

**Franklin County District Board of Health
Minutes of the Board of Health
April 8, 2014**

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Dr. Sommer, President, called the meeting to order at 9:30 a.m.

Board Members Present:

Jack Bope, Jr.
Jerry Lupfer
Annmarie Sommer, MD, President

Board Members Absent:

Dana McDaniel
Joe Weaver

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Charlie Broschart, Division Manager, Environmental Health
Terry Bugg, Supervisor, Immunization Program
Mitzi Kline, Communication and Community Health Director
Niki Lemin, Director of Environmental Health/Assistant Health Commissioner
Nathan Ralph, IDDE Program Manager
Dr. Miller Sullivan, Medical Director
Stacie Williamson, Supervisor, Children with Medical Handicaps
Deidra Wolf, Executive Assistant, Administration
John Wolf, Finance & Business Operations Director
Debbie Wright, Director of Nursing/Assistant Health Commissioner

Legal Counsel

Joseph R. Durham, Eastman & Smith Ltd.
Adria Fields, Franklin County Prosecuting Attorney's Office

Guests:

James Boyden, Court Reporter
Sean Dowrey
Mackenzie George
Misti Crane
Catherine Schmidt

Meeting Minutes:

The minutes of the March 8, 2014 meeting, were approved upon a motion by Mr. Bope with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Old Business: None

New Business:

Reappointment – Ms. Tilgner announced that Mr. Jerry Lupfer was reappointed by the District Advisory Council on March 13, 2014, to serve a five-year term expiring in 2019.

Election of Officers – Mr. Lupfer made a motion to elect Mr. Jack Bope as president and Mr. Joseph Weaver as vice-president of the Franklin County Board of Health. Dr. Sommer seconded the motion - motion carried.

Mr. Bope took over chairing the meeting. Ms. Tilgner thanked Dr. Sommer for serving as Board president and presented her with a token of appreciation.

Administration/Public Hearings:

Hearing 14-002

Food Service Operation/Food Establishment Denial/Suspension: For non-payment of 2014 permit fees (presented by Niki Lemin)

Niki Lemin was sworn in by the court reporter. Mrs. Lemin gave a brief overview of when and how food service and retail food establishment fees are collected. She stated that the 2014 license applications were mailed in January with the application deadline (postmarked) of March 1, 2014. She also stated that those facilities who had not paid their fees by the deadline were provided notice, by certified mail.

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 25% of the 2014 year complete Administration spent 23% of budgeted expenditures, Nursing spent 20% of budgeted expenditures and Environmental Health spent 20% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping

fund 2%, Rabies 30%, Regional Public Health Infrastructure 17%, Construction and Demolition Debris fund 23% and Ground Water monitoring 27%. Overall 21% of the 2014 Operating Budget has been spent, yielding a positive variance of 4%. Mr. Wolf informed the Board that the Finance Committee will meet on May 13th at 8:30 a.m.

Resolutions:

Resolution 14-043 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 14-044 to approve purchases was approved upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 14-045 to authorize the Health Commissioner to renew a contract with Columbus Public Health for local Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) (not to exceed \$325,000.00) was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 14-046 to authorize the Health Commissioner to renew a contract with the Ohio Department of Health for regional Public Health Emergency Preparedness (\$118,257.00) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 14-047 to authorize the Health Commissioner to modify a contract with the City of Columbus for lead inspections, lead risk assessment, lead abatement specifications, lead clearance services and asbestos hazard evaluations (not to exceed \$227,999.00) was approved upon a motion by Mr. Lupfer with a second by Mr. Bope – motion carried.

Resolution 14-048 to approve authorization forms from the Ohio Department of Health for maternity licensure renewal applications for Dublin Methodist Hospital and Mount Carmel St. Ann's was approved upon a motion by Mr. Bope with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 14-049 to authorize credit card transactions with the Franklin County Treasurer for use in the C-Boss payment system in Healthspace was approved

upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 14-050 to enter into an agreement with Union County Health Department for regional Public Health Coordination was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 14-051 to rescind Environmental Health Regulations #710 Housing Maintenance and Occupancy, #712 Rat Control, #715 Dead Animals, #716 Weeds, #717 Manure and #800 Solid Waste and to adopt Regulations #100 Definitions, #101 Vehicle Inspection and Registration For The Prevention of Public Health Nuisances, #102 Property Health and Sanitation For The Protection and Preservation of Public Health (1st Reading) – no action was required by the Board.

