

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

Lower Level Conference Room
610 Medical Village Drive, Edgewood KY 41017
Wednesday, August 10, 2011, 6:00 p.m.

MINUTES

MEMBERS PRESENT

Kirk Kavanaugh, JD, MSW, Chair
Debbie Davis, BSN, Attorney
Jeff Earlywine (designee for Judge Moore)
Charles Kenner, DMD
Tony Kramer, RN (designee for Mayor Peluso)
Jerry Peluso, Mayor of Newport
Kurt Pohlgeers, Vice Chair
Wm. Ford Threlkeld, II, MD
Wilbert Ziegler (designee for Judge Arlinghaus)

MEMBERS ABSENT

Darrell L. Link, Judge Executive
Steve Pendery, Judge Executive
Jonathan W. Rich, DMD, Immediate Past Chair

STAFF/GUESTS PRESENT

Lynne Saddler, MD, MPH, District Director of Health
Steve Divine, RS, Director Environmental Health & Safety
Karen Domaschko, Human Resources Administrator
Jennifer Hunter, RN, MSN, Director of Clinical Services
George Moore, Director of Administration & Accounting
Mary Ann Stewart, Attorney
Alex Howard

WELCOME/CALL TO ORDER

Chair Mr. Kirk Kavanaugh welcomed everyone, noted a quorum was present and called the meeting to order at 6:05 p.m.

APPROVAL OF AUGUST 10, 2011, PROPOSED AGENDA

Chair Mr. Kirk Kavanaugh presented the August 10, 2011, proposed agenda for approval.

Motion: Dr. Charles Kenner moved to approve the proposed agenda moving item V.c. to V.a. Dr. Ford Threlkeld seconded. Motion carried unanimously.

APPROVAL OF MAY 11, 2011, PROPOSED MINUTES

Chair Mr. Kirk Kavanaugh presented the May 11, 2011, proposed minutes for approval.

Motion: Dr. Charles Kenner moved to approve the May 11, 2011, proposed minutes as presented. Dr. Ford Threlkeld seconded. Motion carried unanimously.

REPORTS

Financial—George Moore, Director of Administration & Accounting

Mr. George Moore, presented the financial report for the entire 2011 fiscal year, noting the District finished the year with expenses exceeding revenues by about \$650,000. Discussion followed.

Motion: Mr. Jeff Earlywine moved to accept the financial report as presented. Dr. Ford Threlkeld seconded. Motion carried unanimously.

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

Dr. Lynne Saddler presented her report noting; layoffs have been completed, staff is continuing its work on accreditation, shigella and cryptosporidium have seen upticks in occurrence, the District is no longer staffing the school-based health centers but that Dr. Lynne Saddler has discussed with the schools and HealthPoint the potential for schools to work with FQHCs. Dr. Lynne Saddler handed out notes from the most recent APHA meeting and handed out the FY 2011 Program Report. There was discussion regarding the smoking ban enforcement.

Dr. Lynne Saddler presented the Proposed Furlough Plan, which gives the District Director of Health the authority to institute furloughs as needed, noting that at this time no furloughs are recommended but staff will monitor the budget allocations closely in light of the current economy. Discussion followed.

Motion: Dr. Charles Kenner moved to approve the Proposed Furlough Plan as presented. Ms. Debbie Davis seconded. Motion carried unanimously.

Dr. Lynne Saddler presented the Health-Related Benefits Broker proposals, noting staff recommends Sherrill Morgan. Discussion followed.

Motion: Dr. Charles Kenner moved to accept Dr. Lynne Saddler's recommendation to contract with Sherrill Morgan for benefits broker services. Dr. Ford Threlkeld seconded. Motion carried with Mr. Jeff Earlywine recusing himself and Mr. Wilbert Ziegler abstaining.

Legal Counsel—Mary Ann Stewart, Esq.

Ms. Mary Ann Stewart reported on the impact of the 2010 census on the board composition noting the District Board of Health will become a 32 member board, two additional members for Boone and one additional member for Campbell, after the 2010 census data is certified.

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

Dr. Lynne Saddler presented the July 12, 2011 Personnel Board Report. Discussion followed.

Motion: Ms. Debbie Davis moved to accept the July 12, 2011 Personnel Board report as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

Dr. Lynne Saddler presented proposed personnel policy changes. Discussion followed. Chair Mr. Kirk Kavanaugh noted: 1) The policy changes could be effective October 1, 2011, 2) On page 179, 5-10 years annual leave accumulation should be 122.20, 3) Boone County fiscal court caps annual leave payout at 240 hours, 4) In section 7.6.2 there should be an intermediary group of the Board, possibly the Chair, Vice-Chair and immediate Past-Chair, who should review complaints against the DDH and unanimously decide if the complaint has merit before and ad hoc committee is formed.

Motion: Dr. Charles Kenner moved to recommend the District Board of Health review the proposed personnel policies with the following changes: 1) Make October 1, 2011 the effective date, 2) Correct the accrual amount for 5-10 years on page 179 to 112.20, 3) Staff and legal are to revisit the annual leave

payout after reviewing what other local entities are doing, 4) Staff and legal are to add language to section 7.6.2 creating a committee made up of the Chair, Vice-Chair and immediate Past-Chair to review complaints before going to the ad hoc committee, and 5) Staff and legal are to narrow the language in section 7.6 on page 94. Ms. Debbie Davis seconded. Motion carried.

REVIEW/APPROVAL OF SEPTEMBER 14, 2011, DISTRICT BOARD OF HEALTH AGENDA

Motion: Mr. Wilbert Ziegler moved to accept the proposed September 14, 2011 agenda moving item VI.c. to VI.a. and adding a VI.i. to recognize Dr. Cunha for his dedication to children school-health services. Mr. Kurt Pohlgeers seconded. Motion carried.

CLOSED SESSION

Motion: Pursuant to KRS 61.810 (1)(c) Dr. Charles Kenner moved to go into closed session. Ms. Debbie Davis seconded. Motion carried unanimously.

Motion: Mr. Wilbert Ziegler moved to come out of closed session. Ms. Debbie Davis seconded. Motion carried unanimously. No action was taken in 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. Charles Kenner moved to adjourn. Dr. Ford Threlkeld seconded. Motion carried unanimously.

Respectfully submitted,

Kirk Kavanaugh, JD, MSW
NKIDBH Chair

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