



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

Lower Level Conference Room  
610 Medical Village Drive, Edgewood KY 41017  
Wednesday, February 9, 2011, 6:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Jonathan Rich, DMD, Chair  
Kirk Kavanaugh, Vice Chair (designee for Judge Moore)  
Pat Dressman, Immediate Past Chair  
Steve Arlinghaus, Judge Executive  
Debbie Davis, Attorney  
Stephen W. Hiltz, MD (designee for Judge Pendery)  
Charles Kenner, DMD  
Tony Kramer, RN (designee for Mayor Peluso)

**MEMBERS ABSENT**

Darrell L. Link, Judge Executive  
Wm. Ford Threlkeld, MD

**STAFF/GUESTS PRESENT**

Lynne M. Saddler, MD, MPH, District Director of Health  
Steve Divine, RS, Director Environmental Health & Safety  
Kathy Gavin, RD, Director of Community Health and Promotion  
Jennifer Hunter, RN, MSN, Director of Clinical Services  
Karen Y. McGarr, Executive Secretary  
George A. Moore, II, Director of Administration and Accounting  
Mary Ann Stewart, Attorney

**WELCOME**

Chair Dr. Jonathan Rich welcomed everyone.

**CALL TO ORDER**

Chair Dr. Jonathan Rich noted a quorum was present and called the meeting to order at 6:04 p.m. He introduced and welcomed Kenton County Judge Executive Steve Arlinghaus to the meeting.



### **APPROVAL OF PROPOSED FEBRUARY 9, 2011, AGENDA**

Chair Dr. Jonathan Rich presented the February 9, 2011, proposed agenda for approval.

**MOTION:** Dr. Stephen W. Hiltz moved to approve the proposed agenda as presented. Dr. Charles Kenner seconded. Motion carried unanimously to approve the February 9, 2011, agenda as presented.

### **APPROVAL OF NOVEMBER 10, 2010, PROPOSED MINUTES**

Chair Dr. Jonathan Rich presented the November 10, 2010, proposed minutes for approval.

**MOTION:** Ms. Pat Dressman moved to approve the November 10, 2010, proposed minutes as presented. Dr. Stephen W. Hiltz seconded. Motion carried to approve the minutes as presented. Judge Steve Arlinghaus abstained from the vote.

### **REPORTS**

#### **Legal Counsel—Mary Ann Stewart**

Ms. Stewart reported. She reported that she provided Dr. Saddler with a legal opinion that the Health Department can opt out of the state health insurance coverage. She pointed out the penalties for opting out and noted they are referenced in her legal opinion memo that was included in the Board packet. Ms. Stewart presented information on the corporate resolution and the District Director of Health's (DDH) authority to sign contracts. Ms. Stewart recommended amending the by-laws to clarify the director's authority to sign contracts. Discussion followed.

**MOTION:** Dr. Hiltz moved that Ms. Stewart be directed to develop an amendment to the Board's By-laws that would outline the DDH's signatory authority of appropriate contracts. Mr. Tony Kramer seconded. Motion carried unanimously. It was noted that the Board currently only reviews/approves legal, audit, and any board specified contracts.

#### **Chair—Jonathan Rich, DMD**

Chair Dr. Rich did not have a report at this time.

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

##### **Draft Strategic Plan**

Dr. Saddler presented an overview of the draft strategic plan and how it was developed. Discussion followed. **MOTION:** Ms. Pat Dressman moved to forward the draft Strategic Plan to the full board with the Executive Committee's recommendation for approval. Dr. Charles Kenner seconded. Motion carried to move the draft Strategic Plan forward to the full Board for approval. Judge Arlinghaus abstained from the vote.

##### **Health Insurance Options**

Dr. Saddler requested that she be authorized to investigate health insurance options for the Department other than those provided by State. She indicated her reasoning and added that she would like to hire a broker to help with the process. She stated that the funds to hire a broker at an estimated cost of \$20-30,000 are available in the existing budget. Discussion followed.

