

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 12, 2015
Minutes

1. Call to Order

At 6:40 p.m., President, Jim Brett, 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: Jim Brett, President
Dr. Kenneth Amend
Thomas Chatham
Tracey Puthoff

District Staff Present: Timothy Ingram, Health Commissioner
Greg Kesterman, Asst. Health Commissioner
Kathy Lordo, Asst. Health Commissioner
Chris Griffith, Director, Water Quality
Greg Cassiere, Supervisor, Water Quality
Craig Davidson, Director, Epidemiology
Jeremy Hessel, Director, Environmental Health
Tucker Stone, Supervisor, Environmental Health
Robert McDaniel, Sanitarian
Mike Samet, Public Information Officer
John Teufel, Chief Financial Officer

Guests: Christopher Hall
The Robert McDaniel Family

3. Resolution B-2015 – Recognizing Robert McDaniel's service to Hamilton County Public Health

Ms. Puthoff moved to approve Resolution B-2015

Dr. Amend seconded the motion

Roll Call Vote – All Aye

4. Clean Kitchen Awards

Mr. Brett read the list of three Clean Kitchen Award recipients.

5. Approval of Minutes

Dr. Amend moved to approve the minutes from the December 8, 2014 Board of Health meeting.

Ms. Puthoff seconded the motion.

Roll Call Vote – All Aye

6. Health Commissioner's Report

Commissioner Ingram reported good overall performance as measured by the agency's plan of work. In addition, three-fourths of the agency's strategic plan (2013-2016) has been completed.

The City of Sharonville City Council voted 5-2 to join Hamilton County Public Health. The District Advisory Council met in special session January 9, at which it unanimously approved the contract. Ms. Puthoff asked why the District Advisory Council approves contracts. Commissioner Ingram answered that State code calls for a vote of the District Advisory Council to approve execution of a contract with a city to provide a full-range of public health services.

On behalf of the staff, Commissioner Ingram thanked the Board of Health for its approval of the additional time to observe the recent holidays.

Commissioner Ingram reported that the recently reinstituted Health Commissioner's Award program recognized four staff members for outstanding contributions during 2014.

7. Staff Reports

Department of Community Health Services

Ms. Lordo reported that billing for services through the Local Public Health Services Collaborative, LLC is progressing and the agency is developing a routine for implementing billing practices. She reminded the Board that reimbursement rates are pre-determined. In addition, providers can only charge administrative fees for free vaccinations.

Department of Environmental Health Services

Mr. Kesterman reported that the implementation of new state-wide sewage rules is underway. Staff has contacted stakeholders to inform them of the public hearing held prior to this evening's Board of Health meeting. In addition, a survey was made available to stakeholders and used as a feedback and comment tool. The survey was active through January 5 and to date, two comments have been received.

Given the concerns shared by attendees at the public hearing prior to the Board of Health meeting, Mr. Brett proposed tabling Board activity on Resolution A-2015. Mr. Kesterman reported that the agency currently has five applications pending. Mr. Brett indicated that it would not be fair to hold those applications until the Board decides on the resolution. Mr. Chatham inquired as to whether the five pending applications would be subject to State rules. Commissioner Ingram asked what ramifications postponement of action on the resolution might cause. Mr. Kesterman responded that the five pending applications, as well as any that may be received between this evening's meeting and the February 9 Board of Health meeting would be covered under State rules.

Mr. Kesterman reiterated that the staff has been diligent in contacting stakeholders. Commissioner Ingram expressed concern about potential criticism directed at the Board of Health if rules are rushed into place without a complete vetting. Ms. Puthoff stated that

regardless of the decision, the five pending applications should receive communication on their status.

Ms. Chin recommended tabling Board of Health action on the Resolution. Commissioner Ingram asked staff to arrange a meeting with representatives from the Certified Master Plumbers Association and then reintroduce Resolution A-2015 at the February 9, 2015 Board of Health meeting.

8. Unfinished Business

There was no unfinished business.

9. Finances

a) Monthly Disbursements Report

Ms. Puthoff moved to approve the monthly disbursements.

Mr. Chatham seconded the motion.

Roll Call Vote – All Aye

b) 2014 Financial Report

Mr. Teufel reported that agency revenue achieved 95 percent of budget for 2014 and is \$76,000 ahead of 2013. The General Fund finished the year at 99 percent of budget. Restricted Funds were at 91 percent of budget.

On the expense side, personnel finished at 95 percent of budget; other expenses and capital came in at 86 percent of budget and encumbrances were at \$665,000 vs. \$465,000 in 2013. Mr. Teufel explained that encumbrances are made up of open purchase orders.

Mr. Chatham inquired as to the percent of budget represented by grants. Commissioner Ingram explained that grant accounting is accomplished separately of the agency general budgets.

10. New Business

Resolution A-2015 – Adopting Policies and Standards for Sewage Systems (see discussion under Staff Reports/Department of Environmental Services)

Ms. Puthoff moved to table resolution A-2015 – Adopting Policies and Standards for Sewage Systems.

Dr. Amend seconded the motion

Roll Call Vote – All Aye

11. Executive Session

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

Dr. Amend seconded the motion

Roll Call Vote – All Aye

The Board of Health came out of Executive Session at 7:57 pm. **Mr. Brett** moved the approval of employee merit pay adjustments as presented, and to provide the Health Commissioner with a salary adjustment in accordance with the same merit pay guidelines as stipulated for all other employees, effective January 29, 2015. **Ms. Puthoff** seconded the motion.

Roll Call Vote-All Aye

12. Adjournment


Dr. Amend moved to adjourn the meeting at 8:00 pm.

Mr. Chatham seconded the motion.

Roll Call Vote – All Aye

Next Board of Health meeting: February 9, 2015.



Jim Brett, President

Timothy I. Ingram, Secretary
Health Commissioner