



**NORTHERN KENTUCKY INDEPENDENT DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE MEETING**

Marie Schenkel, Chair

Wednesday, May 11, 2022, 6:00 PM

MINUTES

MEMBERS PRESENT

Tom Cahill, Jr. (D – Erlanger Mayor Fette)
Jeff Earlywine (D - JE Moore)
Richard Gaston, MD
Scott Kimmich (D-JE Knochelmann)
Chris Reinersman, Mayor of Independence
Jonathan Rich, DMD, Vice-Chair
Marie Schenkel (D - JE Pendery), Chair
Wm. Ford Threlkeld, II, MD

MEMBERS ABSENT

Tiffany Horn (D – JE Dills)
Tom Guidugli, Mayor of Newport

STAFF / GUESTS PRESENT

Scott Baxley, Accounting Manager
Steve Divine, Director of Environmental
Health and Safety and Co-Interim DDH
Karen Domaschko, HR Administrator
Pam Millay, Director of Clinical Services
George A. Moore, II, Director of
Administration & Accounting and
Co-Interim DDH
Stephanie Vogel, Director of Population
Health
Mary Ann Stewart, Esq.
Rose Croley, Staff Assistant

D = Designee

- I. **WELCOME/CALL TO ORDER** – Ms. Schenkel, Chair, welcomed everyone, noted a quorum was present and called the meeting to order at 6:00 PM.
- II. **APPROVAL OF PROPOSED MAY 11, 2022 AGENDA** – Ms. Schenkel, Chair, presented the proposed agenda for approval. Mr. Moore asked to amend the agenda by moving Item IV. a. Enforcement Request Smoke-Free Ordinance, Dayton KY to item OTHER right before VIII. Closed Session. **MOTION:** Mr. Earlywine moved to accept the amendment to the proposed agenda as requested. Mayor Reinersman seconded. Motion carried unanimously. **MOTION:** Dr. Threlkeld moved to accept the proposed agenda as amended. Dr. Rich seconded. Motion carried unanimously.
- III. **APPROVAL OF PROPOSED FEBRUARY 9, 2022 MINUTES** – Ms. Schenkel, Chair, presented the proposed minutes for approval. **MOTION:** Mr. Earlywine moved to accept the proposed minutes as presented. Mayor Reinersman seconded. Motion carried unanimously.
- IV. **REPORTS**
 - a. **District Director of Health Search Committee** – Mr. Cahill, Chair, reported the committee met on May 2 and agreed it was time to re-advertise the position and will be reviewing candidate applications and set up interviews

as necessary. He reported we currently have one potential candidate which will be included in the interview scheduling.

- b. **Legal Counsel** – Ms. Stewart, Esq. reported she had nothing to report.
- c. **Financial** – Mr. Moore summarized the financial report as of 3/31/2022. Discussion ensued. **MOTION:** Mr. Kimmich moved to accept the financial report as presented and forward to the District Board for approval. Mr. Cahill seconded. Motion carried unanimously.
 - 1. **Auditor Proposals** – Mr. Moore presented two auditor proposals (VonLehman and RFH) and summarized each evaluation, noting VonLehman was the least expensive option for the district board of health when combined with costs for the local board of health audits. Discussion ensued. **MOTION:** Dr. Rich moved to keep VonLehman CPA & Advisory Firm as the District Board of Health’s auditor and forward to the District Board for approval. Dr. Threlkeld seconded. Motion carried unanimously.
- d. **District Director of Health** – Mr. Steve Divine, referred to his written report and shared updated information on the Health Department’s ongoing response efforts to the COVID-19 pandemic. Mr. Divine then gave updates on the Divisions’ program activities with the significant challenges of recruitment and retention of current staff. Discussion ensued. **MOTION:** Dr. Rich moved to accept the Director’s report as presented. Mayor Reinersman seconded. Motion carried unanimously.

1. **FY 2023 Budget Proposal/Operations Plan**

Mr. Moore noted the FY 2023 is still being worked on but will be ready for the District Board mailing. Ms. Schenkel, Chair presented and summarized the FY 2022-2023 NKY Health Classification and Compensation Plan, reporting that the Health Department is experiencing significant difficulty in the recruitment of qualified applicants and retention of existing staff because we are no longer competitive with employers who are vying for the same workforce pool, and the plan is therefore recommending a 25% adjustment to its pay scale, which will set us to be competitive with the current market at the same level we were accustomed to during pre-pandemic operations. Discussion ensued. Mr. Kimmich recommended adjusting salary by 8% and do an in-depth study into the district compensation, including benefits, by position and to see what programs we are doing that are optional, if any. Mr. Earlywine suggested a 10% would be appropriate. Dr. Rich stated we have the funding and that we can look at programs to see if they are duplicated. It was mentioned that we contract out some positions currently, such as our maintenance and custodial positions which does save us money, but we cannot contract the Registered Sanitarians or Nurses due to KPPA concerns. Mr. Divine stated that some Sanitarians are using their skills going to the private sector. Mr. Divine said competition has us beat and we need to address this or we’re going to lose more and at this rate or we may not be able to stay accredited. Ms. Domaschko reported we are not getting qualified applicants. Discussion ensued. **MOTION:** Mr. Kimmich moved to recommend to the Board a 10%

compensation increase for all employees and to do an independent compensation study of all jobs and salaries and make a commitment to review the report within 120 days, holding a special meeting to review if needed, making a commitment to take action by January 1, 2023. Mr. Earlywine seconded. Discussion ensued. **MOTION:** Mayor Reinersman moved to amend Mr. Kimmich's motion by increasing the percent increase to 12%. Mr. Cahill seconded. Roll call vote was taken. Motion to amend original motion passed 5 to 3, with Mr. Earlywine, Dr. Gaston and Mr. Kimmich voting "Nay". Roll call vote taken on original motion as amended. Motion passed 7 to 1, with Mr. Kimmich voting "Nay".

