



**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 MEETING**

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, June 20, 2012, 6:30 p.m.

MINUTES

MEMBERS PRESENT

Kirk Kavanaugh, JD, MSW, Chair
Dean Adams, MD
Amy Arlinghaus, RN
Brett Coldiron, MD
Debbie Davis, BSN, Attorney
Pat Dressman
Jeff Earlywine (designee for Judge Moore)
Angela Ervin, RN
Jordan Hsu, MD
Charles Kenner, DMD
Tony Kramer, RN (designee for Mayor Peluso)
Roberta Lehmkuhl, RN, BSN, MBA, PhD
Michael Molony, DMD
Daniel Sheridan, DMD
Emma Shipp, RN
Jerry Stricker (designee for Mayor Scheper)
Wm. Ford Threlkeld, II, MD
Suzanne Wendt
Michelle Wiest, Pharm.D.
Wilbert Ziegler (designee for Judge Arlinghaus)

MEMBERS ABSENT

Gregory Bach, DVM
Darrell L. Link, Judge Executive
Garry Neltner, DPM
Steve Pendery, Judge Executive
Kurt Pohlgeers, Vice Chair
Jonathan Rich, DMD, Immediate Past Chair
Brian Rickert, RPh
Richard E. Schuck, OD

STAFF/GUESTS PRESENT

Lynne Saddler, MD, MPH, District Director of Health
Steve Divine, RS, Director Environmental Health & Safety
Emily Gresham-Wherle, Public Information Administrator
Jennifer Langen, Attorney
George A. Moore, II, Director of Administration & Accounting
Julie Smith, Executive Secretary
Stephanie Vogel, Interim Health Promotion Administrator
Jennifer Hunter, Director of Clinical Services
Tara Knipper, M.D.

WELCOME/CALL TO ORDER

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

APPROVAL OF JUNE 20, 2012 PROPOSED AGENDA

Chair Mr. Kirk Kavanaugh presented the June 20, 2012, proposed agenda for approval. **Motion:** Mr. Jerry Stricker moved to approve the proposed agenda. Ms. Emma Shipp seconded. Motion carried unanimously.

APPROVAL OF MARCH 7, 2012, PROPOSED MINUTES

Chair Mr. Kirk Kavanaugh presented the March 7, 2012, proposed minutes for approval. Mr. Kavanaugh suggested changing “due to the economy” under Old Business to “due to the Health District’s budgetary challenges”. **Motion:** Dr. Dean Adams moved to approve the March 7, 2012 proposed minutes with suggested changes. Mr. Tony Kramer seconded. Motion carried unanimously.

OLD BUSINESS

No Old Business.

REPORTS

Legal Counsel --- Jennifer Langen, Attorney

No report

Financial — George A. Moore, II, Director of Administration & Accounting

Mr. George Moore presented the Financial Report. We are projected to finish the year within budget. He reported that the Medicaid Managed Care Organization payments to the health department are behind, but have begun trickling in. We have received payments from all three medical and three dental Managed Care Organizations. Discussion ensued. **Motion:** Mr. Will Ziegler moved to accept the financial report as presented. Mr. Jerry Stricker seconded. Motion carried unanimously.

Resources Committee---Kirk Kavanaugh, Chair

Mr. Kirk Kavanaugh reported that the Resources Committee met on March 16, 2012. The four county's representatives were Mr. Kirk Kavanaugh from Boone County, Mr. Kurt Pohlgeers from Kenton County, Dr. Jonathan Rich from Grant County, and Dr. Richard Schuck from Campbell County. There were three motions presented and approved by the Resources Committee:

- 1) The Committee endorsed Dr. Saddler's Tier I & II Expense Reductions/Revenue Producing Recommendations and recommended these measures be implemented. Dr. Saddler spoke regarding the changes that would take place. Discussion followed. **Motion:** Mr. Jerry Stricker moved to endorse Tier I & II recommendations. Dr. Charles Kenner seconded. Motion carried unanimously.
- 2) No funding of special projects in FY 2013. **Motion:** Mr. Will Ziegler moved to approve no funding of special projects in FY 2013. Ms. Pat Dressman seconded. The motion carried unanimously.
- 3) A one-time lump sum merit payment was approved for eligible merit system employees. This was presented and discussed further in the agenda.

