

**Hamilton County General Health District
Regular Meeting – Board of Health
November 8, 2010
Minutes**

1. Call to Order

At 12:05 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.; Dr. Amend; Mark Rippe; Jim Brett; Tom Chatham.

District Staff: Timothy Ingram, Health Commissioner; Kathy Lordo, Assistant Health Commissioner; Chris Griffith, Water Quality Director; Robin Fristoe, Administrative Secretary; Mary Meyer, Secretary; additional staff were present for the presentation to Mary Meyer.

Guests: Tyler Patrick, Paul Schinkal, Charles Schinkal, Fred Stang

3. Approval of Minutes

Dr. Amend moved to approve the Board of Health minutes from the October 11, 2010 regular meeting and the October 18, 2010 special meeting; **Mr. Rippe** seconded the motion.

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

4. Resolution C – 2010 – Honoring Mary Meyer

Ms. Meyer will be retiring from Hamilton County Public Health on November 19, 2010. She has been a dedicated employee of the Plumbing Division for 25 years and will be greatly missed. Ms. Puthoff read and presented the Resolution to Ms. Meyer. The Board thanked her for 25 years of dedicated service.

Mr. Rippe moved to approve Resolution C – 2010; **Mr. Chatham** seconded the motion.

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

5. Health Commissioner's Report

Mr. Ingram announced the promotion of Greg Kesterman to Assistant Health Commissioner for the Department of Environmental Health Services.

Effective January 1, 2011, Hamilton County Public Health (HCPH), Vital Statistics program, will be allowed to participate in State wide issuance of birth certificates.

Ohio Department of Health (ODH) asked Hamilton County Public Health to be a part of the Ohio Manufactured Homes Commission. After discussion with the Board it was suggested that either Mr. Ingram or Mr. Kesterman will sit on this commission.

Mr. Ingram and his delegate, Chris Griffith, Director of Water Quality, continue to be active members of the ODH Sewage Rules Advisory Committee. Both he and Mr. Griffith are lively

participants and have added value to the process that others were unaware of. Mr. Ingram added that the meetings are held monthly and either he or Mr. Griffith will attend all meetings.

Staff Reports

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

Ms. Lordo discussed the Customer Service program and reported that they are receiving approximately 80 to 100 calls per day. Over the next several months, HCPH will be working with a Customer Service Response system on a program that will provide employees with a mechanism to effectively manage a service request throughout its entire lifecycle, from the initial call intake to the final outcome.

The Vital Statistics program has been working in collaboration with Mercy Hospital Anderson to streamline birth certificate delivery to new parents along with improving the overall processing of birth certificates. As stated in her report, Ms. Lordo discussed the current lag time in the processing of birth certificates.

Rebecca Stowe, Health Educator, gave a presentation on the Strategic Alliance for Health (SAH) project and its overall goals. She provided a slide show exemplifying the community gardens and playgrounds that were put in place under the SAH project. She also discussed the Coordinated Approach to Child Health (CATCH) program that is under the SAH project.

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

Mr. Kesterman was not present and upon review of his previously submitted report, the Board had no questions.

6. Unfinished Business

There was nothing to report.

7. Finances

a. Revenues and Expenditures, Mileage and Disbursements

Mr. Ingram contacted Duke Energy to request a review of the gas and electric usage for the TB office on McMillan. Duke responded this is a service they do not provide. Ms. Hughes, Finance Officer, reported that the allocation is correct. Each month when Duke sends the bill, it is an entire bill of that property but is broken down to show our portion of the gas/electric usage. She also reported that there is a meter in place for the electric. Mr. Rippe offered to compare the McMillan property bill to one from a building in his company that is comparable in size.

The Board passed a motion to follow the guidelines of the 2011 health insurance plan as agreed upon by the Board of County Commissioners. Ms. Hughes explained the employer cost to HCPH per employee will be a 6.4% increase.

Mr. Rippe moved to approve the 2011 Health benefits plan; **Mr. Chatham** seconded the motion.

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

Mr. Chatham moved to approve the Revenues and Expenditures, Mileage and Disbursements; **Dr. Amend** seconded the motion.

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

8. New Business

- a. Variance – 10382 Owl Creek Road, Colerain Township
3701-28-10-G, existing cistern is part of existing foundation. Homeowner wants to put a room over top of the existing porch.

Mr. Chatham moved to grant variance WVAR 201002 contingent upon installing disinfection components; **Mr. Rippe** seconded the motion.

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

- b. Variance – 6447 Hayes Road, Green Township
No telephone. Homeowner is requesting a variance from the control panel telemetry requirements of Regulation 529. The homeowner, who was present at the meeting, informed the Board that a phone landline was installed November 4, 2010.

Mr. Chatham moved to waive the variance fee upon verification of the landline as a variance is no longer needed; **Dr. Amend** seconded the motion.

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

Executive session

At 12:59p.m. **Ms. Puthoff** moved to enter into executive session to discuss personnel matters and/or pending litigation; **Mr. Brett** seconded the motion.

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

At 1:37p.m. the Board of Health concluded the executive session where no actions were taken.

9. Adjournment

At 1:40p.m. **Mr. Rippe** moved to adjourn the meeting; **Dr. Amend** seconded the motion.

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

The next Board of Health meeting will be held on Monday, December 13, 2010 at 6:30 p.m.

Tracey A Puthoff, President

Timothy I. Ingram, Secretary
Health Commissioner