



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



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

Marie Schenkel, Chair
Wednesday, December 8, 2021, 6:00 PM

<p><u>Members Present</u> Jason Burcham, DVM Tom Cahill, Jr., Immediate Past Chair Jeff Earlywine (D-JE Moore) Judi Godsey, PhD, MSN, RN (D-Mayor Meyer) Eric Haas (Ft. Thomas Mayor) Michael Jones, MD Charles Kenner, DMD Scott Kimmich (D-JE Knochelmann) Chris Miller (D-Mayor Whalen) Jonathan Rich, DMD, Vice Chair Marie Schenkel, Chair Lynn Shewmaker, OD Shelly Voet, MD</p> <p><u>Members Absent</u> Richard Gaston, MD Tiffany Horn, RN (D-JE Dills) Tony Kramer, RN (D-Mayor Guidugli) Sharon Noll Chris Reinersman (Independence Mayor) Wm. Ford Threlkeld, II, MD</p> <p>D=Designee</p>	<p><u>Staff/Guests Present</u> Scott Baxley, Accounting Manager Steve Divine, Co-Interim District Director of Health and Dir. of Environmental Health and Safety Karen Domaschko, Human Resources Administrator Pam Millay, Dir. of Clinical Services George Moore, Co-Interim District Director of Health and Dir. of Administration and Accounting Stephanie Vogel, Dir. of Population Health Jennifer Langen, Adams Law, PLLC Tim Furbush, VonLehman CPA & Advisory Firm Rose Croley, Staff Assistant</p>
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- I. **Welcome:** Chair, Marie Schenkel, welcomed everyone.
- II. **Call to Order:** Chair, Marie Schenkel, noted a quorum was present and called the meeting to order at 6:00 PM. She announced that Mr. Tony Kramer has resigned from the District Board and Dr. Lawrence Brennan has resigned from the District Board and the Campbell County Local Board of Health. The Mayors will be active members until the positions are filled.
- III. **Approval of Proposed December 8, 2021 Agenda:** Chair, Marie Schenkel, presented the proposed December 8, 2021 Agenda for approval. **MOTION:** Dr. Charles Kenner

moved to accept the December 8, 2021 Agenda. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.

- IV. Approval of Proposed September 8, 2021 District Board of Health Minutes:** Chair, Marie Schenkel, presented the proposed September 8, 2021 District Board of Health minutes for approval. **MOTION:** Dr. Michael Jones moved to approve the proposed September 8, 2021 District Board of Health minutes as presented. Dr. Shelly Voet seconded. Motion carried unanimously.
- V. Old Business:** There was no old business to bring before the Board.
- VI. Reports:**
- a. Finance & Audit Committee:** Ms. Marie Schenkel provided an update on the Finance & Audit Committee which met on November 10, 2021, noting that the committee reviewed and accepted the FY 2021 Audit Report, which was an unmodified opinion on the regulatory basis of accounting.
- 1. Presentation of FY 2021 Audit:** Mr. George Moore introduced Mr. Tim Furbush from VonLehman CPA & Advisory Firm who summarized the FY 2021 Audit, noting it was an unmodified opinion on the regulatory basis of accounting. Discussion ensued. **MOTION:** Mr. Jeff Earlywine moved to accept the FY 2021 Audit Report noting there were no findings of deficiencies and that it was an unmodified opinion based on the regulatory basis of accounting. Ms. Judi Godsey seconded. Motion carried unanimously.
- b. District Director of Health Search Committee:** Mr. Tom Cahill, Jr., reported the committee met in August and had three interviews lined up. Two of the applicants were deemed to not be a good fit for the Health Department and the third applicant had accepted a job with another agency. The committee decided to temporarily suspend the search until the latest Covid event lessens and the expected applicant pool increases. With the holidays approaching, the plan will be to reconvene the Search Committee at the latest in early January and decide the best timeframe to re-advertise the position. Discussion ensued. **MOTION:** Mr. Jeff Earlywine moved that the Search Committee reconvene early next year and determine if it is time to advertise the District Director of Health position and then report back to the District Board of Health. He also wanted to acknowledge and thank Steve Divine and George Moore for filling in for the District Director duties and doing a very good job during this difficult time. Dr. Charles Kenner seconded. Motion carried unanimously.
- c. Executive Committee:** Chair, Marie Schenkel, reported the Executive Committee met on November 10, 2021 and gave updates on the Finance & Audit Committee, the District Director Search Committee, the Financial Report as of September 30, 2021, the District Director of Health's report, and the Personnel Board report. She reported the next Executive Committee meeting will be February 9, 2022 at 6:00 PM.

