

NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH MEETING

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, June 21, 2006, 6:30 p.m.

MINUTES

MEMBERS PRESENT

William Ford Threlkeld, II, MD, Chairman
Charles F. Allnutt, MD
Carla Austin, RN
Barbara Black, RN (designee for Judge Drees)
James Brewer
Sue Cole, RN
Jeff Earlywine (designee for Judge Moore)
Mary Lou Gastright (designee for Mayor Callery)
George Hall, MD
Stephen W. Hiltz, MD
Jennifer Ihrig, RPh
Kirk Kavanaugh
Charles Kenner, DMD
Tony Kramer, RN
Darrell L. Link, Judge Executive
Steve Pendery, Judge Executive
William Ken Rich, DMD
Daniel Sheridan, DMD
Wilbert Ziegler, Attorney

MEMBERS ABSENT

Thomas Bunnell, MD, Immediate Past Chairman
Annette Lavender, RN
Jack Nie, RPh
Thomas Shaughnessy, MD
Richard E. Schuck, OD, Vice Chairman
Ann Tayce, MD

STAFF PRESENT

Gary E. Crum, Ph.D., District Director of Health
Rose Croley, Senior Clerk
Steve Divine, Director Environmental, Health & Safety
Kathy Gavin, Director of Community Health Promotion
Jennifer Hunter, Interim Director of Clinical Services
LeighAnn Luttrell, Senior Health Educator
Karen Y. McGarr, Executive Secretary
George A. Moore, II, Director of Administration and Accounting
Gerry Patten, Attorney
Mary Singler, Health Education Manager

STAFF/GUESTS PRESENT

Hazel Bentley

Carol Daniels
Becky Duke, Brighton Center
Chris Goddard, CEO, HealthPoint
Mary Ellen Meier, RN
Tina Smith

WELCOME

Chairman Dr. William Ford Threlkeld, II, welcomed everyone to the meeting.

CALL TO ORDER

Chairman Dr. William Ford Threlkeld, II, noted a quorum was present and called the meeting to order at 6:33 p.m.

APPROVAL OF PROPOSED AGENDA FOR JUNE 21, 2006

Chairman Dr. William Ford Threlkeld, II, presented the proposed agenda. **Motion:** Mr. Wilbert Ziegler moved to accept the June 21, 2006 proposed agenda as submitted. Dr. Charles Kenner requested that under the Boone County Local Board of Health Report that the HealthPoint Dental Van be added as an action item. Mr. Wilbert Zielger accepted Dr. Charles Kenner's amendment. Motion carried unanimously to approve the June 21, 2006 proposed agenda with the amendment that HealthPoint Dental Van be added as an action item under the Boone County Local Board of Health Report.

APPROVAL OF MARCH 29, 2006 PROPOSED MINUTES

Chairman Dr. William Ford Threlkeld, II, presented the March 29, 2006 proposed minutes for approval. **Motion:** Ms. Barbara Black moved to approve the March 29, 2006 minutes as presented. Mr. James Brewer seconded. Motion carried unanimously to approve the March 29, 2006 minutes as presented.

OLD BUSINESS

There was no old business to be brought before the Board.

REPORTS

Chairman

Dr. William Ford Threlkeld, II, Chairman, reported that Dr. Gary Crum received a commendable performance rating from the District Director of Health Review Committee. He presented the Committee's recommendation that Dr. Crum's salary increase be commensurate with what other NKIDHD staff receives for FY 2007. (Note: FY 2007 Compensation Plan is voted on under Agenda Item VII. c. i.) **Motion:** Judge Executive Darrell Link moved to accept the Chairman's Report as presented and to approve the District Director of Health Review Committee's recommendation that Dr. Gary Crum's FY 2007 salary increase be commensurate with what the other staff receives for FY 2007. Dr. George Hall seconded. Motion carried unanimously to accept the Chairman's Report as presented and to approve the District Director of Health Review Committee's recommendation that Dr. Gary Crum's FY 2007 pay increase be commensurate with the FY 2007 Compensation Plan approved for the other NKIDHD staff.

