

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTHOP11

Held _____ 20 _____

Franklin County District Board of Health Minutes of the Board of Health Tuesday, April 11, 2017

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Dr. Lane called the meeting to order at 9:30 a.m.

Board Members Present:

Heather Lane, DVM
Jerry Lupfer
Tom Rudge, PhD

Board Members Absent:

Dr. Annemarie Sommer
Jack Bope Jr.

Joe Mazzola, Health Commissioner/Secretary

Staff Present:

Alycia Burkitt, Administrative Assistant
Jeff Gibbs, Division Manager, Environmental Health
Garrett Guillozet, Supervisor, Food Safety Program
Radhika Iyer, Infectious Disease Supervisor
Mitzi Kline, Director of Communication
Nathan Ralph, Water Quality Supervisor
Jennifer Robinson, HR Manager
Miller Sullivan, MD, Medical Director
Shaddy Swade, EP Supervisor
Stacie Williamson, CMH Supervisor
John Wolf, Finance & Business Operations Director
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness
Jennifer Frazier, Community and Environmental Health Supervisor
Theresa Seagraves, Director of Health Systems and Planning
Andrea Harless, Executive Assistant
Jennie McAdams, Business Analyst and Accreditation Coordinator
Jonathan Dye, Data Analyst
Charlie Broschart, Environmental Health Division Manager
Jazlene Lux, CMH Nurse
Susan Hamilton, CMH Nurse
Mike Adair, Healthy Homes Manager

Legal Counsel:

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

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Guests:

Tammy Rainey, Nursing Student, Otterbein University
Danica Knight, Nursing Student, Ohio State University
Miranda Todd, Nursing Student, Ohio State University

Pledge of Allegiance

Mr. Lupfer led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the March 14, 2017 meeting and March 20, 2017 special meeting were approved, upon a motion by Mr. Lupfer, with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Old Business:

None

New Business:

Jeff Gibbs read the Gold Medal proclamation honoring 156 food establishments into the record. The proclamation was approved upon a motion by Dr. Rudge, with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Administration/Public Hearings:

Hearing 17-004 was pulled from the agenda due to the fact that all food service operation/food establishments paid their license fee prior to the start of the meeting.

Monthly Financial Report:

Mr. Wolf reported that with the 25 % of the budget year completed, Administration has spent 24% of budgeted expenditures, Prevention and Wellness 20%, Environmental 20%. Anti-Dumping 0%, Rabies 11%, Regional Public Health Infrastructure 20 %, and Construction and Demolition Debris fund 0%. Overall 21% of the 2017 operating budget was spent with 25% of the year completed yielding a positive variance of expenditures to appropriations of 4%.

Additionally, the on-site audit is scheduled to begin on Monday April 24th. The audit will be conducted by Charles E. Harris and Associates, an independent public accounting firm and they are scheduled to be on-site for approximately one week. They will be e-mailing fraud questionnaires to all Board members as part of the process. In preparation of the upcoming audit, Mr. Wolf completed an

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intergovernmental revenue analysis and forwarded it to Julian & Grube, the C.P.A. firm that completes the annual financial report and requested an opinion on whether we meet the federal expenditure single audit threshold. In the event we do meet the threshold we will require a single audit which will add additional time and expense to the process. An update will be given on or before the next Board meeting.

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

Resolutions:

Resolution 17-040 to approve monthly operating expenses was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-041 to authorize the Health Commissioner to issue the Board of Health Orders was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-042 to authorize the Health Commissioner to enter into a lease agreement with David M. Pastorek for a satellite facility located at 2000 Kenton Avenue, Columbus, OH 43205 (expense not to exceed \$32,000.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-043 to authorize the Health Commissioner to renew a contract with Community Housing Network to provide the Lead based paint inspections, risk assessments, clearance inspections, work specifications, and asbestos inspection services (revenue of \$6,000.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-044 authorize the health commissioner to enter into a contract with the Ohio Department of Health to raise awareness in communities about the benefits of having a lead safe and healthy home by conducting education and outreach activities (revenue of \$10,000.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

