

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 8, 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; 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;
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 December 11, 2006. **Mr. Brett** seconded the motion.

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

4. Health Commissioner's Report

Program Plan of Work -Mr. Ingram distributed draft copies of the Program Plan of Work 2007-2009 and asked Board members to review the Plan sometime during the following week, returning any questions or comments back to him no later than Tuesday, January 16, 2007. Mr. Ingram stated there were a lot of items to cover the day of the retreat. His plan is to give each member of the Board a call prior to the retreat to discuss the Plan of Work. He also encouraged the Board members to provide him with feedback and/or direction. Mr. Ingram reported Assistant Health Commissioner, Kathy Lordo, would give a brief overview of the Plan during her report this evening.

Theft at Hamilton County General Health District – Mr. Ingram reported a theft had taken place during the holidays. The theft was discovered Tuesday, December 26, 2006. A Dell Computer and a digital camera were taken from the Epidemiology Office. An insurance claim has already been filed.

Staff Reports:

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

Ms. Lordo reviewed Goals A through F of the Program Plan of Work 2007-2009, explaining the additions/deletions in comparison to the last Program Plan of Work, 2004-2006. Ms. Lordo explained the Hamilton County General Health District Plan of Work is based on the Ohio Department of Health Performance Standards. Mr. Rippe asked how many uncompleted projects were carried over into the new Plan of Work. Mr. Ingram will send Mr. Rippe a list of these projects by electronic mail.

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.

5. Finances

Mr. Martin Alex presented an explanation of the 2006 year-end revenue and expenditures to the members of the Board of Health. **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, Rippe

6. Unfinished business

ODH Household Sewage Rules Updates

Mr. Griffith, Director of Water Quality, provided an update of the Ohio Department of Health Household Sewage Rules. A brief question and answer session followed. Mr. Rippe complimented Mr. Griffith and the Water Quality staff, referring to a thank you letter written by an HSTS installer last month.

7. New business

a. Variances

1. New –6521 Blue Rock Road, Colerain Township – Terence Stewart is requesting to install a black water holding tank. Weather conditions will not allow installation of mounds. Water Quality staff is recommending denial of this variance due to the fact that Mr. Stewart has not complied with the conditions placed when he first applied for a variance one year ago. He was supposed to have the system pumped out and has not. He has allowed the system to overflow continually for the last six months. His case was sent to prosecution in November, 2006 and the court date has not been set. Mr. Griffith went to the site in December and the system was still overflowing at that time. Mr. Stewart has not been cooperative with the HCGHD staff. **Mr. Brett** motioned to disapprove this variance based on the recommendations from the HCGHD staff. **Ms. Puthoff** seconded the motion. Mr. Brett asked for an update on this case at next month's meeting.

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

2. New –11650 Old Colerain, Colerain Township – Budke Builders is requesting to install a black water holding tank due to the soil being too wet to install a mound system. There have been no changes at this site, since the site visit made by Mr. Griffith in December. **Dr. Amend** moved to approve this variance following the provisions as listed in the Black Water Holding Tank Variance Conditions supplement. **Mr. Brett** seconded the motion.

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

3. New – 10031 Winton Road, Springfield Township – James Jackson is requesting to install a black water holding tank – too wet to install mound system. **Dr. Amend** moved to approve this variance following the provisions as listed in the Black Water Holding Tank Variance Conditions supplement. **Mr. Rippe** seconded the motion.

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

4. New – 9818 Mt. Nebo Road, Miami Township – Mark Schweinfurth is requesting to install a black water holding tank – too wet to install mound system. **Mr. Brett** moved to

approve this variance following the provisions as listed in the Black Water Holding Tank Variance Conditions supplement. **Ms. Puthoff** seconded the motion.

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

b. Request to Change the November 12, 2007 BOH meeting to November 5, 2007

Mr. Ingram made a request to the Board to change the November 12, 2007 meeting to November 5, 2007 in honor of Veteran's Day. **Ms. Puthoff** moved to approve the motion.

Dr. Amend seconded the motion.

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

Mr. Rippe requested that the Board make a slight adjustment to the agenda by moving to Item d.— Resolution A-2007.

d. Resolution A-2007 Declaring Intent to Adopt Revised Fees for Recreational Vehicle Parks, Recreation Camps, and Combined Park-Camps.

Mr. Ingram introduced Mr. Chris Eddy, Director of Environmental Health Services. Ms. Puthoff asked Mr. Eddy what HCGHD currently charges for these fees. Mr. Eddy presented prices and explained the new fee schedule was adjusted to be in compliance with the Ohio Revised Code. Mr. Eddy explained that the proposed fees are still below average in comparison to nine other counties. **Dr. Amend** moved to approve Resolution A-2007.

Mr. Rippe seconded the motion.

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

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

- 1.3 Definitions
- 2.0 Application and Selection for Employment
- 2.2 Immigration Reform and Control Act
- 2.3 Employee Status
- 2.4 Probationary Period
- 2.5 Medical Examination
- 2.7 Job Classification Plan
- 2.8 Temporary Assignment of Classified Employees
- 2.9 Transfer
- 2.10 Outside Employment
- 2.12 Resignation
- 2.13 Personnel Files/Confidential Information
- 2.14 Requests for Information
- 2.15 Performance Development
- 2.16 Training and Development
- 4.0 Family and Medical Leave
- 5.6 Retirement Benefits
- 5.7 Sick Leave Conversion Upon Retirement
- 5.8 Tuition Reimbursement Program
- 5.9 Employee Transportation Reimbursement Account (EXTRA)
- 6.0 Ethics of Public Employment
- 6.7 Telephone Usage (Desk, Employer Issued Cell, and Personal Cell Phones)
- 8.1 Vehicle Use

Mr. Ingram acknowledged Ms. Carolyn Wallis for preparing the revisions to the Personnel Policy and Ms. Puthoff for her time and assistance in reviewing the policies. Ms. Wallis asked the Board if they wanted to go through each policy. Ms. Puthoff commented that perhaps the policies with significant changes should be pointed out. Mr. Rippe asked about section 2.3, Employee Status, regarding prohibited activity for classified employees. Ms. Wallis explained the activities prohibited pertained to partisan activities in which the employee would declare their political following. Ms. Wallis further explained that the activity is prohibited in the Ohio Revised Code 124.57 and the Ohio Administrative Code clarifies the Ohio Revised Code; asked Ms. Wallis if we currently require a medical examination, referring to Section 2.5, Medical Examination. Ms. Wallis answered that we do not. Ms. Wallis explained that Section 2.10, Outside Employment also covered time constraint as well as conflict of interest. Ms. Wallis pointed out that 2.6 was incorporated into Section 5.6 Retirement Benefits. Ms. Wallis explained that the other sections just involved cleaning up some of the language. Personal cell phone usage was added to Section 6.7 Telephone Usage Policy. **Mr. Brett** moved to accept the revisions to the Personnel Policy, Sections 1.3, 2.0, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8, 2.9, 2.10, 2.12, 2.13, 2.14, 2.15, 2.16, 4.0, 5.6, 5.7, 5.8, 5.9, 6.0, 6.7, and 8.1 as presented. **Dr. Amend** seconded the motion.

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

At 7:57 p.m., **Ms. Puthoff** moved to adjourn the meeting. **Mr. Brett** seconded the motion.

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

Next Board of Health meeting is February 12, 2007.

Mark Rippe, President

Timothy I. Ingram, Secretary
Health Commissioner