2007 Program Plans, Budget, and Compensation Plan**

Mr. George A. Moore, II, presented the FY 2008 Program Plans, Budget, and Compensation Plan, noting that it included Executive Committee's recommended FY 2008 compensation plan of a 3 percent COLA increase and an average 2 percent one-time merit payment. **Motion:** Dr. Thomas Bunnell moved to approve the FY 2008 Program Plans, Budget, and Compensation Plan, including the FY 2008 compensation plan of a 3 percent Cost of Living Adjustment (COLA) increase and an average 2 percent one-time merit payment. Dr. Charles Kenner seconded. Discussion followed. Mr. Tony Kramer stated his position on the compensation package as it relates to the hiring of registered nurses. Noting that while he feels the 3 percent is good, he strongly believes that if the Department of Labor's current COLA is 3.85 percent that is what should be given. He strongly believes that we need to give the Department of Labor's current COLA rate of 3.85% to remain competitive. Discussion followed. **Motion:** Mr. Scott Kimmich moved to amend the current motion to approve a COLA of 3.85 percent with one-time employee merit increases of 1 percent; and a market study of salaries be conducted. Ms. Debbie Davis seconded. The amendment was accepted by Dr. Thomas Bunnell and Dr. Charles Kenner. Discussion regarding the budget occurred. The motion to approve the FY 2008 Program Plans, Budget, and Compensation Plan with a compensation package of 3.85 percent COLA plus a 1 percent one-time meritorious payment as appropriate; and a market study of salaries be conducted was approved unanimously. **Action Step:** Have a market study of salaries performed.

#### PERSONNEL BOARD

Mr. George A. Moore, II, presented the April 25, 2007, Personnel Board Report. Discussion followed. **Motion:** Mr. James Brewer moved to accept the April 25, 2007, Personnel Board Report as presented. Dr. George Hall seconded. Motion carried unanimously.

#### COMMITTEE REPORTS

**Executive:** Richard E. Schuck M.D., Chairman

Dr. Schuck reported on the activities of the Executive Committee's May 23, 2007, meeting, noting the committee approved the DDH Search Committee's recommendation to hire the Mercer Group to conduct the search for the new District Director of Health with their fees and expenses to include \$16,500 for the search fee, \$2,000 for advertising, and \$6,000 in other expenses for a total cost not-to-exceed \$24,500. They also reviewed and adjusted the FY 2008 compensation plan. Discussion followed. **Motion:** Mr. James Brewer moved to accept the Executive Committee Report as presented. Dr. George Hall seconded. Motion carried unanimously.

**District Director of Health Search Committee:** Richard E. Schuck M.D., Chairman

Dr. Schuck reported on the activities of the District Director of Health Search Committee's May 23, 2007, meeting. They interviewed two companies. They recommended hiring the Mercer Group. DDH candidates will be interviewed by Clark Wurzberger of the Mercer Group. Discussion followed. **Motion:** Mr. Scott Kimmich moved to accept the DDH Search Committee Report, thereby ratifying the Executive Committee's action at its May 23, 2007, meeting, to hire the Mercer Group. Dr. Charles Kenner seconded. Motion carried unanimously.

**Nominating:** Richard E. Schuck M.D., Chairman

Dr. Schuck presented the FY 2008 Executive Committee and District Board nominations as recommended by the Nominating Committee. **Motion:** Mr. James Brewer moved to close nominations and accept the nominations as presented. Dr. Charles Kenner seconded. Motion carried unanimously to appoint the

following members as the FY 2008 Executive Committee and FY 2008 District Board officers as shown:

#### Executive Committee Members

**Boone County:** Local Board Chairman Dr. Charles Kenner and Judge Executive Gary

Moore

**Campbell County:** Judge Executive Steve Pendery and Mayor Thomas Guidugli

**Grant County:** Dr. William Ken Rich and Dr. William Ford Threlkeld

**Kenton County:** Dr. Stephen Hiltz and Judge Executive Ralph Drees

### District Board Officers

**Chairman:** Kirk Kavanaugh (Boone County)

**Vice Chairman:** Wilbert Ziegler (Kenton County)

**Diabetes Education:** Thomas Bunnell, MD, Chairman

Dr. Thomas Bunnell presented the Diabetes Education Report. He congratulated Darlene Lageman, R.N., on her retirement on June 1, 2007, noting they are looking for her replacement. He extended the Committee's appreciation for her dedicated work with the Diabetes Education Program.

