

**Hamilton County General Health District  
REGULAR MEETING – BOARD OF HEALTH  
January 8, 2018 – 6:30 p.m.  
Minutes**

**1. Call to Order**

At 6:30 p.m., Mark A. Rippe, Vice 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: Mark A. Rippe, Vice President  
Tracey A. Puthoff, Esq.  
Thomas W. Chatham  
James Brett

District Staff Present: Tim Ingram, Health Commissioner  
Craig Davidson, Assistant Health Commissioner  
Greg Kesterman, Assistant Health Commissioner  
Nee Fong Chin, Chief Assistant Prosecuting Attorney  
Greg Varner, Finance Officer  
Dr. Steve Feagins, Assistant Medical Director

Guests: Stephanie Lausten, Johnny's Creamy Whip  
Gregg Pancero, Trio Bistro  
Sonja Barnes, Aynie's Catering  
Andrea and Matt Schneider, Velvet Smoke BBQ  
Andrew Pappas, Anderson Township Trustee

**3. Clean Kitchen Awards**

Greg Kesterman read the list of 44 Clean Kitchen Award recipients and congratulated them for their efforts to maintain a high level of sanitation and staff education. Representatives from Trio Bistro, Johnny's Creamy Whip, Aynie's Catering, and Velvet Smoke BBQ were present to receive their award.

**4. Approval of Minutes**

**Mr. Chatham** moved to approve the minutes from the December 11, 2017 Board of Health meeting.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**

**5. Health Commissioner's Report**

Commissioner Ingram stated we will be reviewing the 2017 4th Quarter YTD Performance Results tonight. Finance Officer Greg Varner will be reporting tonight on financials. Commissioner Ingram is pleased that HCPH finished the year strong, financially.

As stated in the Board meeting packet, Dr. Bjornson will be retiring as Medical Director for HCPH at the end of February, 2018. Commissioner Ingram has drafted a contract for Dr. Feagins to assume the role of Medical Director, effective March 1, 2018.

Commissioner Ingram thanked Tom Chatham for attending the annual staff holiday celebration, and handing out service awards and health commissioner awards. Fourteen employees received service awards for their dedication to HCPH, ranging from five years of service to 30 years of service. Six employees received health commissioner awards for their outstanding work. Commissioner Ingram also thanked Jim Brett for attending the annual WeTHRIVE! Community recognition event, and handing out the community awards.

Commissioner Ingram called attention to the staff tuition reimbursement appreciation letters in his report. This is a wonderful program that the Board makes available to HCPH qualified staff.

Mark Rippe thanked the staff for all their hard work throughout the year and delivering such great results on the Program Implementation Plan. Board Members inquired about, and staff spoke to, the overall processes, trends, benchmarks, goals, timing, and internal expectations. The immunizations roadblock was attributed to the state migrating data to a new system.

## **Staff Reports**

### **(a) Department of Community Health Services**

Assistant Health Commissioner Craig Davidson has in his Board report photos and full details from the third annual WeTHRIVE! Recognition Event held on the evening of December 13 at the Mayerson Jewish Community Center in Amberley Village.

On December 12, HCPH hosted 34 Forest Hills School District high school students who participate in the Mercy Anderson Medical Explorers program. Dr. Feagins commented the students are very engaged and excited about the medical field.

The Board of the Local Public Health Services Collaborative (LPHSC) held its final meeting of 2017 via conference call on December 21. Mr. Davidson was nominated for and accepted the position of board president for the next two years. Jim Watkins (Williams County Health Commissioner) was named vice president and Pam Bauer (Clinton County Health Commissioner) will continue as treasurer.

Mr. Davidson reported the Harm Reduction Program became fully operational on January 3 and provided preliminary stats. Anderson Township will be holding three public hearings in January to discuss implementing the Harm Reduction Program in their community.

Commissioner Ingram reported HIV by drug use percentages have doubled in Northern Kentucky and in Hamilton County a more than 30 percent increase in total cases has occurred between 2016 and 2017 with the 15-34 year old age group comprising the majority of all cases. The percentage of those identifying as injection drug users has increase from around 9 percent to nearly 20 percent. Northern Kentucky is releasing a press release tomorrow and a HCPH press release will follow. The Board is invited to our harm reduction press conference on January 19 at 11:00 a.m.

Tracey Puthoff inquired about the decline in overdose (OD) deaths, decline in transport numbers, and syphilis comparison numbers. Mr. Davidson explained that the OD numbers fluctuate. For example, there were nine preliminary OD deaths reported yesterday which was

very high compare to the typical one to two reported each day in recent months. These will not be included as official counts until the toxicology report is returned and the Coroner formally classifies the deaths. The syphilis reports will be available in February or March and will be provided to the Board in the monthly packet.

