

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**January 9, 2012**  
**Minutes**

**1. Call to Order**

At 6:20 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  
Dr. Kenneth Amend  
Tracey Puthoff, Esq.  
Mark Rippe

District Staff Present: Timothy Ingram, Health Commissioner  
Kathy Lordo, Asst. Health Commissioner  
Dr. Stephen Bjornson, Medical Director  
Greg Kesterman, Asst. Health Commissioner  
Clara Hughes, Finance Officer  
Nancy Glier, Finance Officer  
Mike Samet, Public Information Officer  
Robin Fristoe, Administrative Secretary

Guests: Doug Sammons, Mayor for the Village of North Bend

**3. Public meeting – Health Commissioner’s employment agreement**

In accordance with the public notice published in the Cincinnati Enquirer on November 7, 2011, Mr. Chatham opened the public meeting regarding the Health Commissioner’s employment agreement at 6:20pm. When asked if there was feedback from the public, Mr. Ingram replied that there has been no feedback from the public concerning the health Commissioner’s contract. He added that the contract is currently at the Prosecutor’s office for review. The board indicated that it was similar to previous contracts and they do not anticipate any problems.

Subject to the review by the Prosecutor that the contract is satisfactory, **Ms. Puthoff** moved to approve the Health Commissioner’s employment agreement and authorized Tom Chatham to sign the contract; **Mr. Brett** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett, Chatham**

**4. Approval of Minutes**

**Dr. Amend** moved to approve the minutes from the December 12, 2011 Board of Health meeting; **Ms. Puthoff** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett, Chatham**

## 5. Health Commissioner's Report

Mr. Ingram stated that the Department of Agriculture Retail Food program audit went very well. The 2011 revenue's came in higher than projected. He attributes this to efficient cost cutting measures by the staff.

Mr. Ingram discussed an article in the Cincinnati Magazine titled "How Sick is That?". He added that several HCPH staff were instrumental in providing information for this article. Mr. Ingram encouraged the Board members to read the article as it gives an insider's view on what the Epidemiology and Disease Prevention staff do everyday to help prevent diseases from becoming epidemics.

## Staff Reports

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

In the Disease Prevention Division, the number of confirmed Tb cases for 2011 decreased. New x-ray equipment will be installed in February and the electronic medical records (EMR) will begin in March. With the new EMR, we will begin billing Medicaid in July, which in turn will generate new revenue.

Ms. Lordo discussed the causes for the increase of enteric diseases. She explained these were mainly due to outbreaks of cryptosporidiosis and shigellosis with an increase in reported cases of Pertussis.

Ms. Lordo introduced the new community tool, Community Access to Hamilton County Epidemiology and Assessment Data (AHEAD). She explained how Hamilton County Public Health (HCPH) is using this system to gather and display data.

The Division of Health Promotion and Education continues to make great strides in policy changes to improve healthy food choices within several of the communities in Hamilton County. Ms. Lordo discussed the various policy changes that were implemented in 2011.

In the Division of Nursing, the BCMH program ended relatively sound for the year despite a vacant Public Health Nurse position. The immunization clinic usage was down 24 percent. Due to this, the immunization clinics were restructured.

At 6:55pm Mr. Chatham excused himself from the meeting. As Vice President, Mr. Brett assumed the chair.

In Customer Service, the number of births registered in 2011 was comparable to 2010, although sales were up 22 percent. We continue to see growth in utilization of the HCPH website for ordering birth certificates as well as plumbing permits.

Mr. Ingram briefly discussed the HIV/STD prevention program. He stated that he hopes to collaborate with the Cincinnati Health Department on this issue, along with other members of the medical community, to devise a strategy to address the high incidence of STD's in Hamilton County.

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

The Division of Environmental Health (EH) has seen the number of licenses issued in the food program remain steady. The greatest increase of issued licenses in the food program can be found with the temporary and mobile food operations. Mr. Kesterman attributes this increase to the EH staff in their efforts to provide education to the church festivals and farmers markets.

As complaints are registered, the EH division continues to perform inspections for compliance of Smoke Free Ohio. There are currently two administrative reviews requested by establishments after receiving notices of proposed fines. These reviews will be scheduled and conducted by the Ohio Attorney General's office in early 2012.

