

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Franklin County Public Health

Journalized on:

Held

MAR 14 2017

20

**Franklin County District Board of Health
Minutes of the Board of Health
Tuesday, February 14, 2017**

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Mr. Weaver called the meeting to order at 9:37 a.m.

Board Members Present:

Joseph Weaver
Jack Bope, Jr.
Jerry Lupfer

Board Members Absent:

Dr. Annemarie Sommer
Heather Lane, DVM

Joe Mazzola, Health Commissioner/Secretary

Staff Present:

Mike Adair, Healthy Homes Program Manager
Adrian Allen, Sanitarian-In-Training
Amber Breedlove, Health Communication Specialist
Terry Bugg, Immunization Supervisor
Alycia Burkitt, Administrative Assistant
Kevin Craig, Water Quality - RS
Jonathon Dye, Data Analyst
Jeff Gibbs, Division Manager, Environmental Health
Garrett Guillozet, Supervisor, Food Safety Program
Mitzi Kline, Director of Communication
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
Jennie McAdams, Business Analyst, Accreditation Coordinator
Nathan Ralph, Water Quality Supervisor
Miller Sullivan, MD, Medical Director
Stacie Williamson, CMH Supervisor
John Wolf, Finance & Business Operations Director
Eva Wollerman, EP Planner & CRI Coordinator
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

Legal Counsel:

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

Guests:

None.

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Pledge of Allegiance

Mr. Bope led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the January 10, 2017 meeting was approved, upon a motion by Mr. Bope, with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Old Business:

Los Mariachis of Groveport, LLC Update – Niki Lemin and Garrett Guillozet shared information with the Board concerning repeat critical violations at the establishment. The restaurant may likely be brought back for a hearing at the March meeting.

Recreation Programs Survey – Niki Lemin shared that the Ohio Department of Health recently surveyed the recreation programs in the Environmental Health Division. No problems were identified.

New Business:

None.

Recognition:

Kim Trainer, Administrative Assistant with Infectious Disease, was recognized by Debbie Wright, Director of Prevention & Wellness, for 25 years of service.
Eva Wollerman, EP Planner & CRI Coordinator, was recognized by Joe Mazzola, Health Commissioner, for 1 year of service.

Administration/Public Hearings:

Hearing 17-002 for a Variance Request – Ohio Administrative Code 3701-29-03(C)(5), Nathan Otto/KN Excavation P.O. Box 183, Martinsburg OH 43037, an application for registration as an installer shall include proof of completion of at least six continuing education hours during the previous calendar year through educational programs approved by the department of health; Presented by Niki Lemin and Nathan Ralph

Franklin County Public Health staff Niki Lemin and Nathan Ralph stood and were sworn in by the court reporter when requested. Ms. Lemin provided a general overview of the law requirements that became effective in 2015. Contractors are now required to complete at least six continuing education units during the calendar year through educational programs approved by the Ohio Department of Health in order to provide services for the following calendar year. Ms. Lemin presented that Nathan Otto of KN Excavation, completed three of the six units in the calendar year 2016 and the remaining three hours were completed on January 4, 2017. Mr.

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Ralph also noted that Mr. Otto also completed the six continuing education units at that time for in order to provide services for calendar year 2017.

Ms. Lemin, along with the Ohio Department of Health, recommends the Board approve the request. Mr. Bope made a motion to approve the variance, Mr. Lupfer 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 8% of the 2017 budget year completed, Administration has spent 9% of budgeted expenditures, Prevention and Wellness 6%, Environmental 6%. Anti-Dumping 0%, Rabies 5%, Regional Public Health Infrastructure 16 %, and Construction and Demolition Debris fund 0%.

Overall 7% of the 2017 operating budget has been spent yielding a positive variance of expenditures to appropriations of 2%

Mr. Wolf also reminded the Board that there will be a finance committee meeting next month at 9:00 a.m. in the East Conference Room on the 1st floor of Memorial Hall.

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

Resolutions:

Resolution 17-015 to approve monthly operating expenses was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 17-016 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.

Resolution 17-017 to amend the 2017 Operating Budget was approved upon a motion by Mr. Bope with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 17-018 to authorize the Health Commissioner to amend the Local Public Health Emergency Preparedness and Cities Readiness Initiative contract with Columbus Public Health (additional revenue \$31,357.66) was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

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Resolution 17-019 to authorize the use of procurement cards following the Franklin County Auditor's Office policy and amend the Franklin County Fiscal Manual (D-0012) to include a procurement card section was tabled.

Resolution 17-020 to authorize the Health Commissioner to enter into a contract with Windsor Construction Services, LLC for Water Quality Partnership water taps of single family residences in Leonard Park, Mifflin Township (revenue of \$30,000.00) was approved upon a motion by Mr. Bope with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 17-021 to amend the by-laws of the Franklin County General Health District was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 17-022 to authorize the Health Commissioner to enter into a contract with a Public Health Associate from the Centers for Disease Control and Prevention (CDC) Public Health Assessment Program (PHAP) for mileage reimbursement and parking (not to exceed \$3,000.00) was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 17-023 to amend the contract with NextGen Healthcare for an electronic health record (EHR) and practice management software system (not to exceed an additional \$21,192.14) was approved subject to approval by the Franklin County Prosecuting Attorney's Office upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 17-024 to approve purchases was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Personnel Actions

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

Resignations – Jimmie Davis, effective February 24, 2017.

Job Openings – Accounting Clerk, Children with Medical Handicaps (CMH) Nurse, Community Health and Wellness Supervisor, Director of Health Systems and Planning, Executive Assistant to the Health Commissioner, Graphic and Web Designer, Health Educator, Infectious Disease (ID) Nurse, and Sanitarian Supervisor.

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

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Environmental Health Report: (Attached)

Prevention & Wellness Report: (Attached)

Health Systems & Planning Report: (Attached)

Administration Report: (Attached)

Health Commissioner Report: (Attached)

Medical Director Report: Dr. Sullivan noted that influenza is widespread both locally and nationally. The elderly and young children appear to be hit the hardest this year with the strains going around, including the death of four children in Ohio. Adult cases are not tracked unless hospitalized; however, they also appear to be highly effected. He also encouraged everyone to receive the flu vaccine and indicated that it does help reduce symptoms if contracted.

Dr. Sullivan reported that the CDC now has specific guidelines for immunizations for when and which vaccines children 18 and younger with underlying conditions should receive, including not receiving any live vaccines.

Legal Counsel's Report:

Joe Durham reported that there is a case in Dublin that is going to go to court in the next coming months, where a household has a sewage line that is currently going underground or directly into the water system. At this time, there is not a sanitary sewer line for connection; however, Dublin plans to bring the connection to this area in the next 12-18 months.

Dublin recently changed its ordinance regarding sanitary sewer hook-ups. There are varying regulations in the FPCH jurisdictions, and are looking at standardizing these ordinances.

Adjourn regular meeting, 11:00 a.m.

Respectfully submitted,



Jack Bope, Board Member



Joe Mazzola, Secretary