

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Franklin County Public Health

Journalized on:

JUL 1 2 2016

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_

## Franklin County District Board of Health Minutes of the Board of Health June 14, 2016

**Meeting Location:** Memorial Hall, South Conference Room

**Call to Order:** Dr. Lane, called the meeting to order at 9:40 a.m.

**Board Members Present:**

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

**Board Members Absent:**

Jack Bope, Jr.

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Kelly Bragg, Community Health Planner  
Charlie Broschart, Program Manager, Environmental Health  
Terry Bugg, Supervisor, Immunization Program  
Jonathon Dye, Data Analyst  
Jeff Gibbs, Division Manager, Environmental Health Program  
Garrett Guillozet, Supervisor, Food Safety Program  
Todd Hansen, Executive Assistant, Human Resources  
Radhika Iyer, Supervisor, Infectious Disease  
Mitzi Kline, Director of Communication  
Joe Mazzola, Health Systems & Planning Director  
Jennie McAdams, Business Analyst, Accreditation Coordinator  
Kyle McGlumphy, Nuisance Program Sanitarian-In-Training  
Nathan Ralph, Supervisor, Community Environmental Health  
Toni Stichert, Administrative Assistant, CMH Program  
Miller Sullivan, Medical Director  
Stacie Williamson, Supervisor, CMH Program  
Deidra Wolf, Executive Assistant, Administration  
John Wolf, Finance & Business Operations Director  
Eva Wollerman, CRI Coordinator/EP Planning  
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

**Legal Counsel:**

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

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTR0PT1

Held \_\_\_\_\_

20 \_\_\_\_\_

Board of Health Minutes  
June 14, 2016  
Page 2

**Guests:**

Christina Tracy, FCPH Intern

**Pledge of Allegiance**

Jerry Lupfer led the Pledge of Allegiance.

**Meeting Minutes:**

The minutes of the May 10, 2016 meeting were approved, upon a motion by Mr. Lupfer, with a second by Dr. Sommer. 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 41% of the 2016 year complete Administration spent 38% of budgeted expenditures, Prevention and Wellness spent 35% of budgeted expenditures and Environmental Health spent 33% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 4%, Rabies 33%, Regional Public Health Infrastructure 46%, and Construction and Demolition Debris fund 92%. Overall 41% of the 2016 Operating Budget has been spent, yielding a positive variance of 5%.

Mr. Wolf informed the Board that the annual audit will be complete on June 30, 2016 and there will be a post-audit report at the July 12<sup>th</sup> board meeting. Mr. Weaver made a motion to approve the monthly financial report with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

**Resolutions:**

Resolution 16-049 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-050 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,

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-6094 FORM NO. SHTROP11

Held \_\_\_\_\_

20 \_\_\_\_\_

Board of Health Minutes  
June 14, 2016  
Page 3

injunctive or other appropriate relief was approved, upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-051 to 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 (Healthy Homes Awareness Month) (\$10,000.00) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-052 to authorize the Health Commissioner to enter into a contract with Mike Tedrick, RS, to provide food safety education courses on behalf of Franklin County Public Health (\$3,000.00) was approved, upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-053 to authorize the Health Commissioner to enter into an agreement with Schneider Downs for software licensing (\$8,575.00) was approved, upon a motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 16-054 to authorize the Health Commissioner to renew an agreement with the SERS Parking Garage for fleet vehicles (\$31,200.00) was approved, upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-055 to authorize the Health Commissioner to enter into a contract with Community Research Partners (CRP) to assist Franklin County Public Health Staff with the data collection and evaluation for the Community Health Assessment (CHA) (\$8,850.00) was approved, upon a motion by Dr. Sommer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-056 to authorize the Health Commissioner to enter into an agreement with Quinnipiac University for student nursing education was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

20 \_\_\_\_\_

Board of Health Minutes  
June 14, 2016  
Page 4

Resolution 16-057 to amend the FCPH Compensation Plan was tabled.

Resolution 16-058 to authorize the Health Commissioner to enter into an agreement with Hamilton Local Schools, South-western City Schools and Reynoldsburg City Schools for facility use in the event of a public health emergency was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-049 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: Resignation – Lisa Rodrigo, CMH Nurse, Prevention & Wellness, effective May 24, 2016; Posting of Position – CMH Nurse, Immunization Nurse (seasonal), Prevention & Wellness; Water Quality Supervisor, Environmental Health; Retirement – Gary Young, Water Quality Supervisor, Environmental, effective July 31, 2016. Mr. Weaver made a motion to accept the Personnel Actions with a second by Mr. Lupfer. Ayes: All Nays: None - motion carried.

**Environmental Health Report:** (Attached)

**Public Health Nursing Report:** (Attached)

**Administration Report:** (Attached)

**Health Systems & Planning Report:** (Attached)

**Health Commissioner's Report** (Attached)

Ms. Tilgner updated the Board on some policy issues that affect public health – one issue that has been added to the MBR is that local health departments sync their Community Health Assessment with hospitals who then have a requirement with the IRS to do a Community Health Needs Assessment. Hospitals will also be required to post their IRS H (community benefits spending dollars) on the Ohio Department of Health website. Pending discussion continues and Ms. Tilgner will continue to keep the Board updated.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_ 20 \_\_\_\_\_

Board of Health Minutes  
June 14, 2016  
Page 5

**Medical Director's Report:**

Dr. Sullivan commented on mosquito season stating that in addition to Zika, there continues to be concern with West Nile Virus, Encephalitis and other mosquito borne diseases so it is important to be vigilant. Dr. Sullivan also informed the Board ticks are a concern this year especially with Lyme Disease increasing and that it is important for public health to guide and educate the public. Dr. Sullivan updated the Board on one of this month's agenda items with the Advisory Committee on Immunization Practices (ACIP). The ACIP is discussing a change in the HPV immunization series from 3 vaccines to 2 vaccines if they can demonstrate the same efficacy. Dr. Sullivan stated that some people don't follow through with all 3 vaccines so if the series reduces to 2, there may be a better response. Another agenda item with the ACIP is the Meningitis B vaccine which ACIP does not currently recommend simply because there is not enough information about the vaccine. Dr. Sullivan also discussed influenza with the Board stating, that the CDC summarizes flu season each year and studies several factors about the vaccine, anti-viral medications, number of cases and number of deaths. This past season was very mild and the vaccine and anti-viral medications appeared to be an excellent match.

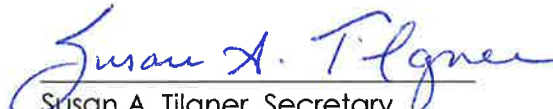
**Legal Counsel's Report:**

Mr. Durham updated the Board that a case referral of a living condition in New Albany has been resolved. Mr. Durham also informed the Board that Madison Township has approximately 10% of households within their jurisdiction not utilizing trash service. A letter will go out to these residents quoting the FCPH regulations about having trash service.

Adjourn regular meeting, 10:48 a.m.

Respectfully submitted,

  
Dr. Heather Lane, President

  
Susan A. Tilgner, Secretary