

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____ 20 _____

Franklin County District Board of Health Minutes of the Board of Health November 8, 2016

Meeting Location: Memorial Hall, DOC Conference Room

Call to Order: Dr. Lane called the meeting to order at 9:32 a.m.

Board Members Present:

Heather Lane, DVM
Jerry Lupfer
Jack Bope, Jr.
Joseph Weaver

Board Members Absent:

Dr. Annemarie Sommer

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Charlie Broschart, Division Manager, Environmental Health Program
Terry Bugg, Supervisor, Immunization Program
Alycia Burkitt, Administrative Assistant Communication
Jimmie Davis, Community Health and Wellness Supervisor
Michelle Day, Health Communication Specialist
Jonathon Dye, Data Analyst
Jeff Gibbs, Division Manager, Environmental Health Program
Garrett Guillozet, Supervisor, Food Safety Program
Todd Hansen, Executive Assistant, Human Resources
Mitzi Kline, Director of Communication
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
Joe Mazzola, Health Systems & Planning Director
Jennie McAdams, Business Analyst, Accreditation Coordinator
Nathan Ralph, Supervisor, Community Environmental Health Program
Jennifer Robinson, Human Resources Manager
Miller Sullivan, Medical Director
Shaddy Swade, Emergency Preparedness Supervisor
John Wolf, Finance & Business Operations Director
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

Legal Counsel:

Joseph R. Durham, Esq., Eastman & Smith, Ltd.

Guests:

Betty Wolford, Property Owner
Chrystal Burley, Property Owner
Mark Engert, Property Owner

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Pledge of Allegiance

Joe Weaver led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the September 13, 2016 and October 11, 2016 meetings were approved, upon a motion by Mr. Bope, with a second by Mr. Lupfer. Ayes: All
Nays: None – motion carried.

Old Business:

Resolution 16-096 to adopt the Schedule of Fees for 2017 (2nd Reading and Public Hearing) – there was no public comment or testimony during the public hearing and no action was required by the Board.

Rancho Alegre Update - Garrett Guillozet, Food Safety Supervisor informed the Board that Rancho Alegre was in full compliance. As of Friday, November 4, 2016, there were no food violations to report and as of Tuesday, November 8, 2016, all training had been completed.

New Business: None

Administration/Public Hearings:

Hearing 16-005 for a Variance Request – Ohio Administrative Code 3701-29-18(A), 3426 Waggoner Road, Blacklick, OH 43004, Jefferson Township, Tax District 170, Parcel No. 000794-00; owned by Mark and Sheri Engert; Presented by Niki Lemin

Mark Engert, Niki Lemin, and Nathan Ralph were sworn in by the court reporter. Mrs. Lemin informed the Board of the nature of the variance request made by the property owners which is to obtain a variance for the installation of a temporary holding tank requiring the permission of the board of health. The house was built with the understanding that sanitary sewer would be available; however, sanitary sewer will not be available until spring 2017 according to Jefferson Township. Ms. Lemin, Mr. Ralph, and Mr. Engert testified as to the need for the variance. Mr. Weaver made a motion to approve the variance, Mr. Lupfer seconded the motion. Ayes: All Nays: None - motion carried.

Hearing 16-006 for a Variance Request – Ohio Administrative Code 3701-28-07-(D) and Ohio Administrative Code 3701-28-07(G), 6375 O'Harra Rd., Galloway, OH 43119, Prairie Township, Tax District 240, Parcel No. 001769-00; owned by John W. and Betty J. Wolford; Presented by Niki Lemin

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Betty Wolford, Chrystal Burley, Niki Lemin, and Nathan Ralph were sworn in by the court reporter. Mrs. Lemin informed the Board of the nature of the variance request made by the property owners which is to place the private water system in front of the house approximately four feet from the foundation and two feet from the road right-of-way that requires permission of the board of health. Due to the dimensions of the property, location of the household sewage treatment system, and location of adjacent household sewage treatment systems, the only viable location for the new private water system is in front of the house. The owners are requesting to place the private water system in front of the house approximately four feet from the foundation and two feet from the road right-of-way Ms. Lemin, Mr. Ralph, and Ms. Wolford testified as to the need for the variance. Mr. Lupfer made a motion to approve the variance with the added condition to the variance approval that requires the property owner to install at least 2 steel pipes with at least a 4 inch casing filled with concrete to protect the well due to the proximity to the roadway, Mr. Bope seconded the motion. Ayes: All Nays: None - motion carried.

Monthly Financial Report:

John Wolf provided the Board with copies of the Budget to Actual Report and the Change in Cash Position reports. Mr. Wolf reported that with 83% of the 2016 year completed Administration spent 71% of budgeted expenditures, Prevention and Wellness spent 74% of budgeted expenditures and 72% of budgeted expenditures were spent in Environmental Health. Other budgeted expenditures include Anti-Dumping fund 19%, Rabies 67%, Regional Public Health Infrastructure 63 %, and Construction and Demolition Debris fund 90%. Overall 71% of the 2016 Operating Budget has been spent, yielding a positive variance of expenditures to appropriations of 12%.

