

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
February 12, 2007**

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;
Environmental Health Services Director, Chris Eddy
Human Resources Specialist, Carolyn Wallis
Martin Alex, Administrative Assistant – Finance Officer

3. Approval of Minutes

Dr. Amend motioned to approve the minutes of January 8, 2007. **Mr. Brett** seconded the motion.

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

4. Health Commissioner's Report

Electronic Board Packets – Mr. Ingram explained the Health District was trying something new this month. The Director's reports have been eliminated, creating a smaller packet. In addition, the Board members were sent an electronic copy of the packet as well as receiving the usual hard copy. He asked the Board for feedback regarding their preference of either receiving a hard copy of the Board packet or receiving it electronically. **Mr. Rippe** expressed the concern that if the Board were to receive electronic packets, perhaps each Board member would have a different way of printing out and putting the packet together and the correct order of the paperwork would be affected so that everyone would not necessarily be looking at the same sections. **Mr. Chatham** asked what objective would be obtained by sending the packet electronically. Mr. Ingram gave two reasons — Less cost and faster submission. **Ms. Puthoff** stated that she preferred the electronic copy, but stated she did have a hard time reading the variances after printing them out. A discussion ensued in which a decision was made to continue with the size of the packet in paper copy form and revisit the electronic issue again at a later date.

Revised 2007 Budget and 2008 Estimated Budget Review

Mr. Ingram stated these were on the agenda for the Board to review this evening.

District Advisory Council Meeting

It was decided by a survey of the members of the District Advisory Council to hold a luncheon meeting on March 5, 2007 at the Hamilton County General Health District offices beginning at 12:00 noon. Mr. Ingram invited Board members to attend.

Agenda Items for Board Approval

Mr. Ingram then addressed the Board and stated 1) Personnel Policy Revisions, 2) Regulation 1-2007 – Revised Campground Fees, 3) Resolution B-2007 – Intent to adopt/revise STS Fees, and 4) Resolution C-2007 – Intent to adopt/revise PWS Fees were on this evening's agenda for Board approval.

Mr. Rippe asked that the Board deviate from the agenda at this point and address the variances.

7. New Business

a. Variances

1. New –739 Park Avenue, Village of Terrace Park – Martha Rassi is requesting to install a sewage treatment system that requires the linear loading rate of the soil to be exceeded and the vertical separation distance not being met. (Requesting to install a sewage treatment system consisting of a denitrifying pretreatment unit followed by a pressurized leach bed.) Mr. Chris Griffith, Director of Water Quality, explained the linear loading rate of soil to the Board and answered questions regarding this variance request. **Mr. Brett** moved to approve the variance. **Dr. Amend** seconded the motion.

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

Abstain: Chatham

2. New –745 Yale Avenue, Village of Terrace Park – Tiara Properties is requesting to install a sewage treatment system that requires the linear loading rate of the soil to be exceeded and the vertical separation distance not being met. (Requesting to install a sewage treatment system consisting of a denitrifying pretreatment unit followed by a pressurized leach bed.) **Dr. Amend** moved to approve the variance. **Mr. Brett** seconded the motion.

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

3. Repair – 617 Floral Avenue, Village of Terrace Park – Kent Falknor is requesting to install a sewage treatment system that requires the linear loading rate of the soil to be exceeded and the vertical separation distance not being met. (Requesting to install a sewage treatment system consisting of a denitrifying pretreatment unit followed by a pressurized leach bed. The existing sewage treatment system has collapsed and is inoperable.) **Mr. Brett** moved to approve the variance. **Ms. Puthoff** seconded the motion.

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

4. Addition – 801 Wooster Pike, Village of Terrace Park – Bruce Barnhill is requesting a variance from the setback requirements in order to install a brick patio which would be within 8 feet of the drywell and septic tank. The current drywell is close to overflowing and is draining very slow. Mr. Barnhill was present at the meeting and addressed the Board explaining that the patio would be dry set brick (no concrete or foundations being poured) and could easily be moved if need be. **Mr. Chatham** moved to approve this variance. **Dr. Amend** seconded the motion.

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

It was noted that the first variance the Board approved this evening (Martha Rassi – 739 Park Avenue, Village of Terrace Park) might have an issue. Mr. Rippe pointed out that the owner of the sewage system did not sign the application. It had been signed by the builder. Mr. Griffith stated that the builder did not have legal ownership of the lot, nor were they representing the owner. After seeking legal advice from Assistant Chief Prosecuting Attorney, Nee Fong Chin, it was decided since the variance had already been passed all the paperwork could be put in order later to make the variance application correct.

Mr. Rippe asked that the meeting revert back to the next item on the agenda.

Staff Reports:

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

Ms. Lordo explained that she would be including a Communicable Disease Report every month as part of the Board packet. Ms. Lordo referred to the changes in the Program Plan of Work and gave further explanations of each change.

