

**Hamilton County General Health District
REGULAR MEETING – BOARD OF HEALTH
Monday - September 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;
Jim Brett, Kenneth G. Amend, M.D

Others present: Timothy Ingram, Health Commissioner;

District Staff: Assistant Health Commissioner Kathy Lordo; Water Quality Director,
Chris Griffith; Water Quality Supervisor, Greg Cassiere.

Guests: Ms. Nancy Lockstead

3. Approval of Minutes

Dr. Amend motioned to approve the Minutes of the July 10, 2006 meeting and **Mr. Rippe** seconded the motion.

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

4. Mr. Rippe asked that **Item 7. New Business – a. Variances** be moved ahead at this time.

Only one variance was on the agenda for this meeting – 6253 West Fork Road, Green Township. The variance request was to install a discharging system for a lot created after 1998. The owner of the lot, Ms. Nancy Lockstead, was present and met briefly with Chief Assistant Prosecuting Attorney Nee Fong Chin, who made a recommendation to the Board to postpone this variance until next month because Ms. Lockstead's attorney was not present. **Mr. Brett** moved to table the variance to the next meeting, September 11, 2006.

Dr. Amend seconded the motion.

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

5. Health Commissioner's Report

Mr. Ingram introduced Mr. Greg Cassiere, who was recently promoted to Public Health Sanitarian III, Water Quality Supervisor. Mr. Ingram also reported two new Sanitarians were hired for the Environmental Health Services department, and Mr. Shawn Dempsey, also from Environmental Health Services, turned in his resignation.

Storm Water Contract

Mr. Dave Nutini, Special Projects Coordinator, and Mr. Chris Griffith, Director of Water Quality, have been meeting with the Hamilton County Storm Water District to develop a Home Sewage Treatment System Management Plan. As a result, the Health District has executed a new contract with the Hamilton County Storm Water District to provide Storm Water hotline and referral services, Storm Water monitoring and mapping, and illicit discharge enforcement coordination services.

Healthy Child Care Contract

This is the second or third year that we have executed a contract with the Ohio Child Care Resource and Referral Association to provide health screenings, vision screenings, and information on immunizations.

Dr. Amend asked Mr. Ingram how these contract figures compared with previous years. Mr. Ingram stated that this year the contract figures were measurably higher.

Community Health Assessment Survey

Mr. Ingram asked members of the Board to turn in completed Community Health Assessment Surveys this evening to Ms. Lordo. These surveys were given to them to complete at last month's meeting. He stated that if they did not have their surveys with them, they could receive another one from Ms. Lordo. Mr. Ingram further stated that this was an important step in helping the Health District to determine the next three year's Program Plan of Work.

Pandemic Flu Summit

Mr. Ingram reported that the Local Pandemic Flu Planning Summit was a huge success. There were two hundred and fifty people in attendance.

Hamilton County – City of Cincinnati Full Scale Terrorism Exercise

Mr. Ingram invited the members of the Board to attend this exercise being held at the Cincinnati Reds Ball Park on September 30, 2006. He also asked that if they were interested in attending, to please let him know ahead of time so that he could secure a pass for them to get into the grounds. Mr. Chatham asked Mr. Ingram if the exercise was going to be videotaped. Mr. Ingram stated he was not going to videotape the exercise, then asked Ms. Lordo if she was aware of the exercise being videotaped. Ms. Lordo remarked that she was not aware of anyone intending to videotape at this time. Dr. Amend asked if there would be mass casualties. Mr. Ingram then reported that the exercise was representing a mock explosive incident.

Thank-You's

Mr. Ingram's report included compliments from citizens about the Health District staff in providing excellent service to the community. "Thank you" notes were sent to Alan Hamilton, Environmental Health Services, Tucker Stone, Environmental Health Services, Mary Sacco, Director of Nursing, Audrey Crenshaw of Vital Statistics, Ana Rojas of Community Health Services, and Chuck DeJonckheere, Director of Water Management. The Board was pleased to hear these compliments and Mr. Rippe stated that the "Thank You" notes were well written.

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

Ms. Lordo presented a handout to the Board members which was a survey from the Pandemic Flu Summit held on July 11, 2006. The results of the survey indicated that everyone attending the summit was happy with the contents. A web page was posted for those people who were not able to attend.

The Pandemic Flu Plan has been completed and Ms. Lordo took this opportunity to provide the Board with a brief overview of the plan. Mr. Rippe asked if our broadcast to the public would include the same information as the City of Cincinnati. Mr. Ingram explained the Health District is working closely with Cincinnati to ensure that there would not be a conflict of information given out. Ms. Lordo explain that we do have an Education Communication Plan along with this. After many questions and much discussion, Mr. Rippe commented that he felt this was a good document and that Community Health Services did a nice job in putting the plan together.

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

Medical Director H. Stephen Bjornson had nothing to report at this time.

c. Chief Assistant Prosecuting Attorney Nee Fong Chin

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

6. Finances

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

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

7. Unfinished business

a. Personnel Policy – Mr. Ingram stated that he would have something to report at the next meeting. He and Ms. Puthoff are still in the process of reviewing the current policy.

b. Facility Space – Mr. Rippe presented financial information regarding new facility space for the Health District. The information included space requirements and future needs and also included the cost of leasing existing space versus constructing a new building.

8. New business

Medical Director's Contract

The Medical Director's Contract was presented to the Board for renewal from June 12, 2006 to June 11, 2007. **Dr. Amend** moved to approve the new contract. **Mr. Chatham** seconded the motion.

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

With no other business to come before the Board, **Mr. Chatham** moved to go to an executive session to discuss personnel matters at 8:00 p.m. **Mr. Brett** seconded the motion.

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

Board members returned from the executive session at 9:00 p.m. The Board provided the Health Commissioner with his performance results (Attachment A).

The Board also made the recommendation that in 2007, 360° performance reviews of the health district staff should occur in addition to regular performance reviews. The employee would be permitted to see the results as well as their immediate supervisor; however, the names of contributors to the survey would remain anonymous.

Mr. Chatham then moved to adjourn the meeting. **Dr. Amend** seconded the motion. The meeting adjourned at 9:15 p.m.

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

Mark A. Rippe, President

Timothy I. Ingram, Secretary
Health Commissioner

ATTACHMENT A

Based on the excellent performance evaluation of the Hamilton County General Health District's Health Commissioner, the Hamilton County Board of Health awards a 2% merit base and a one-time 10% pay adjustment.

Mr. Rippe motioned to approve the recommendation. **Dr. Amend** seconded the motion.

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