



NORTHERN KENTUCKY
INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE MEETING
Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, May 16, 2012, 6:00 p.m.

MINUTES

MEMBERS PRESENT

Debbie Davis, BSN, Attorney
Pat Dressman, (Designee for Judge Pendery)
Jeff Earlywine (Designee for Judge Moore)
Kirk Kavanaugh, JD, MSW, Chair
Charles Kenner, DMD
Tony Kramer, RN (Designee for Mayor Peluso)
Kurt Pohlgeers, Vice Chair
Jonathan Rich, DMD, Immediate Past Chair
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
Julie Smith, Executive Secretary
Steve Divine, RS, Director Environmental Health & Safety
Mary Ann Stewart, Attorney
George A. Moore, II, Director Administration & Accounting
Stephanie Vogel, Interim Health Promotion Administrator
Emily Gresham-Wherle, Public Information Administrator
Jennifer Hunter, RN, MSN, Director Clinical Services
Hazel Bentley
Carol Daniel

WELCOME/CALL TO ORDER

Chair Mr. Kirk Kavanaugh welcomed everyone and called the meeting to order at 6:00 p.m.

APPROVAL OF MAY 16, 2012, PROPOSED AGENDA

Chair Mr. Kirk Kavanaugh presented the May 16, 2012, proposed agenda for approval. **Motion:** Dr. Charles Kenner moved to approve the May 16, 2012 proposed agenda. Mr. Kurt Pohlgeers seconded. Motion carried unanimously.



APPROVAL OF PROPOSED FEBRUARY 15, 2012, MINUTES

Chair Mr. Kirk Kavanaugh presented the February 15, 2012, proposed minutes. Some changes were proposed. **Motion:** Dr. Charles Kenner moved to approve the February 15 2012, proposed minutes with changes. Dr. Jonathan Rich seconded. Motion carried unanimously.

OLD BUSINESS

No old business.

REPORTS

Legal Counsel – Ms. Mary Ann Stewart, Attorney

Ms. Stewart reported that she would speak later regarding the one time meritorious lump-sum payment.

Financial - Mr. George A. Moore, II, Director of Administration & Accounting

Mr. George Moore reported that FY 2013 state allocations have not yet been received so exact details of the budget are not yet available. We are still on target to break even for FY 2012. Discussion ensued. **Motion:** Dr. Jonathan Rich moved to approve the financial report as presented. Ms. Debbie Davis seconded. Motion carried unanimously.

Resources Committee- The Resource Committee met on March 16, 2012. Every county was represented. The Resource Committee was asked by the District Board to present a plan to address budget reductions. The plan was discussed by the Executive Committee and approved to move forward to the District Board. **Motion:** Dr. Charles Kenner moved to approve and implement Tier I and II recommendations. Mr. Jeff Earlywine seconded. Motion carried unanimously. Since employees have not had a raise in three years, the Resources Committee also considered the resolution for a one-time merit pay increase of 1% for employees who meet certain performance-based eligibility criteria. Discussion ensued. **Motion:** Dr. Charles Kenner proposed moving this resolution forward to the District Board. Ms. Pat Dressman seconded. Motion carried unanimously. **Motion:** Dr, Charles Kenner moved that the Board not fund any special projects for FY 2013, Mr. Will Ziegler seconded, Motion carried unanimously.

District Director of Health - Dr. Lynne M. Saddler, MD, MPH

Dr. Lynne Saddler spoke about her opportunity to have lunch with Dr. Tom Frieden, director of the Center for Disease Control and Prevention at the Keeneland Conference. She spoke about the progress that is being made with Sherrill Morgan, our benefits broker, and the timeframes for the Request for Proposals. Dr. Saddler reported that all of the documents were submitted for accreditation and we are in the queue for a site visit. Dr. Saddler relayed that we have made some progress regarding billing and payments from the Medicaid managed care organizations although there are still issues. She reported that we received the Commissioner's Award from the Kentucky Department for Public Health for our response to the March tornadoes. Dr. Saddler spoke regarding the trends in communicable diseases in our District. She reported on the free hepatitis C testing presently being administered in the health centers and about measures being taken to address the



increase in syphilis. Dr. Saddler spoke about a 2-hour video conference that is being presented by the Acting Commissioner for the Kentucky Department for Public Health in June for local boards of health. She will determine if this presentation can be recorded and made available to Board members, but will also provide a report on the key points of the presentation to the District Board at their June 20th meeting. She shared her appreciation for the work that staff have done over the past year to provide quality public health services with fewer resources and the importance of the one-time lump sum payment for employees. **Motion:** Dr. Jonathan Rich moved to approve the District Director of Health report as presented. Ms. Pat Dressman seconded. Motion carried unanimously.