Resolution 14-052 to approve purchases for the Environmental Crimes Task Force Unit of Central Ohio using restitution funds authorized by the Clean-Up Fund Committee (\$1,500.00) was approved upon a motion by Mr. Lupfer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Personnel Actions:

Mr. Bope recognized Susan Tilgner for 15 years of service. He thanked her for her hard work and dedication and presented her with a token of appreciation.

Mr. Lupfer approved the following personnel actions with a second by Dr. Sommer: Resignation - Administration – Beth Pierson, Epidemiologist, Planning & Assessment, effective April 16, 2014; Tessa Fite, MRC Coordinator, effective June 30, 2014; Post a Vacancy – Administration – MRC Coordinator, 2 part-time positions; New Position – Nursing – Registered Nurse, BCMH Program, Nichole Stout, effective April 21, 2014; Registered Nurse, Immunization Program, seasonal, Kemhorn Mean, effective April 21, 2014; Administration – Emergency Preparedness Planner & CRI Coordinator, Shaddy Swade, effective April 29, 2014, Environmental Health – RSIT, Food Protection Program, Nicholas Suhocki, effective May 5, 2014. Ayes: All Nays: None – motion carried.

Environmental Health Report:

Mrs. Lemin referred to her written report highlighting that staff has been reviewing, updating and re-writing the Environmental Health Regulations in the solid waste and nuisance sections. She stated that plumbing and sewage treatment system regulations will follow. Mrs. Lemin informed the Board that the next rabies clinic is scheduled for April 25th at the Capital Area Humane Society. She also stated that the Water Pollution Control Loan Fund has completed 9 repairs and 2 replacements and currently have obligated over \$194,000.00 of the \$314,000.00 available.

Public Health Nursing Report:

Mrs. Wright referred to her written report highlighting that investigations continue for reported cases of mumps. FCPH is awaiting lab results for the cases within our jurisdiction to determine whether they can be linked to the wider community outbreak.

Administration Report:

Ms. Kline informed the Board that staff has been spending most of their time on the mumps outbreak responding to media requests, updating public health advisories and keeping staff and stakeholders informed. She also informed the Board that the last Public Health Connection Call was held on March 20th. The next call is scheduled for April 17th.

Health Commissioner's Report:

Ms. Tilgner informed the Board that she has been meeting with each jurisdiction to discuss future funding of public health. She also informed the Board that she will be updating them next month on parking changes with FCPH fleet.

Public Health Accreditation Update:

Ms. Tilgner informed the Board that FCPH's accreditation application will be submitted on May 21st. She also informed the Board that Mitzi Kline will be serving as the interim public health accreditation coordinator and will be attending training through the Public Health Accreditation Board (PHAB).

Medical Director's Report:

Dr. Sullivan reported that flu season is winding down. He thanked staff for the information that has been relayed involving the mumps outbreak stating that it's helpful for providers to have up-to-date information to address concerns of patients. Dr. Sullivan gave a brief overview of a Centers for Disease update on

autism which reported a 30% increase of diagnosis compared to 2013. It raised the question if there are, in fact, more cases of autism or that perhaps testing is better to be able to give proper diagnosis. He stated that the earlier the diagnosis, the sooner proper resources can be provided to have the best long-term outcomes. Dr. Sullivan stated that the Affordable Care Act will make access to services much greater. He also stated that the report focused on once diagnosed, how to proceed, which is critical.

Legal Counsel's Report:

Mr. Durham gave an update on a recent nuisance abatement property stating that owners moved out, the property was sold to the New Albany Company and upon closure, the house will be leveled and the property will be razed. Mr. Durham also informed the Board that he attended the National Association of City and County Health Officials (NACCHO) Preparedness Summit where he spoke on volunteer liability (from a Medical Reserve Corps case study).

Executive Session:

Resolution 14-053 to convene into Executive Session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider personnel matters, to discuss the Health Commissioner evaluation and to discuss the compensation of a public employee was approved upon a motion by Mr. Bope with a second by Mr. Lupfer – Roll Call: Mr. Lupfer, Aye; Mr. Bope, Aye; Dr. Sommer, Aye.

The Board came out of executive session.

A motion was made by Mr. Lupfer and seconded by Mr. Bope to approve a 1.5% hourly pay increase for Susan Tilgner, Health Commissioner, effective April 1, 2014. Ayes: All Nays: None – motion carried.

Adjourn regular meeting, 10:36 a.m.

Respectfully submitted,

Mr. Jack Bope, President

Susan A. Tilgner, Secretary