

Northern Kentucky Independent District Board of Health  
**Executive Committee Meeting**  
Wednesday, February 25, 2009, 6:00 p.m.  
Lower Level Conference Room, 610 Medical Village Drive, Edgewood, KY

**MINUTES**

**MEMBERS PRESENT**

Wilbert Ziegler, Esq., Chairman  
Kirk Kavanaugh, Immediate Past Chairman  
Pat Dressman (designee for Steve Pendery, Campbell County Judge Executive)  
Jeff Earlywine (designee for Gary Moore, Boone County Judge Executive)  
Charles Kenner, D.M.D.  
Scott Kimmich, Deputy Judge (designee for Ralph Drees, Kenton County Judge Executive)  
Tony Kramer, R.N. (designee for Thomas Guidugli, Mayor of Newport)  
Darrell L. Link, Judge Executive, Grant County

**MEMBERS ABSENT**

Stephen W. Hiltz, M.D.  
Wm. Ford Threlkeld, II, M.D.

**STAFF PRESENT**

Steven R. Katkowsky, M.D., District Director of Health  
Steve Divine, Director of Environmental Health and Safety  
Jennifer Hunter, Director of Clinical Services  
Karen Y. McGarr, Executive Secretary

**GUESTS PRESENT**

Brian Ellerman, Esq.  
Hazel Bentley  
Carol Daniels  
Stephanie Mardis, NKU Medical Student  
Jonathan Nicklaus Gagir

## **WELCOME**

Chairman Mr. Wilbert Ziegler welcomed everyone to the meeting.

## **CALL TO ORDER**

Chairman Mr. Wilbert Ziegler noted a quorum was present and called the meeting to order at 6:06 P.M.

## **FEBRUARY 25, 2009, EXECUTIVE COMMITTEE PROPOSED AGENDA APPROVAL**

Chairman Mr. Wilbert Ziegler presented the February 25, 2009, proposed agenda for approval. **Motion:** Ms. Pat Dressman moved to approve the February 25, 2009, proposed agenda with Item VIII. Closed Session deleted. Dr. Charles Kenner seconded. Motion carried unanimously to approve the February 25, 2009, agenda as amended.

## **APPROVAL OF NOVEMBER 12, 2009, PROPOSED MINUTES**

Chairman Mr. Wilbert Ziegler presented the November 12, 2009, proposed minutes for approval. **Motion:** Dr. Charles Kenner moved to approve the November 12, 2009, proposed minutes as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously to approve the November 12, 2009, proposed minutes as presented.

## **OLD BUSINESS**

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

## **REPORTS**

**Legal Counsel:** Mary Ann Stewart

Mr. Brian Ellerman reported on behalf of Ms. Mary Ann Stewart. He noted that he and Ms. Stewart met with Dr. Steven Katkowsky, District Director of Health, and Mr. Robert Horine of the Campbell County Fiscal Court to review the lease agreement for the new Campbell County Health Center. He added that the lease details are being worked out.

- **By-laws Amendments:** Mr. Ellerman presented the proposed amendments to the By-laws for review/approval (copy of Mary Ann Stewart's memo dated January 26, 2009 attached). Approval of the amendment would allow for future Board officers to assume their duties effective July 1 of each fiscal year. **Motion:** Mr. Kirk Kavanaugh moved to accept the amendments as presented. Judge Darrell Link seconded. Motion carried unanimously.

- **Open Records Appeal:** Mr. Ellerman reported that the Attorney General ruled in favor of the Health Department on this matter.

**Chairman:** Wilbert Ziegler

Chairman Mr. Ziegler noted that his chairmanship is going smoothly.

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

- **HB 109 (relates to reduction of District Board size):** Dr. Katkowsky met with House Committee Chairman Burch to discuss this bill.
- **Budget:** Dr. Katkowsky talked about the State's cuts of approximately \$144,000 to the Health Department's budget. Dr. Katkowsky will keep members updated as things occur.
- **WIC:** Staffing is being increased to meet the increase in the volume of WIC services we provide.
- **Annual Report:** The annual report is now being sent electronically which will result in an approximate savings of \$2,000 in annual printing costs.
- **Donation of Sick Leave:** Dr. Katkowsky implemented a policy to allow staff to donate annual/sick leave to other Department employees.
- **Ice Storm:** Deployed four Department nurses to Muhlenberg County, Kentucky—area hardest hit by the ice storm—to assist with disaster response.
- **NACCHO Grant:** The Department was awarded a \$5,000 NACCHO grant.
- **Personnel:** The Department received approximately 600 applications in response to a clerical position posted. Dr. Katkowsky stated he feels this is an indicator of the economy crisis.

Discussion followed Dr. Katkowsky's report.

## **FINANCIAL REPORT**

**George A. Moore, II, Interim District Director of Health**

Mr. George Moore presented the Financial Report. Discussion followed. **Motion:** Mr. Kirk Kavanaugh moved to accept the Financial Report as presented. Mr. Scott Kimmich 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. He noted that a consultant has been contracted with to review HR structure, management, policies

& procedures. The consultant's report will be ready to be sent out for the April Executive Committee meeting. Discussion followed. **Motion:** Dr. Charles Kenner moved to accept Personnel Board Report as presented. Ms. Pat Dressman seconded. Motion carried unanimously.

### **REVIEW/APPROVAL OF NKIDBH MARCH 25, 2009, PROPOSED AGENDA**

The proposed agenda for the March 25, 2009, District Board of Health meeting was presented for review. **Motion:** Judge Darrell Link moved to approve the March 25, 2009, District Board agenda. Mr. Tony Kramer seconded. Motion carried unanimously.

### **OTHER**

There was no other business to come before the Committee.

### **ADJOURNMENT**

**Motion:** Dr. Charles Kenner moved to adjourn. Ms. Pat Dressman seconded. Motion carried unanimously to adjourn the meeting.

Respectfully submitted,

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Wilbert Ziegler, Chairman

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Steven R. Katkowsky, M.D., Secretary