

**Hamilton County General Health District  
REGULAR MEETING – BOARD OF HEALTH  
December 12, 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  
Kenneth Amend, M.D.  
Jim Brett  
Thomas Chatham  
Mark Rippe, Vice President

District Staff Present: Timothy Ingram, Health Commissioner  
Greg Kesterman, Assistant Health Commissioner  
Craig Davidson, Assistant Health Commissioner  
Nee Fong Chin, Chief Assistant Prosecuting Attorney  
John Teufel, Finance Officer  
Jeremy Watson, Assistant Finance Officer  
Dr. Steven Bjornson, Medical Director

Guests: None.

**3. Approval of Minutes**

Ms. Puthoff requested "over time" be corrected to "overtime" on Pages 4 and 5. Extra word "is" removed from Page 3, Item 6, second paragraph. Page 4, Item 8, third paragraph corrected to say "...Mr. Brett asked if the fund balances reflected a three percent assessment. Mr. Teufel responded that a three percent fee assessment will be included in the 2017 and 2018 budgets."

**Mr. Rippe** moved to approve the minutes from the November 14, 2016 Board of Health meeting as corrected.

**Dr. Amend** seconded the motion.

**Roll Call Vote – All Aye; Mr. Chatham abstained.**

**4. Clean Kitchen Awards**

Mr. Kesterman read the list of 13 Clean Kitchen Award recipients and congratulated them for their efforts to maintain a high level of sanitation and staff education.

**5. Health Commissioner's Report**

Commissioner Ingram reviewed his report to the Board, discussing operationalizing of the newly adopted 2017-22 strategic plan, introduced tonight's continuous quality improvement (CQI) presentation, introduced the 2017 revised budget and 2018 estimated budget presentation with accompanying Resolution G -2016. Commissioner Ingram also touched on public affairs and media activities; Board viewed WCPO Insider video. Staff holiday

breakfast celebration is on December 21 at 8 a.m.; the Board is encouraged to stop by as Health Commissioner Awards for 2016 will also be presented. WeTHRIVE! second annual community recognition event was very successful and memorable with public health staff receiving a standing ovation.

Commissioner Ingram reviewed the PowerPoint presentation detailing the Accreditation process, purpose, and site visit. Ms. Puthoff and Mr. Rippe are to meet with accreditation site team on January 26 at 10:30 a.m. Mr. Chatham is Ms. Puthoff's backup if she is unable to attend (two must be present). Board members may be asked: to describe the process and the content of the CHIP, CHA and Strategic Plan; how does Board of Health work with the department; discuss regulations/laws that have passed that were included in the documentation; how engaged and informed are you in policy development, emerging issues, activities of HCPH; and discuss how policies are disseminated. Commissioner Ingram will schedule meetings with each board member to help them prepare. Accreditation results should be known by the April 10 Board meeting. Dr. Amend asked what is the cost of the accreditation program? Commissioner Ingram stated approximately \$150,000 and accreditation is mandated for all Ohio health departments. If approved, Hamilton County Public Health would be the first accredited health department in Southwest Ohio.

## **Staff Reports**

### **(a) Department of Community Health Services**

Mr. Davidson reported the Stage Two proposal to the Funders' Response to the Heroin Epidemic (FRHE) on behalf of the Hamilton County Heroin Coalition will be funded. Overdose report by patient ZIP codes distributed and discussed. No historical data for EMS runs as that reporting started in November. Board members may receive these reports daily if they wish.

Mr. Davidson presented on "harm reduction" at two PreventionFIRST! Call to Action Community Forums: November 16 at the Greater Cincinnati Northern Kentucky Apartment Association and November 19 as part of the Junior State of America (JSA) Ohio River Valley Fall State 2016 Conference. Both panel discussions were well-attended and characterized by thoughtful questions and dialogue.

Mr. Davidson congratulated staff member, Hannah Smith, for achieving her Certified Health Education Specialist (CHES) certification. Recipients have to demonstrate comprehensive knowledge and skill set around seven areas of professional responsibility – each of which also include a comprehensive list of competencies and sub-competencies.

