

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

Charles Kenner, DMD, Chair  
Wednesday, June 10, 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 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**

<p><b><u>Members Present</u></b> Charles Kenner, DMD, Chair Eva Ballard Lawrence Brennan, MD Jason Burcham, DVM Tom Cahill, Jr., Vice Chair Jeff Earlywine (D-JE Moore) Timothy Franxman, MD Richard Gaston, MD Eric Haas (Ft. Thomas Mayor) Tony Kramer, RN (D-Mayor Peluso) Chris Reinersman (Independence Mayor) Marie Schenkel (D-JE Pendery) Lynn Shewmaker, OD Shelly Voet, MD Josh Wice (D-Mayor Whalen)</p>	<p><b><u>Members Absent</u></b> Judi Godsey, PhD, MSN, RN (D-Mayor Meyer) Tiffany Horn, RN (D-JE Dills) Scott Kimmich (D-JE Knochelmann) Jack Lenihan, DMD, Immediate Past Chair Wm. Ford Threlkeld, II, MD</p> <p><b><u>Staff/Guests Present</u></b> Lynne Saddler, MD, MPH, District Dir. of Health Laura Brinson, Public Health Impacts Administrator Steve Divine, Dir. of Environmental Health &amp; Safety Karen Domaschko, Human Resources Administrator Pamela Millay, Dir. of Clinical Services Kim Monaco, District Secretary George Moore, Dir. of Administration &amp; Accounting Stephanie Vogel, Dir. of Population Health Olivia Amlung, Attorney</p>
---	--

- I. **Welcome** – Chair, Dr. Charles Kenner, welcomed everyone.
- II. **Call to Order** – Chair, Dr. Charles Kenner, noted a quorum was present and called the meeting to order at 6:00 PM.

- III. Approval of Proposed June 10, 2020 Agenda:** Chair, Dr. Charles Kenner presented the June 10, 2020 proposed agenda noting two amendments. Section VI-h-2 Personnel Board Appointment of Ad Hoc Members should be added to the agenda. Section IX Closed Session changed to Section XI on the agenda. **MOTION:** Mr. Tom Cahill moved to accept the June 10, 2020 proposed agenda as amended. Tony Kramer seconded. Motion carried unanimously.
- IV. Approval of Proposed March 11, 2020 Proposed Minutes:** Chair, Dr. Charles Kenner presented the March 11, 2020 proposed minutes for approval. **MOTION:** Mr. Jeff Earlywine moved to accept the March 11, 2020 proposed minutes as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
- V. Old Business** – There was no old business to bring before the Board.
- VI. Reports:**
- a. Executive Committee** – Chair, Dr. Charles Kenner reported on the business conducted at the May 13, 2020 Executive Committee meeting and shared that the next meeting is August 12, 2020 tentatively at 6:00 PM at the District Office. **MOTION** – Mr. Tom Cahill moved to approve the Executive Committee report as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
    - 1. 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:** Mr. Jeff Earlywine moved to accept the Resolution Regarding Meeting Protocols for Novel Coronavirus (COVID-19) as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
  - b. Pension Committee** – Pension Committee Chair, Mr. Jeff Earlywine, reported that 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 of 49.47% for another year. Therefore, the Committee did not have any recommendations to make at this time. Staff will work with DPH and KRS to update any calculations based on new legislation and financial data. The Pension Committee will meet over the next year to re-evaluate the best direction moving forward. Discussion ensued. **MOTION:** Dr. Shelly Voet moved to approve the Pension Committee report as presented. Mr. Tom Cahill seconded. Motion carried unanimously.
  - c. Finance & Audit Committee** – Dr. Charles Kenner, DMD, Chair, reported that the Committee met on May 13, 2020 and reviewed the current finances, reserves and the FY 2020 contract report as of March 31, 2020. Discussion ensued. **MOTION:** Dr. Lawrence Brennan moved to accept the Finance & Audit Committee report as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
  - d. Nominating Committee** – Chair, Dr. Charles Kenner
    - 1.) Nomination of the FY 2021 District Board Officers** – Chair Dr. Charles Kenner presented the Nominating Committee’s nominations for the FY 2021 District Board Officers as: Tom

Cahill, Jr., Chair (Kenton), Marie Schenkel, Vice Chair (Campbell) and Charles Kenner, DMD, as Immediate Past Chair (Boone).