**MOTION:** Mr. Kirk Kavanaugh moved to authorize Dr. Saddler to explore insurance options using the most cost effective method. Discussion followed. Mr. Kirk Kavanaugh amended his motion as follows: to authorize Dr. Saddler to explore insurance options using the most cost



effective method and using the RFP process to select a broker. Ms. Pat Dressman seconded. Motion carried unanimously.

### **Certificate of Corporate Resolution**

Dr. Saddler presented information on the certificate of resolution for the Department to contract with the City of Cincinnati for funding and health services. She expressed her concerns about the wording. Discussion followed. **MOTION:** Dr. Stephen Hiltz moved to have Ms. Stewart reword the document for clarity and that the revised version be presented to the full Board for approval. Ms. Pat Dressman seconded. Motion carried unanimously.

### **Reorganization and Budget Proposals**

**Reorganization:** Dr. Saddler presented the reorganization plan. She stated that the reorganization plan would allow the creation of a Division of Population Health which would include the Epidemiology, Oral Health, School-based Health Services, and Community Health Promotion programs. She added that the creation of the Population Health Division would require the establishment of a Director of Population Health Division position and elimination of the Director of Community Health Promotion position. Discussion followed. **MOTION:** Mr. Kirk Kavanaugh moved to approve the reorganization plan as outlined by Dr. Saddler with a recommendation to the full Board for approval. Dr. Charles Kenner seconded. Motion carried unanimously.

Mr. Tony Kramer suggested that in light of the Department's current budget situation the annual awards dinner should be discontinued. Discussion followed with the consensus being discontinuation of the dinner at this time would be appropriate and that a more cost effective way to recognize members for their service could be determined.

**Budget Proposals:** Dr. Saddler presented the FY 2012 budget proposals, highlighting pros and cons of both options. Discussion followed. **MOTION:** Dr. Stephen Hiltz moved to accept Option 2 as presented and recommended by Dr. Saddler. Ms. Pat Dressman seconded. Motion carried with Judge Arlinghaus voting against the motion. **ACTION STEPS:** Dr. Saddler will present both Option 1 and Option 2 to the full Board with the Executive Committee's recommendation to move forward with Option 2.

### **Financial—George A. Moore, II, Director of Administration and Accounting**

Mr. Moore presented the financial report for the six month period ending December 31, 2010. Discussion followed. **MOTION:** Mr. Kirk Kavanaugh moved to accept the financial report as presented. Dr. Charles Kenner seconded. Motion carried unanimously to accept the financial report as presented.

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

Dr. Saddler presented the January 18, 2011, Personnel Board Report. A brief discussion followed. **MOTION:** Mr. Kirk Kavanaugh moved to accept the January 18, 2011, Personnel Board report as presented. Mr. Tony Kramer seconded. Motion carried unanimously to accept the Personnel Board report as presented.



### **REVIEW/APPROVAL OF MARCH 9, 2011, DISTRICT BOARD OF HEALTH AGENDA**

Chair Dr. Jonathan Rich presented the March 9, 2011, proposed agenda for review and/or changes. Items to be added under Legal Counsel Report to the March 9, 2011, agenda are: 1) Certificate of Corporate Resolution, and 2) By-laws Amendment. **MOTION:** Dr. Charles Kenner moved to approve the March 9, 2011, District Board proposed agenda as amended. Ms. Pat Dressman seconded. Motion carried unanimously to approve the March 9, 2011, District Board proposed agenda as amended.

### **CLOSED SESSION**

There was not a closed session.

### **OTHER**

There were no other items to come before the Board.

### **ADJOURNMENT**

**MOTION:** With no further business to come before the Board, Dr. Stephen Hiltz moved to adjourn. Dr. Charles Kenner seconded. The motion carried unanimously, the meeting adjourned at 7:49 p.m.

Respectfully submitted,

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Jonathan Rich, DMD  
NKIDBH Chair

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Lynne M. Saddler, MD, MPH  
NKIDBH Secretary