

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**March 14, 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.  
Vice President, Tom Chatham  
Dr. Kenneth Amend  
Mark Rippe  
Jim Brett

District Staff Present: Timothy Ingram, Health Commissioner  
Nee Fong Chin, Hamilton County Chief Prosecuting Attorney  
Kathy Lordo, Asst. Health Commissioner  
Greg Kesterman, Asst. Health Commissioner  
Robin Fristoe, Administrative Secretary  
Chris Griffith, Director of Water Quality

Guests: Clean Kitchen Award recipients:  
Eric Rice with Clovernook Healthcare Pavilion  
Michael Caruso with Mt. Washington Care Center

**3. Mechanical Sewage Treatment Systems Fee hearing**

Hamilton County Public Health (HCPH) held a public hearing on March 14, 2011 at 6:30pm in the HCPH office for the Mechanical Sewage Treatment Systems Fee, to which no one from the community attended. Mr. Kesterman, Assistant Health Commissioner for the Department of Environmental Health Services, provided an explanation of Regulation 2-2011. Responses received included citizens who appreciated the lower fees as well as citizens who felt the fees should be even further reduced. With no further discussion the hearing closed at 6:35pm.

**4. Approval of Minutes**

**Mr. Rippe** moved to approve the February 14, 2011 minutes; **Dr. Amend** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Puthoff**

**Abstain: Chatham**

**5. Health Commissioner's Report**

Mr. Ingram congratulated Mr. Kesterman and his wife on the birth of their baby girl. He also congratulated Ms. Puthoff on her re-appointment to the Board of Health for a new five year term.

Mr. Ingram discussed the District Advisory Council (DAC) meeting and was happy to report that there was a quorum. He mentioned that Barry Horstman, from the Cincinnati Enquirer, was in attendance and talked with Mr. Ingram after the meeting. Mr. Horstman seemed surprised to hear how the Board of Health is appointed as well as impressed to hear of the services HCPH provides. The Enquirer will be doing follow up stories as a

part of the series on transforming local government and Mr. Ingram feels that public health will be discussed in some part of that series of articles.

Mr. Ingram discussed the news article included in his report "Hamilton County Public Health Management of TB Program Saving Taxpayers Money". He was sorry to say that this article has not yet been published in the daily newspapers but feels and hopes this article will run in the newspapers when the Indigent Healthcare levy review process begins.

The Plumbing Division of HCPH secured a new contract with the Warren County Combined Health District to perform non-flammable medical gas inspections, effective March 7, 2011.

## **Staff Reports**

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

Ms. Lordo provided an update on the Customer Service group. She highlighted some of the projects that Customer Service is currently working on. One of these projects is utilizing the Customer Service Response (CSR) system through CAGIS. This system is able to track the calls by jurisdiction as well as nuisance complaints. Since implementing this system, we have received 4700 calls. Ms. Lordo will provide information on how those calls are broken down into jurisdiction at the April Board of Health meeting. When reporting to the communities, we will be able to show how many residents, by jurisdiction, are calling HCPH for information.

Customer Service is reviewing the Divisions of Plumbing and Environmental Health to work with CAGIS in the use of electronic processing of data. The goal for the Plumbing Division will be the ability for plumbers to apply for permits using web-based technology and electronically pull a permit.

Customer Service will begin standardizing how the phone is answered, how emails are responded to and how customers are handled when they come to the counter. The first step in this process is that all Customer Service staff is now wearing HCPH issued uniform shirts.

Vital Statistics is working on streamlining their processes as their part of the Customer Service group. One of the most recent accomplishments is allowing customers to apply for a birth or death record by phone.

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

Mr. Kesterman discussed the Clean Kitchen Award and the requirements necessary to apply. He noted that as of February 28, 2011, there have been 13 facilities apply for the award of which eight were eligible. He recognized the eight facilities that will be receiving an award. All eligible recipients will receive a certificate, signed by the Board President, to hang in their facility as well as a window cling to hang on their front door.