District Director of Health

General Update:

Gary E. Crum, PhD, District Director of Health

Electronic Interactive Board Survey – Dr. Crum mentioned that the orange packets members received this evening contained educational materials related to the results of the electronic Board Survey that was conducted at the March 29, 2006, District Board meeting. He added that presentations will be made at future meetings on the items contained in the packet, starting with bioterrorism.

Bulletin for our Boards – Dr. Crum reiterated the importance of the Board Bulletin as far as recapping the Health Department's activities.

Accreditation – Dr. Crum informed the Board that there is a national effort to accreditate local health departments. He added that the NKIDHD is well situated to be one of the first to become accredited.

Introductions – Dr. Crum introduced Mr. Jeff Earlywine who replaced Mr. James Parsons as Judge Gary Moore's designee. Dr. Crum introduced Rose Croley, Senior Clerk.

Draft Investment Policy:

Mr. George A. Moore, II, presented the Draft Investment Policy (copy attached) for approval. He noted that the policy just puts in writing what we are already doing as required by law. Discussion ensued regarding some questions that Mr. Wilbert Ziegler had about the policies. **Motion:** Mr. Wilbert Ziegler moved to approve the Draft Investment Policy as presented. Mr. James Brewer seconded. Motion carried unanimously to approve the Draft Investment Policy as presented by Mr. George A. Moore, II.

Draft Signatory Policy:

Mr. George A. Moore, II, presented the Draft Signatory Policy (copy attached). Discussion occurred regarding borrowing monies. Mr. Moore proposed that the District Board of Health Chairman, District Director of Health, and active Directors be designated as authorized check signers; and, that the District Board of Health Chair, District Director of Health, and the Director of Administration and Accounting be designated as authorized signers for borrowing/guarantee activities. **Motion:** Dr. Charles Kenner moved to approve the draft Signatory Policy as presented. Dr. Charles Allnut seconded. Motion carried unanimously to approve the draft Signatory Policy as presented designating the District Board of Health Chairman, District Director of Health, and active Directors be designated as authorized check signers; and, that the District Board of Health Chair, District Director of Health, and the Director of Administration and Accounting be designated as authorized signers for borrowing/guarantee activities.

Financial

Mr. George A. Moore, II, presented the Financial Report. Discussion followed Mr. Moore's report. Ms. Mary Lou Gastright requested Newborn Assessment Services be added to the agenda for the next board meeting. Discussion followed.

Motion: Judge Executive Darrell Link moved to accept the Financial Report as presented. Judge Executive Steve Pendery, seconded. Motion carried unanimously to accept the Financial Report as presented.

FY2007 Program Plans, Budget, and Compensation Plan

Mr. George A. Moore, II, presented the FY 2007 Program Plans, Budget, and Compensation Plan. Mr. Wilbert Ziegler asked that an additional column be added to next year's line item budget requests projecting the current Fiscal Year's actual expenses. **Motion:** Mr. James Brewer moved to accept the FY 2007 Program Plans, Budget, and Compensation Plan (2.89 COLa plus up to 2.11 meritorious increases as appropriate) as presented. Dr. Stephen Hiltz seconded. Motion carried unanimously to accept the FY 2007 Program Plans, Budget and Compensation Plan as submitted.

Kentucky Advanced Revenue Program (KARP)

Mr. George A. Moore, II, gave an update on the KARP program and requested that we continue in the program for FY 2007. **Motion:** Dr. Stephen Hiltz moved to accept the update as presented and that the Health Department continue to participate in KARP for FY 2007. Ms. Barbara Black seconded. Motion carried unanimously to continue to participate in KARP for FY2007.

COMMITTEE REPORTS

Executive: Dr. William Ford Threlkeld, II, MD, Chairman

Dr. Threlkeld reported on the activities of the Executive Committee's May 17, 2006 meeting.

Diabetes Education: Thomas Bunnell, MD, Chairman

No report.

I&E: Tony Kramer, RN, Chairman

Mr. Kramer stated that there was not a report of the I & E Committee this evening.

Nominating: Dr. William Ford Threlkeld, II, MD, Chairman

Dr. Threlkeld presented the FY 2007 Executive Committee and District Board nominations as recommended by the Nominating Committee, noting that Campbell County needs an additional representative on the Executive Committee.

