



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



**NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT
KENTON COUNTY LOCAL BOARD OF HEALTH (KCLBOH) MEETING**

Lynn Shewmaker, OD, Chair

Wednesday, May 4, 2022, 5:30 PM

Kenton County Health Center, 2002 Madison Avenue, Covington, KY

MINUTES

MEMBERS PRESENT

Lynn Shewmaker, OD, Chair
Gregory Bach, DVM
Ray Erpenbeck, PE
Judi Godsey, PhD, MSN, RN (Designee-
Covington Mayor)
Gary Hampton, RPh
Garry Neltner, DPM
Charles Tirone, DPM
Shelly Voet, MD
Kevin Wall, DMD

MEMBERS ABSENT

Terry Foster, RN
Kris Knochelmann, Judge Executive
Kurt Pohlgeers

STAFF/GUESTS PRESENT

Scott Baxley, Accounting Manager
Steve Divine, Director of Environmental Health & Safety/ (Co-Interim DDH)
Julia Gottschalk, Clinic Manager
Pamela Millay, Director of Clinical Services
George A. Moore, II, Director of Administration and Accounting/ (Co-Interim DDH)
Tim Furbush, CPA - VonLehman Advisory & CPA Firm

WELCOME/CALL TO ORDER

Chair, Dr. Shewmaker noted a quorum was present, welcomed everyone and called the meeting to order at 5:30 PM.

APPROVAL OF MAY 4, 2022 PROPOSED AGENDA

Chair, Dr. Shewmaker presented the proposed agenda for approval. **MOTION:** Dr. Neltner moved to accept the agenda as presented. Dr. Wall seconded. Motion carried unanimously.

APPROVAL OF MAY 19, 2021 PROPOSED MINUTES

Chair, Dr. Lynn Shewmaker presented the proposed minutes for approval. **MOTION:** Dr. Neltner moved to accept the proposed minutes as presented. Mr. Erpenbeck seconded. Motion carried unanimously.

FY 2021 AUDIT REPORT

Mr. Moore introduced Tim Furbush, CPA from VonLehman Advisory & CPA Firm who presented the FY 2021 Audit Report as prepared by VonLehman, noting it was an unqualified opinion on the basis of cash and no material internal control weaknesses were found. Discussion ensued. **MOTION:** Dr. Neltner moved to accept the FY 2021 Audit Report as presented. Dr. Voet seconded. Motion carried unanimously.

DIRECTOR'S REPORT

Mr. Divine referred to his written report and shared updated information on the Health Department's ongoing response efforts to the COVID-19 pandemic. He gave updates on District Director of Health search and the Division activities with the significant challenges of recruitment and retention of current staff. Discussion ensued.

KENTON COUNTY LOCAL BOARD OF HEALTH BUILDING COMMITTEE UPDATE

Dr. Shewmaker reported that the Kenton County Local Board of Health's Building Committee met in early 2022 and gave an update on the status of the project, noting that we are currently waiting on a survey to be done so that the Board can request the City of Covington vacate two alleyways located within the project property, allowing the project site to be on contiguous parcel. Mr. Moore reported that when the alleyways issue is decided on, he will advertise the Design Build RFP.

- a. Mr. Moore presented the draft Design Build RFP. It was suggested to address soundproofing in the exam rooms for client confidentiality. Mr. Moore stated he would add statements to address this. Mr. Moore also reported that the draft budget per square foot amount of \$275/sf may be too low due to inflationary pressure when the RFP is advertised. **MOTION:** Dr. Neltner moved to approve the draft Design Build RFP with the addition of soundproofing language and authorizing the KCLBOH Building Committee to set the budgeted square foot limit prior to advertising. Dr. Tirone seconded. Motion carried unanimously.
- b. Mr. Moore presented the draft land lease agreement between the Kenton County Fiscal Court and the KCLBOH noting that it is to lease the land to the KCLBOH for \$1/yr. It was noted that the second party name needs to be corrected. It was asked what would happen if either party wanted to cancel the lease. Mr. Moore stated he would contact the health department's attorney to find out. **ACTION STEP:** Mr. Moore will ask for clarification from the health department's attorney on lease cancellation effects and will work with the Kenton County Fiscal Court on correcting the second party name and getting all attachments included in the document before bringing back to the KCLBOH for approval. Item deferred until a later meeting date.

FINANCIAL REPORT/CASH POSITION STATEMENT

Mr. Moore presented the Cash Position Statement as of March 31, 2022. Discussion ensued. **MOTION:** Dr. Neltner moved to accept the Cash Position Statement as presented. Dr. Wall seconded. Motion carried unanimously.

SET TAX RATE AND APPROPRIATION TO THE DISTRICT HEALTH DEPARTMENT BUDGET

Mr. Moore presented the draft FY 2023 budget based on a public health tax rate of 2.5 cents per \$100 of assessed value, a 1.9 cents allocation rate, noting the recommended compensating tax rate per KRS 65A.110. He explained the compensating rate, based on public health calculation requirements, is 2.5 cents per \$100 of assessed property valuations. Discussion ensued.

- a. **Approve Tax Rate Recommendation – MOTION:** Dr. Neltner moved to recommend to the Kenton County Fiscal Court that the public health tax rate for FY 2023 be set at 2.50 cents per \$100 of assessed property valuations. Mr. Hampton seconded. Motion carried unanimously.
- b. **Set Appropriation to the District – MOTION:** Dr. Neltner moved to approve the annual appropriation to the District for FY 2023 at 1.90 cents per \$100 of property valuations. Mr. Hampton seconded. Motion carried unanimously.

AUDITOR PROPOSAL

Mr. Moore presented two auditor proposals and summarized each evaluation, noting VonLehman was the least expensive option for the local board of health. Discussion ensued. **MOTION:** Dr. Neltner moved to keep VonLehman CPA & Advisory Firm as the Local Board of Health’s auditor. Dr. Wall seconded. Motion carried unanimously.

AUDIT CONTRACT

MOTION: Dr. Neltner moved to authorize Chair Dr. Lynn Shewmaker to sign the FY 2023 audit contract. Mr. Hampton seconded. Motion carried unanimously.

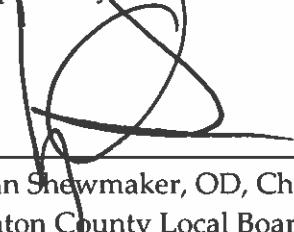
OTHER

There was no other business to bring before the Kenton County Local Board of Health.

ADJOURN

MOTION: Dr. Neltner moved to adjourn the Kenton County Local Board of Health meeting. Mr. Hampton seconded. Motion carried unanimously. Meeting adjourned at 6:37 PM.

Respectfully submitted,



Lynn Shewmaker, OD, Chair
Kenton County Local Board of Health



George A. Moore, II, Secretary
Kenton County Local Board of Health