

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
December 9, 2013
Minutes

1. Call to Order

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

District Staff Present: Timothy Ingram, Health Commissioner
Nee Fong Chin, Chief Assistant Prosecuting Attorney
Greg Kesterman, Asst. Health Commissioner
Kathy Lordo, Asst. Health Commissioner
John Teufel, Finance Officer
Greg Cassiere, Water Quality Supervisor
Craig Davidson, Director of Epidemiology
Robin Fristoe, Administrative Secretary

Guests: Molly Maundrell, Clean Kitchen Award
Stephen Hunt, variance requestor
Tim Hensley, variance requestor
John Hensley, variance requestor
Marvin Knobloch, Clean Kitchen Award

3. Clean Kitchen Awards

Mr. Kesterman read aloud the list of Clean Kitchen Award recipients. Those in attendance were presented with their award.

4. Approval of Minutes

Dr. Amend moved to approve the minutes from the November 18, 2013 Board of Health meeting, **Mr. Rippe** seconded the motion.

Roll call vote – All aye

5. Health Commissioner's Report

Commissioner Ingram highlighted various parts of his written report.

He called attention to the portion of his report that exemplified the compliments from customers provided to Hamilton County Public Health (HCPH) staff.

He mentioned that Resolution D-2013 and Resolution E-2013 are on the agenda for Board approval.

He commented on the upcoming presentations by Ms. Lordo related to the Program Plan of Work and its dashboard and the budget presentations by Mr. Teufel.

Commissioner Ingram extended an invitation to the Board members to attend the holiday breakfast at the offices of HCPH on Wednesday, December 18th from 8:00am to 11:00am.

6. Staff Reports

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

Ms. Lordo discussed the Program Plan of Work (PPW) and provided a handout showing the new format. In the past, quarterly reports that measured the PPW were included in the BOH packet. She indicated that Craig Davidson, Director of Epidemiology, had developed an electronic dashboard. She asked the Board to review it and provide input.

After review, the Board suggested that the budget for each division be monitored in this format also. Mr. Davidson indicated that he would work with the Director of Finance to determine the best approach. The Board requested that the completed PPW dashboard be forwarded to them electronically. They requested that the quarterly reports using this dashboard be sent electronically as well.

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

Mr. Kesterman discussed the Smoke Free Ohio program. He pointed out that in 2008 there were 65 violations written against 37 facilities, compared to 2013 only eight violations written against 6 facilities. Collection of outstanding fines by the State continues to be a struggle.

Mr. Kesterman discussed the possible licensing of a new compost facility in Whitewater Township: Compost Cincy. This facility is a Class Two facility, which indicates it is able to accept a variety of organic wastes, including food and yard waste. Mr. Kesterman will keep the Board updated and this item will be on the January agenda.

7. Unfinished Business

There was no unfinished business to discuss.

8. Finances

John Teufel, Finance Officer, provided a presentation on the 2014-revised budget and the 2015 estimated budget.

a) Revenues, Expenditures, and Disbursements

Dr. Amend moved to approve the Disbursements; **Ms. Puthoff** seconded the motion.
Roll call vote – All aye

9. New Business

- a) Resolution D-2013 – To Approve the 2014 Revised Budget for the Hamilton County General Health District.

Dr. Amend moved to approve Resolution D-2013 – To Approve the 2014 Revised Budget for the Hamilton County General Health District; **Ms. Puthoff** seconded the motion.

Roll call vote – All aye

- b) Resolution E-2013 – To Approve Recording of Sewage Treatment System (STS) Inspection Fees into a Restricted Fund/Sub-fund 998/017

Mr. Rippe moved to approve Resolution E-2013 – To Approve Recording of Sewage Treatment System (STS) Inspection Fees into a Restricted Fund/Sub-fund 998/017; **Dr. Amend** seconded the motion.

Roll call vote – All aye

- c) Variance – SVAR 2013001 - 5308 Haft Road, Green Township

Mr. Rippe moved to approve SVAR 2013001 – 5308 Haft Road, Green Township; **Dr. Amend** seconded the motion.

Roll call vote – All aye

- d) Variance – SVAR 2013014 – 729 Park, Terrace Park

Mr. Rippe moved to approve SVAR 2013014 – 729 Park, Terrace Park contingent upon adherence of the listed staff recommendations; **Ms. Puthoff** seconded the motion.

Roll call vote – All aye

- e) Variance – SVAR 2013016 – 7180 Given Road, Indian Hill

Dr. Amend moved to approve SVAR 2013016 – 7180 Given Road, Indian Hill; **Mr. Rippe** seconded the motion.

Roll call vote – All aye

10. Executive Session

Ms. Puthoff moved to go into an executive session to discuss personnel matters at 8:25 pm; **Dr. Amend** seconded the motion.

Roll call vote – All aye

The Board of Health concluded the executive session at 8:40 pm, having made no decisions.

Ms. Puthoff moved to grant all employees a ½ day holiday for December 24, 2013 and December 31, 2013 respectively; **Dr. Amend** seconded the motion.

Roll Call vote – All aye

11. Adjournment

Ms. Puthoff moved to adjourn the meeting at 8:42 pm; **Dr. Amend** the motion.
Roll call vote – All aye

The next Board of Health meeting will be held on Monday, January 13, 2014 at 6:30pm.

Jim Brett, President

Timothy I. Ingram, Secretary
Health Commissioner