

NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



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

June 13, 2018, 6:30 PM
8001 Veterans Memorial Drive, Florence, KY

Members Present

Tony Kramer (designee-Mayor Peluso), Chair
Linda Ault, PhD, MSW (designee-Mayor Meyer)
Eva Ballard
Charles Breen, MD
Lawrence Brennan, MD
Tom Cahill, Jr. (designee-Mayor Hermes)
Jeff Earlywine (designee-JE Moore)
Charles Kenner, DMD
Jack Lenihan, DMD
Julie Metzger Aubuchon, OD (designee-Mayor Whalen)
James Middendorf, DVM
Chris Reinersman, Mayor of Independence
Marie Schenkel (designee-JE Pendery)
Lynn Shewmaker, OD
Wilbert Ziegler (designee-JE Knochelmann)

Members Absent

Timothy Franxman, MD
Scott Kimmich (designee-JE Wood)
John Muller (designee-Mayor Haas)
Wm. Ford Threlkeld, II, MD
Shelly Voet, MD

Staff/Guests Present

Lynne M. Saddler, MD, MPH, District Director of Health
Rose M. Croley, District Secretary
Steve Divine, Director, Environmental Health & Safety
Karen Domaschko, Human Resources Administrator
Louise Kent, Planning Administrator
Pamela Millay, Director of Clinical Services
George A. Moore, Director, Administration & Accounting
Stephanie Vogel, Director, Population Health
Bryce Rhoades, Attorney

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1. **Welcome/Call to Order** - Chair, Mr. Tony Kramer noted a quorum was present for his last meeting as Chair, welcomed everyone, and called the meeting to order at 6:30 PM.
 2. **Approval of June 13, 2018 Proposed Agenda** - Chair, Mr. Tony Kramer presented the June 13, 2018 proposed agenda for approval. **MOTION:** Mr. Wilbert Ziegler moved to accept the June 13, 2018 proposed agenda as presented. Mayor Chris Reinersman seconded. Motion carried unanimously.
 3. **Approval of March 14, 2018 Proposed Minutes** - Chair, Mr. Tony Kramer presented the March 14, 2018 proposed minutes for approval. **MOTION:** Dr. Charles Kenner moved to accept the March 14, 2018 proposed minutes as presented. Dr. Jack Lenihan seconded. Motion carried unanimously.

4. Old Business

- a. **Appointment of KY Association of Local Boards of Health Liaison** – Chair, Mr. Tony Kramer appointed Dr. Linda Ault as the District Board of Health’s Liaison with the Kentucky Association of Local Boards of Health (KALBOH) and thanked her for volunteering for this post which will consist of participating in annual meetings and reporting back to the board.

5. Reports

- a. **Executive Committee** – Mr. Tony Kramer, Chair, reported the Executive Committee met on May 9th and heard reports on the Building Committee, the health department finances, the Personnel Board, and the pension bills passed by the General Assembly (HB 265 and HB 362). Dr. Saddler recommended the Chair appoint an Ad hoc committee to examine the opportunity in HB 362 to cease participating in KERS and make a recommendation to the District Board. Mr. Kramer reported after discussion with the Executive Committee, he appointed Mr. Jeff Earlywine, Mr. Scott Kimmich, Ms. Marie Schenkel, Mayor Chris Reinersman, Mr. Wilbert Ziegler, and Mr. Joe Shriver (County Administrator for Kenton County) to serve on this pension committee with Mr. Jeff Earlywine serving as Chair. Mr. Kramer reported the Executive Committee approved moving forward to the District Board the re-appointments of Ms. Vicki Crawford, Ms. Maureen Herbert, Ms. Charlotte Laird and Ms. Janet Patterson for another two year term and he appointed Ms. Marie Schenkel and Mr. Tom Cahill, Jr. to serve as the two Ad hoc members on the Personnel Board. Mr. Kramer appointed the Executive Committee as the Nominating Committee and nominated a slate of officers and members for the Executive Committee for FY 2019 which was presented later in this meeting. **MOTION:** Dr. Lawrence Brennan moved to accept and approve the May 9, 2018 Executive Committee Report as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.

b. Nominating Committee

1. **Nomination of the FY 2019 District Board Officers** – Mr. Tony Kramer, Chair presented the following nominations for the FY 2019 District Board Officers:
 - Jack Lenihan, DMD, Chair (Grant County)
 - Charles Kenner, DMD, Vice Chair (Boone County)
 - Mr. Tony Kramer, RN, Immediate Past Chair (Campbell County)**MOTION:** Mr. Tom Cahill, Jr. moved to approve the nominations presented for the FY 2019 District Board Officers. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously.

