



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



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

Scott Kimmich, Acting Chair
Wednesday, November 14, 2018, 6:00 PM
8001 Veterans Memorial Drive, Florence KY 41042

MINUTES

MEMBERS PRESENT

Jeff Earlywine (Designee for JE Moore)
Timothy Franxman, MD
Scott Kimmich (Designee for JE Wood)
Tony Kramer, RN (Designee for Newport Mayor)
Kris Knochelmann, Judge Executive
Steve Pendery, Judge Executive
Wm. Ford Threlkeld, II, MD

MEMBERS ABSENT

Eva Ballard
Lawrence Brennan, MD
Charles Kenner, DMD
Jack Lenihan, DMD

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District
Director of Health
Rose Croley, District Secretary
Steve Divine, Director of Environmental
Health and Safety
Karen Domaschko, Human Resources
Administrator
Pamela Millay, Director of Clinical Services
George A. Moore, II, Director of
Administration & Accounting
Stephanie Vogel, Director of Population
Health
Bryce Rhodes, Attorney
Rohit Kalvakunta, MPH Student

WELCOME / CALL TO ORDER

As Dr. Jack Lenihan, Chair, could not be at this meeting and Dr. Charles Kenner, Vice-Chair, was not present, Mr. Scott Kimmich agreed to serve as Acting Chair for the meeting. Mr. Scott Kimmich, Acting Chair, noted a quorum was present, welcomed everyone and called the meeting to order at 6:00 PM.

APPROVAL OF NOVEMBER 14, 2018 PROPOSED AGENDA

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

APPROVAL OF AUGUST 8, 2018 PROPOSED MINUTES

Mr. Scott Kimmich, Acting Chair, presented the August 8, 2018 Proposed Minutes for approval. **MOTION:** Dr. Timothy Franxman moved to accept the August 8, 2018 Proposed Minutes as presented. Judge Executive Kris Knochelmann seconded. Motion carried unanimously.

OLD BUSINESS

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

REPORTS

- a) **Finance & Audit Committee** – Mr. George Moore reported that the Finance & Audit Committee met on October 31, reviewed the FY 2018 Audit and recommended moving it forward to the Executive Committee.
1. **Presentation of Audit** – Mr. George Moore introduced Mr. Adam Davey and Mr. Ross Emerson, of VonLehman CPA & Advisory Firm., who presented the FY 2018 Financial Statements and Independent Auditors' Report. The Auditors presented an unmodified opinion on the modified cash basis of accounting, which is the basis of accounting required by the Commonwealth of Kentucky. Discussion ensued. Mr. Scott Kimmich suggested adding wording that further details the District's pension obligation and how it is does not appear on the District's balance sheet due to our regulatory requirement to provide our financials on the modified cash basis of accounting. **MOTION:** Mr. Jeff Earlywine moved to add Mr. Kimmich's suggested wording to the audit and forward to the full Board for approval. Dr. Wm. Ford Threlkeld, II, seconded. Motion carried unanimously.
- b) **Legal Counsel** – Mr. Bryce Rhodes - no report at this time.
- c) **Financial** – Mr. George Moore summarized the financial report for all programs through September 30, 2018. Discussion ensued. **MOTION:** Judge Executive Kris Knochelmann moved to accept the financial report and forward the financial report to the District Board for approval. Dr. Timothy Franxman seconded. Motion carried unanimously.
1. **Investment Proposal** – Mr. George Moore presented and summarized a Treasury Backed Securities Investment Ladder proposal received from BB&T, which is an investment vehicle over a 5 year period. Discussion ensued. **MOTION:** Mr. Jeff Earlywine moved that, based on Mr. George Moore's forecast that the District will have sufficient cash on hand, the BB&T investment proposal be forwarded to the District Board for their consideration. Dr. Timothy Franxman seconded. Motion carried unanimously.
- d) **District Director of Health** – Dr. Lynne Saddler
- Dr. Saddler reported the Pension Committee will meet Friday, November 16 at 7:30 a.m., and will be reviewing different potential options to address the anticipated increase in the pension contribution for FY 2020, and will develop recommendations for the District Board of Health's review.
 - Dr. Saddler gave updates on the following topics: Hepatitis A Outbreak; HIV Cluster Investigation/Response; Syringe Access Exchange Programs; Community Health Improvement Plan Dashboard; Adult Oral Health program startup; Hepatitis C care coordination grant award; and KY Department for Public Health site visits in clinical services' programs.
 - Dr. Saddler reported that the Clinical Services Committee will be meeting with the Population Health Committee on December 5 at 11:30 AM to discuss medical marijuana.
 - Dr. Saddler reported that the virtual site visit for national reaccreditation through the Public Health Accreditation Board (PHAB) is scheduled for December 3. This is the last step in the reaccreditation process before PHAB decides in March 2019 if we are accredited for another five years.
 - Dr. Saddler gave an update on the City of Williamstown's Smoking Ordinance, summarizing the Inter Local Agreement that was prepared, and reported that Interact for Health has awarded the District a grant for the initial education of the public and businesses.
- MOTION:** Mr. Tony Kramer moved to accept the District Director of Health report and forward to the District Board for approval. Dr. Wm. Ford Threlkeld, II, seconded. Motion carried unanimously.

- e) **Personnel Board** – Dr. Lynne Saddler reported the Personnel Board met on October 16 and summarized the meeting. She reported the next meeting is set for January 15 at 5:15 PM. **MOTION:** Judge Executive Kris Knochelmann moved to accept the Personnel Board report as presented and forward to the District Board for approval. Dr. Timothy Franxman seconded. Motion carried unanimously.

REVIEW/APPROVAL OF PROPOSED DECEMBER 12, 2018 DISTRICT BOARD OF HEALTH AGENDA

Mr. Scott Kimmich, Acting Chair, presented the December 12, 2018 District Board of Health Proposed Agenda for approval. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to approve the December 12, 2018 District Board of Health Proposed Agenda. Judge Executive Kris Knochelmann seconded. Motion carried unanimously.

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

OTHER: NON-ACTION ITEMS – Dr. Lynne Saddler thanked Mr. Scott Kimmich for chairing the meeting tonight in the Chair's absence.

NEXT EXECUTIVE COMMITTEE MEETING

February 13, 2019, 6:00 PM at the District Office - 8001 Veterans Memorial Drive, Florence, KY.

ADJOURNMENT - MOTION: Mr. Tony Kramer moved to adjourn the Executive Committee meeting. Dr. Timothy Franxman seconded. Motion carried unanimously. Meeting adjourned at 6:48 PM.

Respectfully submitted,



Scott Kimmich,
NKIDBOH Acting Chair



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