Mr. Kesterman introduced Eric Rice with Clovernook Healthcare Pavilion and Michael Caruso with Mt. Washington Care Center. These gentlemen attended the Board meeting,

representing their facility, to receive the Clean Kitchen Award. He congratulated them both and announced that they were the first recipients of this award. After presenting the award to both gentlemen, Mr. Ingram and the Board members thanked them for attending the meeting and congratulated them on a job well done.

The food licensing process is 85% complete. To date, three and a half percent have paid on line. As the deadline arrived, we did not see an increase of usage for the on line payment system. The deadline to pay before receiving a letter from the Prosecutor's office is this Friday, March 18<sup>th</sup>.

As a follow up to questions regarding the odor complaints at Rumpke Landfill, Mr. Kesterman reported on comparable years that had an increased volume of complaints. In 2007 there were 56 complaints filed which represents 17 complainants and in 2010 there were 437 complaints filed which represents 266 complainants. He mentioned that of the 437 complaints filed in 2010, over 100 of them were made within a two day period. He explained that the flare that burns off gas had gone out, which in turn caused the odors. Rumpke did receive a Notice of Violation from the Hamilton County Department of Environmental Health Services regarding this matter.

## **6. Unfinished Business**

### **a. Record Retention Schedule**

Ms. Chin requested that the actual taped sessions of the Board of Health meetings be retained. Upon discussion it was decided that the Records Retention Schedule would be appended to the Record Retention Schedule to include that audio tapes of the Board of Health meetings be permanently retained.

**Mr. Rippe** moved to approve the Record Retention Schedule with the addition added;  
**Mr. Chatham** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Chatham, Puthoff**

## **7. Finances**

### **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: Amend, Rippe, Brett, Chatham, Puthoff**

## **8. New Business**

**a. Regulation 2-2011**, adopting revised fees pursuant to the Ohio Revised Code Section 3718.06, Section 3709.09, and Section 3709.21 for mechanical operation permit inspections of household sewage treatment systems.

**Mr. Brett** moved to approve Regulation 2-2011 as written; **Mr. Chatham** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Chatham, Puthoff**

## **b. Board of Health Re-organization**

### **Nominations for President and Vice-President**

**Ms. Puthoff** appointed Mr. Ingram as Chair Pro-Temp for the Board of Health for the purpose of election of officers.

**Ms. Puthoff** nominated Mr. Chatham for the office of President of the Board of Health for 2011 – 2012; **Mr. Brett** seconded the nomination and it was unanimously carried.

**Vote: All aye**

**Dr. Amend** nominated Mr. Brett for the office of Vice President of the Board of Health for 2011 – 2012; **Ms. Puthoff** seconded the nomination and it was unanimously carried.

**Vote: All aye**

### **Set meeting schedule**

**Ms. Puthoff** moved to hold the monthly Board of Health meetings on the second Monday of the month at 6:30pm and to be held at the offices of the Hamilton County Public Health; **Dr. Amend** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Chatham, Puthoff**

## **c. Health Commissioner's out of State travel request**

The Board of Health approved travel for Health Commissioner, Tim Ingram, to travel to Crotonville, New York on 3/30/11 through 4/1/11 to attend the GE – Thought Leadership Summit on Healthcare.

## **9. Executive session**

At 7:40 pm **Ms. Puthoff** moved to enter into executive session to discuss personnel matters; **Mr. Chatham** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Chatham, Puthoff**

At 8:15 pm the Board of Health concluded the executive session.

## **10. Adjournment**

At 8:16 pm **Mr. Brett** moved to adjourn the meeting; **Mr. Chatham** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Brett, Chatham, Puthoff**

The next Board of Health meeting will be held on Monday, April 11, 2011 at 6:30 p.m.

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Thomas Chatham, President

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Timothy I. Ingram, Secretary  
Health Commissioner