2. **Nomination of the FY 2019 Executive Committee Members** – Mr. Tony Kramer, Chair presented the following nominations for the FY 2019 Executive Committee members:

Boone County Members:

Jeff Earlywine (Designee for Judge Executive Gary Moore)

Timothy Franxman, MD

Campbell County Members:

Marie Schenkel (Designee for Judge Executive Steve Pendery)

Lawrence Brennan, MD (Chair, Campbell County Local Board of Health)

Grant County Members:

Scott Kimmich (Designee for Judge Executive Stephen Wood)

William Ford Threlkeld, II, MD (Chair, Grant County Local Board of Health)

Kenton County Members:

Judge Executive Kris Knochelmann

Eva Ballard

- MOTION:** Dr. James Middendorf moved to approve the nominations for the FY 2019 Executive Committee members. Mayor Chris Reinersman seconded. Motion carried unanimously.

- c. **Building Committee** – In the absence of Mr. Scott Kimmich, Chair, Mr. George Moore reported that the Building Committee met on April 16 and June 7 to determine the best course of action in response to a complaint received by the city of Florence regarding the visibility of our rooftop HVAC units per zoning code. Mr. Moore reported we are exempt from this zoning code because we are a government entity. Mr. Moore reported that screening of the units would cost approximately \$45,000 and might possibly make the units more visible. Hemmer was asked to develop a landscaping plan to address the screening of the rooftop HVAC units which was presented to the Building Committee at the June 7 meeting. The landscaping plan will cost approximately \$6,200 and the Building Committee decided to forward this option to the City of Florence to get their opinion as to if this would suffice, with the understanding that the Health Department would pay for the installation of the landscaping, the City would maintain it and it is contingent upon the District Board of Health's approval. Discussion ensued. **MOTION:** Dr. Lawrence Brennan moved to approve the Building Committee report as presented. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.
- d. **Legal Counsel**
1. **Proposed Amendments to Board By-laws** – Mr. Bryce Rhoades summarized the updates to the Board by-laws and clarified Article Ten Financial Oversight, Section 4, that any single expenditure exceeding \$50,000 shall require the written approval of the District Direct of Health and Chair of the District Board of Health. **MOTION:** Dr. Charles Kenner moved to approve the proposed amendments to Board By-laws as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- e. **Financial** – Mr. George Moore presented the financial report of the Health Department for the ten months ending April 30, 2018. Discussion ensued. **MOTION:** Dr. Jack Lenihan moved to accept the financial report as presented. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously.
1. **Finance & Audit Committee** – Mr. Tony Kramer, Chair reported the Finance & Audit Committee met on May 25 and accepted the FY 2019 Budget Preview which is zero based and includes a 2.5% merit increase for staff to be forwarded to the District Board for approval. Discussion ensued. **MOTION:** Dr. James Middendorf moved to approve the Finance & Audit Committee report which includes a 2.5% merit increase for staff. Dr. Lawrence Brennan seconded. Motion carried unanimously.
 2. **Approval of Pam Millay, RN, JD, Director of Clinical Services for Check Signing Authority** – Mr. George Moore requested the District Board of Health approve Ms. Pam Millay, Director of Clinical Services for check signing authority. **MOTION:** Mr. Wilbert Ziegler moved to approve Ms. Pam Millay for check signing authority. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously.
- f. **District Director of Health** – Dr. Lynne Saddler introduced Ms. Pam Millay, who joined the Health Department April 30 as Director of Clinical Services. She also shared that Ms. Louise Kent, Planning Administrator would be retiring at the end of June after over 22 years of service. A retirement celebration is planned for June 28, 3:00 – 5:00 PM at the district office, 8001 Veterans Memorial Drive. Dr. Saddler then summarized her report and activities of the Health Department. Dr. Saddler brought to the Board's attention to the potential smoke-free ordinance that may be considered in Williamstown and the Mayor's desire to have the health department enforce such an ordinance if passed. A formal request will be made if an ordinance has support by the city council. She then gave an update on the mobile unit versions of the Syringe Access Exchange Program, announcing that we have contracted with KY Fire Commission to use their mobile command center at no cost. The mobile programs will begin operation in July in Covington (at St. Elizabeth in Covington) and in Newport (at St. Elizabeth Urgent Care). Open house invitations will go out shortly to elected officials, media and the general public. Discussion ensued. **MOTION:** Mr. Tom Cahill, Jr. moved to approve the District Director of Health report as presented. Dr. James Middendorf seconded. Motion carried unanimously.

