

NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH MEETING

September 12, 2018, 6:00 PM
8001 Veterans Memorial Drive, Florence, KY

Members Present

Jack Lenihan, DMD, Chair
Linda Ault, PhD, MSW (designee-Mayor Meyer)
Jason Burcham, DVM
Tom Cahill, Jr. (designee-Mayor Hermes)
Jeff Earlywine (designee-JE Moore)
Timothy Franxman, MD
Richard Gaston, MD
Charles Kenner, DMD, Vice Chair
Tony Kramer, RN (designee-Mayor Peluso)
Julie Metzger Aubuchon, OD (designee-Mayor Whalen)
Marie Schenkel (designee-JE Pendery)
Lynn Shewmaker, OD
Shelly Voet, MD

Members Absent

Eva Ballard
Lawrence Brennan, MD
Scott Kimmich (designee-JE Wood)
Kris Knochelmann, Judge Executive
John Muller (designee-Mayor Haas)
Chris Reinersman, Mayor, Independence
Wm. Ford Threlkeld, II, MD

Staff/Guests Present

Lynne M. Saddler, MD, MPH, District Director of Health
Rose M. Croley, District Secretary
Steve Divine, Director of Environmental Health & Safety
Karen Domaschko, Human Resources Administrator
Pamela Millay, Director of Clinical Services
Stephanie Vogel, Director of Population Health
Jonathan Vorbeck, Public Health Impacts Administrator
Mary Ann Stewart, Esq.

1. **Welcome/Call to Order** - Chair, Dr. Jack Lenihan noted a quorum was present, welcomed everyone, and called the meeting to order at 6:04 PM. Dr. Lenihan welcomed two new members representing Boone County that have joined the District Board of Health and gave a brief bio on Dr. Jason Burcham and Dr. Richard Gaston.
2. **Public Comments** – Chair, Dr. Jack Lenihan noted that there were no members of the public who signed up to speak to the Board.
3. **Approval of September 12, 2018 Proposed Agenda** - Chair, Dr. Jack Lenihan presented the September 12, 2018 proposed agenda for approval. **MOTION:** Mr. Tony Kramer moved to accept the September 12, 2018 proposed agenda as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

4. **Approval of June 13, 2018 Proposed Minutes** - Chair, Dr. Jack Lenihan presented the June 13, 2018 proposed minutes for approval. **MOTION:** Mr. Tom Cahill, Jr. moved to accept the June 13, 2018 proposed minutes as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
5. **Old Business** – There was no old business to bring before the Board.
6. **Reports**
 - a. **Executive Committee** – Dr. Jack Lenihan, Chair, reported the Executive Committee met on August 8 and heard a report from Dr. Saddler on behalf of Mr. Jeff Earlywine, Chair of the Pension Committee. Ms. Mary Ann Stewart added that she did research on quasi governmental entities and shared the information with the Committee and asked for permission to share her research with KHDA (KY Health Departments Association) to help educate and advocate for the Health Department as an SPGE (Special Purpose Government Entity). The Executive Committee agreed that she share her research. He also reported on the items the Committee approved moving forward to the Board which will be heard in tonight’s Board meeting. The next Executive Committee meeting will be held on November 14, 2018 at 6:00 PM at the District Office. **MOTION:** Dr. Linda Ault moved to accept and approve the August 8, 2018 Executive Committee Report as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
 - b. **Pension Committee** – Mr. Jeff Earlywine, Chair, reported the Board put together a Committee to explore status of KRS should the Health Department opt out and to look at other options. Mr. Earlywine then gave a summary of HB 265, HB 362, and HB 487, which led to eliminating the option to opt out of the pension system. There will be no more Committee meetings for now but we will continue to educate the impact of such an increase on contributions. Discussion ensued.
 - c. **Legal Counsel** – Ms. Mary Ann Stewart had no report.
 - d. **Financial** – On behalf of Mr. George Moore, Dr. Lynne Saddler presented the financial report for the twelve months ending June 30, 2018. She reported that although we were originally budgeted to spend \$3.6 million in reserves for FY 2018, we actually only used approximately \$2.2 million of reserves and that the District Building is officially paid off. She reported the audit field work has been completed. Discussion ensued. **MOTION:** Dr. Timothy Franxman moved to approve the financial report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
 - e. **District Director of Health** – Dr. Lynne Saddler introduced Mr. Jonathan Vorbeck, Public Health Impacts Administrator and reported that Angela Osborne had started as our new Public Information Specialist. Dr. Saddler gave her report on the presentations she had done with the mayors and Judge Executives on the pension issue for public health. She summarized her report on the Hepatitis A outbreak, HIV Cluster Investigation, Syringe Access Exchange Program (pointing out a correction on page 17 in the packet that should read 47 unduplicated, not 47 undocumented), and the Adult Dental Assistance Program. Discussion ensued. **MOTION:** Dr. Julie Metzger Aubuchon moved to approve the District Director of Health report as presented. Dr. Richard Gaston seconded. Motion carried unanimously.
 1. **Strategic Plan 2016-2020 Mid-Implementation Progress Report and Updated Strategic Plan 2016-2020** – Dr. Saddler gave update on the mid-course progress report on implementation of NKYHealth’s strategic plan and presented a proposed updated strategic plan. **MOTION:** Dr. Charles Kenner moved to approve the Strategic Plan 2016-2020 Mid Implementation Progress Report and Updated Strategic Plan 2016-2020 as presented. Dr. Shelly Voet seconded. Motion carried unanimously.
 2. **Report on the FY 2018 Operation Plan** – Dr. Saddler presented and summarized the report on the FY 2018 Operational Plan. **MOTION:** Ms. Marie Schenkel moved to accept the report on

the FY 2018 Operation Plan as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.

