



NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE MEETING

Charles Kenner, DMD, Chair
Wednesday, May 13, 2020, 6:00 PM

PURSUANT TO KRS 61.826 and OAG 20-05, THE STATE OF EMERGENCY REGARDING THE THREATS TO PUBLIC HEALTH PRESENTED BY THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC, THIS MEETING OF THE NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH'S EXECUTIVE COMMITTEE WAS CONDUCTED BY VIDEOCONFERENCE. MEETINGS WERE ATTENDED BY THE PUBLIC BY VIEWING THE VIDEO CONFERENCE **AT NKY HEALTH'S FACEBOOK PAGE ONLINE AT: <https://facebook.com/nkyhealth/> FACEBOOK LIVE**

MINUTES

MEMBERS PRESENT

Charles Kenner, DMD, Chair
Eva Ballard
Tom Cahill (D – Erlanger Mayor Fette), Vice Chair
Jeff Earlywine (D - JE Moore)
Timothy Franxman, MD
Tiffany Horn (D – JE Dills)
Scott Kimmich (D - JE Knochelmann)
Tony Kramer, RN (D - Newport Mayor Peluso)
Jack Lenihan, DMD, Immediate Past Chair
Marie Schenkel (D - JE Pendery)
Wm. Ford Threlkeld, II, MD

STAFF / GUESTS PRESENT

Lynne M. Saddler, MD, MPH, District Director of Health
Laura Brinson, Public Health Impacts Administrator
Karen Domaschko, Human Resources Administrator
Pamela Millay, Director of Clinical Services
Kim Monaco, District Secretary
George A. Moore, II, Director of Administration & Accounting
Mary Ann Stewart, Attorney

MEMBERS ABSENT

D = Designee

- I. WELCOME / CALL TO ORDER – Dr. Charles Kenner, DMD, Chair, welcomed everyone, noted a quorum was present and called the meeting to order at 6:09 PM.
- II. APPROVAL OF PROPOSED MAY 13, 2020 AGENDA – Dr. Charles Kenner, DMD, Chair, presented the May 13, 2020 Proposed Agenda for approval. **MOTION:** Mr. Tom Cahill moved to accept the May 13, 2020 Proposed Agenda as presented. Dr. William Ford Threlkeld, II, seconded. Motion carried unanimously.

- III. **APPROVAL OF RESOLUTION REGARDING MEETING PROTOCOLS FOR NOVEL CORONAVIRUS (COVID-19)** – Dr. Charles Kenner, DMD, Chair, presented the Resolution Regarding Meeting Protocols for Novel Coronavirus (COVID-19) for approval. **MOTION:** Dr. Jack Lenihan moved to accept the Resolution Regarding Meeting Protocols for Novel Coronavirus (COVID-19) as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- IV. **APPROVAL OF PROPOSED FEBRUARY 12, 2020 MINUTES** – Dr. Charles Kenner, DMD, Chair, presented the February 12, 2020 Proposed Minutes for approval. **MOTION:** Mr. Jeff Earlywine moved to accept the February 12, 2020 Proposed Minutes as presented. Mr. Tom Cahill seconded. Motion carried unanimously.
- V. **OLD BUSINESS** – There was no old business to bring before the Executive Committee.
- VI. **REPORTS**
- a. **Pension Committee** – Pension Committee Chair, Mr. Jeff Earlywine, reported the committee met on April 2, 2020. At that time, the General Assembly had passed bills that would postpone the District Board of Health decision regarding KERS participation to 5/1/2021 and keep the Health Department’s contribution rate at 49.47% for another year. Therefore, the Committee did not have any recommendations to make at this time. The special District Board of Health meeting scheduled for April 22, 2020 was not needed. No action was requested or recorded.
- b. **Finance & Audit Committee** – Dr. Charles Kenner, DMD, Chair reported the committee met on May 13, 2020. Dr. Lynne Saddler and Mr. George Moore updated the committee on current finances, reserves and the FY 2020 Contract Report as of March 31, 2020. Discussion ensued. **MOTION:** Mr. Tony Kramer moved to accept the Finance & Audit Committee report as presented. Dr. William Ford Threlkeld, II, seconded. Motion carried unanimously.
- c. **Legal Counsel** – Ms. Mary Ann Stewart, Esq. stated there was no legal update to report.
- d. **Financial** – Mr. George Moore summarized the financial report as of 3-31-2020. **MOTION:** Mr. Jeff Earlywine moved to accept the financial report as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- e. **District Director of Health** – Dr. Lynne Saddler highlighted the Health Department response efforts to COVID-19 from her written report to the Board. **MOTION:** Mr. Tony Kramer moved to accept the District Director of Health report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
1. **Salary Survey Report** – Dr. Lynne Saddler presented the Salary Survey Report which was completed in March 2020 by Richardson Compensation Consulting, LLC, at the request of the Board to review the Health Department’s salaries/benefits vs. local markets. Recommendations were provided by

Richardson Compensation Consulting, LLC, and these will be presented to the District Board of Health at the June 10, 2020 meeting. Discussion ensued.

MOTION: Ms. Marie Schenkel moved to accept the Salary Survey Report as presented. Mr. Tom Cahill seconded. Motion carried unanimously.

2. **FY 2021 Budget Proposal / Operations Plan** – Dr. Lynne Saddler reported that the FY 2021 Budget Proposal and Operations Plan will be presented at the June 10, 2020 District Board of Health meeting. Mr. George Moore reported allocations are expected to remain similar as they were for FY 2019 and FY 2020. Discussion ensued. No motion needed.

