

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

Tom Cahill, Jr., Chair

Wednesday, December 9, 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><u>Members Present</u> Tom Cahill, Jr., Chair Lawrence Brennan, MD Jeff Earlywine (D-JE Moore) Judi Godsey, PhD, MSN, RN (D-Mayor Meyer) Eric Haas (Ft. Thomas Mayor) Tiffany Horn, RN (D-JE Dills) Michael Jones, MD Charles Kenner, DMD, Immediate Past Chair Scott Kimmich (D-JE Knochelmann) Sharon Noll Chris Reinersman (Independence Mayor) Marie Schenkel, Vice Chair Lynn Shewmaker, OD Shelly Voet, MD Josh Wice (D-Mayor Whalen)</p>	<p><u>Members Absent</u> Jason Burcham, DVM Richard Gaston, MD Tony Kramer, RN (D-Mayor Peluso) Jack Lenihan, DMD Wm. Ford Threlkeld, II, MD</p> <p><u>Staff/Guests Present</u> Lynne Saddler, MD, MPH, District Dir. of Health Steve Divine, Dir. of Environmental Health & Safety Karen Domaschko, Human Resources Administrator Robin Feltner, Public Health Impacts Administrator Pamela Millay, Dir. of Clinical Services Kim Monaco, District Secretary George Moore, Dir. of Administration & Accounting Stephanie Vogel, Dir. of Population Health Mary Ann Stewart, Esq. Ross Emerson, VonLehman</p>
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- I. **Welcome** – Chair, Mr. Tom Cahill, Jr. welcomed everyone and stated that the meeting would be viewed live by the public online at NKY Health’s Facebook page.

- II. Call to Order** – Chair, Mr. Tom Cahill, Jr. noted a quorum was present and called the meeting to order at 6:01 PM.
- III. Approval of Proposed Amended December 9, 2020 Agenda:** Chair, Mr. Tom Cahill, Jr. presented the December 9, 2020 proposed amended agenda for approval adding an item to VII. Committee reports. **MOTION:** Dr. Charles Kenner moved to accept the December 9, 2020 proposed amended agenda with the addition to item VII. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
- IV. Approval of Proposed September 9, 2020 Proposed Minutes:** Chair, Mr. Tom Cahill, Jr. presented the September 9, 2020 proposed minutes for approval. **MOTION:** Mayor Chris Reinersman moved to accept the September 9, 2020 proposed minutes as presented. Dr. Judi Godsey seconded. Motion carried unanimously.
- V. Old Business** – There was no old business to bring before the Board.
- VI. Reports:**
- a. Finance & Audit Committee** – Chair, Mr. Tom Cahill, Jr. reported the Finance & Audit Committee met on November 4, 2020 and reviewed the FY 2020 draft audit presented by VonLehman, with the Committee moving to accept the draft audit and forward on to the Executive Committee. **MOTION** – Dr. Lawrence Brennan moved to approve the Finance & Audit Committee report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
 - 1. Presentation of Audit** – Mr. George Moore introduced Mr. Ross Emerson from VonLehman CPA & Advisory Firm. Mr. Emerson presented and summarized the FY 2020 audit, noting there were no material internal control weaknesses and it was an unmodified opinion on the basis of accounting that the state requires the health department to use. Mr. Emerson also reported on their review of the Health Department’s federal programs, noting one finding within the HOPWA (Housing Opportunities for People with AIDS) program. The Health Department has a corrective action plan in place. **MOTION** – Dr. Lawrence Brennan moved to approve the Audit report as presented. Dr. Michael Jones seconded. Motion carried unanimously.
 - b. Executive Committee** – Chair, Mr. Tom Cahill, Jr. reported on the business conducted at the November 4, 2020 Executive Committee meeting. In addition to the reports accepted which were presented at this evening’s Board meeting, Chairman Cahill reported that the Committee went into closed session to discuss a specific personnel matter pursuant to KRS 61.810(1)(f). No action was taken in closed session. Chairman Cahill reported that he would be making appointments to the standing committees of the Board and that Dr. Saddler is drafting an amendment to the Board by-laws regarding the Board’s standing committees. Chair, Mr. Tom Cahill, Jr. reported that the next Executive Committee meeting is February 10, 2021 at 6:00 PM. **MOTION** – Mr. Scott Kimmich moved to approve the Executive Committee report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
 - c. Legal Counsel** – Ms. Mary Ann Stewart, Esq. reported that she would present pending litigation updates in Closed Session.

- d. **Financial** – Mr. George Moore summarized the financial report as of 10/31/2020 noting that local tax revenue has not yet been received which is typical at this time of year. Discussion ensued. **MOTION:** Ms. Marie Schenkel moved to approve the financial report as presented. Mayor Chris Reinersman seconded. Motion carried unanimously.
 - 1. **Internal Control Manual Changes** – Mr. George Moore presented the Internal Control Manual noting minor changes. **MOTION:** Dr. Judi Godsey moved to approve the Internal Control Manual changes as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.
- e. **District Director of Health** – Dr. Lynne Saddler presented a slideshow related to the ongoing COVID-19 response efforts. She reported that vaccination planning is in progress. Dr. Saddler reiterated the importance of wearing masks and avoiding gatherings. Discussion ensued. **MOTION:** Mayor Chris Reinersman moved to accept the District Director of Health report as presented. Dr. Michael Jones seconded. Motion carried unanimously.
- f. **Personnel Board** – Dr. Lynne Saddler reported that the Personnel Board met on October 14, 2020 to review and discuss the items outlined in the report, including the Personnel Action Report from 7/1/2020 through 9/30/2020, exit questionnaires, classification plan changes and Personnel Policy changes for January 1, 2021. The next Personnel Board meeting is set for January 13, 2021 at 5:15 PM. **MOTION:** Mr. Scott Kimmich moved to accept the Personnel Board Report as presented. Dr. Charles Kenner seconded. Motion carried unanimously.

