

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 3HTROP11

Held _____

20 _____

Franklin County District Board of Health Minutes of the Board of Health September 8, 2015

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Jack Bope called the meeting to order at 9:30 a.m.

Board Members Present:

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

Board Members Absent:

Dr. Annemarie Sommer

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Peggy Barfow, Human Resources Manager
Charlie Broschart, Division Manager, Environmental Health
Terry Bugg, Supervisor, Immunization Program
Jimmie Davis, Supervisor, Community Health & Wellness Program
Jeff Gibbs, Division Manager, Environmental Health Program
Garrett Guillozet, Supervisor, Food Safety Program
Mitzi Kline, Communication and Community Health Director
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
James May, Registered Sanitarian, IDDE Program
Jennie McAdams, Workforce Development/Accreditation Coordinator
Nathan Ralph, Supervisor, Community Environmental Health Program
Miller Sullivan, Medical Director
Stacie Williamson, Supervisor, CMH Program
Deidra Wolf, Executive Assistant, Administration
John Wolf, Finance & Business Operations Director
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

Legal Counsel

Joseph R. Durham, Esq., Eastman & Smith, Ltd.
Adria Fields, Franklin County Prosecuting Attorney's Office

Guests:

Mike Gilmore
Rachel Gragg
Ian Gruber
Lisa Hannahs

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Guests (continued):

Arte Ledyard
Ellen Ledyard
India Miles
Kelly Parsels
Donna Walker
Nanette Williams

Meeting Minutes:

The minutes of the August 11, 2015 meeting, were approved upon a motion by Dr. Lane with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Old Business: None

New Business: None

Administration/Public Hearings: None

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 66% of the 2015 year complete Administration spent 57% of budgeted expenditures, Prevention and Wellness spent 51% of budgeted expenditures and Environmental Health spent 54% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 27%, Rabies 25%, Regional Public Health Infrastructure 29%, Construction and Demolition Debris fund 51% and Ground Water monitoring 39%. Overall 52% of the 2015 Operating Budget has been spent, yielding a positive variance of 14%. Mr. Wolf informed the Board that he has received the tax settlement advances from the Franklin County Auditor's Office.

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

Resolutions:

Resolution 15-091 to approve monthly operating expenses was approved upon a motion by Dr. Lane with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

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Resolution 15-092 to authorize the Health Commissioner to enter into an agreement with Ashland University to provide an educational site for nursing students to observe and participate in public health experiences was approved upon a motion by Dr. Lane with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Board President, Jerry Lupfer, began chairing the meeting.

Resolution 15-093 to authorize the Health Commissioner to enter into an agreement with the John Glenn School of Public Affairs for MAPS Training in 2015-2016 (\$7,525.00) was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-094 to allow FCPH to opt-in and authorize the Franklin County Auditor to report FCPH expenditures in the MUNIS Citizen Transparency Module was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-095 to adopt staff recommendations, issue orders for nuisance abatements and refer persons and/or properties to/or advise the Franklin County Prosecuting Attorney or appropriate municipal law director(s) regarding prosecution, injunctive or other appropriate relief was approved upon a motion by Mr. Weaver with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-096 to approve purchases for the Environmental Crimes Task Force Unit authorized by the Clean-Up Fund Committee (\$465.00) was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-097 to authorize the Health Commissioner to enter into a contract with two public health associates from the Centers for Disease Control and Prevention (CDC) Public Health Assessment Program (PHAP) for mileage reimbursement (not to exceed \$3,000.00) was approved upon a motion by Dr. Lane with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

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Resolution 15-098 to authorize the Health Commissioner to enter into a contract with Ascentra for implementation, design and evaluation of emergency preparedness exercises and activities for Ebola and other special pathogens (\$46,000.00) was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-099 to approve purchases was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner presented the following personnel actions for Board approval: New Hire: Prevention and Wellness – Jennifer Kerr, RN, Immunization Program, effective September 21, 2015; Eve Behrens, Administrative Assistant, Immunization Program, effective October 5, 2015; Michele Treaster, RN, Infectious Disease Reporting System, effective October 5, 2015; Administration – Alycia Burkitt, Administrative Assistant, Cross Sector Program, effective September 21, 2015; Declined Position – Prevention and Wellness – Theresa Jackson-Purman, RN, CMH Program, effective August 12, 2015. Mr. Weaver made a motion to approve all personnel actions with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Environmental Health Report:

(Attached)

Public Health Nursing Report:

(Attached)

Administration Report:

(Attached)

Health Commissioner's Report:

Ms. Tilgner updated the Board on the office renovation. She informed the Board that she is working with Franklin County Public Facilities Management to oversee the work being done. She also informed the Board that she would like to hold a Special Board of Health meeting to conduct additional business which will need approval by the month's end. Ms. Tilgner informed the Board that interviews continue for a new Information Technology Director.

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Medical Director's Report:

Dr. Sullivan reported that flu vaccine has not arrived yet due to one of the strains in the vaccine taking longer to manufacture. Dr. Sullivan updated the Board on West Nile virus stating that there have been 11 cases in Ohio with one death. He stated that the Centers for Disease Control and Prevention (CDC) is reporting that human cases are low. Dr. Sullivan updated the Board on Lyme Disease, a bacteria in rodents that is transmitted by the black tick. If untreated it can create health issues such as arthritis, encephalitis and heart problems. Lyme disease is now an epidemic in several counties in Ohio and is on the rise. Dr. Sullivan stated the importance of checking for ticks in children, pets, etc.

Legal Counsel's Report:

Mr. Durham informed the Board that he is revisiting liability issues facing FCPH volunteers. He stated that there are state and federal provisions that give some immunity to volunteers.

Continuing Education

Ms. Tilgner gave a presentation on preparing the Board for the upcoming site visit from the Public Health Accreditation Board (see attached).

Adjourn regular meeting, 10:27 a.m.

Respectfully submitted,


Mr. Jerry Lupfer, President


Susan A. Tilgner, Secretary