MOTION: Mr. Tom Cahill, Jr. moved to accept the Executive Committee report as presented. Dr. Michael Jones seconded. Motion carried unanimously.

- d. **Legal Counsel:** Ms. Jennifer Langen, subbing for Ms. Mary Ann Stewart, had nothing to report.

- e. **Financial:** Mr. George Moore, Co-Interim District Director of Health, presented the Financial Report. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to accept the Financial Report as presented. Ms. Judi Godsey seconded. Motion carried unanimously.

- f. **District Director of Health:** Mr. Steve Divine, Co-Interim District Director of Health summarized the report which included providing COVID-19 and vaccine updates. Discussion ensued. **MOTION:** Dr. Shelly Voet moved to accept the District Director of Health report as presented and summarized. Dr. Jonathan Rich seconded. Motion carried unanimously.
 - 1. **FY 2021 Operational Plan Report:** Mr. Steve Divine, Co-Interim District Director of Health presented the FY 2021 Operational Plan Report. Discussion ensued. **MOTION:** Mr. Scott Kimmich moved to accept the FY 2021 Operational Plan Report as presented. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.

- g. **Personnel Board:** Mr. George Moore, Co-Interim District Director of Health presented the Personnel Board for October 13, 2021. **MOTION:** Dr. Michael Jones moved to accept the Personnel Board Report of October 13, 2021 as presented. Ms. Judi Godsey seconded. Motion carried unanimously.

VII. Committee Reports:

- a. **Clinical Services:** Ms. Pam Millay reported for Dr. Richard Gaston, Chair, that the committee met on October 20 and summarized the meeting and noted the committee will meet again on March 16, 2022.
- b. **Information & Education:** Ms. Judi Godsey, Chair, reported the Committee did not meet.
- c. **Population Health:** Ms. Marie Schenkel, Chair, reported the Committee did not meet.
- d. **Environmental Health & Safety:** Mr. Steve Divine, Co-Interim District Director of Health, reported the committee met on November 3, 2021 and summarized the report, noting that we need to search for a Committee Chair.

VIII. Local Boards of Health Reports:

- a. **Boone County:** Dr. Charles Kenner, Chair, reported the Local Board did not meet.
- b. **Campbell County:** Mr. George Moore reported that the Local Board did not meet.
- c. **Grant County:** Mr. George Moore reported for Dr. Wm. Ford Threlkeld, II, Chair, that the Local Board did not meet.
- d. **Kenton County:** Dr. Lynn Shewmaker, Chair, reported the Local Board did not meet.

IX. Other: There were no Non-action Items to bring before the Board.

X. Next District Board of Health Meeting: Chair, Ms. Marie Schenkel reported the next District Board of Health meeting will be Wednesday, March 9, 2022 at 6:00 PM.

XI. Closed Session: MOTION: Pursuant to KRS 61.810(1)(f), Mr. Scott Kimmich moved to go into closed session. Dr. Jonathan Rich seconded. Motion carried unanimously. Closed session began at 6:55 PM. **MOTION:** Dr. Charles Kenner moved to come out of closed session. Dr. Jason Burcham seconded. Motion carried unanimously. Closed session ended at 7:12 PM. **MOTION:** Mr. Scott Kimmich moved to increase the level of compensation for the two Co-Interim District Directors of Health, Steve Divine and George Moore, by \$10,000.00 each annually retroactive to October 1, 2021 and remain in effect until a replacement has been hired for the District Director of Health position. He also moved that the two Co-Interim District Directors of Health look outside for awards/rewards to recognize and acknowledge staff for their outstanding work during this difficult time. Dr. Charles Kenner seconded. Motion carried unanimously.

XII. Adjournment: MOTION: Dr. Charles Kenner moved to adjourn the meeting. Dr. Michael Jones seconded. Motion carried unanimously. Meeting adjourned at 7:15 PM.

Respectfully submitted,



Marie Schenkel,
NKIDBOH Chair



George A. Moore, II,
Co-Interim District Director of Health
NKIDBOH Secretary