

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

20 \_\_\_\_\_

## Franklin County District Board of Health Minutes of the Board of Health September 13, 2016

**Meeting Location:** Memorial Hall, South Conference Room

**Call to Order:** Dr. Lane called the meeting to order at 9:31 a.m.

**Board Members Present:**

Heather Lane, DVM  
Jerry Lupfer  
Dr. Annemarie Sommer  
Joseph Weaver

**Board Members Absent:**

Jack Bope, Jr.

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Charlie Broschart, Division Manager, Environmental Health Program  
Terry Bugg, Supervisor, Immunization Program  
Alycia Burkitt, Administrative Assistant Communication  
Jimmie Davis, Community Health and Wellness Supervisor  
Jonathon Dye, Data Analyst  
Jeff Gibbs, Division Manager, Environmental Health Program  
Garrett Guillozet, Supervisor, Food Safety Program  
Todd Hansen, Executive Assistant, Human Resources  
Mitzi Kline, Director of Communication  
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health  
Joe Mazzola, Health Systems & Planning Director  
Jennie McAdams, Business Analyst, Accreditation Coordinator  
Nathan Ralph, Supervisor, Community Environmental Health Program  
Miller Sullivan, Medical Director  
John Wolf, Finance & Business Operations Director  
Eva Wollerman, CRI Coordinator & EP Planner  
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

**Legal Counsel:**

Joseph R. Durham, Esq., Eastman & Smith, Ltd.

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**Guests:**

Cassandra Costello, MPH Student, University of Cincinnati  
Neiya Patel, Nursing Student, Chamberlin College of Nursing  
Rhonda Zigler  
Timothy Zigler

**Pledge of Allegiance**

Heather Lane led the Pledge of Allegiance.

**Meeting Minutes:**

The minutes of the August 9, 2016 meeting were approved, upon a motion by Mr. Weaver, with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

**Executive Session:**

Resolution 16-078 to enter into executive session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline or compensation of an employee or the investigation of charges or complaints against a public employee unless the employee requests a public hearing was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Roll Call: Dr. Sommer, Aye; Mr. Weaver, Aye; Mr. Lupfer, Aye; Dr. Lane, Aye - motion carried.

The Board came out of executive session. No formal action was taken as a result of executive session.

**Old Business:** None

**New Business:**

The Private Water System Program State Survey Results were discussed with the Board. FCPH received positive feedback (see attached).

**Administration/Public Hearings:**

Hearing 16-003 for a Variance Request – Ohio Administrative Code 3701-28-09(B)(1)(b), 6696 Darby Blvd., Grove City, OH 43123, Pleasant Township, Tax District 230, Parcel ID #230-002322-00; owned by Timothy and Rhonda Zigler; Presented by Niki Lemin

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Timothy Zigler, Rhonda Zigler, Niki Lemin, and Nathan Ralph were sworn in by the court reporter. Mrs. Lemin informed the Board of the nature of the variance request made by the property owners which is to obtain a variance to utilize Grade 316 Stainless Steel (ASTM A312) to build a new well. Ms. Lemin, Mr. Zigler, and Ms. Zigler testified as to the need for the variance. Mr. Lupfer made a motion to approve the variance, Mr. Weaver seconded the motion. Ayes: All Nays: None - motion carried.

### **Monthly Financial Report:**

John Wolf provided the Board with copies of the Budget to Actual Report and the Change in Cash Position reports. Mr. Wolf reported that with 67% of the 2016 year completed Administration spent 57% of budgeted expenditures, Prevention and Wellness spent 59% of budgeted expenditures and 54% of budgeted expenditures were spend in Environmental Health. Other budgeted expenditures include Anti-Dumping fund 7%, Rabies 52%, Regional Public Health Infrastructure 61%, and Construction and Demolition Debris fund 92%. Overall 56% of the 2016 Operating Budget has been spent, yielding a positive variance of 11%. The Electronic Medical Record (EMR) contract is close to being finalized. . The annual audit was released on September 1, 2016, to comply with contractual and grant obligations. The second half of the tax settlement was received in August and was distributed among the budget accordingly.

