# Hamilton County General Health District REGULAR MEETING – BOARD OF HEALTH February 11, 2013 Minutes

#### 1. Call to Order

At 6:30 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: Tom Chatham, President

Jim Brett, Vice President

Mark Rippe

Dr. Kenneth Amend Tracey Puthoff, Esq.

District Staff Present: Timothy Ingram, Health Commissioner

Greg Kesterman, Asst. Health Commissioner

Chris Griffith, Director of Water Quality

John Teufel, Finance Officer

Robin Fristoe, Administrative Secretary

Guests: Kris Tracy Pete Duffy, Jr.

Ashley Hust Gary Bagnoli
Peter Duffy, Sr. Shawn Tracy
Misty Richmond Amy Mulloney

Eric Rice

### 3. Clean Kitchen Awards

The list of Clean Kitchen Award recipients was read by Mr. Kesterman and those in attendance were presented their award.

### 4. Approval of Minutes

**Dr. Amend** moved to approve the minutes from the January 14, 2013 Board of Health meeting as amended by Mr. Rippe and Ms. Puthoff; **Mr. Rippe** seconded the motion.

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

### 5. Health Commissioner's Report – Staff Reports

Mr. Ingram discussed portions of the Governor's biennial budget for 2014-2015 that are pertinent to Hamilton County Public Health (HCPH). He encourages input from the Board regarding the proposed items.

Mr. Ingram extended an invitation to the Board members to attend the District Advisory Council meeting scheduled for March 4, 2013 at 12:00 noon.

Mr. Ingram introduced the new Finance Officer, John Teufel, who followed with a brief introduction.

The Board retreat will occur on May 18, 8:30am and will be held at the Kenwood Country Club.

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

Ms. Lordo was not present and upon review of her previously submitted report, the Board had no questions.

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

Mr. Kesterman reported on a restaurant that continuously failed inspections and how the Environmental Health staff worked with the owner to correct this matter.

Mr. Kesterman discussed the sewage treatment rules that are scheduled to go into effect January, 2014.

### 6. Unfinished Business

There was no unfinished business to discuss.

#### 7. Finances

a) Revenues, Expenditures, and Disbursements

John Teufel, Finance Officer, provided a power point presentation of the finances.

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

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

**Mr. Rippe** moved to report quarterly on the Revenue and Expenditures but continue the monthly report on the Disbursements, with the first quarterly report due April, 2013; **Dr. Amend** seconded the motion.

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

b) Resolution A-2013, adoption of 2013 revised / 2014 estimated budgets

**Ms. Puthoff** moved to approve Resolution A-2013, adoption of 2013 revised / 2014 estimated budgets; **Mr. Brett** seconded the motion.

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

### 8. New Business

a) Variance SVAR2013-01 – 8902 Fields Ertel Road, Sycamore Township

Dr. Amend moved to table Variance SVAR2013-01 for up to 90 days; Ms. Puthoff seconded.

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

Recuse: Mr. Rippe

b) Health Commissioner's out of State travel request to Atlanta, Georgia March 13 through March 15.

**Ms. Puthoff** moved to approve the Health Commissioner's travel to Atlanta, Georgia March 13 through March 15; **Mr. Rippe** seconded the motion.

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

# 9. Executive Session

**Mr. Rippe** moved to enter into executive session at 8:57pm to discuss personnel matters; **Dr. Amend** seconded the motion.

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

The Board of Health concluded the executive session at 9:10pm, having made no decision.

**Ms. Puthoff** moved to accept the Health Commissioners recommendations for staff pay adjustments based on merit, and furthermore, moved to authorize the Health Commissioner to study the HCPH pay scale and adjust it to reflect current job duties by positions; **Dr. Amend** seconded the motion.

Roll call vote - Yes: Amend, Puthoff, Rippe, Brett, Chatham

## 10. Adjournment

Health Commissioner

Ms. Puthoff moved to adjourn the meeting at 9:15pm; Mr. Rippe seconded the motior Roll call vote – Yes: Amend, Puthoff, Rippe, Brett, Chatham
The next Board of Health meeting will be held on Monday, March 11, 2013 at 6:30 pm.
Thomas Chatham, President
 Timothy I. Ingram, Secretary