Commissioner Ingram is very concerned about this opiate epidemic and commended Mr. Davidson and the Harm Reduction staff for all their hard work successfully implementing the program on by the established deadline of January 3. He also made it clear no HCPH dollars are spent on outside counties. Other counties will pay HCPH a fee for the Harm Reduction Program services.

#### **(b) Department of Environmental Health Services**

Assistant Health Commissioner Greg Kesterman referred to his full report in the Board packet on the HCPH Sewer connection status and policy. Mr. Kesterman shared that over 1,500 homes have abandoned their sewage treatment system and connected to a public sewer in the last 15 years.

Tracey Puthoff inquired about the compliance and enforcement of the connection orders. Mr. Kesterman explained that there are currently approximately 150 properties that are under increased enforcement. The first step is a prosecution letter from Ms. Chin's office. Without compliance, a warrant is issued and served. Once a court date is assigned, staff attends and a judge determines the next steps. Staff continues to follow-up and ensures compliance with the judge's orders, which normally requires the connection to sanitary sewer. If the property does not comply, staff refiles the complaint. Often the judge will increase the severity of the charge.

Ms. Chin spoke to the initial and escalation processes. She shared that her office works with property owners to help them understand the process and is often successful with gaining compliance. Commissioner Ingram provided a historical overview explaining the significant improvements that have been made to the process to date. It was noted that the current process creates a public record which plays a role when real estate goes on the market.

There have been no housing condemnations since October 31, 2017.

There will be a hearing for Lucy's Diner on Friday, January 12 for non-compliance issues and a recommendation will be made to the Board for the February meeting.

Let the minutes reflect the Board received 30 minutes of continuing education for the Harm Reduction Program and the sewer connections historical review.

#### **6. Unfinished Business: None**

#### **7. Finances**

Finance Officer Greg Varner reviewed the 2017 Financial Report and presented on the 2017 yearly revenue, expenditures, fund balance reports, and grant summary. Mr. Varner is pleased to report that financials overall are very favorable. Tracey Puthoff inquired about the Harm Reduction Program expenses and Commissioner Ingram explained those will appear in 2018 reports. Ms. Puthoff asked if we are under budget due to unfilled positions. Commissioner Ingram reminded the Board about the retention report discussed at the October meeting.

Commissioner Ingram indicated that we are currently seeking contractors to do a salary survey to better understand turnover in specific positions such as nursing and epidemiology. He indicated once the report is complete, the Board's help will be needed to help approve any needed adjustments. Mark Rippe thanked everyone for their great work and asked staff to express the Board's appreciation to the personnel in their department.

The December 2017 Disbursement Reports are included in the Board packet.

**Ms. Puthoff** moved to approve the December monthly disbursements.

**Mr. Chatham** seconded the motion.

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

**8. New Business: None**

**9. Executive Session**

**Mr. Chatham** moved to go into Executive Session to discuss personnel matters at 7:48 p.m.

**Ms. Puthoff** seconded the motion.

**Roll Call Vote – All Aye**

The Board of Health came out of Executive Session at 8:09 p.m. where no decisions were made.

In accordance with the Board's prior approval for awarding merit pay to the staff of Hamilton County Public Health, **Ms. Puthoff** moved that based on the Board of Health's evaluation of the Health Commissioner's 2017 job performance, the Health Commissioner shall be awarded a 3.0% pay increase to base salary, plus a 2.0% one-time pay adjustment, effective on January 25, 2018. **Mr. Brett** seconded the motion.

**Roll Call Vote- All Aye**

**Ms. Puthoff** moved to authorize an expenditure for retaining a vendor to perform 360 evaluations of management staff, not to exceed \$10,000.00. **Mr. Brett** seconded the motion. It was noted Mr. Chatham will coordinate the services with the Health Commissioner.

**Roll Call Vote- All Aye**


**10. Adjournment**

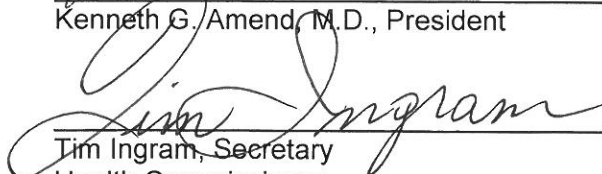
**Ms. Puthoff** moved to adjourn the meeting at 8:16 p.m.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**

Next Board of Health meeting: February 12, 2018.

  
Kenneth G. Amend, M.D., President

  
Tim Ingram, Secretary  
Health Commissioner