

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**May 14, 2012**  
**Minutes**

**1. Call to Order**

At 6:30 p.m., Vice 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, Vice President  
Dr. Kenneth Amend  
Mark Rippe  
Tracey Puthoff, Esq.

District Staff Present: Timothy Ingram, Health Commissioner  
Greg Kesterman, Asst. Health Commissioner  
Kathy Lordo, Asst. Health Commissioner  
Chris Griffith, Water Quality Director  
Robin Fristoe, Administrative Secretary  
Joel Hoskins, Tb Clinic Coordinator

Guests: Mary & Robert Sacco  
Roger Headley  
Candace Harmeyer  
Joy Siat  
Doug Sammons

The Board congratulated Kathy Lordo on receiving the 2011 Hamilton County Employee of the Year-Innovation Category award. Mr. Brett read an excerpt from her nomination from County Commissioner, Chris Monzel.

The Ohio Tuberculosis (TB) Coalition selected Joel Hoskins as the honored recipient of the 2011 Dr. Charles B. Payne Memorial award for outstanding leadership and effort toward the elimination of TB in Ohio. The Board members congratulated Mr. Hoskins and thanked him for his exceptional public health service in Hamilton County.

**Resolution G-2012 – Honoring Mary Sacco**

Mr. Brett read Resolution G-2012, honoring Mary Sacco, for her 24 years of service to Hamilton County Public Health as the Director of Nursing. All Board members, and Mr. Ingram, thanked her for her dedication and wished her well on her retirement.

**Ms. Puthoff** moved to approve Resolution G-2012 – Honoring Mary Sacco in her retirement; **Dr. Amend** seconded the motion.

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

**3. Clean Kitchen Awards**

Mr. Kesterman read aloud the list of Clean Kitchen Award recipients.

#### **4. Approval of Minutes**

**Ms. Puthoff** moved to approve the minutes from the April 9, 2012 Board of Health meeting with one correction, change the word “exiting” to “existing” for Variance SVAR201206; **Mr. Rippe** seconded the motion.

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

#### **5. Health Commissioner’s Report**

Mr. Ingram reported on the Hamilton County Budget Commission meeting where the HCPH 2013 budget was unanimously approved.

Mr. Ingram discussed parts of the Ohio Legislation that will impact Hamilton County Public Health (HCPH). The transfer of the Manufactured Home inspection program, from Boards of Health to the Manufactured Home Commission, will remain intact.

The authority for the Boards of County Commissioners to charge Health Districts rent has been put into a separate bill, HB 509. A meeting is scheduled for Tuesday, May 15, where Mr. Ingram is hoping for a compromise. He will keep the Board informed on any decisions.

Mr. Ingram congratulated Joel Hoskins, Kathy Lordo, and Mary Sacco. He thanked them for their hard work and dedication to HCPH.

#### **Staff Reports**

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

Ms. Lordo reported on Nursing Division updates. To date, there have been no complaints regarding the changes to the immunization schedule. The Flu Collaborative group, which was chaired by Ms. Sacco, expressed interest in continuing to meet. Pat Allingham will now chair the committee

Ms. Lordo discussed the re-organization of the Division of Epidemiology and the Division of Disease Prevention and Nursing.

The STD/HIV Prevention program is moving smoothly and is fully staffed. Mr. Rippe mentioned a phone application, STDiQ, and suggested that Ms. Lordo check into this.

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

Mr. Kesterman reported on the completion of the Odor Control Blanket (OCB) at Rumpke Sanitary Landfill. Rumpke was fined \$56,041.00 for failing to “strictly control odors”. He also discussed the fire at the Rumpke St. Bernard recycling facility.

The Division of Environmental Health (EH) employed Ana Rojas-Moonitz in 2011. Since her first language is Spanish, the Division has been able to minimize language barriers in inspections as well as education courses provided by EH.

## 6. Unfinished Business

There was no unfinished business to discuss.

## 7. Finances

### Revenues and Expenditures, Mileage and Disbursements

Mr. Ingram reported that, at this time, there is nothing outstanding to report, pertaining to the finances.

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

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

## 8. New Business

a) **Variance – SVAR201208** – 7894 YMCA Road, Anderson Township  
A sewer line is coming soon. The applicant is requesting to use a black water holding tank until sanitary sewers are accessible to the property.

**Ms. Puthoff** moved to approve Variance SVAR201208, contingent upon completion of staff recommendations; **Mr. Rippe** seconded the motion.

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

b) Variance – SVAR201207 – 7899 YMCA Road, Anderson Township  
The applicant is requesting to use a black water holding tank until sanitary sewers are accessible to the property.

**Ms. Puthoff** moved to approve Variance SVAR201207, contingent upon completion of staff recommendations; **Mr. Rippe** seconded the motion.

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

### c) Personnel Policy Revisions

Section 2.15: Performance Development

Section 3.4: Overtime, Compensatory Time And Hours Of Work / Hourly Employees

Section 5.8: Tuition Reimbursement Program

Section 6.4: Whistle-Blower Policy

There were no changes made to the Personnel Policy Revisions.

**Ms. Puthoff** moved to approve the Personnel Policy Revisions as presented; **Dr. Amend** seconded the motion.

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

d) **Board of Health re-organization**

Dr. Amend nominated Tom Chatham as President to the Hamilton County Board of Health and Jim Brett as Vice President to the Hamilton County Board of Health.

Hearing no other nominations, **Ms. Puthoff** moved to appoint Tom Chatham as President to the Hamilton County Board of Health; **Dr. Amend** seconded the motion.

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

Hearing no other nominations, **Ms. Puthoff** moved to appoint Jim Brett as Vice President to the Hamilton County Board of Health; **Dr. Amend** seconded the motion.

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

e) **Hamilton County Board of Health meeting schedule**

**Ms. Puthoff** moved to hold the regularly scheduled meetings of the Hamilton County Board of Health on the second Monday of every month at 6:30pm, beginning June 11, 2012, at the offices of Hamilton County Public Health, 250 William Howard Taft Road, Cincinnati, Ohio 45219; **Mr. Rippe** seconded the motion.

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

9. **Adjournment**

**Ms. Puthoff** moved to adjourn the meeting at 7:30 pm; **Dr. Amend** seconded the motion.

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

The next Board of Health meeting will be held on Monday, June 11, 2012 at 6:30 pm.

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Thomas Chatham, President

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Timothy I. Ingram, Secretary  
Health Commissioner