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Resolution 17-045 to renew an MOU with Columbus Public Health (CPH) to provide mutual aid for temporary vaccine storage in the event that either health department has problems with their refrigeration equipment was approved upon a motion by Dr. Rudge with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 17-046 to contract with Biehl Consultancy LLC to assist FCPH staff with the application of collective impact best practices to promote the development of our newly formed Immunization Coalition of Central Ohio (ICCO) to address strategies in ways to improve vaccine rates in Central Ohio (expense not to exceed \$8,000.00) was approved upon a motion by Dr. Rudge with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 17-047 to authorize the Health Commissioner to amend a contract with Columbus Public Health for local Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) (additional revenue of \$29,454.18) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-048 to authorize the sale of Door 655 on Govdeals (minimum revenue \$500.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-049 to authorize the Health Commissioner to renew a contract with the Pickaway County Health Department to provide epidemiological services (revenue of \$1,500.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-050 to authorize the Health Commissioner to enter into a contract with Mighty Spark Design for website conversion services (expense not to exceed \$4,500.00) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Resolution 17-051 to amend the 2017 Operating Budget was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

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Resolution 17-052 to approve purchases was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Personnel Actions

Jennifer Robinson, Human Resources Manager presented the following personnel actions for Board approval:

New hires	Health Promotion & Community Engagement Supervisor	Jennie McAdams, April 17, 2017- Promotion from Business Analyst/Accreditation Coordinator
	Plumbing Inspector	Ryan Wilkins, April 17, 2017 Seasonal to permanent employee
	Graphic and Web Designer	Lisa Klancher, May 1, 2017
Recognition	None	
Job Openings	Health Educator	Second Interviews Scheduled
	Business Analyst/Accreditation Coordinator	In Review Before Posting
	Infectious Disease (ID) Nurse	Continuous Posting
Resignations	None	

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

Environmental Health Report: (Attached)

Prevention & Wellness Report: (Attached)

Health Systems & Planning Report: (Attached)

Administration Report: (Attached)

Health Commissioner Report: (Attached)

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Additionally, Mr. Mazzola stated he will be unable to attend the May Board meeting and has asked that Mitzi Kline serve as secretary in his place.

Medical Director Report:

Dr. Sullivan shared that the flu season is winding down. Additionally, a new study has shown that those that receive a flu shot and have a chronic disease are 50 percent less likely to die if they contract the flu than those who do not. Also, those who do not have a chronic disease are 75 percent less likely to die if they contract the flu than those who do not receive a flu shot.

In regards to the Zika virus, a CDC report shows that last year the virus was found in 1,700 pregnant women. Of those women, 56 birthed babies with congenital defects. The goal should be to prevent the virus but, if it is found, babies should be screened more often for specific defects, even if there aren't any visually noticeable effects at birth. There are very good algorithms to do this.

Legal Counsel's Report

Joe Durham shared with the Board that a judge ordered a Dublin homeowner to fix their sewage system in a case that went to court last week. Additionally, the Attorney General released an opinion last month about general health districts responsibility to test for harmful algal blooms. Mr. Durham stated that his interpretation of the opinion is that it is at our discretion and is not a requirement. This opinion came from a case in Defiance County.

Executive Session:

Resolution 17-053 to convene into Executive Session in accordance with Ohio Revised Code Section 121.22(G) (1) to consider the appointment, employment, dismissal, discipline or compensation of an employee was approved, upon a motion by Dr. Rudge with a second by Mr. Lupfer. Roll Call: Dr. Lane, Aye, Dr. Rudge, Aye; Mr. Lupfer, Aye - motion carried.

A motion was made by Mr. Lupfer and seconded by Dr. Rudge to reconvene the meeting at 11:53 a.m. Roll Call: Dr. Lane, Aye, Dr. Rudge, Aye; Mr. Lupfer, Aye - motion carried.

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Board of Health, following executive session, approved the terms of employment for signature by the Health Commissioner upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried.

Election of Officers Jack Bope was approved as president, upon a motion by Mr. Lupfer, with a second from Dr. Rudge. Ayes: All Nays: None – motion carried. Jerry Lupfer was approved as vice president, upon a motion by Dr. Rudge, with a second from Mr. Lupfer. Ayes: All Nays: None – motion carried.

Adjourn regular meeting, 11:59 a.m.

Respectfully submitted,



Heather Lane, President



Joe Mazzola, Secretary