**MOTION:** Dr. Lawrence Brennan moved to approve the FY 2021 District Board Officers as presented. Dr. Shelly Voet seconded. Motion carried unanimously.

- 2.) **Nomination of the FY 2021 Executive Committee Members** – Chair Dr. Charles Kenner presented the Nominating Committee’s nominations for the Executive Committee as:

Boone County Members:

Jeff Earlywine (Designee for Judge Executive Gary Moore)

Richard Gaston, MD

Campbell County Members:

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

Tony Kramer, RN

Grant County Members:

Tiffany Horn, RN (Designee for Judge Executive Chuck Dills)

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

Kenton County Members:

Scott Kimmich (Designee for Judge Executive Kris Knochelmann)

Chris Reinersman (Mayor of Independence)

**MOTION:** Dr. Lawrence Brennan moved to approve the nominations of the FY 2021 Executive Committee Members as presented. Ms. Eva Ballard seconded. Motion carried unanimously.

- e. **Legal Counsel** – Ms. Olivia Amlung gave a brief update on the litigation that Erlanger Putt Putt filed against the Health Department.
- f. **Financial** – Mr. George Moore presented a brief summary of the financial report of all programs as of April 30, 2020. Discussion ensued. **MOTION:** Dr. Lawrence Brennan moved to approve the financial report as presented. Dr. Timothy Franxman seconded. Motion carried unanimously.
- g. **District Director of Health** – Dr. Lynne Saddler summarized her report, presented a slideshow on COVID-19 and provided an update on division operations during the pandemic. Discussion ensued. **MOTION:** Dr. Lawrence Brennan moved to approve the District Director of Health report as presented. Dr. Timothy Franxman seconded. Motion carried unanimously.
1. **Salary Survey Report** – Dr. 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 from Richardson Compensation Consulting, LLC include moving specific classifications identified as below market and difficult for which to recruit to different pay bands and preserving internal equity. Discussion ensued. **MOTION:** Mr. Tony Kramer moved to approve the Salary Survey Report as presented. Mayor Chris Reinersman seconded. Motion carried unanimously.
  2. **FY 2021 Budget Proposal/Operations Plan** – Dr. Saddler presented the FY 2021 Budget Proposal/Operational Plan and FY 2021 Budget Local Health Initiatives. She reported that the Public Health transformation bill that passed the General Assembly this year has restructured the funding and allocation process. She noted that the budget request

includes adjustments to the pay plan based on the salary survey results meant to improve retention/recruitment and adjust for internal pay inequities. The total amount of adjustments will be spread over 2-3 years due to KRS spiking rules. FY 2021 budgeted salary/fringe adjustments equal \$435K. Next fiscal year, cost will be lower and only budgeted IF the financial situation allows. Also included is a budgeted merit increase of 1.5%, salary/fringe cost is \$167K and will be performance-based. Discussion ensued. **MOTION:** Dr. Shelly Voet moved to approve FY 2021 Budget Proposal/Operations Plan and FY 2021 Budget Local Health Initiatives as presented. Dr. Lawrence Brennan seconded. Motion carried unanimously.

- h. Personnel Board** – Dr. Lynne Saddler reported that 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:** Dr. Timothy Franxman moved to accept the Personnel Board Report of April 21, 2020. Ms. Eva Ballard seconded. Motion carried unanimously.
1. **Approval of Personnel Board Members** – **MOTION:** Dr. Lawrence Brennan moved to approve the re-appointments of Vicki Crawford, Maureen Hebert, Charlotte Laird and Janet Patterson for a two year term beginning July 1, 2020. Mayor Chris Reinersman seconded. Motion carried unanimously.
  2. **Approval of Ad-Hoc Personnel Board Members** – Consistent with Section 2.1 of the Personnel Board Rules and Regulations, Chair, Dr. Charles Kenner, appointed Marie Schenkel and Tom Cahill as non-voting ad hoc members of the Personnel Board.

