

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 10, 2011
Minutes

1. Call to Order

At 6:30 p.m., President Tracey Puthoff called to order the regular session of the Board of Health of Hamilton County General Health District followed by the Pledge of Allegiance.

2. Roll Call of Members

Members Present: President, Tracey Puthoff, Esq.
Mark Rippe
Jim Brett

District Staff Present: Timothy Ingram, Health Commissioner
Kathy Lordo, Asst. Health Commissioner
Greg Kesterman, Asst. Health Commissioner
Jeremy Hessel, Director of Environmental Health
Dr. Bjornson, Medical Director
Clara Hughes, Finance Officer
Lindsey Meadows, Assistant Finance Officer
Robin Fristoe, Administrative Secretary

Guests: Xavier Nursing Students
Camille Jones, Cincinnati Health Department

3. Approval of Minutes

Mr. Rippe moved to approve the December 13, 2010 minutes; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Rippe, Brett, Puthoff

4. Health Commissioner's Report

Mr. Ingram started by acknowledging a letter from a citizen who wrote to compliment Sean Moore, Plumbing Supervisor, for providing exceptional service to her family while dealing with a plumbing problem in their home. She pointed out that Mr. Moore is a tribute to the Health District.

Mr. Ingram referred to the fourth quarter activity reports in the January Board packet that displays the work in 2010.

He addressed the denial of transfer levy funds from Hamilton County Administration for the Tb programs budget year 2010, but assured the 2011 budget funds have been secured.

Mr. Ingram mentioned that the 2011 revised and 2012 estimated budgets are on the agenda. He also discussed the Ohio Attorney General's opinion regarding board of health members being subject to withholding tax. He will request an opinion from the County Prosecutor's office on this matter.

Mr. Ingram mentioned Regulation 1-2011 that requires Board action and will be discussed later in the meeting by Assistant Health Commissioner, Greg Kesterman.

Staff Reports

Kathy Lordo, Assistant Health Commissioner, Department of Community Health Services

Dr. Bjornson, Medical Director

TB remains constant with the same number of cases reported in 2010 as reported in 2009. There was a decrease in the number of communicable disease cases reported in 2010 compared to 2009. In the fourth quarter there were three enteric outbreaks reported in nursing homes although there was no connection between the nursing homes. Reportedly in 2010 there were 17 outbreaks detected and investigated of which 13 were of enteric disease. The decrease in reportable communicable diseases could largely be due to the education of proper hand washing/sanitizing. The incidences of vaccine preventable diseases decreased in 2010 compared to 2009. In 2010 there were 2,672 cases of STD's, Sexually Transmitted Diseases, reported among residents in jurisdictions served by HCPH although there was no data available to compare this number to 2009. All STD cases are managed by the Cincinnati Health Department STD Unit. Dr. Bjornson discussed the leading causes of death as well as injuries in 2009.

Ms. Lordo highlighted aspects of the Department of Community Health Services.

- The overall incidence of notifiable communicable diseases for 2010 was approximately 8% lower than 2009.
- The BCMH billings for 2010 increased from 2009 by 17%.
- By securing the CPPW grant, funding for the Health Promotion and Education Division increased by almost one thousand percent.
- The contract for electronic medical record keeping has been signed. Training on this process should begin within the next few weeks.
- Further analysis is required on STD's, poisonings, infant mortality, immunization clinic usage and physician practices immunization rates for two year olds.

a) Health Promotion and Education

Ms. Lordo referred to portions of her report regarding the grants within the Health Promotion and Education program which are the Fall Prevention grant, Safe Communities grant, School Health Advisory Councils, (SAH) Strategic Alliance for Health grant, Healthy Kids Healthy Communities grant, and the (CPPW) Communities Putting Prevention to Work grant. She discussed the press conference that is scheduled for the kickoff of the WeTHRIVE campaign, which is a portion of the Communities Putting Prevention to Work grant.

