

**Hamilton County General Health District
Board of Health - Regular Meeting
December 8, 2008
Minutes**

1. Call to Order

At 6:30 p.m., President Mark Rippe called to order the regular session of the Board of Health of the Hamilton County General Health District.

2. Roll Call of Members

Members Present: Mark Rippe, President; Tom Chatham, Jim Brett

Members Absent: Tracey Puthoff, Esq., Vice President; Kenneth Amend, M.D.

District Staff: Timothy Ingram, Health Commissioner
Kathy Lordo, Assistant Health Commissioner
Steven Bjornson, M.D., Medical Director
Greg Kesterman, Environmental Health Director
Clara Hughes, Finance Officer
Terri Memory, Administrative Secretary

3. Approval of Minutes

Approval of the November 10, 2008 Board of Health meeting minutes were tabled until the next Board of Health meeting on Monday, January 12, 2009.

4. Health Commissioner's Report

- a. **District Advisory Council Site Visits** - Mr. Ingram stated he has met with Chairpersons from Miami and Crosby Townships and the Mayors of Evendale and Glendale to receive feedback on our customer service from several of the jurisdictions we serve. It was suggested that Hamilton County Public Health produce a quarterly newsletter for elected officials. The visits have been well received and the feedback will provide better communication with the different jurisdictions in the future.
- b. **Voluntary Accreditation Grant** - Hamilton County Public Health employees assisted with assessing our capacity to fulfill the different activities for carrying out the Essential Public Health Services. The self-assessment allows us to measure ourselves and identify areas of strength and improvement related to the ten Essential Public Health Services. Six of the ten Essential Public Health Services align themselves closely with our current Program Plan of Work goals. Accreditation is a three, possibly five year goal.

Assistant Health Commissioner's Report

- a. **Voluntary Accreditation Grant** - Ms. Lordo explained the results of the staff assessment for the Voluntary Accreditation grant. Of the ten Essential Public Health Services, it was determined Hamilton County Public Health needs to improve on the following items:
 7. Link people to needed personal health services and assure the provision of health care when otherwise available.
 9. Evaluate effectiveness, accessibility and quality of personal and population-based health services.
 10. Research for new insights and innovative solutions to health problems. Ms. Lordo explained some of the ways Hamilton County Public Health will correct the assessment deficiencies, such as: informing communities of public health agencies, developing standard operating procedures and protocols for updating databases, and gathering additional information from divisions to determine what information should be added to databases.

Ms. Lordo stated Hamilton County Public Health is applying for an additional fifteen month grant program that will allow us to specify one project to achieve quality improvement.

Mr. Chatham suggested Ms. Lordo research the Dater Foundation, a sixty-million dollar foundation that focuses on seriously ill children and adults in need of assistance during an emergency situation. Mr. Rippe stated that Definity Partners is a company that addresses an organization's continuous improvement and that they may be interested in working with Hamilton County Public Health on quality improvement.

- b. **TB Clinic** - Dr. Bjornson reported that there is an outbreak of Pertussis in Cincinnati. The cases are being monitored and Hamilton County Public Health is providing prevention education to the public.
- c. **Environmental Health Division** - Mr. Kesterman stated that a press release was sent out and bed bug guidelines were sent to all schools within our jurisdiction November 21, 2008.

5. Unfinished Business

- a. Mr. Kesterman explained that the Rink's Smoke Free Ohio cases were heard in Franklin County, Ohio. The affirmations by the Hamilton County Board of Health regarding Rinks, cases SFO 2008-001 and SFO 2008-003 were upheld by the Franklin County Court of Common Pleas.
- b. **Smoke Free Ohio**
Mr. Brett moved to affirm the Hearing Officer's findings for Groesbeck Tavern, SFO 2008-019.
Mr. Chatham seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.
- c. **Smoke Free Ohio**
Mr. Brett moved to affirm the Hearing Officer's findings for O'Neals Tavern, SFO 2008-020. **Mr. Chatham** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.
- d. Mr. Brett will attend the December 19, 2008 Smoke Free Ohio Hearing.

6. Finances

- a. Ms. Hughes explained that TB administrative expenses were transferred from TB levy funds to the Hamilton County Public Health General Fund as a reduction, or credit of 2008 expenditures.
- b. **Revenues and Expenditures, Mileage and Disbursements** - **Mr. Chatham** moved to approve the revenue and expenditure report, payment of the mileage and disbursements, and the additional travel reimbursements for Nee Fong Chin, Hamilton County Chief Assistant Prosecuting Attorney. **Mr. Chatham** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.

7. New Business

- Mr. Rippe** moved that due to the Christmas holiday falling on a Thursday, the Hamilton County Public Health offices close at noon, December 24 and reopen on December 29 at 7:30 a.m. **Mr. Chatham** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.

8. Executive Session

- Mr. Chatham** moved to go into an Executive Session at 7:08 p.m. to discuss personnel matters. **Mr. Brett** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.

At 7:56 p.m. the Board of Health returned from Executive Session. **Mr. Rippe** moved staff merit increases are authorized as discussed in Option A. **Mr. Brett** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.

9. Adjournment

- At 8:00 p.m. **Mr. Brett** moved to adjourn the meeting. **Mr. Chatham** seconded the motion.
Roll call vote – Yes: Brett, Chatham, Rippe.

Mark Rippe, President

Timothy I. Ingram, Secretary
Health Commissioner