Motion: Judge Executive Darrell Link moved to accept the following slate of officers for appointment:

Executive Committee Members

Boone County: Local Board Chairman Dr. Charles Kenner and Judge Executive Gary Moore
Campbell County: Local Board Chairman Dr. Richard Schuck and Judge Executive Steve Pendery
Grant County: Dr. William Ken Rich and Judge Executive Darrell Link (It was noted that Dr. William Ford Threlkeld would continue to serve as the Immediate Past Chairman.)
Kenton County: Dr. Stephen Hiltz and Judge Executive Ralph Drees; and,

District Board Officers

Vice Chairman: Kirk Kavanaugh (Boone County)

Chairman: Richard Schuck (Campbell County)

Dr. George Hall seconded. Motion carried unanimously to accept the following slate of officers for appointment for FY 2007.

Executive Committee Members

Boone County: Local Board Chairman Charles Kenner and Judge Executive Gary Moore

Campbell County: Local Board Chairman Richard Schuck and Judge Executive Steve Pendery

Grant County: Dr. William Ken Rich and Judge Executive Darrell Link (It was noted that Dr. William Ford Threlkeld would continue to serve as the Immediate Past Chairman.)

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

District Board Officers

Vice Chairman: Kirk Kavanaugh (Boone County)

Chairman: Richard Schuck (Campbell County)

It was noted that Judge Pendery will submit his nomination for the additional Campbell County representative for the Executive Committee at the next meeting.

Reorganization Sub-Committee: Mr. Kirk Kavanaugh reported on the Subcommittee's activities including looking at the expansion of the HANDS program. He added that the Subcommittee recommended that the District Board hold bi-monthly meetings. Discussion followed. **Motion:** Dr. George Hall moved to table the issue of bi-monthly meetings and refer it back to the Executive Committee for their review and have them report back to the full Board with a recommendation. Dr. Daniel Sheridan seconded. The motion carried with Mr. Kirk Kavanaugh and Dr. Charles Kenner opposing.

LOCAL BOARDS OF HEALTH REPORTS

Boone County: Mr. Charles Kenner, DMD, Chairman, gave report and asked that action be taken on funding \$100,000.00 towards the cost of HealthPoint's Dental Van which would also provide services to the elementary school students in Boone, Campbell and Kenton counties. Mr. Chris Goddard gave a report on the HealthPoint Dental Services Van proposal. Discussion ensued. **Motion:** Dr. George Hall moved that the Health Department fund \$100,000.00 to assist HealthPoint with the purchase of the Dental Van, noting that HealthPoint would be responsible for all costs associated with the van (i.e. maintenance, etc.). Ms. Jennifer Ihrig, RPh seconded. Motion carried unanimously with Mr. James Brewer abstained.

Campbell County: Judge Executive Steve Pendery reported on the building progress.

Grant County: Judge Executive Darrell Link reported that the Board is paying off the mortgage on the Grant County Health Center facility.

Kenton County: Dr. Stephen Hiltz, reported that the renovations to the new Kenton County Health Center have been completed and invitations were mailed for the July 9 Open House at the facility.

CLOSED SESSION

Motion: Mr. Tony Kramer, RN moved to go into closed session. Dr. Charles Kenner seconded.

Motion carried unanimously that the District Board go into closed session. **Motion:** Mr. James Brewer moved that the Board come out of closed session with no action to be taken. Mr. Wilbert Ziegler seconded.

OTHER

There were no additional items to come before the Board.

NEXT DISTRICT BOARD OF HEALTH MEETING

The next District Board of Health meeting is scheduled for September 13, 2006 at 6:30 P.M.

ADJOURN

Motion: Being no further business to come before the Board, Dr. Stephen Hiltz moved to adjourn. Mr. Tony Kramer, RN seconded. Motion carried unanimously to adjourn the meeting. The meeting adjourned at 9:00 P.M.

Respectfully submitted,

William Ford Threlkeld, II, MD
NKIDBH Chairman

Gary E. Crum, Ph.D.
NKIDBH Secretary