b) Division of Nursing

The BCMH program had an increase in revenue of 17%. There was a decrease in clinic usage and Ms. Lordo discussed some of the ideas to raise awareness of the immunization clinics. There also is discussion regarding location of immunization clinics to better serve the community. The immunization rate for two year olds in physician's offices was well below the goal of 90%. The IAP nurse will be working with the physician's offices to increase this number. The Child Care Health Consultant program provided 41 consults in 2010 compared to one in 2009, although this number was low due to H1N1 involvement.

c) Public Relations

Media contacts were down by approximately 37%; this is directly related to H1N1 activity. News releases increased yet media clips were down, mainly due to H1N1. Collectively there was a decrease in website visits, although, on August 17, 2010 HCPH experienced its highest level of web site traffic due to the on line posting of Food Service inspections. HCPH's Twitter account continues to show significant growth and the Facebook page demonstrated growth in the fourth quarter.

d) Vital Statistics Program

The number of births registered decreased by 2.4% and sales were down by 6.7%; the number deaths increased by 2% but the sale of death certificates decreased by 4%. This may be reflective of the weak economy.

e) Emergency Preparedness Program

All POD (Point of Dispensing) sites have been established and we are well on our way of exercising those sites along with increasing the number of volunteers.

Greg Kesterman, Assistant Health Commissioner, Department of Environmental Health Services

Mr. Kesterman began by introducing Mr. Jeremy Hessel in his new position as Director of Environmental Health.

a) Environmental Health

Mr. Kesterman started his report by addressing Regulation 1-2011. The Ohio Revised Code and the Ohio Administrative Code requires that Cost Methodology be completed yearly to assess the fee schedule for the Food Service and Retail Food Annual Licensing. He described the efficiencies in the Environmental Health Division that led to the reduction in fees, resulting in Regulation 1-2011.

Additionally, there was an increase in the number of FSO/RFE licenses purchased in 2010 in risk categories Level 1 through Level 4. Mr. Kesterman explained the type of food establishments these risk categories represent.

The Food Safety training proved to be extremely successful compared to previous years. The Environmental Health Division taught 577 customers compared to 244 customers the previous year.

b) Water Quality

The Division of Water Quality completed a joint effort with Hamilton County Community Development (HCCD) and brought in over \$390,000 of Federal funding to Hamilton

County. This money was used to replace 27 septic systems and provide funding for repairs on three systems. We will work again this year to secure monies to help Hamilton County residents.

c) Waste Management

Rumpke Odor Complaints were down sharply for the 4th quarter over the 3rd quarter but still up in 2010 compared to 2009. Mr. Kesterman stated this is a direct correlation to the underground reaction. There continues to be an overall marked improvement in on-site and off-site odors as the result of the Odor Control Blanket. The WM division will continue to monitor and work with Rumpke to formulate effective strategies to address odor issues. There was discussion regarding the Ohio First District Court of Appeals ruling that Rumpke Sanitary Landfill meets the guidelines to qualify as a public utility.

The Solid Waste and Construction and Demolition Debris (C&DD) licensing has been completed for 2011. New Baltimore C&DD landfill agreed to stipulated civil penalties for future violations involving the acceptance of solid waste in the working face. This was a result of them receiving two Notices of Violations in 2010.

Mr. Kesterman provided an update on the Valley Home project and was happy to report that all residents have now vacated the building so that demolition and reconstruction can begin.

Mr. Kesterman also provided an update on the Smoke Free Ohio program and complaints decreased in 2010. He feels this is due, in part, to a job well done by the Environmental Health staff. There was discussion on the outstanding fines.

5. Unfinished Business

There was nothing to report.

