

# NKYHEALTH

NORTHERN KENTUCKY HEALTH DEPARTMENT



## NORTHERN KENTUCKY DISTRICT BOARD OF HEALTH EXECUTIVE COMMITTEE MEETING

Tony Kramer, RN, Chair

Wednesday, May 9, 2018, 6:00 PM

8001 Veterans Memorial Drive, Florence KY 41042

### MINUTES

#### MEMBERS PRESENT

Tony Kramer, RN, Chair  
Lawrence Brennan, MD  
Jeff Earlywine (Designee for JE Moore)  
Charles Kenner, DMD  
Scott Kimmich (Designee for JE Wood)  
Jack Lenihan, DMD  
Marie Schenkel (Designee for JE Pendery)  
Wilbert Ziegler (Designee for JE Knochelmann)

#### MEMBERS ABSENT

Eva Ballard  
Chris Reinersman, Mayor of Independence  
Wm. Ford Threlkeld, II, MD

#### WELCOME / CALL TO ORDER

Mr. Tony Kramer, Chair, noted a quorum was present, welcomed everyone and called the meeting to order at 6:00 PM.

#### APPROVAL OF MAY 9, 2018 PROPOSED AGENDA

Mr. Tony Kramer, Chair, presented the May 9, 2018 Proposed Agenda for approval. **MOTION:** Mr. Wilbert Ziegler moved to accept the May 9, 2018 Proposed Agenda as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

#### APPROVAL OF FEBRUARY 14, 2018 PROPOSED MINUTES

Mr. Tony Kramer, Chair, presented the February 14, 2018 Proposed Minutes for approval. **MOTION:** Mr. Jeff Earlywine moved to accept the February 14, 2018 Proposed Minutes as presented. Mr. Scott Kimmich seconded. Motion carried unanimously.

#### OLD BUSINESS

There was no old business to bring before the Executive Committee.

#### STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health  
Rose Croley, District Secretary  
Steve Divine, Director, Environmental Health and Safety  
Pamela Millay, Director Clinical Services  
George A. Moore, II, Director of Administration & Accounting  
Stephanie Vogel, Director of Population Health  
Mary Ann Stewart, Esq.

## REPORTS

- a) **Building Committee** – Mr. Scott Kimmich, Chair, reported the committee met April 16 to review a request from the city of Florence to screen the HVAC units on top of the roof due to a complaint. It is estimated to cost \$45,000 to screen the HVAC units. The Building Committee has notified the City of Florence that we will look at landscape options instead. It was also noted that we are exempt from any zoning requirements regarding this and that we could just claim the exemption as a governmental agency. He also reported that the health department received shared cost savings on the construction contract of \$258,180.
- b) **Legal Counsel** - Ms. Mary Ann Stewart had no information to report.
- c) **Financial** – Mr. George Moore summarized the financial report for the nine months ending March 31, 2018. Discussion ensued. **MOTION:** Mr. Wilbert Ziegler moved to accept the financial report as presented. Dr. Jack Lenihan seconded. Motion carried unanimously.
  1. **Finance & Audit Committee** – Mr. Tony Kramer, Chair, reported the Finance & Audit Committee meeting is scheduled for Friday, May 25 at noon and will review contract reports and the proposed budget for FY 2019.
- d) **District Director of Health** – Dr. Lynne Saddler introduced Ms. Pamela Millay, Director of Clinical Services. She then summarized her report and informed the Executive Committee that the Health Department may receive a request from the Mayor of Williamstown to enforce a smoke-free ordinance if the City Council decides to pursue this. She also discussed HB 265 and HB 362 and the impact on the Health Department. HB 265 keeps the agency's contribution to KERS for FY 2019 the same as this year at 49.47%. HB 362 allows health departments to opt out of KERS by paying the actuarial costs over thirty years and creating a new defined contribution program, among other requirements. Mr. Scott Kimmich asked that legal counsel determine if a.) NKY Health as an independent district in statute is included in the opt-out, and b.) is this statute even permissible. Dr. Saddler recommended that the Chair appoint an ad hoc committee to examine the issue of opting-out and make a recommendation to the District Board as soon as practical. Executive Committee members discussed the need to hire a consulting firm to perform the actuarial analysis and gather additional staffing information to provide to the ad hoc committee. Tony Kramer, Board Chair stated that he would work with Dr. Saddler to identify members for the committee. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to accept the District Director of Health report as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
  1. **FY 2019 Budget Proposal/Operations Plan** – Dr. Saddler said the budget proposal and operations plan will be available to the Finance and Audit Committee to review on May 25.
  2. **Training Conference Room Use Policy** - Dr. Saddler summarized the policy that was created for outside agencies to use the Training Conference Room. Discussion ensued. It was agreed to change the language under *Reservation Priorities and Limitations on Use, Item 9* from "may" to "shall". **MOTION:** Mr. Wilbert Ziegler moved to accept the Training Conference Room Use Policy with the recommended word change. Dr. Lawrence Brennan seconded. Motion carried unanimously.