The Division of Plumbing continues to see an increase in revenue for the plumbing permit revenue and inspections. We have seen a decline in the number of inspections which gives an indication that the size of permits has increased.

The Division of Waste Management continues to see a sharp decline in the amount of C&DD waste collected. Mr. Rippe offered that this may be due to materials being recycled rather than disposed into a landfill.

The Division of Water Quality has seen a decline in the number of citizen complaints. This could be attributed to the rainy season we have had.

**6. Unfinished Business**

There was no unfinished business to discuss.

**7. Finances**

**a. Revenues and Expenditures, Mileage and Disbursements**

The year ended on a positive note with revenue coming in 11.5 percent higher than expected. A large portion of this can be attributed to grant receipts. In total for 2011, including the grants, revenue came in slightly greater than \$12.9 million and expenditures were \$11.3 million. Ms. Hughes added that for better clarification, beginning 2012, the revenue and expenditure reports will show a split between the operating funds and the grant funds.

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

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett**

**b. 2012 Revised / 2013 Estimated Budgets**

Ms. Hughes highlighted portions of the 2012 revised budget.

Although originally proposed, there will be no increase to the charges to the jurisdictions for 2012 or 2013.

The food licensing fee decrease that was considered at the November Board of Health meeting will decrease 2012 food licensing revenue by approximately \$16,000.00.

Small revenue line items not included in the 2012 revenue budget are the marina fees and the scrap tire fees.

New revenue line items for the Nursing and Tb Control divisions include 2012 revenue increases based on anticipated billing of Medicaid for services provided. Also for Tb Control is a proposed increase to the skin test fees from \$10 to \$20.

Under Personnel, there is a four percent merit pool included in the 2012 budget and a three percent increase over 2012 personnel costs is included for 2013.

General fund operating budget items include new positions within HCPH. These positions include one new sanitarian position to work in Water Quality on the Stormwater contract deliverables; one STD coordinator position to the Disease Prevention division for work related to the STD/HIV grant; one nurse practitioner, under contract services in Nursing, to provide Medicaid physicals that would allow for billing.

Major capital purchases included in the 2012 revised budget include:

- Modifications to existing Teleform software in Customer Service for licensing and permitting efficiencies.
- AT&T mobile solution pilot project in Plumbing.
- Completion of the electronic medical records initiation and any needed modifications in Tb Control.
- Backflow software modifications to complete transition to a web-based system in Plumbing.
- New furniture to accommodate staff changes in Water Quality for the Stormwater program.

Based on guidance from the County Auditor staff and the State Auditor, computer purchases under \$5,000 have been moved from the capital purchase line items to Small Office Equipment/Computers.

Under the contract with the new owner of the building where Tb Control occupies office space, it stipulates that we will pay utilities directly. As a result, the new owner may have a separate meter installed that will show our usage and we will be billed independently from the rest of the building.

Mr. Brett noted that the fee decrease in the EH Food Service Operation fees is the second decrease. He attributes this to staff efficiencies as well as implementing digitalization of the program. He also noted that it has been several years since the fees to the jurisdictions has been raised and again this is due to efficiencies within the HCPH organization.

Mr. Rippe requested that Ms. Hughes include in the February Board packet a summary sheet of the grant revenues and expenditures.

## 8. Executive Session

**Ms. Puthoff** moved to enter into executive session at 7:42pm to discuss personnel matters; **Mr. Rippe** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett**

The Board of Health concluded the executive session at 8:01pm.

**Ms. Puthoff** moved to approve the Health Commissioners recommendation for staff 2011 merit pay adjustment; **Dr. Amend** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett**

## 9. Adjournment

**Ms. Puthoff** moved to adjourn the meeting at 8:02pm; **Mr. Rippe** seconded the motion.

**Roll call vote – Yes: Amend, Rippe, Puthoff, Brett**

The next Board of Health meeting will be held on Monday, February 13, 2012 at 6:30 pm.

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Thomas Chatham, President

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Timothy I. Ingram, Secretary  
Health Commissioner