



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



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

Richard Gaston, MD, Chair
Wednesday, May 8, 2024, 6:00 PM

MINUTES

MEMBERS PRESENT

Richard Gaston, MD, Chair
Jodi Ederer, RN
Carol Franzen (D – Mayor Reinersman)
Judith Harrer, RPh, PhD
Charles Kenner, DMD
Scott Kimmich, (D – JE Knochelmann), Vice
Chair
Sharon Noll, MPT
Laura Pleiman (D – JE Moore)

STAFF / GUESTS PRESENT

Jennifer L. Mooney, PhD, MS, District
Director of Health
Steve Divine, Director of Environmental
Health and Safety
Pamela Millay, Director of Clinical Services
Kim Monaco, District Executive Assistant
Elise Sebastian, MSW, Deputy Director of
Health
Stephanie Vogel, Director of Population
Health

MEMBERS ABSENT

Jonathan Rich, DMD, Immediate Past Chair
J. Colton Simpson (D – JE Dills)
Mark Schroer, MD

D = Designee

- I. **WELCOME/CALL TO ORDER** – Dr. Richard Gaston, Chair, welcomed everyone, noted a quorum was present and called the meeting to order at 6:00 PM.
- II. **APPROVAL OF PROPOSED MAY 8, 2024 AGENDA** – Dr. Gaston, Chair, presented the proposed agenda for approval. **MOTION:** Mr. Kimmich moved to approve the proposed agenda. Dr. Kenner seconded. Motion carried unanimously.
- III. **CONSENT AGENDA** – Dr. Gaston, Chair, presented the consent agenda for approval. **MOTION:** Ms. Franzen moved to approve the consent agenda. Ms. Noll seconded. Motion carried unanimously.

The consent agenda included the following: approve minutes from February 14, 2024; accept the Financial Report as of 3/31/2024; accept the District Director of Health report; and accept the April 23, 2024 Personnel Board report.

IV. **OLD BUSINESS** – There was no old business to bring before the Executive Committee.

V. **REPORTS**

Legal Counsel: There was no legal report.

District Director of Health

FY 2025 Budget Proposal / Operations Plan: Dr. Mooney provided an overview of the revised budget process that has been implemented for the FY 2025 budget cycle. Based on results from a core competency assessment of staff, a quality improvement project was implemented to increase staff knowledge of the connection between budget and program plans which inspired a significant change in the budget process. The budget proposal and operations plan are in progress and will be presented to the District Board of Health on June 12, 2024. As part of the budget, Dr. Mooney proposed that the entire Compensation and Classification Pay Scale be adjusted by a 4% increase to match market values. **MOTION:** Mr. Kimmich moved to accept the proposed Compensation and Classification Pay Scale adjustment of 4% and forward to the District Board of Health for approval. Dr. Kenner seconded. Motion carried unanimously.

Dr. Mooney provided information about a state grant that is available for employee retention incentive programs. In order to apply for the grant, the District Board of Health must approve the request. If granted, the funds would be used for a merit one-time lump sum payment to qualified employees. Discussion ensued. **MOTION:** Ms. Franzen moved to approve the submission of a state grant to fund employee retention incentive programs as discussed and if those funds are not received to revisit this budget item in six months. Mr. Kimmich seconded. Motion carried unanimously.

VI. **NOMINATING COMMITTEE** – Dr. Gaston, Chair, appointed the Executive Committee members as the Nominating Committee.

Nomination of the FY 2025 District Board Officers and Executive Committee

Members - MOTION: Ms. Franzen moved to nominate the following members for the FY 2025 District Board Officers and forward to the District Board of Health for approval:

- Scott Kimmich, Chair (Kenton County)
- Judith Harrer, RPh, PhD, Vice Chair (Campbell County)

Dr. Kenner seconded. Motion carried unanimously.

MOTION: Ms. Franzen moved to nominate the following members for the FY 2025 Executive Committee and forward to the District Board of Health for approval:

- **Boone County** – Charles Kenner, DMD and Laura Pleiman

- **Campbell County** – Tom Guidugli, Jr. and Mark Schroer, MD
- **Grant County** – Jodi Ederer, RN and J. Colton Simpson
- **Kenton County** – Carol Franzen and Sharon Noll, MPT

Dr. Kenner seconded. Motion carried unanimously.

VII. **NEW BUSINESS** – Dr. Gaston, Chair, reported that after discussions with Dr. Mooney, District Director of Health, and Mr. Kimmich, Vice Chair, a decision has been made to update the annual evaluation tool for the District Director of Health. **MOTION:** Dr. Kenner moved to approve the updated evaluation tool for the District Director of Health. Ms. Pleiman seconded. Motion carried unanimously.


VIII. **APPROVAL OF PROPOSED JUNE 12, 2024 DISTRICT BOARD OF HEALTH AGENDA** – Dr. Gaston, Chair, presented the proposed District Board of Health agenda for approval. **MOTION:** Ms. Pleiman moved to approve the agenda as proposed. Ms. Franzen seconded. Motion carried unanimously.

IX. **CLOSED SESSION** – There was no need to go into closed session.

X. **NEXT EXECUTIVE COMMITTEE MEETING** – August 14, 2024 at 6:00 PM.

XI. **ADJOURNMENT** – **MOTION:** Dr. Kenner moved to adjourn the Executive Committee meeting. Ms. Pleiman seconded. Motion carried unanimously. Meeting adjourned at 6:17 PM.

Respectfully submitted,


Richard L. Gaston (Aug 16, 2024 11:44 EDT)

Richard Gaston, MD
NKIDBOH Chair



Jennifer L. Mooney, PhD, MS
District Director of Health, NKIDBOH Secretary










5-8-2024 Exec Comm Minutes (For Signature)

Final Audit Report

2024-08-16

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