## VII. Committee Reports

- a. **Clinical Services** – Dr. Richard Gaston, MD, Chair reported that the committee did not meet.
- b. **Information & Education** – Dr. Lynne Saddler on behalf of Chair, TBD, reported that the committee did not meet.
- c. **Population Health** – Marie Schenkel, Chair, reported that the committee did not meet.
- d. **Environmental Health & Safety** – Mr. Tony Kramer, RN, Chair reported the committee did not meet.

## VIII. Local Boards of Health Reports

- a. **Boone County** – Dr. Charles Kenner, Chair, reported that the Local Board met on May 20 and approved the following: the FY 2019 Audit; funding for the Boone County Early Childhood Fund (\$25,000); a tax rate recommendation of 2.13 cents per \$100 of assessed value; and a district health department allocation of 1.9 cents per \$100 of assessed value.
- b. **Campbell County** – Dr. Lawrence Brennan, Chair, reported that the Local Board met on May 18 and approved the following: the FY 2019 Audit; funding of the chemical dependency programs for the Campbell County Detention Center (\$268,525); a tax rate recommendation of 2.50 cents per \$100 of assessed value; and a district health department allocation of 1.9 cents per \$100 of assessed value.
- c. **Grant County** – On behalf of Dr. Wm. Ford Threlkeld, II, Chair, Dr. Lynne Saddler reported the Local Board met on May 29 and approved the following: the FY 2019 Audit; a tax rate of

2.8 cents per \$100 of assessed value; a district health department allocation of 1.9 cents per \$100 of assessed value; and funding special programs of the Grant County School-Based Health Center at \$77,500, Williamstown School-Based Health Center at \$25,000 and Fitness for Life around Grant County (FFLAG) program at \$13,500.

- d. **Kenton County** – Dr. Lynn Shewmaker, Chair, reported the Local Board met on May 27 and approved the following: the FY 2019 Audit; a tax rate recommendation of 2.53 cents per \$100 of assessed value; and a district health department allocation of 1.9 cents per \$100 of assessed value. The proposed building site for a new clinic is ongoing with St. Elizabeth and the Kenton County Fiscal Court.

**IX. Other –**

- a. **Recognition of Out-going Chair, Charles Kenner, DMD** - Dr. Saddler presented Chair Dr. Charles Kenner with a token of our appreciation and thanked him for a very productive year and his dedication and commitment to public health.
- b. **Recognition of Out-going Board Members – Dr. Timothy Franxman (Boone) and Eva Ballard (Kenton)** – Dr. Saddler presented board members Dr. Franxman and Ms. Ballard with a token of our appreciation and thanked them both for their six years of dedicated service to the Board.

- X. **Next District Board of Health Meeting** - The next meeting will be Wednesday, September 9, 2020 at 6:00 PM tentatively scheduled at the District Office located at 8001 Veterans Memorial Drive, Florence, Kentucky.

- XI. **Closed Session – MOTION:** Pursuant to KRS 61.810(1)(c), Mr. Tom Cahill moved to go in to closed session to discuss pending litigations. Mr. Tony Kramer seconded. Motion carried unanimously. Closed session began at 7:25 PM. No action taken in Closed Session.

- XII. **Adjournment – MOTION:** Dr. Shelly Voet moved to adjourn the meeting. Dr. Lynn Shewmaker seconded. Motion carried unanimously. Meeting adjourned at 7:28 PM.

Respectfully submitted,

Charles Kenner

Charles Kenner (Sep 20, 2020 21:42 EDT)

Charles Kenner, DMD,  
NKIDBOH Chair

Lynne M. Saddler, MD, MPH

Lynne M. Saddler, MD, MPH (Sep 21, 2020 10:35 EDT)

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