

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
July 11, 2016
Minutes

1. Call to Order

At 6:30 p.m., President Tracey Puthoff, 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: Tracey Puthoff, President
Dr. Kenneth Amend
Jim Brett
Thomas Chatham
Mark Rippe, Vice President

District Staff Present: Timothy Ingram, Health Commissioner
Greg Kesterman, Assistant Health Commissioner
Craig Davidson, Assistant Health Commissioner
Nee Fong Chin, Chief Assistant Prosecuting Attorney
Mike Samet, Public Information Officer
John Teufel, Finance Officer
Dr. Stephen Bjornson, Medical Director
Jeremy Watson, Assistant Finance Officer

3. Clean Kitchen Awards

Mr. Kesterman read the list of 14 Clean Kitchen Award recipients.

4. Approval of Minutes

Dr. Amend moved to approve the minutes from the March 14, 2016 Board of Health meeting.
Mr. Brett seconded the motion.

Roll Call Vote – Dr. Amend, Mr. Brett, Mr. Chatham, Ms. Puthoff – Aye; Mr. Rippe abstained.

5. Health Commissioner's Report

Commissioner Ingram reported that the agency submitted documents to the Public Health Accreditation Board for consideration. The next steps are approval or revision of submitted documents, which should occur by the end of July, followed by a site visit.

The agency Performance Management Council, which is charged with improving services using quality improvement methods, is comprised of staff from all divisions and job roles in the agency. Recently, two of the workgroups from the Council developed a statement covering health equity for inclusion in job vacancy announcements for management and the Board's consideration. Mr. Chatham indicated that the statement might be improved by making sure all staff understand health equity and its ramifications in the community. Mr. Davidson

commented the workforce development group was creating a health equity 101 course for all employees to take. .

Commissioner Ingram reported that there has been an agreement, in principle, with the City of Cincinnati to conduct non-flammable medical gas inspections as a shared service.. The next step is executing the agreement. f

Mr. Davidson presented an overview of the agency's Plan of Work Performance Summary for the second quarter, 2016. Hamilton County Public Health has completed 72 percent of program deliverables in 11 functional areas.

Mr. Chatham inquired as to how the Plan of Work and the performance dashboard fit into the accreditation initiative. Commissioner Ingram responded that the performance results are a standard in Domain 11 or 12 and provides the documentation that the Board and management are measuring work progress. .

Mr. Rippe asked about staff time required to complete the performance dashboard. Mr. Davidson responded that division directors provide the data that he then enters into the dashboard, which calculates trend direction and percentages toward completion of quarterly and annual goals

Staff Reports

(a) Department of Community Health Services

Mr. Davidson discussed hospital surge capacity, in response to a question raised by Mr. Chatham at the June Board of Health meeting. There are approximately 3,150 acute care beds in Hamilton County. Triage is most important in assigning mass casualty victims to appropriate treatment facilities. Mr. Chatham asked about average occupancy rates for the acute care beds available in the County. Mr. Davidson will look into the numbers and provide an answer at the August Board of Health meeting.

Mr. Davidson reported that the Department of Community Health Services achieved 151 out of 191 (79 percent) of its performance metrics for the second quarter. Areas of particular strength include: the Tuberculosis program; Emergency Preparedness; Epidemiology and Assessment; and HIV/STD outreach.

He reported that the agency has received a notice of award from the Ohio Department of Health Prescription Drug Overdose Prevention grant in the amount of \$130,000. The program year began July 1 and will continue through August 2017. Commissioner Ingram added that the Colerain Township Quick Response Team program has been a success, resulting in 38 percent fewer overdoses in its first year. The program is receiving national recognition and is currently being adopted by several first responder teams around Ohio. .

The National Association for the Advancement of Colored People (NAACP) national convention will be held July 16-20 in Cincinnati. Hamilton County Public Health will be providing support to the County Emergency Management functions, as well as in the BioWatch program.

WeTHRIVE! ambassador training is scheduled for July 13 and 20. A number of staff members will participate in the training to further their understanding and ability to promote the WeTHRIVE! initiative.

Hamilton County Public Health has distributed some 3,400 doses of the overdose reversal drug, naloxone, to first responders in the County between December 2015 and June 2016.

Dr. Bjornson reported that there has been minimal activity in communicable diseases, as the rate in Hamilton County is down eight percent. In addition, there have been no cases of vector-transmitted Zika Virus, although there have been cases among travelers returning from affected areas.

(b) Department of Environmental Health Services

Mr. Kesterman reported that the Department of Environmental Health Services has achieved 31 of 42 performance measures for the second quarter, 2016. The department will meet all state licensure requirements and contract obligations within the required timelines. Environmental Health achieved eight of 11 measures; Plumbing has achieved all but one of its measures; Waste Management met eight of its 11 metrics and Water Quality has met 11 of 15 metrics. It is anticipated that with additional staff hired, Water Quality will catch up on its performance metrics.

