



**NKYHEALTH**  
NORTHERN KENTUCKY HEALTH DEPARTMENT



**NORTHERN KENTUCKY  
INDEPENDENT DISTRICT HEALTH DEPARTMENT  
CAMPBELL COUNTY LOCAL BOARD OF HEALTH MEETING**

Judith Harrer, RPh, PhD, Chair  
Monday, April 25, 2022, 5:30 PM

**MINUTES**

**MEMBERS PRESENT**

Judith Harrer, RPh, PhD, Chair  
James Ernst, OD  
Thomas Guidugli, Jr., Mayor of Newport  
Kevin Hanson, PE  
Brandon Heineke, DVM  
Steve Pendery, Judge Executive  
Mark Schroer, MD  
Daniel Sheridan, DMD

**MEMBERS ABSENT**

**STAFF/GUESTS PRESENT**

George A. Moore, II, Director of Administration and Accounting and Co-Interim District  
Director of Health  
Steve Divine, Director of Environmental Health & Safety and Co-Interim District  
Director of Health  
Scott Baxley, Accounting Manager  
Pamela Millay, Director of Clinical Services  
Elizabeth Rosenacker, Clinic Manager  
Stephanie Allgeyer, CPA - VonLehman Advisory & CPA Firm  
James Daley, Campbell County Jailer  
Marc Brandt, Lt. Colonel, Campbell County Detention Center  
Michael Meier, MD, Campbell County Detention Center  
Marie Schenkel, Finance Director/Treasurer, Campbell County Fiscal Court  
Mark Schafer, MD

Mr. George Moore opened the meeting with introductions of everyone in attendance. He then informed the members that Dr. Lawrence Brennan retired as Chair and asked if anyone would like to volunteer to be Chair for the Campbell County Local Board of Health. Ms. Judith Harrer volunteered to be Chair. **MOTION:** Dr. Ernst moved to appoint Judith Harrer as Chair. Mr. Hanson seconded. Motion carried unanimously.

### **WELCOME/CALL TO ORDER**

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

### **APPROVAL OF APRIL 25, 2022 PROPOSED AGENDA**

Chair Ms. Harrer presented the Proposed Agenda for approval. **MOTION:** Mr. Hanson moved to accept the Proposed Agenda as presented. Judge Executive Steve Pendery seconded. Motion carried unanimously.

### **APPROVAL OF MAY 26, 2021 PROPOSED MINUTES**

Chair Ms. Harrer presented the Proposed Minutes for approval. **MOTION:** Dr. Ernst moved to accept the Proposed Minutes as presented. Mr. Hanson seconded. Motion carried unanimously.

### **FY 2021 AUDIT REPORT**

Mr. Moore introduced Dr. Daniel Sheridan as the treasurer for the Campbell County Local Board of Health. He then introduced Ms. Stephanie Allgeyer, CPA from VonLehman CPA & Advisory 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. Ernst moved to accept the FY 2021 Audit Report as presented. Dr. Heineke 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.

### **FINANCIAL REPORT/CASH POSITION STATEMENT**

Mr. Moore presented the Cash Position Statement as of March 31, 2022. Discussion ensued. **MOTION:** Judge Executive Steve Pendery moved to accept the Cash Position Statement as presented. Dr. Ernst seconded. Motion carried unanimously.

### **SPECIAL PROJECT(S)**

- a. **Campbell County Detention Center's Chemical Dependency Program** - Dr. Michael Meier presented statistics for review in support of continuing the program. He then distributed copies of a letter that was written to Judge Executive Steve Pendery requesting the funds to also include funding for mental health services and asked the Campbell County Local Board of Health to continue funding the program for FY 2023 per the proposal submitted to the Board. Discussion ensued.

## **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 2.4 cents per \$100 of assessed value, a 1.9 cents allocation rate and inclusion of the CC detention center request, noting the recommended compensating tax rate per KRS 65A.110. He explained the compensating rate, based on public health calculation requirements, is 2.4 cents per \$100 of assessed property valuations. Discussion ensued.

- a. **Approve Tax Rate Recommendation – MOTION:** Dr. Ernst moved to recommend to the Campbell County Fiscal Court that the public health tax rate for FY 2023 be set at 2.40 cents per \$100 of assessed property valuations. Dr. Sheridan seconded. Motion carried unanimously.
- b. **Set Appropriation to the District – MOTION:** Mr. Hanson moved to approve the annual appropriation to the District for FY 2023 at 1.90 cents per \$100 of property valuations. Dr. Ernst seconded. Motion carried unanimously.
- c. **Set Allocations for Special Project(s) – MOTION:** Dr. Schroer moved to approve funding the Campbell County Detention Center's Chemical Dependency Program at \$337,106 for FY 2023. Dr. Sheridan 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. Sheridan moved to keep VonLehman CPA & Advisory Firm as the Local Board of Health's auditor. Dr. Ernst seconded. Motion carried unanimously.

## **AUDIT CONTRACT**

**MOTION:** Dr. Ernst moved to authorize Ms. Judith Harrer, Chair, to sign the FY 2023 audit contract. Mr. Hanson seconded. Motion carried unanimously.

## **OTHER**

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

## **ADJOURN**

**MOTION:** Mr. Hanson moved to adjourn the Campbell County Local Board of Health meeting. Dr. Ernst seconded. Motion carried unanimously. Meeting adjourned at 6:24 PM.

Respectfully submitted,



Judith Harrer, RPh, PhD, Chair  
Campbell County Local Board of Health



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