1. **Training Conference Room Use Policy** – Dr. Saddler presented the policy for using the Training Conference Room for the Board to approve the parameters to allow limited public access and use to other governmental entities desiring to use the room for governmental purposes; groups associated with the NKY Health; or community groups providing support or benefit to public health. Approval of policy will allow Dr. Saddler to review and approve requests for the room. Discussion ensued. **MOTION:** Mr. Jeff Earlywine moved to approve the Community Use of Training Conference Room District Office Policy as presented. Dr. James Middendorf seconded. Motion carried unanimously.
2. **FY 2019 Budget Proposal/Operations Plan** – Dr. Saddler presented the FY 2019 Budget Proposal/Operations Plan and reviewed the projected budget which is zero based and includes a 2.5% merit increase for staff. Discussion ensued. **MOTION:** Dr. Lawrence Brennan moved to approve the FY 2019 Budget Proposal/Operations Plan as presented. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.
- g. **District Director of Health Performance Review** – Mr. Tony Kramer, Chair reported he and Dr. Jack Lenihan completed Dr. Saddler's performance review and that she meets and exceeds all 13 performance standards and she excels in her field of expertise. Discussion ensued. **MOTION:** Dr. Linda Ault moved to approve the District Director of Health Performance Review as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- h. **Personnel Board** - Dr. Lynne Saddler reported the Personnel Board met on April 17, 2018 and reviewed the Personnel Action Report and Exit Questionnaires for 1/1/2018 through 3/31/2018. Dr. Saddler reported the next Personnel Board meeting will be July 17, 2018 at 5:15 PM. **MOTION:** Dr. Julie Metzger Aubuchon moved to accept the Personnel Board report as presented. Dr. Lawrence Brennan seconded. Motion carried unanimously.
 1. **Approval of Personnel Board Members** – The Personnel Board recommends the re-appointment of Ms. Vicki Crawford, Ms. Maureen Hebert, Ms. Charlotte Parker Laird and Ms. Janet Patterson for two year terms beginning 7/1/2018 and nominations of Ms. Sarah Mortensen Patton as Chair and Ms. Janet Patterson as Vice-Chair, pending the District Board's approval of Ms. Patton's re-appointment. **MOTION:** Dr. Jack Lenihan moved to accept the Personnel Board's recommendation of re-appointments and nominations. Dr. Lawrence Brennan seconded. Motion carried unanimously.
 2. **Appointment of Ad hoc Members to Personnel Board** – Mr. Tony Kramer, Chair referred to By-laws, Article Two, Section 3, #7, and reported that Ms. Eva Ballard is not available to serve another term as Ad hoc member and Dr. James Middendorf has completed his sixth year. He thanked both for their commitment and service. Mr. Kramer then appointed Ms. Marie Schenkel and Mr. Tom Cahill, Jr. to serve on the Personnel Board as Ad hoc members. Mr. Kramer thanked Ms. Schenkel and Mr. Cahill for their willingness to serve.

6. Committee Reports

- a. Clinical Services – Dr. Julie Metzger Aubuchon, Chair, reported plans are being made to convene the committee soon.
- b. Information & Education – Dr. Julie Metzger Aubuchon, Chair, reported the committee will be meeting soon.
- c. Population Health – Dr. Charles Breen, Chair, reported the committee has not met. Mr. Tony Kramer, Chair appointed Dr. Linda Ault and Ms. Marie Schenkel to serve on the Population Health Committee and thanked them for their willingness to serve.
- d. Environmental Health & Safety – Dr. James Middendorf, Chair, reported the committee met on June 5, 2018 and summarized the report, highlighting the overview of programs and number of services provided to date for this fiscal year. He reported that although he will be terming off of the District Board he will remain on this committee. Mr. Tony Kramer thanked Dr. Middendorf for his continued service and appointed himself back to the committee as Chair.

