

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHYROP11

Held _____

20 _____

Franklin County Public Health
Journalized on:

**Franklin County District Board of Health
Minutes of the Board of Health
November 10, 2015**

NOV 10 2015

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Jerry Lupfer, President, called the meeting to order at 9:30 a.m.

Board Members Present:

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

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Mike Adair, Registered Sanitarian, Healthy Homes Program
Peggy Bartow, 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
Radhika Iyer, Infectious Disease Supervisor
Mitzi Kline, Communication and Community Health Director
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
Marisue Madlener, Registered Sanitarian, Food Safety Program
Melissa McArthur, Supervisor, Community Environmental Health Program
James May, Registered Sanitarian, IDDE Program
Jennie McAdams, Workforce Development/Accreditation Coordinator
Kyle McGlumphy, RSIT, Community Environmental Health Program
Nathan Ralph, Supervisor, Community Environmental Health Program
Nick Suhocki, Sanitarian-In-Training, Food Safety Program
Miller Sullivan, Medical Director
Lisa Weisberg, Registered Sanitarian, Healthy Homes Program
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

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Legal Counsel:

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

Guests:

Jason Gammon
Josh Galloby
Judy Haynes
Baboucarr Jobe
Jennifer Marion
Erin Peters

Pledge of Allegiance

Mr. Bope led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the October 13, 2015 meeting, were approved upon a motion by Mr. Bope with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Old Business:

Resolution 15-106 to adopt the Schedule of Fees for 2016 (2nd Reading and Public Hearing, 1st Reading for Tattoo and Body Piercing) – there was no public comment during the public hearing and no action was required by the Board.

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 83% of the 2015 year complete Administration spent 72% of budgeted expenditures, Prevention and Wellness spent 67% of budgeted expenditures and Environmental Health spent 68% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 29%, Rabies 26%, Regional Public Health Infrastructure 52%, Construction and Demolition Debris fund 56% and Ground Water monitoring 39%. Overall 72% of the 2015 Operating Budget has been spent, yielding a positive variance of 11%. Mr. Bope made a motion to approve the monthly financial report with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

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Mr. Wolf reminded the Board that the Finance Committee will meet on December 8, 2015, at 8:30 a.m.

Resolutions:

Resolution 15-115 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-116 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 Dr. Sommer with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-117 to authorize the Health Commissioner to renew a contract with Licking County Health Department for radon education and testing (\$2,400.00) was approved upon a motion by Dr. Sommer with a second by Mr. Weaver Ayes: All Nays: None – motion carried.

Resolution 15-118 to authorize the Health Commissioner to enter into a contract with the Ohio Department of Health to provide Public Health Lead Investigations (PHLI) and case management (\$100/PHLI w/o risk assessment; \$600/PHLI w/risk assessment) was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-119 to approve purchases was approved upon a motion by Dr. Sommer with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner recognized Lisa Weisberg, Registered Sanitarian, Healthy Homes Program and Peggy Bartow, Human Resources Manager for 25 years of service. She thanked both of them for their hard work and dedication to FCPH and presented each of them with a token of appreciation.

Ms. Tilgner presented the following personnel actions for Board approval: New Hire – Administration – Michelle Day, Health Communication Specialist, effective November 30, 2015, and Prevention & Wellness, Alyssa Kmet, RN, Children with Medical Handicaps (CMH) Program, effective November 30, 2015. Dr. Sommer

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made a motion to approve all personnel actions with a second by Mr. Bope. Ayes:
All Nays: None – motion carried.

Environmental Health Report:
(Attached)

Public Health Nursing Report:
(Attached)

Administration Report:
(Attached)

Health Commissioner's Report

Ms. Tilgner thanked Mr. Weaver and Dr. Sommer for representing the Board at FCPH's site visit by the Public Health Accreditation Board (PHAB). She also thanked Mitzi Kline, Jennie McAdams, and the entire staff for all of their work and preparation for the site visit held on November 5th and 6th. PHAB should have their decision by the week of March 8, 2016.

Ms. Tilgner informed the Board that there is a concern about cancer in the Hamilton Township area. FCPH has collected information from families directly affected by cancer and from concerned community members. FCPH held a conference call with Hamilton Township and verified that the cancers that were reported to FCPH did not represent multiple cases of one type of cancer. At this time FCPH has no reason to suspect that one common risk factor is contributing to the cancer cases. Staff will continue to gather and review information as it is reported and will take additional action if needed.

Ms. Tilgner reviewed the Strategic Plan Process with the Board (attached).

Medical Director's Report:

Dr. Sullivan reported that flu season is underway. He stated that vaccines are plentiful and he encouraged everyone to get a flu shot. Flu activity indicator trends were mixed in October and overall activity has been low thus far.

Legal Counsel's Report:
None

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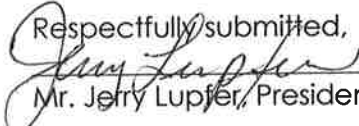
Executive Session:

Resolution 15-120 to convene into Executive Session in accordance with Ohio Revised Code Section 121.22(G)(1) and Section 121.22(G)(3) to consider legal matters. Roll Call – Dr. Sommer, Aye, Mr. Bope, Aye, Mr. Lupfer, Aye, Mr. Weaver, Aye, Dr. Lane, Aye.

The Board came out of Executive Session – no action was taken.

Adjourn regular meeting, 10:39 a.m.

Respectfully submitted,


Mr. Jerry Lupfer, President


Susan A. Tilgner, Secretary