VII. Committee Reports – Per Board By-laws, Mr. Tom Cahill, Jr., Chair appointed and updated divisional committee members as follows:

Clinical Services Committee:

Board Member Richard Gaston, MD, Chair

Board Member Michael Jones, MD

Community Member Philip Hartman, MD – primary care physician and President of the Southern Medical Association

Environmental Health & Safety Committee:

Board Member Tony Kramer, RN, Chair

Board Member Jeff Earlywine

Board Member Josh Wice

Community Member Timothy Franxman, MD

and accepted the resignation of Dr. Jay Middendorf, announced at the November 18, 2020 committee meeting.

Information & Education Committee:

Board Member Judi Godsey, PhD, MSN, RN, Chair

Community Partner Nicole Schierenbeck, Brighton Recovery Center

Community Member Gretchen Mueller

Community Partner Amy Schroder, RN

Population Health Committee:

Board Member Marie Schenkel, Chair

Board Member Shelly Voet, MD

Board Member Jack Lenihan, DMD

Board Member Sharon Noll

Board Member Lynn Shewmaker, MD

- a. **Pension Committee** – Mr. Jeff Earlywine, Chair reported that the committee met via video conference on November 17th to re-acclimate themselves with information and data related to the Pension decision delayed until April 30, 2021 by 20 RS HB 171 as it relates to 19 SS HB 1. The committee discussed some of the factors as it relates to options under HB 1, namely the cost, known and unknown, of the various options. The committee has requested staff to attempt to find out what other health departments plan to do and work with an actuary and legal counsel to determine potential unknown costs related to Tier 1 and Tier 2 employees. The committee will plan to meet in January.
- b. **Clinical Services** – On behalf of Dr. Richard Gaston, MD, Chair, Dr. Lynne Saddler reported that the committee did not meet.
- c. **Information & Education** – Dr. Judi Godsey, Chair reported that the committee met via video conference on September 23, 2020 and discussed responsibilities of the committee. The committee reviewed updated Family Planning requirements and new processes due to Public Health Transformation Law which passed in July. The committee discussed Title X funding and reviewed and approved educational materials as presented with the exception of one brochure. The committee will plan to meet again in spring 2021.
- d. **Population Health** – Ms. Marie Schenkel, Chair, reported that the committee did not meet.
- e. **Environmental Health & Safety** – On behalf of Mr. Tony Kramer, RN, Chair, Mr. Steve Divine reported the committee met via video conference on November 18, 2020. Mr. Divine reported that the committee discussed the COVID-19 situation and response efforts specific to Environmental Health and Safety. Mr. Divine announced that four vacancies within the division have been filled.

VIII. Local Boards of Health Reports

- a. **Boone County** – Dr. Charles Kenner, DMD, Chair, reported that the Local Board did not meet.
- b. **Campbell County** – Dr. Lawrence Brennan, Chair, reported that the Local Board did not meet.
- c. **Grant County** – On behalf of Dr. Wm. Ford Threlkeld, II, Chair, Dr. Lynne Saddler reported that the Local Board did not meet.
- d. **Kenton County** – Dr. Lynn Shewmaker, Chair, reported that the Local Board did not meet.

IX. **Next District Board of Health Meeting** - The next meeting will be Wednesday, March 10, 2021 at 6:00 PM.

X. **Closed Session – MOTION:** Pursuant to KRS 61.810(1)(f) and KRS 61.810(1)(c), Dr. Judi Godsey moved to go into closed session to discuss a specific personnel matter and pending litigation. Mayor Chris Reinersman seconded. Motion carried unanimously. Closed session began at 6:56 PM. **MOTION:** Mayor Chris Reinersman moved to come out of closed session. Dr. Charles Kenner seconded. Motion carried unanimously. Closed session ended at 7:51 PM. No action was taken in closed session.

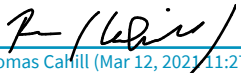
XI. Other Business


- a. **Approval of District Director of Health Contract** – No action was taken.

b. **Approval of District Director of Health Pay Raise for FY 2021 – MOTION:** Mr. Scott Kimmich moved to approve the salary of \$165,811 for DDH Dr. Lynne Saddler retroactive to July 1, 2020 and to present a final contract by March 2021. Mayor Chris Reinersman seconded. Discussion ensued. **MOTION:** Mr. Scott Kimmich moved to amend the retroactive pay structure to Dr. Saddler’s discretion for tax purposes. Dr. Michael Jones seconded. Motion carried unanimously.

XII. Adjournment – MOTION: Dr. Judi Godsey moved to adjourn the meeting. Dr. Charles Kenner seconded. Motion carried unanimously. Meeting adjourned at 7:55 PM.

Respectfully submitted,


Thomas Cahill (Mar 12, 2021 11:27 EST)
Tom Cahill, Jr.
NKIDBOH Chair


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

Approved DBOH 12-9-2020 Minutes

Final Audit Report

2021-03-13

Created:	2021-03-12
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"Approved DBOH 12-9-2020 Minutes" History

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