e. **Personnel Board Report** – Mr. Moore reported the Personnel Board met on April 13, 2022 to review and discuss the items outlined in the report, including Personnel Board appointments that are due. **MOTION:** Dr. Rich moved to accept the Personnel Board Report as presented. Mr. Cahill seconded. Motion carried unanimously.

1. **Approval of Personnel Board Members** – **MOTION:** Mr. Kimmich moved to accept the Personnel Board's recommendation to re-appoint Maureen Hebert, Charlotte Laird, and Janet Patterson for another two-year term and the appointment of Steven Epplen beginning July 1, 2022 and the re-appointment of Marie Schenkel (ad hoc) and Tom Cahill (ad hoc) and forward to the District Board for approval. Mr. Earlywine seconded. Motion carried unanimously.

V. **NOMINATING COMMITTEE** – Ms. Schenkel, Chair, appointed the Executive Committee as the Nominating Committee and presented the proposed nominations for FY 2023 Board Officers & Executive Committee. **MOTION:** Mr. Kimmich moved to accept the appointment of the Executive Committee as the Nominating Committee. Mr. Cahill seconded. Motion carried unanimously.

a. **Nomination of the FY 2023 District Board Officers and Executive Committee Members** – Ms. Schenkel, Chair, presented the Nomination of the FY 2023 District Board Officers, which are Dr. Jonathan Rich (GC) as Chair, Dr. Richard Gaston (BC) as Vice-Chair, and Ms. Marie Schenkel (CC) as Immediate Past Chair (Designee for Judge Executive Steve Pendery). **MOTION:** Mr. Kimmich moved to accept the Nomination of the FY 2023 District Board Officers as presented and move forward to the District Board for approval. Mr. Cahill seconded. Motion carried unanimously. Ms. Schenkel, Chair, presented the Nomination of the FY 2023 Executive Committee members, which are:

Boone County – Jeff Earlywine and Dr. Charles Kenner

Campbell County – TBD, TBD

Grant County – TBD and Dr. Wm. Ford Threlkeld, II

Kenton County – Scott Kimmich and TBD

MOTION: Mr. Kimmich moved to accept the Nomination of the FY 2023 Executive Committee members for Boone County as presented and move

forward to the District Board for approval. Dr. Rich seconded. Motion carried unanimously.

MOTION: Mr. Kimmich moved to accept the Nomination of the FY 2023 Executive Committee member(s) for Campbell County as presented and move forward to the District Board for approval. Dr. Rich seconded. Motion carried unanimously.

MOTION: Mr. Kimmich moved to accept the Nomination for the FY 2023 Executive Committee members for Grant County as presented and move forward to the District Board for approval. Dr. Rich seconded. Motion carried unanimously.

MOTION: Mr. Kimmich moved to accept the Nomination of the FY 2023 Executive Committee members for Kenton County as presented and move forward to the District Board for approval. Dr. Rich seconded. Motion carried unanimously.

VI. **REVIEW/APPROVAL OF JUNE 8, 2022 DISTRICT BOARD OF HEALTH AGENDA -**

Ms. Marie Schenkel, Chair, presented the District Board of Health Agenda with the requested amendment to move Item VI. a. *Enforcement Request Smoke-Free Ordinance, Dayton KY* to item OTHER right before V. *Closed Session* for approval. **MOTION:** Mr. Earlywine moved to approve the agenda as presented. Mayor Reinersman seconded. Motion carried unanimously.

VII. **OLD BUSINESS**

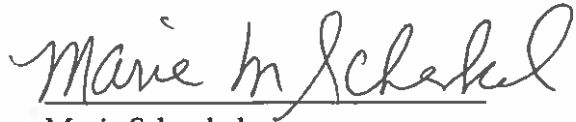
a. **Enforcement Request Smoke-Free Ordinance, Dayton KY** – Ms. Schenkel introduced Ms. Vogel, Director of Population Health, who summarized the City of Dayton’s request for enforcement of a new smoke-free proposed draft ordinance. Discussion ensued. **MOTION:** Mr. Kimmich moved to accept the smoke-free resolution for Dayton, KY and move to the District Board for approval, contingent upon Dayton approving the resolution. Mr. Cahill seconded. Motion carried unanimously.

VIII. **CLOSED SESSION** – There was no need to go into Closed Session.


IX. **NEXT EXECUTIVE COMMITTEE MEETING** – August 10, 2022, at 6:00 PM.

X. **ADJOURNMENT** - **MOTION:** Mr. Cahill moved to adjourn the Executive Committee meeting. Dr. Gaston seconded. Motion carried unanimously. Meeting adjourned at 8:02 PM.

Respectfully submitted,



Marie Schenkel,
NKIDBOH Chair



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