



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

Marie Schenkel, Chair

Wednesday, June 8, 2022, 6:00 PM

<p><u>Members Present</u> Marie Schenkel, Chair (D-JE Pendery) Tom Cahill, Jr., Immediate Past Chair (D-Mayor Fette) Jeff Earlywine (D-JE Moore) Carol Franzen (D-Mayor Reinersman) Richard Gaston, MD Judith Harrer Michael Jones, MD Charles Kenner, DMD Chris Miller (D-Mayor Whalen) Jonathan Rich, DMD, Vice Chair Mark Schroer, MD Lynn Shewmaker, OD J. Colton Simpson (D-JE Dills)</p>	<p><u>Members Absent</u> Jason Burcham, DVM Judi Godsey, PhD, MSN, RN (D-Mayor Meyer) Tom Guidugli, Jr. (Newport Mayor) Eric Haas (Ft. Thomas Mayor) Scott Kimmich (D-JE Knochelmann) Sharon Noll Wm. Ford Threlkeld, II, MD Shelly Voet, MD</p> <p><u>Staff/Guests Present</u> Scott Baxley, Accounting Manager Steve Divine, Co-Interim District Director of Health and Dir. of Environmental Health & Safety Karen Domaschko, Human Resources Administrator Pamela Millay, Dir. of Clinical Services Kim Monaco, District Secretary George Moore, Co-Interim District Director of Health and Dir. of Administration & Accounting Stephanie Vogel, Dir. of Population Health Olivia Amlung, Attorney</p>
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- I. **Welcome** - Chair, Ms. Schenkel, welcomed everyone.
- II. **Call to Order:** Chair, Ms. Schenkel, noted a quorum was present and called the meeting to order at 6:00 PM. Ms. Schenkel welcomed new members Judith Harrer (Campbell County Local Board of Health Chair), Carol Franzen (Designee for Mayor Reinersman – Kenton County) and Colton Simpson (Designee for Chuck Dills – Grant County). Mr. Moore welcomed Kim Monaco as the returning District Secretary.
- III. **Approval of Proposed June 8, 2022 Agenda:** Chair, Ms. Schenkel, presented the proposed Agenda for approval. **MOTION:** Dr. Charles Kenner moved to approve the Agenda as presented. Dr. Michael Jones seconded. Motion carried unanimously.

- IV. **Approval of Proposed March 9, 2022 Proposed Minutes:** Chair, Ms. Schenkel, presented the proposed District Board of Health minutes for approval. **MOTION:** Mr. Jeff Earlywine moved to approve the proposed District Board of Health minutes as presented. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.
- V. **Closed Session:** Chair, Ms. Schenkel reported that there was no need for a closed session.
- VI. **Old Business:** Chair, Ms. Schenkel reported that there was no old business to bring before the Board.
- VII. **Reports:**
- a. **District Director of Health Search Committee:** Search Committee Chair, Mr. Tom Cahill, Jr, reported that the committee met on May 2, 2022, and decided to resume the recruitment/advertisement for the DDH position through June 13, 2022. The Committee will meet soon to review candidates and make determinations of next steps. No action required.
 - b. **Executive Committee:** Chair, Ms. Schenkel reported on the business conducted at the May 11, 2022 Executive Committee meeting and shared that the next meeting is August 10, 2022 at 6:00 PM at the District Office. No action was taken.
 - c. **Nominating Committee:**
 - 1.) **Nomination of the FY 2023 District Board Officers:** Chair, Ms. Marie Schenkel presented the Nominating Committee's nominations for the FY 2023 District Board Officers as: Jonathan Rich, DMD, Chair (Grant), Richard Gaston, MD, Vice Chair (Boone) and Marie Schenkel (Designee for Judge Executive Steve Pendery) Immediate Past Chair (Campbell). **MOTION:** Dr. Charles Kenner moved to approve the FY 2023 District Board Officers as presented. Dr. Michael Jones seconded. Motion carried unanimously.
 - 2.) **Nomination of the FY 2023 Executive Committee Members:** Chair, Ms. Marie Schenkel presented the Nominating Committee's nominations for the Executive Committee. The nominees were presented as:
Boone County Members:
Jeff Earlywine (Designee for Judge Executive Gary Moore)
Charles Kenner, DMD
MOTION: Mr. Tom Cahill, Jr. moved to approve the nominations of the FY 2023 Executive Committee Members representing Boone County as presented. Mr. J. Colton Simpson seconded. Motion carried unanimously.
Campbell County Members:
Judith Harrer (Chair, Campbell County Local Board of Health)
Mark Schroer, MD
MOTION: Dr. Jonathan Rich moved to approve the nominations of the FY 2023 Executive Committee Members representing Campbell County as presented. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.
Grant County Members:
Colton Simpson (Designee for Judge Executive Chuck Dills)
William Ford Threlkeld, II, MD (Chair, Grant County Local Board of Health)

MOTION: Dr. Richard Gaston moved to approve the nominations of the FY 2023 Executive Committee Members representing Grant County as presented. Dr. Jonathan Rich seconded. Motion carried unanimously.

