

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
December 11, 2006**

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 Hamilton County General Health District.

2. Roll Call of Members

Members Present: President, Mark Rippe; Vice President Thomas W. Chatham; Kenneth G. Amend, M.D; Tracey Puthoff, Esq., Jim Brett

Others present: Timothy Ingram, Health Commissioner

District Staff: Assistant Health Commissioner Kathy Lordo; Water Quality Director, Chris Griffith; Supervisor, Greg Cassiere; Human Resources Specialist, Carolyn Wallis

Guests: Mr. Joel Cornelius

3. Approval of Minutes

Ms. Puthoff asked that the word “exits” in Section 7b, paragraph 1, be changed to “exists”. **Mr. Brett** then motioned to approve the minutes as amended. **Mr. Chatham** seconded the motion.

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

Abstain: Rippe

4. Health Commissioner’s Report

Smoke Free Ohio -Mr. Ingram reported Issue 5 “Smoke-Free Ohio” went into effect on December 7, 2006. The criteria for enforcement has not yet been made available, however, businesses are still responsible for asking tobacco users to go outside to smoke. Mr. Ingram also reported that Dr. Nick Baird, Director of the Ohio Department of Health, should have the enforcement criteria by the end of February, 2007.

Household Sewage Rules Comparison – Mr. Chatham asked if this topic could be revisited after the variances.

Ohio Environmental Protection Agency – Mr. Ingram referred to a letter from Tracy L. Buchanan, Supervisor, Division of Solid and Infectious Waste Management, State of Ohio Environmental Protection Agency, which was included in the Board packet. The letter recognized the HCGHD for their continued dedication to solid and infectious waste management and the C&DD programs. Mr. Ingram complimented the efforts of Mr. Chuck DeJonckheere, Director of Waste Management Services, and his staff

Addyston - Mr. Ingram reported on the case review study conducted among the residents of Addyston. Mr. Ingram and Dr. Cynthia Yund, Director of Epidemiology and Assessment, presented the results of the case study to the Addyston Village Council and community members. The findings revealed that lifestyle factors such as diet and tobacco use were contributing factors to Addyston’s higher cancer rate in comparison with other communities of its size. Mr. Ingram stated that no further studies would be conducted by the Health

District, but that the Health District would offer health education services to the residents of Addyston.

Mr. Rippe, President of the Board, complimented the staff of HCGHD and asked Mr. Ingram to relay the Board's appreciation to the staff for their work.

Staff Reports:

a. Assistant Health Commissioner Kathy Lordo, Dept. of Community Health Services

Ms. Lordo distributed "Cover your Cough" posters to the Board and explained that the Health District has distributed 13,000 of these posters to schools and businesses.

Susan Schaefer, Bio-Terrorism Health Educator, continues to meet with the Pan Flu Advisory Committee which includes members from businesses, schools, and faith communities. Ms. Schaefer has also conducted an Emergency Preparedness class for the HCGHD Staff on December 11, 2006 and has another one scheduled for December 15, 2006.

Nursing service has administered 1,115 does of flu vaccine so far. The Health District is still encouraging people to get the vaccine.

The Health District received a grant from the Ohio Tobacco Foundation in the amount of \$381,134.00. The grant is being used to focus on reducing exposure to second-hand smoke, reducing initiation among youth and increasing quit rates for current users.

b. Medical Director H. Stephen Bjornson, M.D., Ph.D.

Medical Director H. Stephen Bjornson had nothing to report.

c. Chief Assistant Prosecuting Attorney Nee Fong Chin

Chief Assistant Prosecuting Attorney Nee Fong Chin had nothing to report at this time.

Mr. Rippe requested that the meeting proceed to New Business, Section a: Variances.

5. New business

a. Variances

1. New -10842 Carolina Trace Road, Harrison Township – Mr. Cornelius was present. He is requesting to sub-divide property into two one-acre parcels, one of which cannot be developed until sewer lines become available. **Mr. Brett** motioned to approve this variance based on the recommendations from the HCGHD staff. **Mr. Chatham** seconded the motion. Assistant Chief Prosecuting Attorney Nee Fong Chin will draft a legal description prior to the variance being effective. She will work together with the Water Quality staff and will contact Mr. Cornelius once this has been completed.