**I & E:** Tony Kramer, RN, Chairman

The committee has not met; therefore, a report was unavailable.

**By-Laws:** Gerry Patten

Mr. Gerry Patten presented the suggested by-laws change for approval. Mr. Kirk Kavanaugh objected to the by-laws change, stating that the document presented did not reflect what was approved at the February 25 meeting. Discussion followed. **Motion:** Mr. Scott Kimmich moved to table the item until further review. Mr. James Brewer seconded. Motion carried unanimously.

**Resource:** Kirk Kavanaugh, Chairman

Mr. Kirk Kavanaugh presented the Resource Committee Report. The main issue was the review of the audit proposals. They recommended the VonLehman & Co., Inc. be selected.

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

Ms. Kathy Gavin presented the CHP Report (copy attached).

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

At Chairman Dr. Rich's request, Mr. Steve Divine presented the EHS Report. The committee met May 16 and discussed the Eagle Creek Straight Pipe Abatement and Education Project funded by the 319 grant.

**Clinical:** George S. Hall, M.D., Chairman

The Committee met on June 5, 2007. They discussed several items, including a presentation on the HPV vaccine and the proposal of a media campaign to promote the availability of the HPV vaccine at the Health Department. Discussion followed Dr. Hall's report. **Action Step:** The Committee will present a written physician proposal to educate Board members so that they can make a more informed decision.

### **LOCAL BOARDS OF HEALTH REPORTS**

**Boone County:** Charles Kenner, D.M.D., Chairman

Dr. Charles Kenner reported on the BCLBH May 9, 2007 meeting.

**Campbell County:** Richard E. Schuck, O.D., Chairman

Dr. Richard Schuck reported the CCLBH will meet in June.

**Grant County:** Wm. Ford Threlkeld, II, M.D., Chairman

Dr. Ford Threlkeld, II, reported on the GCLBH's last meeting.

**Kenton County:** Stephen W. Hiltz, M.D., Chairman

No report was given.

**CLOSED SESSION**

The Board did not convene a closed session. Chairman Dr. Richard Schuck stated that the District Director of Health salary increase is approved separate from the FY compensation plan recommendation. He recommended that Mr. George Moore, II, Interim District Director of Health, receive the 3.85 percent COLA and a 1 percent one-time merit payment for FY 2008. Discussion followed. **Motion:** Mr. Kirk Kavanaugh moved to approve a compensation package of a 3.85 percent COLA and a 1 percent one-time merit payment for Mr. George A. Moore, II, Interim District Director of Health, for FY 2008. Mr. James Brewer seconded. Motion carried unanimously.

**OTHER**

Ms. Carla Austin suggested that Board materials be sent via e-mail to cut down on mailing costs. Discussion occurred. **Action Steps:** Board members will be polled to determine how they would like to receive materials.

**NEXT DISTRICT BOARD OF HEALTH MEETING**

The next District Board of Health meeting is scheduled for September 26, 2007 at 6:30 P.M. The non-business informational session is set for July 11, 2007; the topic is coordinated school health.

**ADJOURN**

**Motion:** Being no further business to come before the Board, Dr. George Hall moved to adjourn. Mr. James Brewer seconded. Motion carried unanimously to adjourn the meeting.

Respectfully submitted,

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Richard E. Schuck MD  
NKIDBH Chairman

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George A. Moore, II  
NKIDBH Secretary