District Director of Health—Lynne M. Saddler, MD, MPH

Dr. Saddler reported that she recently had the opportunity to participate in a lunch meeting with Dr. Tom Frieden, Director of the Centers for Disease Control and Prevention at a conference in Lexington. She spoke about the Kentucky Department for Public Health Video presentation by Dr. Steve Davis, Acting Commissioner on June 12 regarding the state of public health in Kentucky. Dr. Saddler gave an update regarding the timeframes for the Request for Proposals process from benefits broker, Sherrill Morgan. She also gave an update on the accreditation process, reporting that all documentation was submitted to the national Public Health Accreditation Board. We are waiting to hear when a site visit will be scheduled. This is anticipated in late summer or early fall. The Board will be notified when this site visit is to take place. Dr. Saddler stated that we have begun receiving reimbursement from Medicaid Managed Care Organizations although there are still some statewide issues. Dr. Saddler reported on the Health Department's response to the March 2012 tornadoes which included preventing foodborne outbreaks and administering tetanus immunizations. The Northern Kentucky Health Department received two awards from the state in recognition of the health department's efforts, one from the Acting Commissioner and one from the Preparedness Division. The Environmental Health and Safety Committee requested that the names of all those who participated in the tornado response be recognized and read into the record. Dr. Saddler read the names as follows: Steve Divine, Emily Gresham-Wherle, Justin Hancock, Lisa Heck, Jennifer Hunter, Gerald Johnson, Sheila Kidwell, Kenny Kinsella, Sally Koester, Susan Landers, Amanda Linville, Ashley McCandless, George Moore, Stacy New, James Newman, Tony Powell, Kelly Ray, Joyce Rice, Lynne Saddler, Laura Strevels, Ted Talley, and Debbie Wright. Mr. Kirk Kavanaugh relayed the Board's appreciation to those who participated in the tornado response. Dr. Saddler then spoke about the annual report of reportable infectious diseases compiled by the Epidemiology program. So far this year we have not experienced a Shigella or Cryptosporidium outbreak like that which took place last year. This may be due to the proactive approach taken by the Health Department providing information on preventing recreational water illnesses to child care centers, schools, pool operators and the general public. Rates of syphilis have been increasing in both Northern Kentucky and Ohio and the Health Department is working with St. Elizabeth and the health departments and hospitals in southwest Ohio on a regional response. Dr.

Saddler also reported that pertussis is on the rise in Kentucky. Dr. Saddler stated that the first Oral Health Task Force meeting took place on May 23, 2012. It was well attended. A Planning Committee meeting is scheduled for June 29. Dr. Saddler stated that the Centers for Disease Control and Prevention have assigned to us a Public Health Associate for two years at no cost to us. This associate will begin in August and will work with Epidemiology and Environmental Health & Safety. The Board would like to meet this associate at the September Board meeting. **Motion:** Dr. Dean Adams moved to approve the District Director of Health report as presented. Dr. Brett Coldiron seconded. Motion carried unanimously.

One-Time Meritorious Lump-sum Payment—Jennifer Langen, Attorney

Ms. Langen discussed the resolution for a one-time merit lump-sum payment for eligible merit system employees and the District Director of Health. This would be a payment of 1% of an eligible employee's salary not to exceed \$1000.00. Discussion followed. Mr. Jerry Stricker asked that the word increase be changed to payment in the resolution. **Motion:** Mr. Jerry Stricker moved to approve the lump-sum payment as corrected. Dr. Charles Kenner seconded. Motion carried unanimously.

FY 2013 Budget Proposal/Program Implementation Plan--- Lynne M. Saddler, MD, MPH, District Director of Health

Dr. Saddler presented the Budget Proposal/Program Implementation Plan. Discussion Followed. **Motion:** Mr. Jerry Stricker moved to approve the budget proposal as presented. Mr. Will Ziegler seconded. Motion carried unanimously. **Motion:** Dr. Daniel Sheridan moved to approve the Program Implementation Plan as presented. Ms. Pat Dressman seconded. Motion carried unanimously.

Board Meeting Venue---At the directive of the Board, the Executive Committee at their May 2012 meeting reviewed larger sites for the District Board meetings due to the increase of Board members to 32 starting July 1. The Executive Committee recommended holding future District Board of Health meetings at the Northern Kentucky Area Development District (NKADD) starting in September 2012. **Motion:** Mr. Tony Kramer moved to approve NKADD as the future meeting place for District Board of Health meetings. Mr. Jerry Stricker seconded. Motion carried unanimously.

Benefits Proposal--- Dr. Saddler reported that the development of the Request for Proposals for employee benefits is moving forward with the health department's benefit broker, Sherrill Morgan. She noted the timeframes for proposals to be submitted would be October/November. Due to this timeframe and in order for benefits to go into effect on January 1, 2013, Dr. Saddler requested that the District Board delegate authority for the decisions regarding health benefits plans to be made by the Executive Committee at their meeting in November 2012. **Motion:** Mr. Jerry Stricker moved to accept the one time recommendation that the District Board delegate authority to the Executive Committee to make this decision at their November meeting. Dr. Dean Adams seconded. Motion carried unanimously.

Personnel Board Report--- Lynne M. Saddler, MD, MPH, District Director of Health

Dr. Saddler reported that the Personnel Board met on April 24, 2012. The main agenda item discussed was the development of proposed templates for class specifications, job descriptions and the Performance Evaluation tool. The next Personnel Board meetings are scheduled for July 10 and October 9, 2012.

