

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
January 11, 2016
Minutes**

1. Call to Order

At 6:30 p.m., President Tracey Puthoff, called to order the regular session of the Board of Health of Hamilton County General Health District, followed by the Pledge of Allegiance.

2. Roll Call of Members

Members Present: Tracey Puthoff, President
Dr. Kenneth Amend
Jim Brett
Thomas Chatham
Mark Rippe

District Staff Present: Timothy Ingram, Health Commissioner
Greg Kesterman, Assistant Health Commissioner
Craig Davidson, Assistant Health Commissioner
Kathy Lordo, Special Projects Coordinator
Dr. Stephen Bjornson, Medical Director
Mike Samet, Public Information Officer
John Teufel, Chief Financial Officer

Guests: Libby Edwards, student

3. Clean Kitchen Awards

Mr. Kesterman read the list of three Clean Kitchen Award recipients.

4. Approval of Minutes

Mr. Brett moved to approve the minutes from the December 14, 2015 Board of Health meeting.

Dr. Amend seconded the motion.

Roll Call Vote – All Aye

Mr. Brett moved to approve the minutes from the November 9, 2015 Public Hearing to Discuss Regulation 3-2015 – Adopting Fees for Food Service, Retail Food Establishments, Vending Operations, Temporary Food Services and Mobile Food Services.

Mr. Rippe seconded the motion.

Roll Call Vote – All Aye

5. Health Commissioner's Report

Commissioner Ingram reported agency performance, as measured by the agency's plan of work, achieved 97 percent of program deliverables. These are excellent results and three percentage points above 2014 performance. However, we will review measures that are lagging in greater detail at the Performance Management Council meeting to determine what steps should be taken to assure completion.

Commissioner Ingram shared the list of 2015 Health Commissioner Awards for service excellence. There were eight recipients for the year. One in particular, Environmental Health Supervisor Tucker Stone, was cited for going above and beyond the call of duty by personally taking an elderly gentleman from a mobile home park to a hospital for treatment. This award exemplifies the dedicated staff at Hamilton County Public Health.

6. Staff Reports

Department of Community Health Services

Ms. Lordo reviewed the agency's progress toward accreditation, indicating that the agency has completed compilation of 72 percent of the necessary documentation

Ms. Lordo shared results from the recently completed staff survey. The survey was the same as that administered in 2011, which allowed the agency to closely compare results. Four of the six lowest-scoring survey questions from the 2011 saw the highest rate of change in the 2015 survey, indicating progress toward agency goals – particularly in the area of communication. The implementation of the agency intranet, as well as a regular schedule of all-staff meetings have shown to improve staff concerns in the area of communication. Mr. Rippe suggested adding department assignments to subsequent surveys, so that any potential areas of concern could be identified and remedied.

Ms. Lordo indicated that the agency Strategic Plan would require update, as it covers progress through 2016. The Strategic Plan should be re-visited in late summer, 2016 in preparation for the 2017 budgeting process. In preparation for plan development, at the April, 2016 Board of Health meeting, dates will be set for a planning "retreat."

Dr. Bjornson reported that Hepatitis C continues to be the most prevalent communicable disease in current reporting, followed by shigellosis, an infectious disease currently found in schools and daycare settings. Dr. Bjornson indicated that shigellosis seems to be cyclical and will be reduced over time as the community begins to develop more herd immunity.

Dr. Bjornson reported eight new cases of tuberculosis for ²⁰¹⁵ ~~2105~~, one of which was a drug-resistant strain. Mr. Rippe asked for clarification on 2014 tuberculosis data included in the report. Mr. Davidson committed to reviewing the numbers in the report for accuracy

Department of Environmental Health Services

Mr. Kesterman reported on an initiative to expand online payment opportunities for agency-generated invoices. Since the program was implemented in July 2015, the agency is now

seeing 22 percent of invoices paid online (as compared to just over five percent prior to the program).

Mr. Kesterman provided an update on the sewage treatment system inspection program and the use of geographic information system used to map the County's systems. The demonstration included an application designed to review specific properties and neighborhoods.

The medical gas program completed a strong year in 2015, with services provided to Hamilton, Clermont, Warren and Brown Counties. Clermont County has indicated that it will take over medical gas services for the County during 2016.

Ms. Puthoff inquired about hotel/motel invoicing and if those payments are able to be made online. Mr. Kesterman answered that these invoices, as well as those for pools will be available for online payment in 2016.

7. Unfinished Business

There was no unfinished business.

8. Finances

a) Monthly Disbursements Report

Mr. Chatham moved to approve the monthly disbursements.

Mr. Brett seconded the motion.

Roll Call Vote – All Aye

b) 2015 Financial Report

Mr. Teufel provided a financial review for 2015. A series of slides highlighted how the 2015 actual results compared with the budget.

Mr. Teufel discussed revenue performance of the General Fund, which exceeded budget by three percent and the Restricted Funds, which were four percent less than budget. Mr. Teufel highlighted the Septic Treatment Systems Funds revenues for 2015, which were less than budget by 15 percent. He explained the actions taken in the fourth quarter of 2015, which resulted in a positive fund balance at the end of the year.

Mr. Teufel also discussed expenditures. Actual personnel costs and other expenditures were less than budget for the 2015 year. A review of personnel activity for the fourth quarter included new hires, retirees and open positions as of the end of 2015.

Mr. Teufel presented a results summary for 2015 and related fund balances for the General and Restricted Funds, noting that there were favorable variances when compared to the 2015 budget.

The primary reason for the favorable variances was due to personnel and other expenditures that were less than budget. Mr. Teufel noted that the fund balances overall remain strong going into 2016.

Lastly, Mr. Teufel reviewed grant awards and receipts for 2015.

9. New Business

a) **Resolution A-2016** – Resolution to Approve the 2016 Revised Budget and 2017 Estimated Budget for the Hamilton County General Health District.

Mr. Rippe moved to adopt **Resolution A-2016** – Resolution to Approve the 2016 Revised Budget and 2017 Estimated Budget for the Hamilton County General Health District.

Dr. Amend seconded the motion

Roll Call Vote – All Aye

10. Executive Session – Personnel Issues

Mr. Chatham moved to go into Executive Session for Personnel Issues at 7:45 p.m.

Dr. Amend seconded the motion

Roll Call Vote – All Aye

The Board of Health came out of Executive Session at 8:06 PM where no decisions were made.

Mr. Rippe moved the approval of employee merit pay adjustments as presented, effective January 29, 2015.

Dr. Amend seconded the motion.

Roll Call Vote-All Aye

Mr Rippe moved to authorized Ms. Puthoff to negotiate and execute a new contract with Tim Ingram for Health Commissioner Services.

Mr Brett seconded the motion.

Roll Call Vote –All aye

11. Adjournment

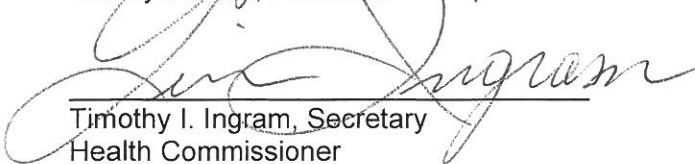
Mr. Chatham moved to adjourn the meeting at 8:12 PM

Mr. Rippe seconded the motion

Roll Call Vote – All Aye

Next Board of Health meeting: February 8, 2016.


Tracey Puthoff, President


Timothy I. Ingram, Secretary
Health Commissioner