

NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH MEETING

Lower Level Conference Room

610 Medical Village Drive, Edgewood KY 41017

Wednesday, November 29, 2006, 6:30 p.m.

MINUTES

MEMBERS PRESENT

Richard E. Schuck, OD, Chairman
Kirk Kavanaugh, Vice Chairman
Carla Austin, RN
Thomas Bunnell, MD
Pat Dressman (designee for Judge Pendery)
Jeff Earlywine (designee for Judge Moore)
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
Daniel Sheridan, DMD
Sue Weber, RN
Wilbert Ziegler, Attorney

MEMBERS ABSENT

William Ford Threlkeld, II, MD, Immediate Past Chairman
Gregory Bach, DVM
Barbara Black, RN (designee for Judge Drees)
James Brewer
Irvin T. Callery, Mayor
Darrell L. Link, Judge Executive
Jack Nie, RPh
William Ken Rich, DMD
Thomas Shaughnessy, MD
Ann Tayce, MD

STAFF PRESENT

Gary E. Crum, Ph.D., District Director of Health
Steve Divine, Director of Environmental Health and Safety
Kathy Gavin, Director of Community Health Promotion
Emily Gresham Wherle, Public Information Manager
Jennifer Hunter, Interim Director of Clinical Services
Alan Kalos, Health Planning Administrator
George A. Moore, II, Director of Administration and Accounting
Gerry Patten, Attorney

GUESTS PRESENT

Hazel Bentley

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 6:30 p.m.

APPROVAL OF PROPOSED AGENDA FOR NOVEMBER 29, 2006

Chairman Dr. Richard E. Schuck presented the proposed agenda for approval. **Motion:** Mr. Wilbert Ziegler moved to accept the November 29, 2006 proposed agenda as presented. Mr. Kirk Kavanaugh seconded. Motion carried unanimously to approve the November 29, 2006 proposed agenda as presented.

APPROVAL OF SEPTEMBER 13, 2006 PROPOSED MINUTES

Chairman Dr. Richard E. Schuck presented the September 13, 2006 proposed minutes for approval. **Motion:** Mr. Jeff Earlywine moved to approve the September 13, 2006 minutes as presented. Ms. Carla Austin seconded. Motion carried unanimously to approve the September 13, 2006 minutes as presented.

OLD BUSINESS

Board Size—Dr. Gary Crum directed the Board's attention to a copy of the previously introduced legislation. He said this would reduce the Board size to approximately 18 members. Discussion occurred regarding how the county population would equate to the number of members appointed (i.e. Grant County population is less than 50,000 but would still get one member appointed). Chairman Richard Schuck referred the issue to the Executive Committee for review and a recommendation to the full Board.

REPORTS

Chairman

Auditor

Mr. George Moore introduced Mr. Adam Davey from Von Lehman & Company, Inc. Mr. Davey reviewed the report and explained key figures. He noted that there were no matters to be reported under *Federal Award Findings and Questioned Costs*. **Motion:** Dr. Stephen Hiltz moved to accept the Audit Report as presented. Dr. Charles Kenner seconded. The motion to accept the Audit Report as presented carried with Ms. Pat Dressman abstaining from the vote.

District Director of Health

General Update

Dr. Gary Crum reported that the quarterly *Board Bulletin* was recently mailed out and asked members to call him with any questions regarding the detailed reports on the staff's recent activities. He noted that the next District Board meeting will be a non-business meeting to present information on the Health Department's Bio-terrorism efforts. He noted that the Health Department recently participated in a mock distribution drill of the Strategic National Stockpile (SNS) for a terrorist biological attack scenario. Dr. Crum emphasized that the January meeting will prove to be very interesting to attend. He added that, "We don't expect it, but we will be ready if an event happens."

Financial

Mr. George A. Moore, II, stated that there were two corrections to the distributed Financial Report dated September 31, 2006. 1. Amend the date from September 31, 2006 to October 31, 2006. 2. Numbers should be in currency format but are not, noting the format will be corrected in the next report. Mr. Moore reported that 27 percent of the budget was spent as of October 31. **Motion:** Following discussion of Mr.

Moore's report, Dr. Stephen Hiltz moved to accept the Financial Report with Mr. George Moore's amendments. Dr. George Hall seconded. Motion carried unanimously to accept the Financial Report with Mr. George Moore's amendments.

Personnel Board

Dr. Gary E. Crum presented the Personnel Board Report dated November 29, 2006. He directed attention to the Recommended Changes of the report. He noted the major change was to add a definition and policy change for a "Partial Year Employee", noting that the Health Department does not have a means to accommodate for school-year or seasonal staff needs. Discussion followed. **Motion:** Dr. Thomas Bunnell moved to accept the report with the recommended changes as presented. Dr. Charles Kenner seconded. Motion carried unanimously to accept the Personnel Board Report with the recommended changes as presented.

COMMITTEE REPORTS

Executive: Richard E. Schuck, OD, Chairman

Dr. Schuck reported there was a joint meeting of the Executive and Planning and Project Review committees. He referred to the PPRC report which follows as a summary of the issues addressed by the Executive Committee also at the meeting.