Kenton County Members:

Carol Franzen (Designee for Mayor Reinersman)

Scott Kimmich (Designee for Judge Executive Kris Knochermann)

MOTION: Mr. Jeff Earlywine moved to approve the nominations of the FY 2023 Executive Committee Members representing Kenton County as presented. Dr. Jonathan Rich seconded. Motion carried unanimously.

- d. **Legal Counsel:** Ms. Olivia Amlung, Attorney, had nothing to report at this time.
- e. **Financial:** Mr. George Moore gave a brief summary and overview of the financial report presented as of April 30, 2022. Discussion ensued. **MOTION:** Dr. Charles Kenner moved to approve the financial report as presented. Dr. Jonathan Rich seconded. Motion carried unanimously.
 - 1.) **Auditor Proposal:** Mr. George Moore presented the two audit proposals submitted and summarized each evaluation, noting VonLehman was the least expensive option for the District and local boards combined. Discussion ensued. **MOTION:** Ms. Carol Franzen moved to accept VonLehman as the District auditor. Ms. Judith Harrer seconded. Motion carried unanimously.
- f. **District Director of Health:** Mr. Steve Divine, Co-Interim District Director of Health summarized the presented DDH report. He provided COVID-19 and vaccination rate updates. He summarized the Division activities. Mr. Divine provided additional information regarding the proposed Compensation Plan adjustments requested at the May 11, 2022 Executive Committee meeting in order to retain and recruit staff. Discussion ensued. **MOTION:** Dr. Michael Jones moved to approve and accept the District Director of Health report as presented. Dr. Charles Kenner seconded. Motion carried unanimously.
 - 1.) **FY 2023 Budget Proposal/Operations Plan:** Chair, Ms. Schenkel, presented the FY 2023 proposed pay plan as recommended by the Executive Committee to address the Health Department significant difficulties 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, with the original plan 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, however, the Executive Committee recommends a 12% across the board pay increase and ordering a compensation study to be done to see where all positions are competitively in the market. **MOTION:** Ms. Carol Franzen moved to approve the Executive Committee's recommendation of a 12% 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. Tom Cahill, Jr. seconded. Discussion ensued. Motion carried unanimously. George Moore, Co-Interim District Director of Health presented the FY 2023 Budget Proposal and Operations Plan. The plan includes an approximate \$25 million budget for next year, including the 12% compensation plan adjustment recommended by the Executive Committee for all staff and a compensation study to be implemented as soon as

possible. **MOTION:** Dr. Jonathan Rich moved to approve the FY 2023 Budget Proposal/Operations Plan as presented. Dr. Michael Jones seconded. Motion carried unanimously.

- g. Personnel Board:** Mr. George Moore, Co-Interim District Director of Health reported that the Personnel Board met on April 13, 2022 to review and discuss the items outlined in the report, including the Personnel Action Report for the period of January 1, 2022 through March 31, 2022. Mr. Moore also reported the Personnel Board recommends appointing Steven Epplen and re-appointing Maureen Hebert, Charlotte Laird, and Janet Patterson for two-year terms beginning July 1, 2022. The next Personnel Board meeting is set for July 13, 2022 at 5:15 PM. **MOTION:** Mr. Tom Cahill, Jr. moved to accept the Personnel Board Report of April 13, 2022. Dr. Charles Kenner seconded. Motion carried unanimously.
- 1. Approval of Personnel Board Members:** **MOTION:** Dr. Richard Gaston moved to approve the appointment of Steven Epplen and the re-appointments of Maureen Hebert, Charlotte Laird, and Janet Patterson for two-year terms beginning July 1, 2022. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.
 - 2. Approval of Ad Hoc Personnel Board Members:** **MOTION:** Dr. Jonathan Rich moved to approve the re-appointment of Marie Schenkel and Tom Cahill, Jr. as ad hoc members of the Personnel Board. Ms. Carol Franzen seconded. Motion carried unanimously.

