



**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
22 Spiral Drive, Florence, KY 41042
Wednesday, September 12, 2012, 6:30 p.m.**

MINUTES

MEMBERS PRESENT

Kurt Pohlgeers, Chair
Rosana Aydt, RPh
Charles Breen, MD
Lawrence Brennan, MD
Debbie Davis, BSN, Attorney
Pat Dressman (designee for Judge Steve Pendery)
Jeff Earlywine (designee for Judge Gary Moore)
Angela Ervin, RN
Charles Kenner, DMD
Tara Knipper, MD
Jay Middendorf, DVM
Garry Neltner, DPM
James Noll, DVM
Kevin Pfeiffer, DMD
Jonathan Rich, DMD
Brian Rickert, RPh
Daniel Sheridan, DMD
Lynn Shewmaker, OD
Jerry Stricker (designee for Mayor Chuck Scheper)
William Ford Threlkeld, II, MD
Suzanne Wendt
Michelle Wiest, PharmD
Wilbert Ziegler (designee for Judge Steve Arlinghaus)

MEMBERS ABSENT

Dean Adams, MD
Amy Arlinghaus, RN
Brett Coldiron, MD
Jordon Hsu, MD
Kirk Kavanaugh, Immediate Past Chair
Jerry Peluso, Mayor
Roberta Lehmkuhl, RN, BSN, MBA, PhD
Darrell Link, Judge Executive
Richard Schuck, OD, Vice Chair

STAFF/GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Sophia Black, CDC Public Health Associate
Rose Croley, Interim Executive Secretary
Steve Divine, RS, Director of Environmental Health & Safety
Emily Gresham Wherle, Public Information Administrator
Jennifer Hunter, Director of Clinical Services
Louise Kent, Planning Administrator
George A. Moore, Director of Administration & Accounting
Joyce Rice, Epidemiology Manager
MaryAnn Stewart, Attorney
Stephanie Vogel, Interim Health Promotion Administrator

WELCOME/CALL TO ORDER

Chair Mr. Kurt Pohlgeers noted a quorum was present and called the meeting to order at 6:33 p.m. Mr. Pohlgeers welcomed everyone and had members introduce themselves by name, county and profession.

APPROVAL OF SEPTEMBER 12, 2012, PROPOSED AGENDA

Chair Mr. Kurt Pohlgeers presented the September 12, 2012 proposed agenda for approval, noting one change: item V to be crossed off because Mr. Goddard was not able to attend the meeting. **Motion:** Ms. Pat Dressman moved to accept the September 12, 2012 proposed agenda with change noted. Mr. Jerry Stricker seconded. Motion carried unanimously.

APPROVAL OF JUNE 20, 2012, PROPOSED MINUTES

Chair Mr. Kurt Pohlgeers presented the June 20, 2012, proposed minutes for approval. **Motion:** Mr. Jerry Stricker moved to accept the June 20, 2012, proposed minutes, as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

OLD BUSINESS

No Old Business.

REPORTS

Legal Counsel --- Mary Ann Stewart, Attorney
Reserved report for closed session.

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

Mr. Moore presented the Financial Report. The audit field work is complete and we expect the draft audit report in one to two weeks. FY 2012 ended with the health department's revenues exceeding expenses by approximately \$283,000. Discussion ensued. **Motion:** Dr. Jonathan Rich moved to accept the financial report as presented. Mr. Jerry Stricker seconded. Motion carried unanimously.

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

Dr. Saddler introduced CDC Public Health Associate, Sophia Black, who is working in Epidemiology this year and will work in Environmental Health & Safety next year. Dr. Saddler then asked Senior Staff to introduce themselves and their positions to the Board. Dr. Saddler gave updates on:

9-28-12 Staff Development Day – Dr. Steve Davis, Acting Commissioner of the Kentucky Department for Public Health will be the keynote speaker and Chair, Kurt Pohlgeers, will provide a greeting to staff;
Benefits Broker – The Executive Committee will review the proposals at its next meeting (November 14,

2012) with the main decision being whether or not the department will stay with the state's insurance plans or switch insurance carriers; National Public Health Accreditation – We are still waiting for site visit to be scheduled; Dr. Saddler also provided information on our public health role with the Cincinnati/Hamilton County public health agencies in the World Choir Games; Communicable disease surveillance of whooping cough (pertussis), swine variant flu, and West Nile virus; the Adult Oral Health Task Force efforts, including preparing a plan for the Campbell County Local Board of Health to consider; and, the Department's application for a large federal Community Transformation Grant to reduce chronic diseases in northern Kentucky. Discussion ensued. **Motion:** Dr. Charles Kenner moved to accept the District Director of Health report as presented. Dr. Garry Neltner seconded. Motion carried unanimously.

Dr. Saddler presented the FY 2012 Report of Program Accomplishments, noting that the accomplishments were made possible by the combination of hard work from staff and partnerships within the community. Ms. Pat Dressman and Dr. Garry Neltner expressed their appreciation of Dr. Saddler and staff. **Motion:** Ms. Pat Dressman moved to accept the FY 2012 Report of Program Accomplishments as presented. Dr. Jay Middendorf seconded. Motion carried unanimously.

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

Dr. Saddler presented the Personnel Board report from their July 18, 2012 meeting. Dr. Saddler stated that per the resolution passed by the Board, a report of staff receiving a one time lump sum payment of 1% was provided to the Personnel Board. Dr. Saddler reported that the Personnel Board went over some minor changes of personnel policies and provided comments on templates for class specifications, job descriptions, and performance evaluations. Discussion ensued. **Motion:** Dr. Garry Neltner moved to approve the Personnel Board Report as presented. Dr. Brian Rickert seconded. Motion carried unanimously.

COMMITTEE REPORTS

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

Information & Education – Vacant, Chair

Dr. Lynne Saddler reported there has not been a meeting since the last District Board meeting and that the chair position is vacant.

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

LOCAL BOARDS OF HEALTH REPORTS

Boone County – Charles Kenner, DMD, Chair

No report.

Campbell County – Lawrence Brennan, MD, Chair

No report.

Grant County – William Ford Threlkeld, II, MD, Chair

No report.

Kenton County – Lynn Shewmaker, OD, Chair
No report.

CLOSED SESSION

Motion: Pursuant to KRS 61.810 (1)(c), Mr. Wilbert Ziegler moved to go into closed session. Ms. Angela Ervin seconded. Motion carried unanimously. **Motion:** Mr. Wilbert Ziegler moved to come out of closed session. Dr. Garry Neltner seconded. Motion carried unanimously. No action was taken in closed session.

OTHER

Mr. Jeff Earlywine stated he appreciates the staff for finding our new venue. Mr. Jerry Stricker suggested we send a thank you letter to the Northern Kentucky Area Development District (NKADD), for the use of their facility at no charge.

NEXT DISTRICT BOARD OF HEALTH MEETING:

Wednesday, December 12, 2012, 6:30 p.m. at NKADD, 22 Spiral Drive, Florence KY.

ADJOURNMENT

Motion: With no further business to come before the Board, Dr. Garry Neltner moved to adjourn. Ms. Suzanne Wendt seconded. Motion carried unanimously. Meeting adjourned at 7:49 PM.

Respectfully submitted,

Kurt Pohlgeers,
NKIDBH Chair

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