Motion: Dr. Dean Adams moved to accept the Personnel Board Report as presented. Ms. Angela Ervin seconded. Motion carried unanimously

COMMITTEE REPORTS

Nominating: Kirk Kavanaugh, Chair

Mr. Kirk Kavanaugh reported. He presented the slate of officers and Executive Committee members nominated by the Nominating Committee for FY 2013. Nominations for FY 2013 District Board Officers are **Chair:** Mr. Kurt Pohlgeers. **Vice Chair:** Dr. Richard Schuck. Nominations for FY 2013 Executive Committee are **Chair:** Mr. Kurt Pohlgeers. **Vice Chair:** Dr. Richard Schuck. **Immediate Past Chair:** Mr. Kirk Kavanaugh. **Boone County:** Judge Gary Moore and Dr. Charles Kenner. **Campbell County:** Judge Steven Pendery and Mayor Jerry Peluso. **Grant County:** Judge Darrell Link and Dr. William Ford Threlkeld. **Kenton County:** Judge Steve Arlinghaus and Debbie Davis. **Motion:** Ms. Suzanne Wendt moved to accept the nominations as presented. Mr. Jerry Stricker seconded. Motion carried unanimously.

Clinical Services – Angela Ervin, Chair

There has not been a meeting since the last District Board meeting.

Diabetes Education – Thomas Bunnell, MD, Chair

Ms. Pat Dressman reported the Committee met on June 16 and reported on the Committee's recent meeting and activities.

Information & Education – Emma Shipp, RN, Chair

Ms. Emma Shipp reported that the Committee met on June 7 and reported on the Committee's recent meeting and activities.

Community Health Promotion: Daniel Sheridan, DMD, Chair

There has not been a meeting since the last District Board meeting.

Environmental Health & Safety (EH&S): Richard E. Schuck, OD, Chair

Mr. Steve Divine reported the Committee met on June 13 and reported on the Committee's recent meeting and activities.

LOCAL BOARDS OF HEALTH REPORTS

Boone County – Charles Kenner, DMD, Chair

The Board met on May 16, 2012. The tax rate was set at 1.9 cents per \$100 of property valuations with 1.8 cents per \$100 allocated to the District. Due to the results of the 2010 census, Boone County will receive

two additional seats on the District Board. Boone County achieved a 90% immunization rate for 2-year-olds.

Campbell County – Richard E. Schuck, OD, Chair

Ms. Pat Dressman reported the Board met on May 21, 2012. The tax rate was set at 2.1 cents per \$100 of property valuations with 1.8 cents per \$100 allocated to the District. The Board approved funding for the Medically Indigent Program through December.

Grant County – Wm. Ford Threlkeld, II, MD, Chair

The Board met on April 27, 2012. The tax rate was set at 2.8 cents per \$100 of property valuations with 1.8 cents per \$100 allocated to the District. The Board approved funding for Fitness for Life Around Grant County (FFLAG). The Board also approved funding for school based health programs in the Williamstown School District and approved funding for the Grant County School District's school health programs contingent upon the school districts adopting a tobacco-free campus by the start of the school year. The Board decided to meet again to further discuss the Ark Encounter project's TIF financing request. The meeting is scheduled for August 10, 2012

Kenton County – Debbie Davis, BSN, Chair

The Board met on May 23, 2012. The tax rate was set at 2.0 cents per \$100 of property valuations with 1.8 cents per \$100 allocated to the District. Kenton County had a clean audit. Debbie Davis will be stepping down as Chair and Lynn Shewmaker, OD, will be the new Chair.

CLOSED SESSION

Jennifer Langen requested the Board move into closed session. **Motion:** Dr. Dean Adams moved that the Board go into closed session. Mr. Jerry Stricker seconded. Motion carried unanimously. **Motion:** Ms. Pat Dressman moved that the Board end the closed session. Dr. Dean Adams seconded. Motion carried unanimously. No action was taken during the closed session.

RECOGNITION OF DISTRICT BOARD MEMBERS

Mr. Kirk Kavanaugh presented service awards to outgoing board members Ms. Emma Shipp who served two terms and Michael Molony, DMD who served three terms. Mr. Kavanaugh thanked them for their service and dedication to the Board and their community. Gregory Bach, DVM, who was absent, was also recognized for his three terms of service to the Board.

Dr. Lynne Saddler presented Mr. Kirk Kavanaugh, retiring chair, with his service award and thanked him for his time, commitment, and willingness to serve. Mr. Will Ziegler shared his appreciation for Mr. Kirk Kavanaugh's service to the Board as well. Mr. Kirk Kavanaugh expressed his thanks and appreciation for all the support.

OTHER

Mr. Kirk Kavanaugh announced that he would be accepting a new position in Cincinnati and that this would be his last Board meeting. The next Board meeting will be held on September 12, 2012 at NKADD.

ADJOURNMENT

Motion: With no further business to come before the Board, Dr. Charles Kenner moved to adjourn. Ms. Pat Dressman moved to adjourn. Mr. Jerry Striker seconded. Motion carried unanimously. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

Kirk Kavanaugh, JD, MSW
NKIDBH Chair

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