

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
August 8, 2011
Minutes

1. Call to Order

At 6:30 p.m., President, Tom Chatham, 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, Tom Chatham
Vice President, Jim Brett
Tracey Puthoff, Esq.

District Staff Present: Timothy Ingram, Health Commissioner
Stephen Bjornson, M.D., Medical Director
Kathy Lordo, Asst. Health Commissioner
Greg Kesterman, Asst. Health Commissioner
Jeremy Hessel, Environmental Health Director
Tucker Stone, Environmental Health Supervisor
Many Bartel, Environmental Health Sanitarian
Scott Puthoff, Environmental Health Sanitarian
Robin Fristoe, Administrative Secretary

3. Approval of Minutes

Mr. Brett moved to approve the July 11, 2011 Board of Health meeting minutes; **Ms. Puthoff** seconded the motion.

Roll call vote – Yes: Puthoff, Brett, Chatham

4. Health Commissioner's Report

Mr. Ingram discussed the accreditation process and how the Public Health Accreditation Board (PHAB) was developed. He added that Hamilton County Public Health (HCPH) will fall into cost category 4. PHAB has developed a variety of ways for health departments to pay their fees such as, health departments can receive a discount by paying in advance or they can pay in multiple year increments. It is yet to be determined which payment method will work best for HCPH.

Mr. Ingram mentioned there would be a CQI presentation at the meeting this evening from the Division of Environmental Health.

Staff Reports

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

Ms. Puthoff inquired as to whether information was provided to schools regarding the central issuance of birth certificates through HCPH. Ms. Lordo explained that

staff is currently working on providing that information to the schools in our jurisdiction.

Dr. Bjornson, Medical Director, provided an update on the issues that are currently being addressed within the Division of Disease Prevention. Tb remains stable, there is a current shigella outbreak that continues to be a challenge, and there is an increase in the number of reported cryptosporidiosis cases. The crypto cases currently reported appear to be associated with public swimming pools. Dr. Bjornson stated this problem should rectify itself once the pools are closed, until then, the Disease Prevention staff will continue to determine the best approach to decrease the number of cases.

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

Mr. Brett questioned why the Mobile Home Park fees are not at 100%. Mr. Kesterman explained that previously payment was held until the first of the license year, that has been changed and payment now is processed as it is received.

CQI Presentation - Environmental Health Division

Mr. Kesterman introduced the Environmental Health (EH) staff, Director Jeremy Hessel, Sanitarian Supervisor Tucker Stone, Registered Sanitarians Mandy Bartel and Scott Puthoff, who presented their CQI or Continuous Quality Improvement project.

Their goal was two-part; to increase the number of peak business hour inspections, and to increase the education delivered to the food service operation/retail food establishment operators. Their first step was to identify the facilities that had not been inspected during peak business hours of operation. Staff then adjusted their work schedule to accommodate working after hours. Two survey periods were conducted and the results were compared. As a result, a Standard Operating Guideline (SOG) was formed. This SOG provides guidance to sanitarians, pertaining to after hour inspections, and has been implemented as part of the normal EH procedures.

5. Unfinished Business

There was no unfinished business to discuss.

6. Finances

a. Revenues and Expenditures, Mileage and Disbursements

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

Roll call vote – Yes: Puthoff, Brett, Chatham

7. New Business

- a. **Resolution D-2011** – Hamilton County General Health District Board of Health approves the attached list of names for delinquent sewage fees dated August 8, 2011 to be certified to the Hamilton County Auditor's Office.

Mr. Ingram read aloud Resolution D-2011. Approval of Resolution D-2011 will allow the collection of the identified 472 delinquent sewage fees, totaling \$55,290.00, to be placed on the homeowners' property tax bill.

Ms. Puthoff moved to approve Resolution D-2011; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Puthoff, Brett, Chatham

- b. **Health Commissioner's out of State travel requests**

Mr. Ingram requests to attend the Bio Watch Conference in Tampa, Florida from 08/29/11 to 09/01/11. He also requests to attend the American Public Health Association Conference in Washington, DC from 10/28/11 to 11/02/11.

Ms. Puthoff moved to approve the Health Commissioner's out of state travel to both conferences; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Puthoff, Brett, Chatham

8. Executive Session

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

At 8:35pm the Board of Health concluded the executive session with no decisions to vote upon.

9. Adjournment

At 8:38pm **Ms. Puthoff** moved to adjourn the meeting; **Mr. Brett** seconded the motion.

Roll call vote – Yes: Puthoff, Brett, Chatham

The next Board of Health meeting will be held on Monday, August 8, 2011 at 6:30 pm.

Thomas Chatham, President

Timothy I. Ingram, Secretary
Health Commissioner