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

2. New -11655 Hawk Drive, Crosby Township – Mr. Adam Roether is requesting to install a black water holding tank due to the soil being too wet to install a septic system. **Dr. Amend** moved to approve this variance. **Mr. Brett** seconded the motion.

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

3. Addition – 212 Miami Avenue, Village of Terrace Park – Mark and Sherry Holcomb are requesting a variance from the setback requirements. They are building an addition to

their home by adding a porch that will be five feet from the existing tank and a patio which will be eight feet from the existing drywell. The drywell is operating properly and there is ample room for future replacement with no adverse effects. **Dr. Amend** moved to approve this variance based on approval of similar variances in the past few months. **Mr. Chatham** seconded the motion.

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

b. Transfer from settlement to Hamilton County Healthy People & Communities Foundation

Mr. Ingram asked Chief Assistant Prosecuting Attorney, Nee Fong Chin, to report on a recent settlement acquired by the HCGHD. Ms. Chin reported that Allgeier Auto Parts was cited for illegal tire disposal. A Consent Agreement was reached with timelines for proper disposal with their attorney, Glen Whitaker. There was also a \$50,000 contribution to the HCGHD to fund supplemental environmental projects to be approved by the Board of Health. Mr. Ingram made a recommendation to the Board asking for a sum of money from this settlement to be transferred to the Healthy People & Communities Foundation, a non-profit organization. He asked that the Board designate how the money was to be used. After a short discussion, **Mr. Chatham** moved to allocate \$5,000.00 to the Healthy People & Communities Foundation. **Dr. Amend** seconded the motion.

Roll call vote – Yes: Amend, Puthoff, Chatham. Mr. Brett and Mr. Rippe abstained.

Mr. Rippe requested that the meeting revert back to the agenda.

Finances

Ms. Puthoff moved to approve the revenue and expenditure report and the mileage and disbursement report. **Dr. Amend** seconded the motion.

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

6. Unfinished business

Household Sewage Rules Comparison Analysis

Mr. Griffith, Director of Water Quality, addressed the Board and stated the Hamilton County General Health District is the best prepared in the State of Ohio for enforcement of these new rules. Mr. Griffith was asked by the Board to prepare a list of items that could possibly cause problems in the enforcement of the rules and present it to the Board in January.

New Business

c. Hamilton County General Health District Personnel Policy – Revisions to Personnel

- Policy Sections:
- 1.3 Definitions
 - 5.2 Group Health Insurance Benefits
 - 5.3 Cobra/Continuation of Group Health Coverage
 - 5.4 Workers' Compensation Policy
 - 5.5 Employee Assistance Program
 - 6.2 Absenteeism
 - 6.9 Tobacco-Free Workplace and Campus Policy
 - 8.0 Travel

The Board presented several questions to Ms. Carolyn Wallis regarding the Tobacco Free workplace section and the Leave of Absence section. Mr. Ingram acknowledged Ms. Wallis for her thoroughness in researching the policies and Ms. Puthoff for her ideas and input. **Mr. Rippe** motioned to accept the revisions to the Personnel Policy, Sections 1.3, 5.2, 5.3, 5.4, 5.5, 6.2, 6.3, and 8.0. **Mr. Brett** seconded the motion.

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

At 8:34 p.m., **Ms. Puthoff** moved to proceed to an executive session. **Mr. Brett** seconded the motion.

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

The Board of Health returned from executive session at 9:34 p.m. and stated no votes were taken or decisions made. **Mr. Brett** moved to adopt the 2007 merit pay adjustments as recommended by the Health Commissioner. The motion was seconded by **Ms. Puthoff**.

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

At 9:35 p.m., **Dr. Amend** moved to adjourn the meeting. **Mr. Chatham** seconded the motion.

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

Mark Rippe, President

Timothy I. Ingram, Secretary
Health Commissioner