Mr. Davidson also congratulated staff member, Kim Chelf, for completing the Leadership for Results employee curriculum offered by Hamilton County's Human Resources Development program that is designed as a comprehensive skills program to develop the "leader in each of us." The employee curriculum consists of four courses comprised of 12 training sessions – nearly 48 hours of class time.

The monthly Communicable Diseases Epi report is provided in the Board packets. Dr. Bjornson reported no major communicable disease problems.

## **(b) Department of Environmental Health Services**

Mr. Kesterman reported social media has become a more important communication tool for public health. It has been used for bi-directional public communication and more recently aided our inspection program. Examples in the packet are (waste management) cease and desist orders for tattoo parties, (water quality) spill in Miami Township, and (environment health) poor staff hygiene at food service operation and facility providing catered food from their home.

Mr. Kesterman reported HCPH has been awarded \$30,000 from Ohio Department of Health and the Ohio Environmental Protection Agency to expand our mosquito surveillance program for Zika prevention and education activities for 2017.

Mr. Kesterman reported there were four housing program condemnations detailed in his report.

Mr. Kesterman reviewed the PowerPoint presentation on Continuous Quality Improvement (CQI) – Invoices on U! (IOU). Continuous improvement is most effective when it becomes a natural part of the way everyday work is done. Staff from several departments met to focus on water quality invoices and how to increase online payments. Initially 8.8% paid online at the beginning of the project. User drop-off analysis was reviewed and discussed. A direct link was created to payment page and convenience fee was moved to last step of the process. Results were much improved with direct link and even better results when convenience fee was moved to last step. An overall increase in online payments was observed at 26.3%. While vetting this process, a side benefit was realizing staff's ability to enter phone payments directly into online system which is more streamlined. Also, a new cash register and procedure saved 1.5 minutes per mailed invoice. Online payments are now being expanded to other programs as well.

Staff are beginning to look at their next CQI project which is to reduce failure rate for initial sewage treatment system inspections. This would improve public health/environment and reduce unpaid re-inspections (which are free if they pass). Flexible work schedules are also being reviewed.

Mr. Chatham cautioned on making big changes based on small sets of data. Let the records show that the Board received 15 minutes continuing education on Continuous Quality Improvement.

## **6. Unfinished Business:**

The Board of Health received 20 minutes of Continuing Education as a result of the continuous quality improvement presentation by Mr. Kesterman.

## **7. Finances**

Mr. Teufel made a presentation of the 2017 revised and 2018 estimated budgets, which was comprised of three primary sections: review of trends and results for years 2014, 2015 and 2016 (estimated); budget objectives; and detailed components of the budgets. Mr. Teufel reviewed a series of slides summarizing the primary factors, including the strategic plan initiatives, that impacted the budgets. He also reviewed in detail revenue, expenditures, fund balance and personnel changes. Mr. Teufel concluded his presentation with a review

of proposed Resolution G and Attachment A, comprised of the 2017 revised budget expenditures and 2018 estimated budget expenditures.

November Monthly Disbursements Report was reviewed.

**Dr. Amend** moved to approve the monthly disbursements.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye; Mr. Brett abstained on Whitewater Township expenditure.**

## **8. New Business**

Commissioner Ingram presented Resolution G–2016 to approve 2017-Revised Budget and 2018-Estimated Budget for the Hamilton County General Health District.

**Mr. Brett** moved to adopt the resolution.

**Dr. Amend** seconded the motion.

**Roll Call Vote – All Aye**

## **9. Adjournment**

**Mr. Rippe** moved to adjourn the meeting at 8:10 p.m.

**Mr. Brett** seconded the motion.

**Roll Call Vote – All Aye**

Next Board of Health meeting: Monday, January 9, 2017.

  
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Tracey Puthoff, President  
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Timothy I. Ingram, Secretary  
Health Commissioner