Mr. Kesterman said the agency has received a request for an exemption from the Loveland Landfill regarding the landfill cap and soil suitability. The facility currently has an outstanding Notice of Violation for failure to meet financial assurance and final capping requirements. Staff has made an initial review of the documentation that has been submitted and is in the process of requesting additional documentation that will be needed to complete a review of the request. Once the additional information is submitted, staff will consult with the Ohio Environmental Protection Agency. Following their review, the request may come before the Board of Health.

Mr. Kesterman noted that the rabies program, administered by the Environmental Health Division, recently worked closely with a pet owner and the Society for Prevention of Cruelty to Animals (SPCA) to quarantine a cat that may have been exposed to a confirmed rabid bat. The cat will be quarantined for six months at the SPCA due to the possible exposure. Ms. Puthoff asked that animal pictures be eliminated from future reports. Commissioner Ingram added that the relationship with the SPCA had worked well in this instance in finding a mutually satisfactory outcome for a pet owner and the health concerns for County residents.

6. Unfinished Business

There was no unfinished business.

7. Finances

- a) Monthly Disbursements Report Ms. Puthoff made inquiries regarding payments to 2 individual contractors and was satisfied with the explanation by Mr. Teufel.

Mr. Chatham moved to approve the monthly disbursements.

Mr. Rippe seconded the motion.

Roll Call Vote – Dr. Amend, Mr. Chatham, Ms. Puthoff and Mr. Rippe – Aye; Mr. Brett abstained.

- b) Second Quarter Financial Results

Mr. Teufel provided a financial review for the six months ended June 30, 2016. A series of slides highlighted actual results compared to the budget.

Mr. Teufel discussed revenue performance of the General Fund and noted that revenues are 89 percent of budget, a shortfall of \$267,000. The primary reason was the payment delay of approximately \$355,000 by the Hamilton County Auditor for the second installment payment of assessment revenue due for services rendered to the jurisdictions served by HCPH. The

assessments were subsequently paid in full on July 8, 2016. A discussion ensued regarding the payment delay and whether there were any financial implications. Mr. Teufel reported fund balances were sufficient and the delay did not negatively impact operations. The Plumbing Division revenues were noted as being favorable to budget by five percent.

The restricted funds revenues are 99 percent of budget, a shortfall of \$38,000. The Sewage Treatment Systems (STS) fund revenues and Bureau for Children with Medical Handicaps Fund (BCMh) revenues were less than budget by 9 percent and 44 percent, respectively. Mr. Teufel indicated that open staff positions in STS are now filled, and BCMh open positions are in the process of being filled. Mr. Teufel noted that revenues from the Environmental Health Division exceed revenue by 4 percent, principally due to revenue generated from Serv-Safe classes

Mr. Teufel reviewed expenditures. Actual personnel costs were 5 percent favorable to budget. A review of personnel activity, including hires and open positions as of June 30, 2016 was made. Mr. Teufel noted that 85 percent of other expenditures and capital budgets had been committed through the purchase order process as of June 30, 2016.

Mr. Teufel presented a results summary for the six months ended June 30, 2016, and related fund balances for the General and Restricted Funds. Notwithstanding the payment delay of assessment revenue impacting the General Fund, there were favorable variances when compared to the 2016 budget.

Mr. Teufel reviewed grant awards and receipts for the first six months of the 2016 year. HCPH was awarded \$130,000 for a new grant entitled Prescription Drug Overdose Prevention. Concluding comments included anticipation of the 2015 audit report by the end of July, and the decision by the Board of County Commissioners to renew the Tuberculosis Control lease for another five years.

8. New Business

a) Board of Health Strategic Planning Meeting will be October 15, 8:30 a.m. – 1:30 p.m. Mr. Rippe agreed to look into possible locations for the meeting. Hamilton County Public Health staff will work through programmatic strategies prior to the meeting and will present draft strategies to the Board of Health at the October 10 meeting. The meeting will consist of a work session finalizing the strategies developed by staff.

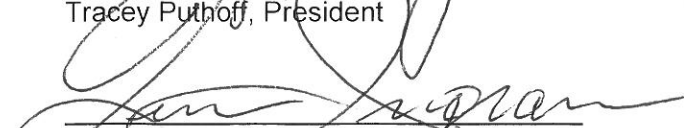
9. Adjournment

Mr. Rippe moved to adjourn the meeting at 7:55 p.m.

Mr. Chatham seconded the motion

Roll Call Vote – All Aye

Next Board of Health meeting: Monday, August 8, 2016.


Tracey Puthoff, President
Timothy I. Ingram, Secretary
Health Commissioner