

Northern Kentucky Independent District Board of Health
Executive Committee Meeting
Wednesday, November 12, 2008, 6:00 p.m.
Lower Level Conference Room, 610 Medical Village Drive, Edgewood, KY

MINUTES

MEMBERS PRESENT

Wilbert Ziegler, Chairman

William Ken Rich, D.M.D., Vice Chairman

Kirk Kavanaugh, Immediate Past Chairman

Charles Kenner, D.M.D.

Pat Dressman, (designee for Steve Pendery, Campbell County Judge Executive)

Jeff Earlywine (designee for Gary Moore, Boone County Judge Executive)

Tony Kramer, R.N. (designee for Thomas Guidugli, Mayor of Newport)

Scott Kimmich, (designee for Ralph Drees, Kenton County Judge Executive)

Wm. Ford Threlkeld, II, M.D.

MEMBERS ABSENT

Stephen W. Hiltz, M.D.

STAFF & GUESTS PRESENT

Steven R. Katkowsky, M.D., District Director of Health

Laura Strevels, Environmental Health Manager

Karen Domaschko, Human Resources Administrator

Kathy Gavin, Director of Community Health Promotion
Jennifer Hunter, Director of Clinical Services
Karen Y. McGarr, Executive Secretary
George A. Moore, II, Director of Administration and Accounting
Mary Ann Stewart, General Legal Counsel
Hazel Bentley
Carol Daniels

WELCOME

Chairman Wilbert Ziegler welcomed everyone to the meeting.

CALL TO ORDER

Chairman Wilbert Ziegler noted a quorum was present and called the meeting to order at 6:04 P.M.

APPROVAL OF NOVEMBER 12, 2008, EXECUTIVE COMMITTEE PROPOSED AGENDA

Chairman Wilbert Ziegler presented the November 12, 2008, proposed agenda for approval Ms. Pat Dressman moved to approve the November 12, 2008, proposed agenda for approval. Dr. Wm. Ken Rich seconded. The motion carried unanimously to approve the November 12, 2008, proposed agenda.

APPROVAL OF AUGUST 20, 2008, PROPOSED MINUTES

Chairman Wilbert Ziegler presented the August 20, 2008, proposed minutes for approval. **Motion:** Mr. Kirk Kavanaugh moved to approve the August 20, 2008, proposed minutes as presented. Mr. Tony Kramer seconded. Motion carried unanimously to approve the August 20, 2008, proposed minutes as presented.

OLD BUSINESS

There was no old business to be discussed.

LEGAL COUNSEL REPORT: Mary Ann Stewart, Esq.

Ms. Stewart reported:

- She is working with Dr. Katkowsky on entering into an agreement with Hamilton County, Ohio, to provide back-up emergency response assistance.
- Her office submitted an opinion letter to the State concerning regulations which may or may not apply to the Health Department. She is awaiting a response.
- She is drafting a local participation agreement relating to the Manhattan Harbour Project in Dayton, Kentucky and the TIF request. The Campbell

County Local Board of Health will be meeting to consider the request and agreement.

CHAIRMAN'S REPORT: Wilbert Ziegler

Chairman Mr. Will Ziegler asked Ms. Mary Ann Stewart to draft an amendment to the Boards' By-laws that would require incoming Board officers begin their term on July 1 after being elected. He noted that currently they [board officers] do not take office until the first meeting of a fiscal year, which can be as late as September.

Action Step: Ms. Stewart will prepare the draft and have ready for the next Executive Committee meeting.

Proposed Meeting Dates for FY 2009: Chairman Mr. Ziegler presented the proposed meeting dates for FY 2009. Discussion followed. **Motion:** Mr. Scott Kimmich moved to accept the proposed meeting schedule as presented. Ms. Pat Dressman seconded. Motion carried unanimously. The proposed dates will be presented to the District Board for approval.

Board Composition—Legislation to Reduce the Size of the District Board: Chairman Mr. Ziegler reported that the four county judge executives thought it appropriate to reintroduce the legislation to reduce the District Board's size during this legislative session. He noted that the only purpose to re-address this issue is for reasons of efficiency. Chairman Mr. Ziegler pointed out that if the bill passes it will effect a reduction of approximately 11 members, resulting in a 17 member Board as opposed to a 29 member board. Discussion followed. **Motion:** Ms. Pat Dressman moved that the Executive Committee recommend to the full Board that they support the legislation to amend the statute to allow the reduction of the Board's membership requirements. Mr. Scott Kimmich seconded. Motion carried to move this item and the Committee's recommendation forward to the full Board for approval.

DISTRICT DIRECTOR OF HEALTH'S REPORT: Steven R. Katkowsky, M.D., District Director of Health

General Organizational Update: Dr. Steven Katkowsky reported on current activities within the Health Department which included:

- A Board member's request to present Project Life Saver, a program that protects and assists persons with Alzheimer's and/or other disorders. He noted the Board member had made the request previously and knows it was voted down by the Board.
- The Department being chosen as one of six test sites for the National Accreditation process.

- The Department being selected for the next issue of AcreditNation and will be featured as a leading health department with highlights of our successes and our application for accreditation.
- The Department's dental hygienists have been authorized by the Board of Dentistry to provide dental varnishing and screening.
- The announcement of the Summit on Tobacco Legislation, noting he has the information if anyone is available to attend.

Salary Survey/Recommendation— Dr. Steven Katkowsky stated that in light of the State's proposed budget shortage he is withdrawing the salary survey/recommendation.

FINANCIAL REPORT

George A. Moore, II, Director of Administration and Accounting

Mr. George Moore, II, presented the Financial Report highlighting page 2 of the report. He noted that the FY 2009 audit is complete and that the Board's Audit Committee met with the auditor. The auditor will be at the December Board meeting to present the audit report and answer any questions. Discussion followed. **Motion:** Dr. Wm. Ken Rich moved to accept the Financial Report as presented. Dr. Charles Kenner seconded. Motion carried unanimously to accept the Financial Report as presented.

PERSONNEL BOARD REPORT

Steven R. Katkowsky, M.D., District Director of Health

Dr. Steven R. Katkowsky presented the Personnel Board report noting that no action was needed by the Executive Committee. He added that the Personnel Board reviewed the employee exit interviews and discussed nursing issues relating to personnel. Discussion followed. The Personnel Board report was accepted by consensus.

REVIEW/APPROVAL OF NKIDBH DECEMBER 10, 2008, PROPOSED AGENDA

The proposed agenda for the December 10, 2008, District Board of Health meeting was presented for review. **Motion:** Dr. Charles Kenner moved to approve the December 10, 2008, District Board agenda with the following amendments:

- Item VI.a.ii. Board Composition, delete *to move forward or not* and add *whether to support or not*
- Item VII. Committee Reports
 - a. Audit add (*action required*)
 - e. By-laws delete item
 - f. Resource delete *Wilbert Ziegler* and add *Kirk Kavanaugh*

Mr. Jeff Earlywine seconded. Motion carried unanimously to approve the December 10, 2008, District Board agenda as amended.

OTHER

There was no other business to come before the Executive Committee.

ADJOURNMENT

Motion: Ms. Pat Dressman moved to adjourn. Mr. Tony Kramer seconded. Motion carried unanimously to adjourn the meeting.

Respectfully submitted,

Wilbert Ziegler, Chairman

Steven R. Katkowsky, M.D., Secretary