Mr. Weaver made a motion to approve the monthly financial report with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

### **Resolutions:**

Resolution 16-079 to approve monthly operating expenses was approved upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-080 to authorize the Health Commissioner to enter into a contract with the John Glenn School of Public Affairs for MAPS Training in 2016-2017 (not to exceed \$5,160.00) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-081 to authorize the Health Commissioner to issue the Board of Health Orders was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

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Resolution 16-082 to authorize the Health Commissioner to enter into a consulting agreement with The Ohio State University Center for Public Health Practice to assist with managing an Environmental Health Inquiry Project for Ohio as part of the Great Lakes Public Health Training Collaborative (revenue \$10,000) was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-083 to authorize the Health Commissioner to enter into an agreement with SafeX for Personal Protective Equipment Mask Fit tests for staff (not to exceed \$2,100.00) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-084 to authorize the Health Commissioner to renew an agreement with the Central Ohio Trauma System (COTS) for regional volunteer work for the MRC Coordinator (revenue \$10,000) was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-085 to authorize the Health Commissioner to enter into a contract with LayerCompliance to conduct an assessment and risk compliance for HIPAA regulations (not to exceed \$3,045) was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried

Resolution 16-086 to amend the FCPH Food Proper Public Use Policy (D-0002); the Conference and Meeting Hosting Policy (D-003); and the Proper Public Use Policy (D-0005); and to rescind the Wireless Policy (D-0006) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-087 to enter into a charitable product donation agreement with kaleo, Inc. to accept 200 EVZIO (naloxone) Auto-Injectors for distribution to our first responders and/or other partner agencies was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-088 to approve the Franklin County Public Health Wellness Policy (D-0015) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-089 to authorize the Health Commissioner to enter into a contract with the Ohio Public Health Association for temporary Fiscal Program support (not to exceed \$2,500.00) was approved, upon a motion by Mr. Lupfer, with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

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Resolution 16-090 to authorize the Health Commissioner to enter into a contract with the United Way of Central Ohio to serve as a Healthier Buckeye Initiative Provider of Care Coordination for Children with Special Health Needs (revenue up to \$87,228) was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 16-091 to amend Homeowner Agreements for Water Quality Partnership Services in the Leonard Park area was approved, upon a motion by Mr. Lupfer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-092 to approve purchases was approved, upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

### **Personnel Actions**

Ms. Tilgner presented the following personnel actions for Board approval:

Recognition – Bonita Fraley, Administrative Assistant – Food Safety Program, 20 years of service; Karl Stichert, Food Safety Sanitarian, 5 years of service;

New hire – Jennifer Robinson, Human Resources Manager, Administration, Effective October 3, 2016;

Resignation – Jed Plank, SIT, Water Quality Program, Effective September 7, 2016;

Posting of Position – Water Quality Program – SIT, RSI, RS II;

Mr. Weaver made a motion to accept the Personnel Actions with a second by Mr. Lupfer. Ayes: All Nays: None - motion carried.

**Environmental Health Report:** (Attached)

**Prevention & Wellness Report:** (Attached)

**Administration Report:** (Attached)

**Health Systems & Planning Report:** (Attached)

**Health Commissioner's Report:** Ms. Tilgner updated the Board about her activities through discussion in other agenda items.

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**Medical Director's Report:**

Dr. Sullivan informed that there is a handful human cases of West Nile virus to date in the state with one locally. There are no Ohio deaths to date.

He also reported on the Meningitis B vaccine recommendation from the American Academy of Pediatrics. They are only recommending this for those highest at risk. It is only for those 10 years old and above with immune compromising conditions, such as Sickle cell disease, or those who have had their spleen removed. This is because the levels of Meningitis are low in the country. They are unsure how effective the vaccine is at this point, but are still recommending for these conditions. They do not consider college age students to be at high risk, so they are not recommending it for those going to college.


The adjuvanted flu vaccine is recommended for those 65 years of age and older. It is designed to help create a stronger immune response to the vaccination. This vaccine will be available for the first time in the United States this flu season.

**Legal Counsel's Report:**

None.

Adjourn regular meeting, 11:29 a.m.

Respectfully submitted,

  
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Dr. Heather Lane, President

11/8/16  
\_\_\_\_\_  
Susan A. Tigner, Secretary