

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

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, May 11, 2011, 6:00 p.m.

APPROVED MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF/GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Steve Divine, RS, Director Environmental Health & Safety
Karen Domaschko, Human Resource Administrator
Emily Gresham Wherle, Public Information Administrator
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
Eleshia Scholes
Stephanie Vogel
Hazel Bentley
Carol Daniels

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.

APPROVAL OF MAY 11, 2011, PROPOSED AGENDA

Chair Dr. Jonathan Rich presented the May 11, 2011, proposed agenda for approval. Discussion followed.

Motion: Ms. Pat Dressman moved to approve the proposed agenda as presented. Dr. Charles Kenner seconded. Motion carried unanimously to approve the May 11, 2011, agenda as presented.

OLD BUSINESS

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

Dr. Lynne M. Saddler presented information on the proposed layoff plan members received in their packets. She noted that the plan was reviewed and approved by the Personnel Board. Discussion followed. **Motion:**

Dr. Charles Kenner moved to accept the proposed layoff plan as presented with a recommendation for approval to the full Board. Ms. Debbie Davis seconded. Motion carried unanimously.

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

Dr. Lynne M. Saddler stated that she is rescinding her benefits broker recommendation due to a potential conflict of interest which she explained. She presented a new recommendation that the Department reject all proposals received and start the process over. Discussion followed. **Motion:** Dr. Stephen W. Hiltz moved to accept Dr. Saddler's recommendation to reject all bids and reopen the bidding process. Ms. Pat Dressman seconded. Motion carried with Mr. Kirk Kavanaugh recusing himself.

By-Laws—Mary Ann Stewart

Ms. Mary Ann Stewart presented the proposed By-law revisions. Discussion followed. There was discussion regarding where the procedures for complaints against the District Director of Health are/should be located. Discussion followed. **Action Step:** Add the following language to the By-laws "adopted by Board, date and signature line for chair."

APPROVAL OF FEBRUARY 9, 2011, PROPOSED MINUTES

Chair Dr. Jonathan Rich presented the February 9, 2011, proposed minutes for approval. Discussion followed. **Motion:** Dr. Charles Kenner moved to approve the February 9, 2011, proposed minutes as presented. Dr. Stephen W. Hiltz seconded. Motion carried to approve the minutes as presented.

REPORTS

Legal Counsel—Mary Ann Stewart, Esq.

Ms. Mary Ann Stewart reported on the enforcement action of a local pool closure.

Chair—Jonathan Rich, DMD

Chair Dr. Jonathan Rich reported that there would not be an annual dinner this year due to budget constraints. He added that recognitions and awards will be presented at the June 22, 2011, District Board meeting.

Resource—Kirk Kavanaugh, JD, MSW, Chair

Mr. Kirk Kavanaugh reported on the committee's May 9, 2011, meeting. **Motion:** Mr. Wilbert Ziegler moved to accept the report as presented. Dr. Stephen Hiltz seconded. Motion carried unanimously to accept the Resource Committee report.

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

Dr. Lynne M. Saddler presented her report which included the proposed budget. There was discussion regarding the smoking ban enforcement.

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

Mr. George A. Moore, II, presented the financial report for the nine month period ending March 31, 2011. Discussion followed. **MOTION:** Mr. Kirk Kavanaugh moved to accept the financial report as presented. Ms. Pat Dressman seconded. Motion carried unanimously to accept the financial report as presented.

Bank Depository Proposal: Mr. George Moore presented the bank depository proposals with his recommendation that the Department contracts with Forcht Bank. Discussion followed. **MOTION:** Ms. Pat Dressman moved to accept Mr. Moore's recommendation to contract with Forcht Bank for bank depository services. Dr. Charles Kenner seconded. Motion carried unanimously.

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

Dr. Lynne M. Saddler presented the April 19, 2011, Personnel Board Report. A brief discussion followed. **MOTION:** Dr. Stephen W. Hiltz moved to accept the April 19, 2011, Personnel Board report as presented. Ms. Pat Dressman seconded. Motion carried unanimously to accept the April 19, 2011, Personnel Board report as presented.

NOMINATING COMMITTEE

Chair Dr. Jonathan Rich appointed the Executive Committee as the FY 2012 Nominating Committee. Discussion followed regarding nominations for FY 2012 District Board officers and FY 2012 Executive Committee members.

FY 2012 District Board Officers

Chair MOTION: Dr. Hiltz nominated Mr. Kirk Kavanaugh to serve as the FY 2012 District Board Chair. Ms. Pat Dressman seconded. Motion carried unanimously.

Vice Chair MOTION: Discussion occurred. Dr. Hiltz moved that input be sought from Judge Arlinghaus on the vice chair nomination and that his [Arlinghaus] recommendation be accepted. Ms. Pat Dressman seconded. Motion carried unanimously

FY 2012 Executive Committee Members

Campbell County MOTION: Dr. Hiltz nominated Judge Steve Pendery and Mayor Jerry Peluso to serve on the FY 2012 Executive Committee. Ms. Pat Dressman seconded. Motion carried unanimously

Boone County MOTION: Mr. Kirk Kavanaugh nominated Judge Gary W. Moore and Dr. Charles Kenner to serve on the FY 2012 Executive Committee. Ms. Pat Dressman seconded. Motion carried unanimously

Grant County MOTION: Dr. Charles Kenner nominated Judge Darrell L. Link and Dr. Wm. Ford Threlkeld to serve on the FY 2012 Executive Committee. Ms. Debbie Davis seconded. Motion carried unanimously.

Kenton County MOTION: Dr. Hiltz nominated Judge Steve Arlinghaus and Ms. Debbie Davis to serve on the FY 2012 Executive Committee. Mr. Kirk Kavanaugh seconded. Motion carried unanimously

REVIEW/APPROVAL OF JUNE 22, 2011, DISTRICT BOARD OF HEALTH AGENDA

MOTION:

Dr. Charles Kenner moved to accept the proposed June 22, 2011, proposed agenda. Ms. Pat Dressman seconded. Motion carried unanimously.

CLOSED SESSION

A closed session was not held.

OTHER

There were no other items to come before the Board.

ADJOURNMENT

Motion: With no further business to come before the Board, Mr. Wilbert Ziegler moved to adjourn. Ms. Debbie Davis seconded. The motion carried unanimously, the meeting adjourned.

Respectfully submitted,

Jonathan Rich, DMD
NKIDBH Chair

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