

**NORTHERN KENTUCKY INDEPENDENT DISTRICT
BOARD OF HEALTH MEETING**

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, September 14, 2011, 6:30 p.m.

MINUTES

MEMBERS PRESENT

Kirk Kavanaugh, JD, MSW, Chair
Kurt Pohlgeers, Vice Chair
Jonathan Rich, DMD, Immediate Past Chair
Dean Adams, MD
Amy Arlinghaus, RN
Gregory Bach, DVM
Pat Dressman
Jeff Earlywine (designee for Judge Moore)
Angela Ervin, RN
Charles Kenner, DMD
Tony Kramer, RN (designee for Mayor Peluso)
Garry Neltner, DPM
Steve Pendery, Judge Executive
Brian Rickert, RPh
Daniel Sheridan, DMD
Emma Shipp, RN
Jerry Stricker (designee for Mayor Bowman)
Wm. Ford Threlkeld, II, MD
Suzanne Wendt
Michelle Wiest, Pharm.D.
Wilbert Ziegler (designee for Judge Arlinghaus)

MEMBERS ABSENT

Brett Coldiron, MD
Debbie Davis, BSN, Attorney
Jordan Hsu, MD
Roberta Lehmkuhl, RN, BSN, MBA, PhD
Darrell L. Link, Judge Executive
Michael Molony, DMD
Richard E. Schuck, OD

STAFF/GUESTS PRESENT

Lynne Saddler, MD, MPH, District Director of Health
Steve Divine, RS, Director Environmental Health & Safety
Karen Domaschko, Human Resources Administrator
Emily Gresham-Wherle, Public Information Administrator
Jennifer Hunter, RN, MSN, Director of Clinical Services

Louise Kent, Planning Administrator
George Moore, Director of Administration & Accounting
Christopher Cunha, MD
Mary Ann Stewart, Attorney

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 SEPTEMBER 14, 2011, PROPOSED AGENDA

Chair Mr. Kirk Kavanaugh presented the September 14, 2011, proposed agenda for approval.

Motion: Ms. Pat Dressman moved to approve the proposed agenda. Dr. Charles Kenner seconded. Motion carried unanimously.

APPROVAL OF JUNE 22, 2011, PROPOSED MINUTES

Chair Mr. Kirk Kavanaugh presented the June 22, 2011, proposed minutes for approval.

Motion: Dr. Dean Adams moved to approve the June 22, 2011, proposed minutes as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

OLD BUSINESS

There was no old business to come before the Board.

REPORTS

Financial—George Moore, Director of Administration & Accounting

Mr. George Moore, presented the financial report for the entire 2011 fiscal year, noting the District finished the year with expenses exceeding revenues by about \$650,000. Discussion followed.

Motion: Mr. Jerry Stricker moved to accept the financial report as presented. Mr. Brian Rickert seconded. Motion carried unanimously.

Legal Counsel—Mary Ann Stewart, Esq.

Ms. Mary Ann Stewart reported on the impact of the 2010 census on the board composition noting the District Board of Health will become a 32 member board, two additional members for Boone and one additional member for Campbell, after the 2010 census data is certified.

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

Dr. Lynne Saddler recognized Dr. Christopher Cunha by presenting him with a plaque that thanked him for his dedication and efforts with school-based health centers in the community.

Dr. Lynne Saddler presented the Proposed Furlough Plan, which gives the District Director of Health the authority to institute furloughs as needed, noting that at this time no furloughs are recommended but staff will monitor the budget allocations closely in light of the current economy. Discussion followed.

Motion: Mr. Wilbert Ziegler moved to approve the Proposed Furlough Plan removing the words “for her/his home site” from item # 3 of the Furlough Procedures. Dr. Garry Neltner seconded. Motion carried unanimously.

Dr. Lynne Saddler presented the FY 2011 Program Accomplishments report. Discussion followed.

Motion: Dr. Charles Kenner moved to accept the FY 2011 Program Accomplishment report. Ms. Pat Dressman seconded. Motion carried unanimously.

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

Dr. Lynne Saddler presented the July 12, 2011 Personnel Board Report. Discussion followed.

Motion: Dr. Jonathon Rich moved to accept the July 12, 2011 Personnel Board report as presented. Ms. Emma Shipp seconded. Motion carried unanimously.

Dr. Lynne Saddler presented the proposed personnel policy changes. Discussion followed.

Motion: Dr. Charles Kenner moved to approve the personnel policies as presented. Dr. Dean Adams seconded. Motion carried unanimously.

COMMITTEE REPORTS

Diabetes Education -

No report.

I&E – Emma Shipp, RN, Chair

No report.

Clinical – Angela Ervin, RN, Chair

Due to time constraints, Debbie Davis has resigned as Chair and Angela Ervin, RN has agreed to serve as Chair.

Community Health Promotion – Daniel Sheridan, DMD, Chair

No report.

Environmental Health & Safety –

No report.

LOCAL BOARDS OF HEALTH REPORTS

Boone County – Charles Kenner, DMD, Chair

No report.

Campbell County –

No report.

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

No report.

Kenton County –

No report.

CLOSED SESSION

Motion: Pursuant to KRS 61.810 (1)(c) Mr. Jerry Stricker moved to go into closed session. Ms. Pat Dressman seconded. Motion carried unanimously.

Motion: Ms. Pat Dressman moved to come out of closed session. Mr. Jerry Stricker seconded. Motion carried unanimously. No action was taken in closed session.

OTHER

Chair Mr. Kirk Kavanaugh noted that he has created the District Director of Health Evaluation Committee made up of the NKIDBOH Chair, Vice-Chair and Immediate Past Chair to do the annual performance evaluation of Dr. Lynne Saddler, District Director of Health. The form used in 2009 is the same form that is being used for this evaluation. The Committee will meet in October, with a verbal presentation of the evaluation to be given at the November Executive Committee meeting and the December District Board of Health meeting. Chair Mr. Kirk Kavanaugh noted that Board members could email him comments if they wanted to provide input.

ADJOURNMENT

Motion: With no further business to come before the Board, Mr. Jerry Stricker moved to adjourn. Dr. Jonathon Rich seconded. Motion carried unanimously.

Respectfully submitted,

Kirk Kavanaugh, JD, MSW
NKIDBH Chair

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