



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE MEETING

Charles Kenner, DMD, Chair

Wednesday, November 13, 2019, 6:00 PM

8001 Veterans Memorial Drive, Florence KY 41042

MINUTES

MEMBERS PRESENT

Jeff Earlywine (D - JE Moore)
Timothy Franxman, MD (left mtg @ 6:40 PM)
Charles Kenner, DMD, Chair
Scott Kimmich (D - JE Knochelmann)
Tony Kramer, RN (D - Newport Mayor Peluso)
Jack Lenihan, DMD, Immediate Past Chair
Marie Schenkel (D - JE Pendery)

MEMBERS ABSENT

Eva Ballard
Tiffany Horn (D - JE Dills)
Tom Cahill (D - Erlanger Mayor Fette), Vice Chair
Wm. Ford Threlkeld, II, MD

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District
Director of Health
Laura Brinson, Public Health Impacts
Administrator
Rose Croley, District Secretary
Karen Domaschko, Human Resources
Administrator
George A. Moore, II, Director of
Administration & Accounting
Stephanie Vogel, Director of Population Health
Bryce Rhoades, Attorney
Stephanie Allgeyer, VonLehman
Ross Emerson, VonLehman

- I. **WELCOME** - Charles Kenner, DMD, Chair, welcomed everyone.
- II. **CALL TO ORDER** – Charles Kenner, DMD, Chair, noted a quorum was present and called the meeting to order at 6:00 PM.
- III. **APPROVAL OF NOVEMBER 13, 2019 PROPOSED AGENDA** - Charles Kenner, DMD, Chair, presented the November 13, 2019 Proposed Agenda for approval. Dr. Saddler asked that Item VI.d.1., Code of Ethics, be removed from the November 13, 2019 agenda as it was not ready at time of meeting. Dr. Saddler is working with Legal to change language from Kenton to Boone counties and it will be ready for the District Board of Health Meeting in December. **MOTION:** Mr. Tony Kramer moved to accept the November 13, 2019 Proposed Agenda as presented with amendment of removing Item VI.d.1. Ms. Marie Schenkel seconded. Motion carried unanimously.
- IV. **APPROVAL OF AUGUST 14, 2019 PROPOSED MINUTES** - Charles Kenner, DMD, Chair, presented the August 14, 2019 Proposed Minutes for approval. **MOTION:** Ms. Marie Schenkel moved to accept the August 14, 2019 Proposed Minutes as presented. Dr. Timothy Franxman seconded. Motion carried unanimously.

V. **OLD BUSINESS** - There was no old business to bring before the Executive Committee.

VI. **REPORTS**

- a. **Finance & Audit Committee** – Finance & Audit Committee Chair, Dr. Charles Kenner, reported the committee met on October 25, 2019, where they reviewed and accepted the FY 2019 draft audit presented by VonLehman. Dr. Kenner reported the committee also reviewed and accepted the draft of the updated internal control manual that was presented by Dr. Saddler and Mr. George Moore which documents current internal controls already in place and formalizes our practices.
 1. Presentation of Audit – Mr. George Moore introduced Ms. Stephanie Allgeyer from VonLehman CPA & Advisory Firm. Ms. Allgeyer gave a brief background on herself as our new senior audit partner and then turned the presentation over to Mr. Ross Emerson who summarized the FY 2019 audit, noting there were no material internal control weaknesses identified and it was an unqualified opinion on the basis of cash. Discussion ensued. **MOTION:** Dr. Jack Lenihan moved to accept the FY 2019 Audit as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
 2. Internal Control Manual Review/Approval – Mr. George Moore gave a brief summary of the updated internal control manual. After discussion, Mr. Kimmich recommended that petty cash amounts per site and in total on hand be listed in the manual and thereby approved by the Board. Mr. Moore will add this to the Internal Control Manual and have it ready for District Board’s approval at the December 11 meeting. **MOTION:** Ms. Marie Schenkel moved to accept the updated Internal Control Manual as presented with the amendment of adding petty cash amounts. Dr. Timothy Franxman seconded. Motion carried unanimously.
- b. **Legal Counsel:** Mr. Bryce Rhoades reported that there were no legal matters on which to report.
- c. **Financial** – Mr. George Moore summarized the financial report as of 9-30-2019. Discussion ensued. **MOTION:** Dr. Jack Lenihan moved to accept the financial report as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- d. **District Director of Health** – Dr. Lynne Saddler reported on staffing challenges occurring due to retirements/retention and recruitment issues, associated with both pay scale and pension uncertainty. She also reported on the implementation of the strategic plan and community health improvement plan; Syringe Access Exchange Program; HIV Clusters Response, and divisions’ activities. After discussion, Mr. Kimmich recommended that the District Board of Health be asked to approve a salary survey to gather additional information for the Pension Committee’s analysis of the pension options that the Board will have to consider. It was also noted that staff should understand that this is for the purposes of gathering information only and is not intended to imply that salary adjustments are forthcoming. **MOTION:** Mr. Scott

Kimmich moved to propose the District Board authorize the Health Department to perform a salary survey to compare our current salaries to the marketplace. Mr. Jeff Earlywine seconded. Motion carried unanimously. **MOTION:** Mr. Jeff Earlywine moved to accept the District Director of Health report as presented. Mr. Scott Kimmich seconded. Motion carried unanimously.

- e. **Personnel Board Report** – Dr. Lynne Saddler reported the Personnel Board met on October 9, 2019 to review and discuss the items outlined in the report, including the Personnel Action Report. The Personnel Board reviewed the Personnel Board Rules and Regulations and has approved the change of language from “Kenton” to “Boone” County. The next Personnel Board meeting is set for January 14, 2020 at 5:15 PM. **MOTION:** Mr. Tony Kramer moved to accept the Personnel Board Report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously. **MOTION:** Ms. Marie Schenkel moved to accept the Personnel Board Rules and Regulations changes of replacing “Kenton” with “Boone” counties. Dr. Jack Lenihan seconded. Motion carried unanimously.

VII. **REVIEW/APPROVAL OF DECEMBER 11, 2019 DISTRICT BOARD OF HEALTH**

AGENDA – Charles Kenner, DMD, Chair, presented the December 11, 2019 District Board of Health Agenda for approval noting the additions of:

- e. 2. - Salary Survey.
- VI. NKY Public Health Hero Award - Ky Rep. Kim Moser.

MOTION: Mr. Tony Kramer moved to accept the December 11, 2019 District Board of Health Agenda as amended. Mr. Jeff Earlywine seconded. Motion carried unanimously.


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


IX. **OTHER** – There were no non-action items to bring before the Executive Committee.

X. **NEXT EXECUTIVE COMMITTEE MEETING** - February 12, 2020, 6:00 PM at the District Office - 8001 Veterans Memorial Drive, Florence, KY.

XI. **ADJOURNMENT** - **MOTION:** Ms. Marie Schenkel moved to adjourn the Executive Committee meeting. Mr. Scott Kimmich seconded. Motion carried unanimously. Meeting adjourned at 6:50 PM.

Respectfully submitted,


Charles Kenner, DMD,
NKIDBOH Chair


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