- f. **Personnel Board Report** – Dr. Lynne Saddler reported the Personnel Board met on April 21, 2020 to review and discuss the items outlined in the report, including the Personnel Action Report from 1/1/2020 through 3/31/2020. Dr. Saddler also reported the Personnel Board recommends re-appointing Vicki Crawford, Maureen Hebert, Charlotte Laird and Janet Patterson for another two-year term beginning July 1, 2020. The next Personnel Board meeting is set for July 7, 2020 at 5:15 PM. **MOTION:** Mr. Tom Cahill moved to accept the Personnel Board Report as presented and move forward to the District Board for approval. Mr. Tony Kramer seconded. Motion carried unanimously.

1. **Approval of Personnel Board Members - MOTION:** Mr. Jeff Earlywine moved to accept the Personnel Board's recommendation to re-appoint Vicki Crawford, Maureen Hebert, Charlotte Laird and Janet Patterson for another two year term beginning July 1, 2020 and forward to the District Board for approval. Dr. Jack Lenihan seconded. Motion carried unanimously.

VII. NOMINATING COMMITTEE

Dr. Charles Kenner, DMD, Chair appointed the Executive Committee as the Nominating Committee.

- a. **Nomination of the FY 2021 District Board Officers** – Dr. Saddler presented the Nomination of the FY 2021 District Board Officers. Mary Ann Stewart, Esq. inquired if there were other nominations, to which there were none stated. **MOTION:** Mr. Jeff Earlywine moved to accept the Nomination of the FY 2021 District Board Officers as presented and move forward to the District Board for approval. Dr. William Ford Threlkeld, II, seconded. Motion carried unanimously.
- b. **Nomination of the FY 2021 Executive Committee Members** – Dr. Saddler presented the Nomination of the FY 2021 Executive Committee Members. Mary Ann Stewart, Esq. inquired if there were other nominations, to which there were none stated. **MOTION:** Ms. Marie Schenkel moved to accept the Nomination of the FY 2021 District Board Officers as presented and move forward to the District Board for approval. Mr. Tom Cahill seconded. Motion carried unanimously.

- VIII. **APPROVAL OF JUNE 10, 2020 DISTRICT BOARD OF HEALTH AGENDA** – Dr. Charles Kenner, DMD, Chair, presented the June 10, 2020 District Board of Health Agenda for approval. **MOTION:** Dr. William Ford Threlkeld, II, moved to accept the June 10, 2020 District Board of Health Agenda as presented. Dr. Timothy Franxman seconded. Motion carried unanimously.
- IX. **CLOSED SESSION** – It was determined there was no need for a Closed Session.
- X. **NEXT EXECUTIVE COMMITTEE MEETING** – August 12, 2020 6:00 PM tentatively scheduled at the District Office located at 8001 Veterans Memorial Drive, Florence, KY.
- XI. **ADJOURNMENT** - **MOTION:** Dr. Jack Lenihan moved to adjourn the Executive Committee meeting. Mr. Jeff Earlywine seconded. Motion carried unanimously. Meeting adjourned at 6:55 PM.

Respectfully submitted,

Charles Kenner

Charles Kenner (Aug 13, 2020 08:03 EDT)

Charles Kenner, DMD,
NKIDBOH Chair

Lynne M. Saddler, MD, MPH

Lynne M. Saddler, MD, MPH (Aug 13, 2020 22:06 EDT)

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









5-13-2020 Exec Comm Minutes (Final to SIGN if APPROVED)

Final Audit Report

2020-08-14

Created:	2020-08-13
By:	Kimberly Monaco (kim.monaco@nkyhealth.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAep1I018QzZcbZ0kJeJcX7AF50DURgaCD

"5-13-2020 Exec Comm Minutes (Final to SIGN if APPROVED)" History

-  Document created by Kimberly Monaco (kim.monaco@nkyhealth.org)
2020-08-13 - 11:58:35 AM GMT- IP address: 192.24.160.190
-  Document emailed to Charles Kenner (ckenner@boonecountyky.org) for signature
2020-08-13 - 12:00:11 PM GMT
-  Email viewed by Charles Kenner (ckenner@boonecountyky.org)
2020-08-13 - 12:02:14 PM GMT- IP address: 65.185.36.80
-  Document e-signed by Charles Kenner (ckenner@boonecountyky.org)
Signature Date: 2020-08-13 - 12:03:55 PM GMT - Time Source: server- IP address: 65.185.36.80
-  Document emailed to Lynne M. Saddler, MD, MPH (lynne.saddler@nkyhealth.org) for signature
2020-08-13 - 12:03:56 PM GMT
-  Email viewed by Lynne M. Saddler, MD, MPH (lynne.saddler@nkyhealth.org)
2020-08-14 - 2:05:41 AM GMT- IP address: 66.102.6.153
-  Document e-signed by Lynne M. Saddler, MD, MPH (lynne.saddler@nkyhealth.org)
Signature Date: 2020-08-14 - 2:06:13 AM GMT - Time Source: server- IP address: 96.28.19.92
-  Signed document emailed to Lynne M. Saddler, MD, MPH (lynne.saddler@nkyhealth.org), Kimberly Monaco (kim.monaco@nkyhealth.org) and Charles Kenner (ckenner@boonecountyky.org)
2020-08-14 - 2:06:13 AM GMT