

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 14, 2019 – 6:30 p.m.
Minutes**

1. Call to Order

At 6:40 p.m., James Brett, President, 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: James Brett, President
Mark A. Rippe, Vice President
Elizabeth A. Kelly, M.D.
Tracey A. Puthoff, Esq.

District Staff Present: Tim Ingram, Health Commissioner
Craig Davidson, Assistant Health Commissioner
Greg Kesterman, Assistant Health Commissioner
Dr. Steve Feagins, Medical Director
Nee Fong Chin, Chief Assistant Prosecuting Attorney
Greg Varner, Finance Officer
Chris Griffith, Director of Water Quality
Mike Samet, Public Information Officer

Guests: Pelumi Adedayu

3. Clean Kitchen Awards

Greg Kesterman read the list of nine Clean Kitchen Award recipients and congratulated them for their efforts to maintain a high level of sanitation and staff education.

4. Approval of Minutes

Mr. Rippe moved to approve the minutes from the December 10, 2018 Board of Health meeting.

Dr. Kelly seconded the motion.

Roll Call Vote – All Aye

Dr. Kelly moved to approve the minutes from the December 10, 2018 Private Water System Program Fees Public Hearing.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

5. Health Commissioner's Report

Commissioner Ingram expressed a need to have an Executive Session, at the request of Mr. Brett, tonight to discuss personnel matters.

At Mr. Brett's request, Commissioner Ingram showed a clip from CBS National News on Hamilton County's opioid crisis. It highlighted the Narcan Distribution Collaborative's success with a 31% reduction in deaths and a 37% reduction in EMS overdose runs.

Mr. Samet, Public Information Officer, provided an update on the 100th Year Anniversary celebrations.

Our 2018 End of Year Financial Report results will be reviewed tonight by Greg Varner, Finance Officer.

The Sewage Treatment System Program Fees regulation is on tonight's agenda for the Board's consideration as well as the Credit Card Policy. The Hamilton County Prosecutor's office has reviewed the proposed Credit Card Policy in accordance with the State Auditor's guidelines and approved it. This revision will bring our policy into compliance with House Bill 32 passed last year.

Mr. Samet reviewed the 100th Anniversary kickoff events and reported the online timeline is available now on our website. The anniversary logo is in use and signage is in progress. Mr. Rippe recommended looking into billboard ads too. Board members are encouraged to attend all the events, especially the April 9 Breakfast at Cintas Center. More events are in the works and dates will be shared with the Board as they become available. Mr. Rippe will post event dates on the outdoor message board at his business. Commissioner Ingram will request and encourage proclamations from state and federal representatives. Mr. Rippe suggested contacting local villages and cities for proclamations too.

Commissioner Ingram thanked Mr. Brett and Ms. Puthoff for attending the WeTHRIVE! community event on December 3. And thanks to Dr. Kelly for representing the Board at the Ohio Infant Mortality Summit

Commissioner Ingram reviewed the Program Implementation Plan Results 4th Quarter 2018 and was pleased to report that 56% of the metrics have been Met or Exceeded and 41% of the metrics were "On Track/Performing as Needed." There were four metrics or 3% of metrics that were identified as "Behind/Unfavorable." Compliments to the staff for their great work.

Mr. Davidson and Mr. Kesterman reviewed their respective department's Program Implementation Plan metrics in detail. Mr. Rippe inquired about the fourth quarter reduction in needles exchanged. Commissioner Ingram explained Middletown is an active site and is not in the Hamilton County numbers. Mr. Davidson added that there was a new policy introduced in October 2018 limiting exchanges to a max of 100 needles per visit based on the recommendation we received from local law enforcement which impacted the 4th quarter numbers.

Mr. Rippe inquired when the Program Implementation Plan metrics reset. Commissioner Ingram explained the three-year averages will be updated and the Strategic Plan three-year initiatives will be updated for the New Year. Most updates have already been completed.

