

Northern Kentucky Independent District Board of Health
Executive Committee Meeting
Wednesday, August 20, 2008, 6:00 p.m.
Lower Level Conference Room, 610 Medical Village Drive, Edgewood, KY

MINUTES

MEMBERS PRESENT

Kirk Kavanaugh, Chairman
Wilbert Ziegler, Vice Chairman
Pat Dressman, (designee for Steve Pendery, Campbell County Judge Executive)
Jeff Earlywine (designee for Gary Moore, Boone County Judge Executive)
Stephen W. Hiltz, M.D.
Tony Kramer, R.N. (designee for Thomas Guidugli, Mayor of Newport)
William Ken Rich, D.M.D.
Wm. Ford Threlkeld, II, M.D.

MEMBERS ABSENT

Ralph Drees, Kenton County Judge Executive
Charles Kenner, D.M.D.
Richard E. Schuck, O.D., Immediate Past Chairman

STAFF PRESENT

Steven R. Katkowsky, M.D., District Director of Health
Steve Divine, Director of Environmental Health and Safety
Karen Domaschko, Human Resources Administrator
Karen Y. McGarr, Executive Secretary
George A. Moore, II, Director of Administration and Accounting
Mary Ann Stewart, General Legal Counsel

GUESTS PRESENT

Hazel Bentley
Carol Daniels

WELCOME

Chairman Kirk Kavanaugh welcomed everyone to the meeting.

CALL TO ORDER

Chairman Kirk Kavanaugh noted a quorum of six was present and called the meeting to order at 6:02 P.M.

APPROVAL OF AUGUST 20, 2008, EXECUTIVE COMMITTEE PROPOSED AGENDA

Chairman Kirk Kavanaugh presented the August 20, 2008, proposed agenda for approval with a request to amend item X to a closed Executive Session pursuant to KRS 618.10 1.c to discuss proposed litigation against or on behalf of the agency. The August 20, 2008, proposed agenda was approved by consensus as amended.

APPROVAL OF MAY 14, 2008, PROPOSED MINUTES

Chairman Kirk Kavanaugh presented the May 14, 2008, proposed minutes for approval. **Motion:** Ms. Pat Dressman moved to approve the May 14, 2008, proposed minutes as presented. Mr. Wilbert Ziegler seconded. Motion carried unanimously to approve the May 14, 2008, proposed minutes as presented.

CHAIRMAN'S REPORT: Kirk Kavanaugh

Chairman Kirk Kavanaugh thanked the Executive Committee members for their leadership and support during his term as chairman and congratulated the incoming chairman and vice chairman. He thanked Health Department staff for their support and efforts during his chairmanship. Chairman Kirk Kavanaugh noted that there were a couple of housekeeping items to be addressed during the next fiscal year.

- 1. By-laws:** Chairman Kirk Kavanaugh suggested that a By-law change relating to the terms of the Board's officers be considered. Currently, after being voted in, Board officers' terms begin with the first District Board meeting of the fiscal year. Chairman Kirk Kavanaugh recommended streamlining the process by amending the By-laws to require Board officers' terms to begin on July 1 of the fiscal year. Brief discussion occurred. **Action Step:** This issue will be an agenda item for the September 24, 2008, District Board meeting.
- 2. Evaluation of DDH:** Chairman Kirk Kavanaugh talked briefly about the process for evaluating the District Director of Health and making adjustments to their compensation. Discussion followed. It was noted that a process for evaluating the DDH is in already place and suggested that approximately May 2009 as a good time to conduct Dr. Steven Katkowsky's first performance assessment.

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

General Organizational Update—Dr. Steven Katkowsky reported on current activities within the Health Department which included the electronic medical record (EMR) keeping system, 4/10 work week, move of CHP from Grandview to MVD, budget, creation of a population health division, employee salary increase recommendation, KPHLI graduates, and staff picnic (copy of report attached.) Highlights of his report included:

Salary Survey/Recommendation—Dr. Steven Katkowsky reported that, as directed by the Board at the June meeting, further analysis and review of the pay scales, benefits, and working conditions of public health departments in the Cincinnati metropolitan area were conducted. Based on the survey results Dr. Steven Katkowsky recommended a 3.75 percent increase for all pay grades that would take effect in January 2009; and, beginning with FY 2010 all non-COLA considerations would be based solely on individual performance.

KPHLI Graduates—Dr. Steven Katkowsky introduced and congratulated staff members Louise Kent and Deborah Muench on their recent graduation from the Kentucky Public Health Leadership Institute. He highlighted that their project was based on the National Public Health Performance Standards and has been submitted for the American Public Health Association's Balderson Award. He noted that the award recipients will be announced at the APHA's national meeting in November 2008. Following Dr. Steven Katkowsky's report and the discussion, a motion was made on the salary survey/recommendation. **Motion:** Dr. Stephen Hiltz moved that the issue be brought back to the Executive Committee at its November meeting for discussion with the survey data being sent to them well in advance for their review. Mr. Jeff Earlywine seconded. Motion carried. Mr. Wilbert Ziegler asked Dr. Steven Katkowsky to reconsider the range. **Action steps:** Dr. Steven Katkowsky will provide the survey information to members within the next two weeks.

FINANCIAL REPORT

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

Mr. George Moore, II, presented the Financial Report noting changes to the format of the report. Discussion followed. **Motion:** Ms. Pat Dressman moved to accept the Financial Report as presented. Dr. Stephen Hiltz 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 noting that no actions were taken by the Personnel Board that needed to be ratified by the Committee.

Discussion followed. **Motion:** Mr. Tony Kramer moved to accept the Personnel Board Report as presented. Mr. Wilber Ziegler seconded. Motion carried.

REVIEW/APPROVAL OF NKIDBH SEPTEMBER 24, 2008, PROPOSED AGENDA

The proposed agenda for the September 24, 2008, District Board of Health meeting was presented for review. **Motion:** Mr. Jeff Earlywine moved to approve the September 24, 2008, District Board agenda with the following amendments:

VI Reports: add f. Legal Counsel: Mary Ann Stewart

VII Committee Reports, a. Executive: change “Chairman” to read “Immediate Past Chairman”

IX. Other: amend to Closed Session: Mary Ann Stewart

X—XI: renumber remaining items as appropriate beginning with **X Other**

Dr. Ken Rich seconded. Motion to amend the September 24, 2008, District Board agenda as proposed carried unanimously.

CLOSED EXECUTIVE SESSION

Motion: Ms. Pat Dressman moved that the Executive Committee go into closed session per *KRS 61.810(1) (c)*: to discuss proposed litigation against or on behalf of the agency. Dr. Stephen Hiltz seconded. Motion carried unanimously. **Motion:** Dr. Stephen Hiltz moved to come out of closed session and reconvene the regular session of the Executive Committee. Mr. Jeff Earlywine seconded. Chairman Kirk Kavanaugh noted that no action was taken during the closed session.

OTHER

There was no other business to come before the Executive Committee.

ADJOURNMENT

Motion: Dr. Stephen Hiltz moved to adjourn. Dr. Wm. Ford Threlkeld, II, seconded. Motion carried unanimously to adjourn the meeting.

Respectfully submitted,

Kirk Kavanaugh, Chairman

Steven R. Katkowsky, MD, Secretary