

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 9, 2017
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: Tracey Puthoff, President
Jim Brett
Thomas Chatham
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
John Teufel, Finance Officer
Jeremy Watson, Assistant Finance Officer

Guests: None

3. Approval of Minutes

Mr. Rippe moved to approve the minutes from the December 12, 2016 Board of Health meeting.

Mr. Chatham seconded the motion.

Roll Call Vote – All Aye

4. Clean Kitchen Awards

Mr. Kesterman read the list of 15 Clean Kitchen Award recipients and congratulated them for their efforts to maintain a high level of sanitation and staff education.

There were a total of 157 clean kitchen award winners in 2016. This compares with 88 winners in 2015 representing an increase of nearly 80 percent. In addition, there are 21 facilities that have risen to the level of achieving the Clean Kitchen Award for five or more years. Ms. Puthoff inquired about a Five-Year sticker recognition. Staff will look into her suggestion.

5. Health Commissioner's Report

Concrete construction work is almost complete; railings still to be installed.

Commissioner Ingram reported the fourth quarter and the 2016-year end accomplishments are detailed in the Board packets. Although most of the divisions exceeded (greater than 100%) in accomplishing their program deliverables, three divisions did not. We met all 16 objectives in the 2013-2016 Strategic Plan.

Formerly known as the Program Plan of Work (POW), the new Program Implementation Plan(PIP) was introduced. A draft example of the newly formatted dashboard is attached in the Board packets. Mr. Kesterman provided the Board of Health a brief presentation and overview of the HCPH Performance Management System and Council. The Council is responsible for reviewing the agency's plans and quality improvement projects. The Performance Management Workgroup – one of the five workgroups that comprise the HCPH Performance Management Council, created this draft. Several suggested changes should enable the staff to understand their PIP successes, while focusing their attention on problem areas, quickly. If this new performance dashboard concept is approved, the Performance Management Workgroup will continue to develop it, as the 2017 Program Implementation Plan is written. Our deadline for completion is April 1.

Several nice staff compliments are included in the Board packets.

Resolution A-2017, the Dissolution of the District Licensing Council (DLC), will be discussed tonight.

Five well-deserving staff members received the 2016 Health Commissioner Awards for service excellence in the following areas:

- 1) Eric Kepf-Customer Service
- 2) Mary Ellen Kramer-Leadership and Initiative
- 3) Denise Comeau-Customer Service
- 4) Serenity Millow-Leadership and Initiative
- 5) John Teufel-Leadership and Initiative

Mr. Teufel will be retiring on February 22. Commissioner Ingram reported Mr. Teufel has been great to work with, thanked him for his years of service, and best wishes in his retirement. Currently, we are interviewing internal and external candidates.

Staff Reports

(a) Department of Community Health Services

Mr. Davidson reported The Department of Community Health Services achieved or exceeded the targets for 167 of 191 of its performance metrics with an average completion rate of 100% across all metrics through the fourth quarter of 2016. Emergency Preparedness and Health Promotion and Education each ended the year with average completion rates of 107% while Epidemiology and Disease Prevention had rates of 95% and 93%, respectively.

Notable areas of strength include achieving or exceeding:

- All metrics in the Tuberculosis program in Disease Prevention.
- All metrics across the three Emergency Preparedness programs.
- All but three metrics across the seven Epidemiology and Assessment programs.
- All but three metric across the Health Promotion and Education targets associated with WeTHRIVE!, HIV/STD outreach, tobacco cessation and special projects.

Ms. Puthoff inquired about Finance Summary Q4 Net should be positive not neutral. Mr. Davidson reported this is an averaging issue in the formula process and will be corrected for the final version.

Areas and opportunities for improvement include:

- Several of the grant-derived metrics in the HIV/STD programs.
- Finalizing work with a contractor used by Epidemiology and Assessment to produce a peer-reviewed manuscript.
- Additional community and partner engagement through the WeTHRIVE! and HIV/STD outreach programs.

Under the leadership Rebecca Stowe, the WeTHRIVE! program was submitted to the National Association of City and County Health Officials (NACCHO) Model Practice program. The Model Practice program seeks to recognize local health department (LHD) practices that address the needs of identified populations, promote and foster collaboration, ensure the effective use of resources, and/or provide a framework for the development of future programs with the potential of more successful outcomes.

Mr. Davidson also congratulated Cristie Carlson, Health Educator in our Health Promotion and Education Division, received the Creating Healthy Communities Coalition (CHCC) Excellence Award. This award recognizes her as an individual in the community who has excelled in her contributions to the CHCC tobacco free-living subcommittee.