Staff Reports

(a) Medical Director's Report

Dr. Steve Feagins, Medical Director, explained the slowness of Emergency Department "Naloxone To-Go Dispensing" was attributed to complex protocol approvals and state pharmacy boards. Mr. Rippe asked if they have been approved. Dr. Feagins explained that they have been approved, it just took time. Public comment from Pelumi Adedayu on Narcan distribution procedures. Dr. Feagins explained this protocol is specific to the Emergency Department. The Narcan Distribution Collaborate staff also dispenses to other locations in the region.

Dr. Feagins called attention to his report on HIV reduction through *Truvada*; however, its \$1,600 cost per month is prohibitive. The price will come down when other medications enter the market. The hepatitis C treatment costs have decreased from over \$100,000 to approaching \$20,000 and treatment duration has decreased from 12 weeks to 8 weeks. Dr. Feagins cautioned about the importance of taking the medication consistently. There is a risk of resistance on the eight-week regimen if they are not taken every day. The Board thanked Dr. Feagins for his excellent report and education.

The monthly Communicable Diseases and Overdose Epi reports are provided in the Board packet.

(b) Department of Community Health Services

Assistant Health Commissioner Craig Davidson previously covered his items in the Program Implementation Plan and the full report is in the Board packets.

(c) Department of Environmental Health Services

Assistant Health Commissioner Greg Kesterman previously covered his items in the Program Implementation Plan and the full report is in the Board packets.

6. Unfinished Business: None.

7. Finances

Finance Officer Greg Varner reviewed the 2018 End of Year Financial Report PowerPoint. Mr. Varner spoke to revenue and expense variances, fund balances, and grants. Mr. Varner answered Ms. Puthoff's questions about expenses and grants. Mr. Davidson explained the HIV/STD syphilis grants now focus more heavily on HIV in addition to being expanded to covering a seven county region. Mr. Rippe asked for clarity and Commissioner Ingram provided more information about the expanded region and focus on HIV relative to the increases we have seen in the last year.

The Risk and Opportunity report that Mr. Rippe requested will be available with the first quarter 2019 reports. Mr. Rippe asked if the County Budget Review Committee asks about HCPH Fund Balances. Commissioner Ingram said no, and Mr. Brett explained the County Commission can lower assessments but not raise them.

The December 2018- Disbursement Reports were provided to the Board of Health for their review. Mr. Rippe inquired about the WXIX expense and Commissioner Ingram explained

that it was a grant expense for targeted syphilis and HIV social marketing to increase awareness and engagement in testing. We are currently reviewing testing data to determine actual impact.

Ms. Puthoff moved to approve the monthly disbursements.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye; - Mr. Brett abstained on White Water expenditures.

8. New Business:

Mr. Rippe moved to approve Regulation 1-2019, Adopt Revised Sewage System Treatment Fees.

Dr. Kelly seconded the motion.

Roll Call Vote – All Aye

Ms. Puthoff moved to approve the Credit Card Policy of the Personnel Policy Section 6:16.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

9. Executive Session:

Ms. Puthoff moved to go to Executive Session to discuss personnel matters at 8:08 p.m.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

Mr. Rippe moved and **Ms Puthoff** seconded to come out of Executive Session at 8:20 pm.

Roll Call Vote-All Aye

In accordance with the Board of Health's prior approval for awarding merit pay to the staff of Hamilton County Public Health, **Mr. Rippe** moved that based on the Board of Health's evaluation of the Health Commissioner's 2018 job performance, the Health Commissioner shall be awarded a 1% pay increase to base salary, plus a 4% one-time pay adjustment, effective on January 24, 2019. **Dr. Kelly** seconded the motion.

Roll Call Vote-All Aye


10. Adjournment

Ms. Puthoff moved to adjourn the meeting at 8:24 p.m.


Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

Next Board of Health meeting: February 11, 2019.



James Brett, President



Tim Ingram, Secretary
Health Commissioner