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

Medical Director H. Stephen Bjornson reported that he would be working with Ms. Lordo and Ms. Yund on the Communicable Disease 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 asked if there was a resolution to the problems reported in the newspaper regarding Westbrook Mobile Home Park. Mr. Chris Eddy reported the reducer valve, which reduces the water pressure when their water system is turned back on, failed. It is a three hundred pound device which costs over \$4,000 and has to be shipped in by rail. Frozen water lines still remain in five homes and are in the process of being thawed. The mobile home park helped one of the homeowners who is handicapped by replacing all of the plumbing at their own expense.

5. Finances

Mr. Martin Alex addressed the Board and stated he had nothing to add to this month's revenue and expenditure report. The Board's preference as to how they would like the financial data presented in the financial report was discussed and Mr. Alex will make the changes beginning with the March packet. **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, Brett, Puthoff, Chatham, Rippe

Mr. Rippe suggested that the meeting revert to #7 New Business, Item b.

7. New Business

b. Adoption of 2007 Revised Budget / 2008 Estimated Budget Review

Mr. Ingram asked the Board to adopt the 2007 Revised Budget so that new appropriation levels can be approved. The 2008 budget has to be adopted by April. The estimated 2008

budget will be presented at the District Advisory Council meeting and then will come back before the Board at its March meeting. Mr. Ingram presented a brief overview of the estimated budget. **Dr. Amend** moved to approve the 2007 Revised Budget. **Ms. Puthoff** seconded the motion.

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

The meeting then reverted to #6, Unfinished Business, Item a.

6. Unfinished business

a. Adoption of 2007-2009 Program Plan of Work

Ms. Puthoff moved to approve the 2007-2009 Program Plan of Work. **Dr. Amend** seconded the motion

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

Mr. Rippe requested that the Board make an adjustment to the agenda by moving to #7 New Business, Item d.

7. New Business

d. Regulation 1-2007 – Adopting Revised Fees for Rec. Vehicle Parks, etc.

Dr. Amend moved to approve Regulation 1-2007. **Mr. Brett** seconded the motion.

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

e. Resolution B-2007 Declaring Intent to Adopt/Revise STS Fees

Ms. Puthoff moved to adopt Resolution B-2007. **Dr. Amend** seconded the motion.

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

f. Resolution C-2007 Declaring Intent to Adopt/Revise PWS Fees

Mr. Brett moved to approve Resolution C-2007. **Ms. Puthoff** seconded the motion.

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

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

- 2.11 Reductions in Force
- 3.0 Compensation
- 3.2 Workweek and Work Scheduling
- 3.3 Emergencies and Scheduling
- 3.4 Overtime, Compensatory Time and Hours of Work/Hourly Employees
- 3.5 Top Management and Other Salaried Positions
- 3.6 Pay and Pay Period
- 4.3 Paid Administrative Leave
- 4.4 Court Leave
- 4.5 Military Leave
- 4.6 Leave of Absence without Pay
- 4.7 Employee Disability
- 4.8 Disability Separation
- 4.9 Leave Donation
- 6.1 Fair Employment Rights and Responsibilities

- 6.10 Alcohol Consumption
- 6.11 Drug-Free Workplace Policy
- 6.12 Safety
- 6.13 Preventing Violence in the Workplace
- 6.14 Employee Identification
- 6.3 Personal Appearance
- 6.4 Whistle-Blower Policy
- 6.5 Public Policy and Legislative Lobbying
- 6.6 Telecommunications Policy (Computer, E-Mail & Voice-Mail Systems)
- 6.8 Solicitations/Distributions/Postings

Mr. Ingram thanked Ms. Puthoff and Ms. Wallis for preparing the revisions to the Personnel Policy. **Dr. Amend** moved to approve the revisions to the Personnel Policy as submitted at the February 12, 2007 Board of Health Meeting. **Mr. Brett** seconded the motion.

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

g. District Advisory Council Meeting – March 5, 2007 at 12:00 Noon

It was noted that three Board members will be attending the District Advisory Council Meeting – Ms. Puthoff, Mr. Brett, and Mr. Rippe.

Mr. Rippe asked that another item be added to the agenda under New Business. Mr. Ingram had an out of state request for travel for the NACCHO Homeland Security Conference in Washington, D.C. from February 20, 2007 through February 23, 2007. **Dr. Amend** moved to approve the travel expenses. **Mr. Brett** seconded the motion.

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

At 8:30 p.m., **Ms. Puthoff** moved to adjourn the meeting. **Dr. Amend** seconded the motion.

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

Next Board of Health meeting is March 12, 2007.

Mark Rippe, President

Timothy I. Ingram, Secretary
Health Commissioner