7. **Local Boards of Health Reports**

- a. Boone County – Dr. Charles Kenner, Chair, reported the Boone County Local Board of Health met on May 30, 2018 and approved the Cash Position Statement, recommended to the Boone County Fiscal Court that the Public Health Tax Rate remain at 1.9 cents per \$100 of assessed property valuations for FY 2019, approved the annual appropriation to the District for FY 2019 at 1.9 cents per \$100 of property valuations, exempted non-commercial aircraft from the public health tax for FY 2019, and continued the allocation of \$25,000 to Boone County Success by 6.
- b. Campbell County – Mr. Lawrence Brennan reported the Campbell County Local Board of Health met on May 21 and approved the Campbell County Public Health Taxing District Auditors' Report ending June 30, 2017 which was an unmodified opinion on the cash basis of accounting. The Board also approved the financial report and Cash Position Statement as presented. The Board recommended to the Campbell County Fiscal Court that the Public Health Tax Rate remain at 2.4 cents per \$100 of assessed property valuations for FY 2019 and that the FY 2019 appropriation to the District remain at 1.9 cents per \$100 of assessed property valuations. The Board approved funding the Campbell County Detention Center's Chemical Dependency Program and the Campbell County Health Center Safety Net Services Program for FY 2019.
- c. Grant County – In Dr. William Ford Threlkeld's absence, Dr. Saddler provided the Grant County Local Board of Health report. This Board met on May 25, 2018 and approved the Grant County Public Health Taxing District Auditors' Report ending June 30, 2017 noting it was an unmodified opinion on the cash basis of accounting. The Board accepted the Cash Position Statement as of May 14, 2018 and approved the FY 2019 Public Health Tax Rate to remain at 2.8 cents per \$100 of property valuations and the FY 2019 appropriation to the District remain at 1.9 cents per \$100 of property valuations. The Board approved funding \$77,500 to Grant County School-Based Health Center; \$25,000 to Williamstown School-Based Health Center and \$13,500 to Grant County Fitness Challenge (FFLAG).
- d. Kenton County – Dr. Lynn Shewmaker, Chair, reported the Kenton County Local Board of Health met on May 30, 2018 and approved the Kenton County Public Health Taxing District Auditor's Report ending June 30, 2017 which was an unmodified opinion on the cash basis of accounting. The Board also approved the Financial Report/Cash Position Statement as of April 30, 2018. He reported the Board recommended to the Kenton County Fiscal Court that the public health tax rate be increased from 2.0 cents to 2.3 cents per \$100 of assessed property valuations and the FY 2019 appropriation to the District remain at 1.9 cents per \$100 of property valuations. He reported the Board discussed the possibility of building a new health center and formed a Building Committee to evaluate the need and options related to this.

8. **Closed Session** – There was no need to go into closed session.

9. **Other**

- a. **Recognition of Out-going Chair and Board Members** – Dr. Saddler recognized Chair, Mr. Tony Kramer, Dr. Charles Breen, Dr. James Middendorf and Mr. Wilbert Ziegler, thanking them for a very productive year and for their dedication and commitment to public health. She presented each of them with a token of our appreciation.

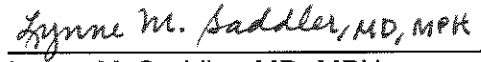
10. **Next District Board of Health Meeting** - The next meeting will be Wednesday, September 12, 2018 at 6:00 PM, 8001 Veterans Memorial Drive, Florence, KY 41042. The scheduled dates for the regular District Board of Health and Executive Committee Meetings were presented to the District Board for approval. **MOTION:** Dr. Julie Metzger Aubuchon moved to accept the FY 2019 District Board of Health and Executive Committee Meeting dates as presented. Mayor Chris Reinersman seconded. Motion carried unanimously.

11. **Adjournment – MOTION:** Mr. Wilbert Ziegler moved to adjourn the meeting. Dr. James Middendorf seconded. Motion carried unanimously. Meeting adjourned at 7:40 PM.

Respectfully submitted,



Tony Kramer, RN,
NKIDBOH Chair



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