

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**April 9, 2018 – 6:30 p.m.**  
**Minutes**

**1. Call to Order**

At 6:30 p.m., Kenneth G. Amend, M.D., 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: Kenneth G. Amend, M.D., President  
Mark A. Rippe, Vice President  
James Brett  
Elizabeth Kelly, M.D.

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, Medical Director  
Rebecca Stowe, Director Health Promotion & Education

Guests: Brittany Peters, Student  
Elizabeth Russell, Student

**3. Clean Kitchen Awards**

Greg Kesterman read the list of seven 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. Brett** moved to approve the minutes from the March 12, 2018 Board of Health meeting.

**Mr. Rippe** seconded the motion.

**Roll Call Vote – All Aye**

**5. Health Commissioner's Report**

Commissioner Ingram welcomed Dr. Elizabeth Kelly to the Board. Commissioner Ingram is pleased to report first quarter performance is pretty good. Finance Officer Greg Varner will present a formal report on first quarter finances later tonight.

Commissioner Ingram reviewed at a high level the Program Implementation Plan (PIP) explaining updates that were made to the PIP and that we are meeting or exceeding nearly all first quarter goals. Commissioner Ingram encouraged the Board to review the details and metrics that are included in the Board packet.

Director of Health Promotion & Education Rebecca Stowe will present the draft of the new proposed Community Health Improvement Plan (CHIP) tonight.

## **Staff Reports**

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

Assistant Health Commissioner Craig Davidson highlighted the Exchange Program and Narcan Distribution Programs in his report to the Board. Both programs are doing well and continue to grow.

Mr. Davidson thanked Rebecca Stowe for her hard work on the Tobacco funding from ODH and for turning this application around promptly in light of significant changes to the grant deliverables and requirement to complete community assessments in advance of submitting the application.

Mr. Davidson reported that previously proposed changes to reporting requirements for infectious diseases are now in effect.

Mr. Rippe asked about the number of overdose deaths. Mr. Davidson explained there are still some results pending until the final mortality file will be issued from ODH. Commissioner Ingram stated 2017 is the worst year on record for overdose deaths. Commissioner Ingram attended a roundtable with the US Surgeon General today and they were impressed with our Narcan Distribution Program. Dr. Amend inquired about what will happen when HCPH's current supply of Narcan runs out. Commissioner Ingram reported that he anticipates the possibility of additional Narcan contributions forthcoming.

Mr. Rippe inquired about condom distribution on the Exchange Project as mentioned in recent media articles. Commissioner Ingram provided a history on the public education efforts and the recent Cincinnati Archdiocese's refusal to permit condom distribution on Mercy Health property. Condom distribution is a very small part of the Exchange Project's programming. The location of the Exchange Project, which is a hospital, is very good and there are other ways to counsel clients and distribute condoms at other locations. Dr. Feagins indicated there are many benefits to having the program on hospital property.

Rebecca Stowe presented the 2018-2020 Community Health Improvement Plan (CHIP) PowerPoint reviewing the priority areas and alignment to the State Health Improvement Plan, the regional Community Health Needs Assessment, and HCPH's Strategic Plan. Priority Area 1: Chronic Disease & Obesity; Priority Area 2: Maternal, Infant, & Child Health; Priority Area 3: Mental Health & Addiction; Priority Area 4: Oral Health. Commissioner Ingram thanked Ms. Stowe for her great work on drafting the new CHIP and stated the Board can adopt when they are ready. Mr. Rippe clarified HCPH CHIP shouldn't be confused with the Federal CHIP program. Mr. Brett thanked staff for their work on this plan and noted that the plan was very ambitious.

**Mr. Brett** moved to adopt the 2018-2020 Community Health Improvement Plan for HCPH.  
**Mr. Rippe** seconded the motion.

### **Roll Call Vote – All Aye**

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

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

Assistant Health Commissioner Greg Kesterman reported that this has been a very busy time with food licensing and referenced the statistics that are in the Board packet. Mr. Kesterman indicated that staff has been working closely with Ms. Chin's office to coordinate fee collection at the remaining delinquent facilities. Ms. Chin indicated that her office anticipates final late notices to be distributed before the end of the week. Mr. Kesterman also explained the uses of the emergency pager and 24-hour emergency response system.

Dr. Amend inquired about the three condemnations. Mr. Kesterman explained HCPH was notified by local fire departments and EMS.

Mr. Rippe inquired if wearing gloves in food preparation is required. Mr. Kesterman explained gloves are not required when handling raw foods that will be cooked.

The annual accreditation report has been submitted, now awaiting response and no problems are anticipated.

**6. Unfinished Business: None**

**7. Finances**

Finance Officer Greg Varner presented the 2018 first quarter financial review PowerPoint highlighting variances. Mr. Rippe inquired about copier purchases vs. leasing. Commissioner Ingram explained leasing is more expensive and we wear our stuff out. In addition, the agency is unable to depreciate such items like private sector entities.

The March 2018 Disbursement Report is included in the Board packet.

**Mr. Rippe** moved to approve the monthly disbursements and first quarter financial report.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**

**8. New Business:**

Mr. Varner reviewed Resolutions D-2018, E-2018, F-2018, and G-2018 Budget Revisions. Commissioner Ingram reminded the Board that these are budget neutral changes and they are needed to move money in accordance with accounting compliance.

The Board expressed appreciation for the detailed financial reports and found them to be very helpful. The benefits of the accreditation status were discussed and we are helping other health departments seeking accreditation.

**Mr. Rippe** moved to approve Resolutions D-2018, E-2018, F-2018, and G-2018 Budget Revisions.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**

Board of Health reorganization discussed.

**Mr. Rippe** moved to nominate Jim Brett as President of the Board of Health.

**Dr. Amend** seconded the motion.

**Roll Call Vote – All Aye**

**Mr. Brett** moved to nominate Mark Rippe as Vice-President of the Board of Health.

**Dr. Amend** seconded the motion.

**Roll Call Vote – All Aye**

**Mr. Brett** moved to close the nominations. **Dr. Kelly** seconded the motion.

**Roll Call Vote – All Aye**

**Dr. Amend** moved to appoint Jim Brett as Board President.

**Mr. Rippe** seconded the motion.

**Roll Call Vote – All Aye**

Commissioner Ingram thanked Dr. Amend for his service as Board President.

**Dr. Amend** moved to appoint Mark Rippe as Board Vice President.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**


## 9. Adjournment


**Mr. Rippe** moved to adjourn the meeting at 7:54 p.m.

**Dr. Kelly** seconded the motion.

**Roll Call Vote – All Aye**

Next Board of Health meeting: May 14, 2018.

  
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Kenneth G. Amend, M.D., President

  
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Tim Ingram, Secretary  
Health Commissioner