- e) **District Director of Health Performance Review** – Mr. Tony Kramer, Chair reported he and Dr. Lenihan are in the process of completing this review and will have it ready for the District Board of Health meeting on June 13.
- f) **Personnel Board** – Dr. Lynne Saddler reported the Personnel Board met on April 17 and summarized the meeting. She reported the next meeting is set for July 17 at 5:15 PM.  
**MOTION:** Dr. Charles Kenner moved to accept the Personnel Board report as presented. Dr. Lawrence Brennan seconded. Motion carried unanimously.
1. **Approval of Personnel Board Members** – Dr. Saddler reported the Personnel Board recommends re-appointment of Vicki Crawford, Maureen Hebert, Charlotte Laird, and Janet Patterson for two-year terms beginning 7/1/2018 and nominated Sarah Mortensen Patton as Chair and Janet Patterson as Vice-Chair pending the approval of Janet Patterson's re-appointment. **MOTION:** Mr. Scott Kimmich moved to accept the re-appointments of Vicki Crawford, Maureen Hebert, Charlotte Laird and Janet Patterson for another two years. Mr. Jeff Earlywine seconded. Motion carried unanimously.
  2. **Appointment of Ad hoc Members to Personnel Board** – Mr. Tony Kramer, Chair, reported Ms. Eva Ballard is not available to serve as Ad hoc for another term and Dr. Jay Middendorf will have completed his 6 years of District Board of Health Service at the end of June and will no longer be eligible to serve. Mr. Tony Kramer, Chair then appointed Ms. Marie Schenkel and Mr. Tom Cahill, Jr. to serve as the two ad hoc members on the Personnel Board and thanked them for agreeing to serve.

**NOMINATING COMMITTEE** - Mr. Tony Kramer, Chair, appointed the Executive Committee as the FY 2019 Nominating Committee.

- a. **Nomination of the FY 2019 District Board Officers** – **MOTION:** Mr. Jeff Earlywine moved to nominate the following members as the FY 2019 District Board Officers and to forward these nominations to the District Board for approval:
- Dr. Jack Lenihan as Chair
  - Dr. Charles Kenner as Vice Chair
  - Mr. Tony Kramer as Immediate Past Chair

Dr. Lawrence Brennan seconded. Motion carried unanimously.

- b. **Nomination of the FY 2019 Executive Committee Members** – **MOTION:** Mr. Wilbert Ziegler noted that he would no longer be serving on the Board as the designee for Judge Executive Knochelmann after the June Board meeting. Therefore, he moved to nominate the following District Board members to the FY 2019 Executive Committee and to forward these nominations to the District Board for approval:

**BOONE COUNTY MEMBERS:**

Jeff Earlywine (Designee for Judge Gary Moore)  
Dr. Timothy Franxman

CAMPBELL COUNTY MEMBERS:

Marie Schenkel (designee for Judge Steven Pendery)  
Dr. Lawrence Brennan (Chair, Campbell County Local Board of Health)

GRANT COUNTY MEMBERS:

Scott Kimmich (Designee for Judge Stephen Wood)  
Dr. Wm. Ford Threlkeld, II (Chair, Grant County Local Board of Health)

KENTON COUNTY MEMBERS:

Eva Ballard  
Judge Kris Knochelmann (or Designee)

Ms. Marie Schenkel seconded. Motion carried unanimously.

APPROVAL OF PROPOSED JUNE 13, 2018 DISTRICT BOARD OF HEALTH AGENDA

Mr. Tony Kramer, Chair presented the Proposed June 13, 2018 District Board of Health Agenda for approval. Dr. Saddler said Item X. 1. Should be changed to X. a. Mr. George Moore requested adding Item 2. Under VI. e. for the addition of a check signer (Director of Clinical Services). **MOTION:** Mr. Jeff Earlywine moved to accept the June 13, 2018 District Board of Health Agenda as presented with the changes listed above. Dr. Jack Lenihan seconded. Motion carried unanimously.

CLOSED SESSION – It was determined there was no need for a Closed Session.

OTHER: NON-ACTION ITEMS – There were no non-action items.

NEXT EXECUTIVE COMMITTEE MEETING

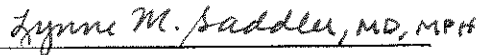
August 8, 2018, 6:00 PM at the District Office - 8001 Veterans Memorial Drive, Florence, KY.

ADJOURNMENT - **MOTION:** Dr. Charles Kenner moved to adjourn the Executive Committee meeting. Mr. Wilbert Ziegler seconded. Motion carried unanimously. Meeting adjourned at 7:10 PM.

Respectfully submitted,



Tony Kramer, RN,  
NKIDBOH Chair



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