6. Finances

Ms. Hughes began with the year end report for 2010. The revenue was significantly lower than budgeted primarily due to the denial of Tb transfer monies. The request for a levy transfer during 2010 was denied by County Administration due to the existing cash balance in the Tb Control Fund. Ms. Hughes and Commissioner Ingram met with the County Administrator on January 5, 2011 to discuss this issue, and to ensure the amounts budgeted for 2011 and 2012 will be transferred as requested. Mr. Ingram will gather the pertinent data to determine the savings by HCPH in the Tb program.

In continuing with the year end report, Ms. Hughes explained the decrease in revenue was also due to several permit fees coming in slightly below budget. The Federal grant revenue, particularly for the CPPW grant and the SAH grant, took longer for the contracts to be put in place, therefore, creating a decline in those monies for 2010. Due to this we will see a large increase of revenue within the first part of 2011.

Although the revenue's for 2010 are finished, the 2010 expenditures have not been totally reconciled with the county auditor since they had not closed their books at the time of this report. Although, Ms. Hughes stated that she does not expect to see any large changes.

To sum up the year end report, Ms. Hughes reported that HCPH ended the year with an unencumbered \$2.8 million in our public health funds.

a. Revenues and Expenditures, Mileage and Disbursements

Mr. Rippe moved to approve the Revenues and Expenditures, Mileage and Disbursements; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Rippe, Brett, Puthoff

b. 2011 Revised/2012 Estimated Budgets

Ms. Hughes referred to the table in her report that reflects the 2011 revised budget, the 2009 and 2010 actual revenues and expenditures comparatively, and the 2012 estimated budget. Pertaining to the proposed 2011 budget, there are no changes or increases to the City, Township or Village fees. There is a decrease in the Food Service Operation and Retail Food Establishment fees for 2011 and 2012, based on the adoption of Regulation 1-2011. Included in the proposed 2011 budget is a recommended reduction to mechanical Home Sewage Treatment Systems (HSTS) operational permit fees in the Division of Water Quality. This averages to be a reduction of approximately three dollars per permit and reflects more of the actual cost to operate the program. Commissioner Ingram explained the reduction of the septic mechanical HSTS permit fees.

Ms. Puthoff discussed reducing the assessment charges for Cities, Townships and Villages in 2012 since there has been no increase for the past several years. Commissioner Ingram explained that the amount received from these entities makes up a very small portion of the budget yet the services they receive from HCPH is of great importance.

Ms. Hughes discussed the capital budget and provided clarification on the expenditures.

Mr. Rippe recommended waiting to approve the revised 2011 budget until the February Board of Health meeting.

7. New Business

- a. Board of Health status OAG opinion 2010-023** – Mr. Ingram will request a legal opinion from the County Prosecutor's office to seek clarification on whether the Board members are considered County employees and subject to federal tax withholding.
- b. Regulation 1-2011** – Regulation Adopting Revised Local Fees For Food Service Operations, Retail Food Establishments, Vending Operations, Temporary Food Services And Mobile Food Services.

As Ms. Puthoff stated that this regulation requires the approval of four out of five Board members to dispense of the statutory, three-reading rule. Since there were only three members present at the meeting, a meeting was scheduled for January 12, 2011; 12:30 pm to consider Regulation 1-2011.

8. Executive Session

At 8:15pm **Mr. Brett** moved to enter into Executive Session to discuss personnel matters; **Ms. Puthoff** seconded the motion.

Roll call vote – Yes: Rippe, Brett, Puthoff

At 9:20 p.m. the Board of Health concluded the executive session.

Mr. Brett moved to adopt the merit compensation guidelines as recommended by the Health Commissioner; **Ms. Puthoff** seconded the motion.

Roll call vote – Yes: Rippe, Brett, Puthoff

9. Adjournment

At 9:22 p.m. **Mr. Rippe** moved to adjourn the meeting; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Rippe, Brett, Puthoff

The next Board of Health meeting will be held on Monday, February 14, 2011 at 6:30 p.m.

Tracey A Puthoff, President

Timothy I. Ingram, Secretary
Health Commissioner