Meeting Venue-The meeting venue for the District Board was then discussed. At their March 7, 2012 meeting, the District Board voted for the Executive Committee to reconsider this issue and make a determination of which location met the criteria set by the Board and would best meet the needs of the Board. Discussion ensued. **Motion:** Mr. Will Ziegler moved to present the Northern Kentucky Area Development District office on Spiral Drive in Florence as the future meeting space for the District Board beginning July 1, 2012. Ms. Debbie Davis seconded. Motion carried unanimously.

Personnel Board Report - Dr. Lynne M. Saddler, MD, MPH, District Director of Health
Dr. Lynne Saddler reported the Personnel Board met on April 24, 2012. The main agenda item discussed was the development of proposed templates for class specifications, job descriptions and the Performance Evaluation tool. **Motion:** Mr. Tony Kramer moved to approve the Personnel Board Report as presented. Mr. Kurt Pohlgeers seconded. Motion carried unanimously.

NOMINATING COMMITTEE

Chair Mr. Kirk Kavanaugh appointed the Executive Committee as the FY 2013 Nominating Committee. Discussion followed regarding nominations for FY 2013 District Board officers and FY 2013 Executive Committee members.

FY 2013 District Board Officers

Motion for Chair: Mr. Kirk Kavanaugh nominated Mr. Kurt Pohlgeers to serve as the FY 2013 District Board Chair. Ms. Debbie Davis seconded. Motion carried unanimously.

Motion for Vice Chair: Mr. Kirk Kavanaugh nominated Dr. Richard Schuck to serve as the FY 2013 District Board Vice Chair. Mr. Will Ziegler seconded. Motion carried unanimously.

FY 2013 Executive Committee Members

Motion for Boone County Members: Mr. Kirk Kavanaugh nominated Judge Gary Moore (Jeff Earlywine, Designee) and Dr. Charles Kenner (Chair, Boone County LBOH) to serve on the FY 2013 Executive Committee. Dr. Charles Kenner seconded. Motion carried unanimously.

Motion for Campbell County Members: Mr. Kirk Kavanaugh nominated Judge Steven Pendery (Pat Dressman, Designee) and Mayor Jerry Peluso (Tony Kramer, Designee) to serve on the FY 2013 Executive Committee. Dr. Jonathan Rich seconded. Motion carried unanimously.

Motion for Grant County Members: Mr. Kirk Kavanaugh nominated Judge Darrell Link and Dr. William Ford Threlkeld (Chair, Grant Co. LBOH) to serve on the FY 2013 Executive Committee. Dr. Charles Kenner seconded. Motion carried unanimously.



Motion for Kenton County Members: Mr. Kirk Kavanaugh nominated Judge Steve Arlinghaus (Will Ziegler, Designee) and Debbie Davis, RN to serve on the FY 2013 Executive Committee. Dr. Jonathan Rich seconded. Motion carried unanimously.

APPROVAL OF PROPOSED JUNE 20, 2012, AGENDA

Chair, Mr. Kirk Kavanaugh presented the proposed June 20, 2012 agenda for approval. Some changes were proposed. **Motion:** Ms. Debbie Davis moved to approve the agenda with changes. Dr. Jonathan Rich seconded. Motion carried unanimously.

CLOSED SESSION

There was no closed session.

NEXT EXECUTIVE COMMITTEE MEETING

The dates for upcoming Executive Committee Meetings were discussed. The question of a conflict was raised regarding Campbell County Fiscal Court holding meetings on the 3rd Wednesday of the month. Dr. Saddler will revise the proposed meeting dates to the second Wednesday of the month and cross reference these dates with the Fiscal Courts meeting schedules as well as the schedules for the City of Covington and Newport. The revised dates will be presented at the June 20 District Board of health meeting.

ADJOURNMENT

Motion: With no further business to come before the Board, Dr. Charles Kenner moved to adjourn. Dr. Jonathan Rich seconded. Motion carried unanimously. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Kirk Kavanaugh
NKIDBH Chair

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