3. **Enforcement of Williamstown Smoke-Free Ordinance** – Dr. Saddler provided the letter from Mayor Rick Skinner at the City of Williamstown which formally requested that the Northern Kentucky Health Department provide enforcement of the City of Williamstown’s smoke-free ordinance. Dr. Saddler discussed with the Mayor the need for an interlocal agreement that would have to be approved by the Board in order for the health department to provide support for enforcement. An interlocal agreement was drafted by the Board’s legal counsel and staff which was presented to the Board for consideration. Discussion ensued. **MOTION:** Dr. Shelly Voet moved to authorize the interlocal agreement to the City of Williamstown. Dr. Linda Ault seconded. Motion carried unanimously.

- f. **District Director of Health Performance Review** – Chair Dr. Jack Lenihan reported that he and Mr. Tony Kramer, Immediate Past Chair, presented Dr. Saddler’s Performance Review for acceptance at the June Board Meeting, which was approved. He reported that at Mr. Kramer’s direction last year, staff had research done in April comparing Dr. Saddler’s salary to that of similar positions in this region and it was noted that her salary was approximately 14% below market average. Based on this research and her performance where she excelled in all categories, he recommended a 4% salary increase for Dr. Saddler to be effective the first payroll in November, which is when the pay increases for staff take effect. Discussion ensued. **MOTION:** Dr. Julie Metzger Aubuchon moved to approve the recommendation of a 4% salary increase for Dr. Saddler to be effective the first payroll in November. Mr. Tony Kramer seconded. Motion carried unanimously.

- g. In addition, Ms. Mary Ann Stewart shared with the Board that it recently had been brought to her attention that a Scrivener’s error had been made in the contract between the Board and Dr. Saddler. The error was that the Car Allowance should have read \$500/month instead of \$250/month. As it had been the intent of the Board to carry forward Dr. Saddler’s current compensation prior to the contract being executed, Ms. Stewart asked for this to be corrected and to be retro-active to 7/1/17 when the contract became effective. **MOTION:** Dr. Charles Kenner moved to correct the typographical error in Dr. Saddler’s contract to read \$500.00 per month and to be retro-active to 7/1/17. Dr. Timothy Franxman seconded. Motion carried.

- h. **Personnel Board** - Dr. Lynne Saddler stated that the Personnel Board met on July 17, 2018 and reported on the business that was conducted. The next Personnel Board meeting will be October 16, 2018 at 5:15 PM. **MOTION:** Dr. Lynn Shewmaker moved to accept the Personnel Board report as presented. Dr. Shelly Voet seconded. Motion carried unanimously.

7. Committee Reports

- a. **Clinical Services** – Dr. Julie Metzger Aubuchon, Chair, reported the committee has not met.
- b. **Information & Education** – Dr. Julie Metzger Aubuchon, Chair, reported the committee did meet and reviewed educational materials for approval as required by the federal Title X program.
- c. **Population Health** – Chair Dr. Jack Lenihan appointed Ms. Marie Schenkel to serve as Chair of the Population Health Committee and thanked her for her willingness to serve. Ms. Marie Schenkel reported the committee has not met.
- d. **Environmental Health & Safety** – Mr. Tony Kramer, Chair, reported the committee will meet in October.

8. **Local Boards of Health Reports**

- a. Boone County – Dr. Charles Kenner, Chair, reported the Local Board did not meet.
- b. Campbell County – Dr. Lynne Saddler reported the Local Board did not meet.
- c. Grant County – Dr. Lynne Saddler reported the Local Board did not meet.
- d. Kenton County – Dr. Lynn Shewmaker, Chair, reported that the Kenton County Local Board of Health met on August 21 to discuss the need for an elevator repair/rebuild. The Local Board approved the expenditure of \$94,873 and work has begun. He also reported that the Board discussed moving forward with establishing the Building Committee to start the process of exploring options for a new Kenton County Health Center.

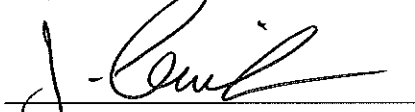
9. **Other** – There were no non-action items to bring before the Board.

10. **Next District Board of Health Meeting** - The next meeting will be Wednesday, December 12, 2018 at 6:00 PM, 8001 Veterans Memorial Drive, Florence, KY 41042.

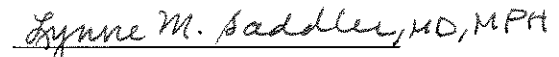
11. **Closed Session** – There was no need to go into closed session.

12. **Adjournment** – **MOTION:** Ms. Marie Schenkel moved to adjourn the meeting. Dr. Julie Metzger Aubuchon seconded. Motion carried unanimously. Meeting adjourned at 7:17 PM.

Respectfully submitted,



Jack Lenihan, DMD,
NKIDBOH Chair



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