

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
November 14, 2016
Minutes**

1. Call to Order

At 6:33 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: Tracey Puthoff, President
Dr. Kenneth Amend
Jim Brett
Mark Rippe, Vice President

District Staff Present: Timothy Ingram, Health Commissioner
Greg Kesterman, Assistant Health Commissioner
Craig Davidson, Assistant Health Commissioner
Nee Fong Chin, Chief Assistant Prosecuting Attorney
Marie Gemelli-Carroll, Special Projects Coordinator
John Teufel, Finance Officer
Stephanie Taylor, HR Officer

Guests: Shaden Daas, Student
Michelle Howard, Student
Cynthia Borden, Sharonville Elementary School
Michele Gilmore, Stewart Elementary School
Pebbie Davis, Stewart Elementary School

3. Approval of Minutes

Dr. Amend moved to approve the minutes from the October 10, 2016 Board of Health meeting.

Mr. Brett seconded the motion.

Roll Call Vote – All Aye

4. Clean Kitchen Awards

Mr. Kesterman read the list of 23 Clean Kitchen Award recipients and congratulated them for their efforts to maintain a high level of sanitation and staff education. Certificates were presented to the two in attendance – Cynthia Borden accepted on behalf of Sharonville Elementary School; Michele Gilmore and Pebbie Davis accepted on behalf of Stewart Elementary School.

5. Health Commissioner's Report

Commissioner Ingram recapped the strategic plan process. If the Board is satisfied after tonight's presentation by Marie Gemelli-Carroll, they can take action now or at the December 12th Board meeting.

Details on the opioid epidemic work is provided in the packet. The first Cincinnati (non-flammable) Medical Gas Permit has been received from Cincinnati Children's Medical Center in the amount of \$1,710. Commissioner Ingram is confident this is the first of many such permits from the health care industry. Our new-shared services arrangement with the City makes perfect sense for better customer service and keeping local revenues here, versus in State Government.

Human Resources Officer, Stephanie Taylor, is here tonight as a resource for the Market Pay Analysis presentation. Chief Financial Officer, John Teufel, and Health Commissioner Ingram will present their findings and make the final recommendation to the Board for their consideration and action.

Commissioner Ingram called the Board's attention to a letter in their packets from the Mayor of Newtown about three of our staff members – Hannah Smith, Tom Boeshart, and Karen Schwamberger – about their excellent work with the WeTHRIVE! initiative. Their leadership and dedication to improving community health in the Village of Newtown and other communities builds better relationships as well as a healthier future for all.

Staff Reports

(a) Department of Community Health Services

Mr. Davidson reviewed the 2016 Lyme disease data for Hamilton County that was requested at last month's Board meeting. Through October, there were 34 confirmed, probable and suspected reported cases.

Mr. Davidson reported Lockland's WeTHRIVE! team hosted a Drug Take Back event on October 22 and collected 19 pounds of medications.

Senior Epidemiologist, Thomas Boeshart, has been named a recipient of Cradle Cincinnati's 2016 Champion for Knowledge as part of its Champions for Change awards. His work on infant mortality now serves as a model for other communities in Ohio.

Regarding the Ohio Department of Health's (ODH) Tobacco Use prevention and Cessation grant, Mr. Davidson is pleased to report receipt of notice of award for the maximum amount of \$110,000 for the first program year. Another grant application has been submitted to Interact for Health to support overdose surveillance and reporting efforts. Mr. Davidson reviewed emergency departments' data compilation into daily overdose surveillance reports. Stage Two of the Funders' Response to the Heroin Epidemic (FRHE) would incorporate ED data from additional locations. While awaiting official notice of award, Epidemiology and Assessment staff continue to issue and enhance the daily overdose surveillance reports.

The monthly Communicable Diseases Epi report was provided in the Board packets.

Dr. Amend inquired about the overdose surveillance reports spike on November 1 (day after Halloween). Commissioner Ingram stated that HCPH issues alerts to first responders and medical providers when spikes occur.

(b) Department of Environmental Health Services

Mr. Kesterman reported new functionality for hotel and school inspections is being added to the online inspection provider, HealthSpace. The public will soon be able to see this data in

addition to current data for food service operations, campgrounds, and public swimming pools. The software will also be used for the licensing of hotels, new for 2017.

Mr. Kesterman is pleased to report that staff received an excellent ODH Lead Poisoning and Prevention Program audit. The Health Promotion and Education Division also secured a \$10,000 grant to provide additional education and resources to the families we encounter through the lead program.

The state has indicated that mosquito collection and analysis at the state laboratory has ended for 2016. Hamilton County Public Health (HCPH) submitted 1,913 mosquitoes to the state laboratory in 84 batches to test for West Nile Virus and for speciation. Of the samples submitted, only one batch was found to have West Nile Virus. In addition, HCPH observed no *Aedes aegypti*—the primary vector for the Zika Virus. Another potential vector, *Aedes albopictus*, is known to be established in parts of the state and has consistently shown up in surveillance collections in Hamilton County in recent years. Starting this mosquito season, there has been an increased effort by ODH and our surveillance partners to collect these mosquitoes to better understand their distribution and incidence.

A new online payment system was developed to collect Sewage Treatment System (STS) permits. In one year, we went from zero online orders to over 2,927 which currently represents over 26 percent of payments being made using the new online tool. User feedback was used to improve the system. Another benefit is significant time savings for customer service staff.

The Mosquito Complaints Team developed a “field Notice of Violation” and operating guidelines were updated with positive results. Complaints were closed almost six days sooner with a seven percent decrease in the number of complains that were open for extended periods of time.

