

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**December 12, 2011**  
**Minutes**

**1. Call to Order**

At 6:33 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  
Greg Kesterman, Asst. Health Commissioner  
Clara Hughes, Finance Officer  
Nancy Glier, Finance Officer  
Robin Fristoe, Administrative Secretary

**3. Approval of Minutes**

**Dr. Amend** moved to approve the November 14, 2011 Board of Health meeting minutes;  
**Ms. Puthoff** seconded the motion.

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

**4. Clean Kitchen Award**

Mr. Kesterman announced the recipients for the Clean Kitchen Award: ABC Early Childhood Learning Center. No one from this facility was in attendance to accept the award. Mr. Kesterman will have the award mailed to the appropriate person at this facility.

**5. Health Commissioner's Report**

Mr. Ingram reported on the HIV/STD prevention grant. Due to several reasons, Ohio Department of Health (ODH) notified the Cincinnati Health Department that their grant application had not been approved and funding would end on December 31, 2011. ODH solicited current regional STD/HIV grantees to apply for the grant for one year to perform fiscal and program oversight duties. Montgomery County and Portsmouth City are two applicants interested in this grant. After one year, HCPH would then be eligible to apply for the grant directly to ODH. HCPH was named as the sole-source contractor in the Request For Proposal for the 2012 grant year.

Mr. Ingram added that he has reached out to the Cincinnati Health Department Health Commissioner to find out his interest in collaborating on this project. To date, there appears to be no interest shown in working with HCPH.

## Staff Reports

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

Ms. Lordo reported on the increase of Hepatitis in Butler County as it was reported last month. The appearance of an increase is due to batch reporting.

Ms. Lordo provided insight on ideas that are being discussed as to how the HIV/STD prevention program will be managed through HCPH.

Mr. Ingram discussed the funding for the HIV/STD program. The current funding provided by ODH will not cover the total cost, yet he will continue to search for additional funding in an attempt to minimize the burden to the HCPH budget.

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

The Food Education program has become very popular and continues to meet expectations in the Division of Environmental Health (EH). To date, there have been 589 Level 1 trainings compared to 604 in 2010. The Level 2 ServSafe course has also been a huge success. Year to date, the division has taught 83 people compared to 36 in 2010. Staff will continue to encourage these trainings when doing their inspections.

Mr. Kesterman discussed the availability of participants to receive the Level 1 training, Level 2 certification, and ServSafe course in both Mandarin Chinese and Spanish. HCPH contracts with Conversa to provide interpretation services. The EH Division also has an employee who is fluent in Spanish and will provide the Spanish interpretation for the food safety course.

The Division of Waste Management has received the 2012 license renewal applications for the C&DD landfills within Hamilton County.

Compliance in the reaction area of Rumpke is being addressed through the Ohio EPA Director's Final Findings and Orders for 2010. They are in the process of reviewing these findings again and will report back to HCPH to determine if there will be any changes in those orders. If there are changes, OEPA may ask that issuance of Rumpkes' annual operating license be postponed until sometime in 2012. Operations would be allowed to continue beyond the expiration of the current license.

Water Quality and Waste Management Divisions continue to reduce paper record keeping. Both divisions remain compliant with the record retention policy in that all records are being kept digitally and/or hard copy. Once complete, approximately 300 sq. ft. will be opened up for usable office space.

## **6. Unfinished Business**

There was no unfinished business to discuss.

## 7. Finances

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

Ms. Hughes introduced Nancy Glier, Finance Officer, to the members of the Board.

Revenues are projected to be within 2% of the budget amounts for the year. Beginning in 2012, Ms. Hughes will break down financial reports to show separate activity for grants versus operating funds. The December line item expenditures that appear to be over budget are actually expenditures that were made with prior year encumbrances, primarily for grant contracts that span multiple years.

When asked if there were any anticipated issues with the Tb funding for 2012, Ms. Hughes responded that to date there are no issues, although 2012 appropriations from the County Commissioners will not be available until January. HCPH will request the full 2012 levy plan amount in January.

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

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

## 8. Executive Session

**Ms. Puthoff** moved to enter into executive session at 7:10pm to discuss personnel matters; **Mr. Brett** seconded the motion.

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

At 8:48pm the Board of Health concluded the executive session.

**Mr. Brett** moved to approve the Health Commissioners recommendation for staff merit pay effective January 5, 2012; **Dr. Amend** seconded the motion.

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

## 9. Adjournment

**Mr. Rippe** moved to adjourn the meeting at 8:50pm; **Ms. Puthoff** seconded the motion.

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

The next Board of Health meeting will be held on Monday, January 9, 2012 at 6:15 pm.

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Thomas Chatham, President

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Timothy I. Ingram, Secretary  
Health Commissioner