PPRC: Richard E. Schuck, OD, Chairman

- a. **Prescription Drug Cards:** Mr. Kirk Kavanaugh presented information on the NACo (National Association of Counties) / KACo (Kentucky Association of Counties) Prescription Drug Discount Card. To date Boone, Grant, and Kenton counties have approved the distribution of these cards (sample was passed around the table). **Motion:** Dr. Stephen Hiltz moved that the Northern Kentucky Health Department provides for the distribution of the Prescription Drug Discount Cards at its county sites if requested by the Fiscal Courts to do so. Mr. Jeff Earlywine seconded. Motion carried unanimously that the Northern Kentucky Health Department's county sites serve as the distribution point for the Prescription Drug Discount Cards as requested.
- b. **Reorganization Sub-Committee:** Chairwoman Ms. Pat Dressman presented the Reorganization Sub-Committee report. The Subcommittee is reviewing several reorganization plans and may present their recommendations at the next Executive Committee meeting.

Diabetes Education: Thomas Bunnell, MD, Chairman

Dr. Thomas Bunnell reported that the Health Department received an award for diabetes education from the American Diabetes Association. Other discussions from the Committee involved the need for the Health Department to do a better job with follow-up for Diabetes.

I&E: Tony Kramer, RN, Chairman

Mr. Tony Kramer reported that the Committee had not met since the last District Board meeting. They plan to meet during the first quarter of 2007.

By-Laws: Gerry Patten, Attorney

Mr. Gerry Patten reported that the Committee is developing recommendations for changes that will be presented at the next business meeting of the District Board.

Resource: Kirk Kavanaugh, Chairman

Mr. Kirk Kavanaugh announced that the next meeting of the Resource Committee would be held at the Community Health Promotion Center on Grandview Drive so issues with the building could be examined in

person by Committee members. A report on District and County Reserve Funds was distributed. Mr. Kavanaugh reported that Mr. George A. Moore estimated that the Health Department is planning to spend \$500,000 to \$900,000 of the District Reserve Funds this year. If the approximately 15 vacant positions are filled, the amount will be closer to \$800,000. Mr. Kavanaugh suggested the Resource Committee develop a proposal for determining the amount of reserve funds available to be spent each year. Discussion occurred. **Motion:** Dr. Stephen Hiltz moved to request the Resource Committee develop a proposed policy for financial guidance and parameters for determining the amount of reserve funds available to be spent each year. This policy should be developed by the March 2007 District Board meeting. Mr. Wilbert Ziegler seconded. Motion carried unanimously. There was discussion related to the difference between determining the amount of reserve funds and how they would be spent. The Resource Committee would determine the amount and the PPRC would propose how the reserve funds would be spent. **Motion:** Dr. Stephen Hiltz moved to set the date of January 15 of each year as the deadline for submission of proposals for PPRC projects for the next fiscal year. Proposals would be analyzed and prioritized by staff using the 2004 criteria and recommendations submitted to the PPRC and/or local boards of health if applicable. The PPRC would make recommendations for project funding to the District Board prior to approval of the fiscal year budget. Dr. George Hall seconded. Motion carried unanimously.

Community Health Promotion: Stephen W. Hiltz, Chairman

Dr. Stephen Hiltz reported the Committee met on November 14, 2006. The next meeting is scheduled for January 10, 2007. The meeting's focus will be to review how Community Health Promotion programs are funded.

Environmental and Safety Committee: William Ken Rich, DMD, Chairman

Mr. Steve Divine reported that the Committee met on November 21, 2006. The meeting was an introductory, informational meeting.

Clinical Services: George S. Hall, MD, Chairman

Dr. George Hall reported that the Committee will hold its first meeting on December 5, 2006 at 6:00 p.m. at the Health Department's Medical Village Drive Lower Level Conference Room.

LOCAL BOARDS OF HEALTH REPORTS

Boone County: Charles Kenner, DMD, Chairman

Dr. Charles Kenner reported the BCLBH has not met since the last District meeting.

Campbell County: Richard E. Schuck, OD, Chairman

Ms. Pat Dressman reported the CCLBH has not met since the last District meeting. In response to a question, she confirmed that property had been purchased on Monmouth Street between 10th and 11th Streets for the new County Building and Health Department Clinic site.

Grant County: William Ford Threlkeld, II, MD, Chairman

No report at this time.

Kenton County: Stephen Hiltz, MD, Chairman

Dr. Stephen Hiltz reported the KCLBH has not met since the last District meeting.

CLOSED SESSION

Mr. Gerry Patten reported that there were two pending environmental cases and one possible new matter that could result in litigation. He requested a closed session to present information on the litigation.

Motion: Dr. Thomas Bunnell moved to go into closed session to discuss pending and possible litigation. Dr. George Hall seconded. Motion carried unanimously. **Motion:** Mr. Wilbert Ziegler moved that the Board come out of closed session and reconvene its regular session. Dr. George Hall seconded. It was

reported that no action was to be taken as a result of the closed session.

OTHER

There was no other business to come before the Board.

NEXT DISTRICT BOARD OF HEALTH MEETING

The next District Board of Health business meeting is scheduled for March 28, 2007 at 6:30 P.M. There will be a non-business informational only session of the District Board on January 31, 2007 at 6:30 P.M.

ADJOURN

Motion: Being no further business to come before the Board, Dr. Stephen Hiltz moved to adjourn. Ms. Sue Weber seconded. Motion carried unanimously to adjourn the meeting at 7:40 P.M.

Respectfully submitted,

Richard E. Schuck, O.D.
NKIDBH Chairman

Gary E. Crum, Ph.D.
NKIDBH Secretary