Mr. Bope made a motion to approve the monthly financial report with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolutions:

Resolution 16-108 to approve monthly operating expenses was approved upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-109 to authorize the Health Commissioner to issue the Board of Health Orders was approved, upon a motion by Mr. Bope with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

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Resolution 16-110 to authorize the Health Commissioner to enter into a contract with All Clear Emergency Management Group, LLC to provide a regional table top exercise at the Healthcare Coalition Summit in March 2017 (not to exceed \$3,857.00) was approved, upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-111 to approve the Franklin County Public Health 2017 – 2020 Workforce Development Plan was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-112 to authorize the Health Commissioner to enter into a contract with the Ohio Public Health Association to provide temporary administrative support to the Franklin County and Columbus MRC (not to exceed \$4,000.00) was approved, upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-113 to authorize the Health Commissioner to enter into a contract with NextGen Healthcare for an Electronic Health Record and practice management software system (not to exceed \$85,000.00) was approved, upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-114 to authorize the Health Commissioner enter into a contract with Richland Public Health for a GIS Network of Care shared services grant (revenue up to \$5,000) was approved, upon a motion by Mr. Bope with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-115 to approve purchases was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner presented the following personnel actions for Board approval:

New hire – Brooke Hughes, Infectious Disease Nurse, Prevention & Wellness, Effective December 12, 2016; Kadeisha Turner, Graphic and Web Designer; Administration, Effective November 14, 2016; Mary Taylor, CMH Program Nurse, Prevention & Wellness, Effective date: TBA

Resignation – Colleen Held, Children with Medical Handicaps Nurse, Prevention & Wellness, Effective October 28, 2016; Michelle Treaster, Infectious Disease Nurse, Prevention & Wellness, Effective November 4, 2016

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Job Openings - Seasonal Plumbing Inspector – two positions; Medical Reserve Corps Coordinator – Part Time; Sanitarian In-Training or Registered Sanitarian, Water Quality Program – two positions.

Mr. Lupfer made a motion to accept the Personnel Actions with a second by Mr. Weaver. Ayes: All Nays: None - motion carried.

Environmental Health Report: (Attached)

Prevention & Wellness Report: (Attached)

Health Systems & Planning Report: (Attached)

Administration Report: (Attached)

Health Commissioner's Report: Ms. Tilgner stated that she has been working on the Strategic Plan team and they have come up with five goals to focus on for the future of Franklin County Public Health. The new Health Commissioner will be able to build on those goals with the committee. The Public Health capabilities and PHAB will also be reflected in those goals. Ms. Tilgner also informed the Board that the Future of Public Health Report will be sent out to all the jurisdictions, along with Community Health Survey response rate.

Medical Director's Report:

Dr. Sullivan informed the Board that there are 15 cases of West Nile Virus (WNV) in Ohio, with 3 of those cases resulting in death. He reiterated that WNV is more of a threat than Zika. He also stated that FCPH has begun tracking influenza in the area. Currently, influenza cases that have been reported are sporadic.

The Human Papillomavirus or HPV vaccination series has a completion rate of approximately 42% in females and 28% in males. The Advisory Committee on Immunization Practices (ACIP) believes this is due in part that the vaccine is a 3 part series and the spacing needed between each injection. This has been studied and they found that children under the age of 15 years only need 2 doses to complete the series and still have adequate coverage.

Dr. Sullivan also reported that the rate of acute cases of Hepatitis B has decreased over 90%. It is important that newborns receive the first dose within 24 hours of birth. It has been reported that women receiving the Tdap vaccine during pregnancy have passed some on to the fetus. This helps to protect the baby after birth with no increased risk.

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Legal Counsel's Report:

Mr. Durham reported that at the conclusion of last month's Board meeting, the attorney for Rancho Alegre filled a temporary restraining order and a motion to appeal the Board's decision. The Duty Judge was unavailable so the assignment for another judge was not been received until the following day. The Judge denied the request for a temporary restraining order and set a date for the appeal to be heard. Mr. Durham had filed an extension for the appeal date. As of the current Board meeting the appeal had not yet been heard. Mr. Durham recommended that future restaurant suspensions be held until the following Board meeting. Also, that the Board refer cases to the Prosecuting Attorney if businesses fail to comply.

The delay in the issuance of a judge in the electronic appeal process could be a concern for FCPH in the future. It is recommended that FCPH verify an immediate appointment with the Clerk's office for other Public Health issues that may need to be heard on an emergency basis.

Executive Session:

Resolution 16-107 to consider the appointment, employment, dismissal, discipline or compensation of an employee or the investigation of charges or complaints against a public employee unless the employee requests a public hearing was approved, upon a motion by Mr. Bope with a second by Mr. Lupfer. Roll Call: Mr. Bope, Aye; Mr. Lupfer, Aye; Mr. Weaver, Aye; Dr. Lane, Aye - motion carried.

A motion was made by Mr. Weaver and seconded by Mr. Lupfer to restart the Health Commissioner search process and form a selection committee consisting of 2 board of health members, Dr. Heather Lane and Jerry Lupfer; a contract city representative, Dana McDaniel or Dottie Franey; the Chairman of the District Advisory Council or his designee; and the retiring health commissioner, Susan Tilgner, to review the resumes of the current applicants, interview any of the applicants, and make a recommendation to the Board. Ayes: all. Nays: None. The motion carried

A motion was made by Mr. Weaver and seconded by Mr. Bope to appoint Dr. Miller Sullivan as interim health commissioner effective December 1, 2016 for 10 hours per week at his current hourly rate. Ayes: all. Nays: None. The motion carried.

Adjourn regular meeting, 12:17 p.m.

Respectfully submitted,



Dr. Heather Lane, President



Miller J. Sullivan, Secretary
(effective 12/1/2016)