The Waste Management Division conducted a successful clean-up of 100 tires off of Eagle Creek Road in Colerain Township and the public health nuisance has been abated.

Housing Program processed two condemnations and one voluntary closure.

6. Unfinished Business: HCPH Draft Strategic Plan

Ms. Gemelli-Carroll presented on the 2017-22 Public Health Strategic Issues of Impact. The goal this evening is to review the October work of the Board and key staff to address indicators of need and to look at administrative goals for improving and sustaining good processes and obtaining accreditation. Ms. Gemelli-Carroll reviewed the detailed information provided in the Board packet.

Under Mental Health topic, Mr. Rippe inquired about research into other agencies response to need for housing to support those displaced. Mr. Kesterman reported staff has started to research national models that can be utilized locally.

Under Obesity topic, Ms. Puthoff asked for clarity about the gathering of schools’ data. Ms. Gemelli-Carroll indicated that is included in the “develop WeTHRIVE! Evaluation Plan.”

Under Funding topic, Commissioner Ingram opined on The Greater Cincinnati Foundation possibly to manage operationalizing the Healthy People and Communities Foundation. An example of use is to apply to Adapt for awards of multiple donations of naloxone, but they

only give to foundations. Commissioner Ingram will call a meeting with various stakeholders.

Under Accreditation topic, Ms. Puthoff asked for clarity if goal/strategy are before or after accreditation. Ms. Gemelli-Carroll indicated that it would be after in order to implement response to accreditation recommendations.

Mr. Rippe asked about the resources needed, staff availability, and distribution to do research. Commissioner Ingram indicated staff is doing the research to get best practice/evidence base information, and then an implementation plan will be developed. Would likely retain Kathy Lordo to assist staff, and Ms. Gemelli-Carroll for operationalizing the foundation. There is no plan to bring on additional staff at this time and Commissioner Ingram will distribute the work among the senior staff evenly. Exact staffing needs will be determined at implementation.

Ms. Puthoff thanked Ms. Gemelli-Carroll for her strategic planning work.

Mr. Brett moved to adopt the draft strategy plan as presented.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

7. Finances

October Monthly Disbursements Report was reviewed.

Mr. Rippe moved to approve the monthly disbursements.

Dr. Amend seconded the motion.

Roll Call Vote – All Aye; Mr. Brett abstained on Whitewater Township expenditure.

8. New Business

Mr. Teufel presented the Market Pay Proposal in detail. Commissioner Ingram gave background that this project started a couple months ago, to study an equitable way to implement changes to staff pay while maintaining a culture of highly motivated staff, competitive salaries, and good morale. This involved a comprehensive pay grade study comparing HCPH to similar agencies using local market data and other available resources. Variances for years of service, matching like jobs/responsibilities, and affordability were taken into account. After much discussion, the “optimal” plan proposed has three elements: 1) adopt a revised pay grade schedule; award a four percent raise to all staff as a “one time bump” in base pay; 2) establish a 2017 three percent merit/bonus pay pool based upon goal achievement; 3) issue payment to 11 staff who fell below the minimum pay grade within the new pay schedule.

Mr. Rippe asked about customer service staff increases. Commissioner Ingram indicated HCPH is the only public health agency in Ohio that does not have step pay increases; we are the only agency on merit based pay system. We want to show value for service.

While reviewing impact on fund balances, Mr. Brett asked if the fund balances reflected a three percent assessment. Mr. Teufel responded that a three percent assessment will be included in the 2017 and 2018 budgets.

Mr. Rippe inquired about new FLSA overtime rules and new pay schedule. Mr. Teufel reported that if FLSA new rules go through, HCPH has 11 impacted employees. The positions were reviewed and deemed to be kept exempt. Other exempt positions were moved to hourly to minimize effect on employees. Overtime is not a significant cost item. All increases fall within the minimum/maximum of the pay scale. Mr. Rippe asked if the Assistant Health Commissioners are in agreement with the plan. Both indicated support and that it will help them attract and retain quality staff.

In order to maintain a competitive workplace and equitable pay distribution, **Mr. Rippe** moved to accept the Health Commissioner's and the Chief Finance Officer's market pay adjustment proposals of a four percent one-time base pay adjustment to all job positions and a revised pay grade schedule, effective December 15, 2016. Furthermore, the 2017 merit/bonus pool for eligible employees will be capped at a three percent merit/bonus pool and effective on January 26, 2017.

Dr. Amend seconded the motion.

Roll Call Vote – All Aye

9. Executive Session – Personnel

Mr. Brett moved to go into Executive Session to discuss personnel matters at 8:10 p.m.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

The Board came out of Executive Session at 8:28 p.m. where no decisions were made.

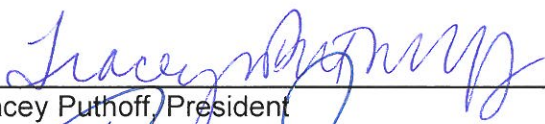
10. Adjournment

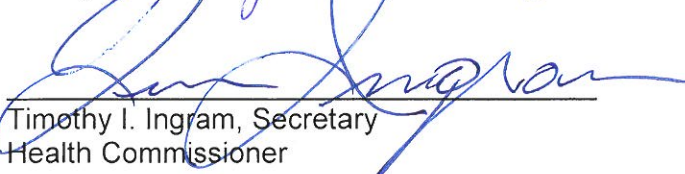
Mr. Rippe moved to adjourn the meeting at 8:30 p.m.

Dr. Amend seconded the motion.

Roll Call Vote – All Aye

Next Board of Health meeting: Monday, December 12, 2016.


Tracey Puthoff, President


Timothy I. Ingram, Secretary
Health Commissioner