VIII. Committee Reports

- a. Clinical Services:** Dr. Richard Gaston, MD, Chair reported the committee did not meet.
- b. Information & Education:** On behalf of Judi Godsey, PhD, Msn, RN Chair, Ms. Pamela Millay reported that the committee met on March 16th to review required annual documentation. They will be scheduling another meeting in the fall.
- c. Population Health:** Ms. Marie Schenkel, Chair reported the committee did not meet.
- d. Environmental Health & Safety:** Mr. Jeff Earlywine, Chair reported the committee did not meet.

IX. Local Boards of Health Reports

- a. Boone County –** Dr. Charles Kenner, Chair, reported that the Local Board met on April 27 and approved the following: the FY 2021 Audit; funding for the Boone County Early Childhood Fund (\$25,000); a tax rate recommendation of 2.0 cents per \$100 of assessed value; a district health department allocation of 1.9 cents per \$100 of assessed value; and agreed to keep VonLehman CPA & Advisory Firm as the Local Board of Health Auditor.
- b. Campbell County –** Ms. Judith Harrer, Chair, reported that the Local Board met on April 25 and approved the following: the FY 2021 Audit; funding of the chemical dependency programs for the Campbell County Detention Center (\$337,106); a tax rate recommendation of 2.40 cents per \$100 of assessed value; a district health department allocation of 1.90 cents per \$100 of assessed value; and agreed to keep VonLehman CPA & Advisory Firm as the Local Board of Health Auditor.
- c. Grant County –** On behalf of Dr. Wm. Ford Threlkeld, II, Chair, Mr. George Moore reported the Local Board met on April 29 and approved the following: the FY 2021 Audit; a tax rate of 2.70 cents per \$100 of assessed value; a district health department allocation of 1.9 cents per \$100 of assessed value; funding special programs of the Grant County School-Based Health

Center at \$80,000, Williamstown School-Based Health Center at \$26,000 and Fitness for Life around Grant County (FFLAG) program at \$13,500; and agreed to keep VonLehman CPA & Advisory Firm as the Local Board of Health Auditor.

- d. **Kenton County** – Dr. Lynn Shewmaker, Chair, reported the Local Board met on May 4 and approved the following: the FY 2021 Audit; a tax rate recommendation of 2.50 cents per \$100 of assessed value; a district health department allocation of 1.9 cents per \$100 of assessed value; and agreed to keep VonLehman CPA & Advisory Firm as the Local Board of Health Auditor. Dr. Shewmaker also shared that the Board is working on a new Kenton County Health Center, which will be located near St. Elizabeth on James Simpson Way in Covington. Once parcels are made contiguous and the lease or purchase of land has been decided, the design build RFP will be advertised. The estimated cost of the project is \$3.9-\$4.3 million and move-in is estimated for late 2023.


X. **Other:**

- a. **Enforcement Request Smoke-Free Ordinance, Dayton KY:** Co-Interim District Director of Health, Mr. Steve Divine provided an overview of the Dayton, KY Smoke-Free Ordinance and the role the Health Department would provide. Discussion ensued. **MOTION:** Dr. Jonathan Rich moved to approve the enforcement request for the Dayton, Ky Smoke-Free Ordinance as presented. Mr. J. Colton Simpson seconded. Motion carried unanimously.
- b. **Recognition of Out-going Chair, Marie Schenkel:** Co-Interim District Director of Health, Mr. George Moore presented Chair Ms. Marie Schenkel with a token of our appreciation and thanked her for a very productive year and her dedication and commitment to public health.
- c. **Recognition of Out-going Board Members – Shelly Voet, MD (Kenton):** Dr. Voet was unable to attend the meeting, Mr. George Moore will present her with a token of our appreciation for her six years of dedicated service to the Board.

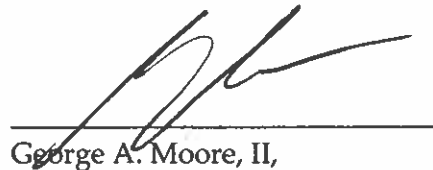
XI. **Next District Board of Health Meeting:** The next meeting will be Wednesday, September 14, 2022 at 6:00 PM at the District Office located at 8001 Veterans Memorial Drive, Florence, Kentucky.

XII. **Adjournment – MOTION:** Dr. Charles Kenner moved to adjourn the meeting. Dr. Michael Jones seconded. Motion carried unanimously. Meeting adjourned at 6:44 PM.

Respectfully submitted,



Marie Schenkel,
NKIDBOH Chair



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