The monthly communicable Diseases EPI report was provided in the Board packets; no major communicable disease problems reported. Mr. Rippe inquired about the new overdose surveillance report. Mr. Davidson clarified the report previously shared was a year-to-date summary. A monthly report is in development and will be included in future monthly reports. Currently, staff monitors this information and produces reports on a daily basis.

(b) Department of Environmental Health Services

Mr. Kesterman reported that The Department of Environmental Health was able to achieve 38 of 42 performance measure standards by the end of the fourth quarter- 2016. The department met all state licensure requirements and contract obligations within the required time lines.

The Environmental Health Division successfully met ten of 11 performance measures for the fourth quarter. The program will easily meet its state-mandated inspection frequency. Backflow was below target by five inspections due to management of other priorities. Waste Management met all 11-performance measures in the fourth quarter. The staff met the goals by year-end.

The Division of Water Quality met 13 of 15 performance measures. The number of sewage treatment system inspections was less than the target. However, reinspections exceeded expectations by 152 percent for the year. The storm water program missed its annual mapping goal by 700 mapped systems. This is in large part to a vacant staff position in the program that will be filled in 2017.

Mr. Kesterman reviewed and discussed the new program performance tracking system. If approved, new model will be implemented by the April Board meeting. Some details will need to be worked through (grants, administration, etc.). Mr. Rippe inquired about the summary report. Mr. Kesterman stated it will be available and will be more accurate than current system. The Board recommended proceeding with implementing the new platform.

HCPH will begin operations in 2017 using the BOH approved "Resolution G", Revised 2017 Budget, which was approved at the December 12, 2016 meeting. This Budget was forwarded to the County Auditor in December and has been loaded into the Performance operating system for 2017 business.

All calendar year grants for 2017 have been submitted and approved by the Ohio Dept. of Health and budgets have been loaded for immediate use. Mr. Rippe inquired if grant amounts awarded in 2017 would exceed the amounts awarded in 2016. Mr. Watson stated that grant awards in 2017 would increase from 2016.

December Monthly Disbursements Report was reviewed.

Mr. Chatham moved to approve the monthly disbursements.

Mr. Brett seconded the motion.

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

8. New Business

Commissioner Ingram presented Resolution A-2017 to dissolve the Hamilton County General Health District Licensing Council.

The District Licensing Council (DLC) was first assembled in 2001, following the passage of Senate Bill 136. The Council's primary responsibility, as detailed in the Ohio Revised Code, is to appoint a member to the Board of Health once every five years. Its current Board of Health appointment is Jim Brett, whose five-year term runs until 2017. The council, which meets annually, is currently comprised of seven members.

Recently, Governor Kasich signed into law the operating budget for fiscal year 2016 – 2017. The adopted budget included a change to the Ohio Revised Code section 3709.03, 3709.05, 3709.07, and 3709.41. Specifically, the changes provide Boards of Health the option to have a DLC. Should a Board decide not to establish a Council, all five Board of Health appointments would be the responsibility of the District Advisory Council.

Should the Board wish to maintain the DLC, the Council would be required to select a new member in 2017. Due to changes in licensure related to Manufactured Home Parks, Hamilton County Public Health is no longer responsible for licensing these businesses. Therefore, Mr. Brett would no longer be eligible to be appointed to the Board of Health through the DLC. If the Board were to dissolve the DLC, the District Advisory Council would have the responsibility for the appointment.

After discussion, it was decided to defer vote to next month, or call a special meeting, as four members are needed to dispense of the three reading rule and Mr. Brett is abstaining from this vote. Commissioner Ingram will find out if Dr. Amend is available January 13 at 4 p.m. or January 12 at 4 p.m. Resolution A-2017 had a first reading.

9. Executive Session – Personnel

Mr. Chatham moved to go into Executive Session to discuss personnel matters at 7:40 p.m.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

The Board of Health came out of Executive Session at 7:45 pm where no decisions were made.

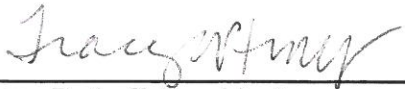
10. Adjournment

Mr. Rippe moved to adjourn the meeting at 7:46 p.m.

Mr. Brett seconded the motion.

Roll Call Vote – All Aye

Next Board of Health meeting: Monday, February 13, 2017.



Tracey Puthoff, President



Greg Kesterman, Secretary
Acting Health Commissioner