

Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 12, 2009
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 Tracey Puthoff, Esq.
Kenneth G. Amend, M.D; Jim Brett, Tom Chatham

Others present: Timothy Ingram, Health Commissioner

District Staff: Assistant Health Commissioner Kathy Lordo;
Medical Director H. Stephen Bjornson, M.D., Ph.D.; Finance Officer, Clara Hughes;
Water Quality Director, Christopher Griffith; Environmental Health Director,
Greg Kesterman; Administrative Secretary, Terri Memory

3. Approval of Minutes

Ms. Puthoff motioned to approve the minutes of November 10, 2008. **Dr. Amend** seconded the motion.

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

Mr. Brett motioned to approve the minutes of December 8, 2008. **Mr. Rippe** seconded the motion.

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

4. Health Commissioner's Report

Thank You Notes - Mr. Ingram stated that the Hamilton County Public Health staff was very appreciative of the paid time off the Board of Health granted in December. Copies of the staff's thank you notes to the Board of Health and copies of citizen's notes of appreciation acknowledging the staff's great customer service were included in the Board member's packets.

2008 Year-End Finance Report - Mr. Ingram explained that Hamilton County Public Health ended the year 2008 on a positive note as revenues exceeded expenses by 2 percent. Revenues in the divisions of Plumbing, Water Quality, Vital Statistics, and Waste Management did not meet the 93 percent performance goal, but expenses were cut to keep these divisions in the black.

Township and Village Meetings - Mr. Ingram reported that he met with Paul Ziegler, Whitewater Township Trustee and Mayor Joe Hubbard of the Village of Glendale and that he received positive customer service feedback at those meetings. Mr. Ingram stated that he will continue to meet with officials from the other jurisdictions we serve throughout the coming months.

2008 Year-End Statistics - Mr. Ingram explained that all of the divisions made good progress in 2008 carrying out their mandated programs and our mission. A table showing the progress that was made with the Program Plan of Work and other assigned goals was discussed.

Household Sewage System Study Commission Report - Mr. Ingram stated the Commission has finished their study and released their recommendations regarding the future regulation of the Household Sewage Systems in Ohio. It now rests with the Ohio General Assembly to create a new law or allow the suspended law to go back into effect later this year. A copy of the report was included for the Board member's review. Mr. Griffith reviewed and identified loopholes in the report that may require attention before Hamilton County Public Health would endorse any statutory changes.

Program Plan of Work - 2009 is the last year for the 2007 - 2009 Program Plan of Work. A meeting date will be determined by September to discuss the future of the document and to develop a new strategic work plan.

Staff Reports

Dr. Stephen Bjornson, Medical Director's Report - Dr. Bjornson reported everything is going well in the Disease Prevention division.

Chris Griffith, Water Quality Director's Report - Mr. Griffith stated that the Water Quality division performed 13,000 inspections in 2008. Three inspections more per day than 2007. The increase is attributed to staff driving fewer miles and digital data entry, which allowed for more inspections with fewer staff in less time. Mr. Griffith reported that the Water Quality division is in the process of assessing data from a previous stormwater sampling and that there may be a stream/collector line effluent sample collection performed in 2009.

Kathy Lordo, Assistant Health Commissioner's Report - Ms. Lordo reported that birth certificates were no longer required in 2008 as proof of residency prior to employment, and birth certificate fees were not increased until September 2008. Both changes contributed to the reduction of birth certificate revenue for 2008.

5. Finances

- a. **Revenues & Expenditures - Mr. Brett** motioned to approve the Revenues and Expenditures, Mileage and Disbursements as amended to include two contractors, Dr. Stephen Bjornson and Meredith Adkins for a total of \$7,980.00. **Ms. Puthoff** seconded the motion.

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

6. New business

- a. **Review/Adoption - 2009 Revised Budget and 2010 Estimated Budget** - Revisions to the 2009 Revised Budget and the 2010 Estimated Budget will be made and voted on at the February Board of Health meeting.

- b. **Create Special Fund Account - Board of Health Grants** - Grant money is currently deposited into a general fund. Mr. Ingram recommended that a separate Special Fund account be created for grant money. **Ms. Puthoff** motioned to approve the Special Fund account for the purposes of agency grant accounting. **Mr. Brett** seconded the motion.

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

- c. The Board members will meet at HCPH on February 9 at 6:00 p.m. to take a tour of the TB Clinic then return to the HCPH office for the regular Board meeting at 6:30 p.m. Mr. Rippe suggested that the May 2009 Board of Health meeting be held at Nisbet Brower in Sharonville. The Board members will tour the Hamilton County Public Health warehouse facility at 6 p.m. and the regular Board meeting will commence at Nisbet Brower at 7 p.m. All Board members agreed to the change in the meeting schedule.

7. Adjournment

At 8:02 p.m. **Ms. Puthoff** moved to adjourn the meeting. **Mr. Brett** seconded the motion.

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

Next Board of Health meeting is February 9, 2009.

Mark Rippe, President

Timothy I. Ingram, Secretary, Health Commissioner