

# 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 April 12, 2016

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

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

**Board Members Present:**

Jack Bope, Jr.  
Heather Lane, DVM  
Dr. Annemarie Sommer  
Joseph Weaver

**Board Members Absent:**

Jerry Lupfer

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Peggy Bartow, Human Resources Manager  
Charlie Broschart, Program Manager, Environmental Health  
Terry Bugg, Supervisor, Immunization Program  
Jimmie Davis, Community Health & Wellness Supervisor  
Jeff Gibbs, Division Manager, Environmental Health Program  
Garrett Guillozet, Supervisor, Food Safety Program  
Radhika Iyer, Supervisor, Infectious Disease  
Mitzi Kline, Director of Communication  
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health  
Jennie McAdams, Workforce Development/Accreditation Coordinator  
Melissa McArthur, Nuisance Program Supervisor  
Kyle McGlumphy, Nuisance Program Sanitarian-In-Training  
Nathan Ralph, Community Health & Wellness Supervisor  
Lisa Rodrigo, RN, CMH Program  
Shaddy Swade, Emergency Preparedness Supervisor  
Miller Sullivan, Medical Director  
Stacie Williamson, Supervisor, CMH Program  
Deidra Wolf, Executive Assistant, Administration  
John Wolf, Finance & Business Operations Director  
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

**Legal Counsel:**

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

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**Guests:**

Nancy Congedlin  
Alexis Graham  
Michele Kerr  
Julie Kirk, Court Reporter  
Ginger O'Brien  
Ashley Payne  
Charles Pankank  
Marina Yasut

**Pledge of Allegiance**

Dr. Sommer led the Pledge of Allegiance.

**Meeting Minutes:**

The minutes of the March 8, 2016 meeting were approved, upon a motion by Mr. Bope with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

**Old Business:** None

**New Business:**

Election of Officers – Mr. Weaver made a motion to elect Dr. Heather Lane as president and Joe Weaver as vice-president of the Franklin County Board of Health. Mr. Bope seconded the motion - motion carried.

Dr. Lane took over chairing the meeting.

**Administration/Public Hearings:**

Hearing 16-001: Food Service Operation/Food Establishment Denial/Suspension for non-payment of 2016 food license

Nichole Lemin and Garrett Guillozet were sworn in by the court reporter. Mr. Guillozet gave a brief overview of when and how food service and retail food establishment fees are collected. He stated that the 2016 license applications were mailed in January with the application deadline (postmarked) of March 1, 2016. He also stated that those facilities that had not paid their fees by the deadline were provided notice, by hand delivery and certified mail. Mr. Guillozet asked that the establishment that had not yet paid be closed,

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unlicensed food service operation, for non-payment of the 2016 license. Mr. Weaver made a motion, seconded by Mr. Bope. 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 25% of the 2016 year complete Administration spent 21% of budgeted expenditures, Prevention and Wellness spent 19% of budgeted expenditures and Environmental Health spent 19% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 3%, Rabies 21%, Regional Public Health Infrastructure 20%, and Construction and Demolition Debris fund 51%.

Overall 20% of the 2016 Operating Budget has been spent, yielding a positive variance of 5%. Dr. Sommer made a motion to approve the monthly financial report with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Mr. Wolf informed the Board that the Finance Committee will meet on Tuesday, May 10, 2016, at 8:30 a.m.

### **Resolutions:**

Resolution 16-030 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 16-031 to adopt staff recommendations, issue orders for nuisance abatements and refer persons and/or properties to/or advise the Franklin County Prosecuting Attorney or appropriate municipal law director(s) regarding prosecution, injunctive or other appropriate relief was approved, with the recommendations of Dr. Lane, upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-032 to auction surplus property through GovDeals was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-033 to amend a contract with Vector Disease Control International (VDCI) for mosquito control services (\$44,030.40) was approved upon a motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

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Resolution 16-034 to authorize the Health Commissioner to renew a contract with O'Neil Tents for 2016 Rabies Clinics (not to exceed \$2,700.00) ) was approved upon a motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 16-035 to approve purchases for the Environmental Crimes Task Force of Central Ohio using restitution funds authorized by the Clean-Up Fund Committee (\$285.00) ) was approved upon a motion by Mr. Weaver with a second by Mr. Bope Ayes: All Nays: None – motion carried.

Resolution 16-036 to adopt findings on investigations of Chapter 3794, Ohio Smoke-Free Workplace Law ) was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-037 to amend the 2016 Operating Budget was approved upon a motion by Mr. Weaver with a second by Bope. Ayes: All Nays: None – motion carried.

Resolution 16-038 to authorize the Health Commissioner to enter into an agreement with the National Association of County & City Health Officials (NACCHO) to accept the Medical Reserve Corps (MRC) Challenge Award was approved upon a motion by Mr. Bope with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-039 to authorize the Health Commissioner to enter into an agreement with the Franklin County Board of Commissioners for water quality partnership administrative services in the Leonard Park and Eureka Park areas was approved upon a motion by Mr. Sommer with a second b Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-040 to approve purchases was approved upon a motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

## **Personnel Actions**

Ms. Tilgner presented the following personnel actions for Board approval: New Hires – Kristin Peters, Health Educator, Prevention & Wellness, effective April 18, 2016; Meghan O'Brien, Community Health Planner, effective May 2, 2016; Kelly Bragg, Community Health Planner, effective May 16, 2016; Resignation – Rose Kramer, Community Health Planner, Prevention & Wellness, effective April 1, 2016; Daniel Sinclair, Registered Sanitarian, Water Quality Program, effective April 1, 2016; Posting

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of Position – Community Health Planner, Prevention & Wellness; RSIT, RS, Water Quality Program; Plumbing Inspector, Seasonal Position; Human Resource Manager, Administration, Budget Analyst, Administration; Retirement – Peggy Bartow, Human Resource Manager, effective May 31, 2016. Mr. Weaver made a motion to approved the personal actions with a second by Mr. Bope. Ayes: All Nays: None-motion carried.

**Environmental Health Report:** (Attached)

**Public Health Nursing Report:** (Attached)

**Administration Report:** (Attached)

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

**Health Commissioner's Report** (Attached)  
Ms. Tilgner had no additional information to report.

**Medical Director's Report:**

Dr. Sullivan informed the Board that the influenza vaccine for 2016/2017 has been approved with slight changes in the A and B strains. This year's vaccine has proven to be successful. Dr. Sullivan informed the Board that National Infant Immunization Week is April 16-23. The purpose of the observance is to promote the benefits of immunizations and to improve the health of children two years old or younger.

There was a discussion about the opiate epidemic and how many addictions begin with prescription medication for chronic pain. Dr. Sullivan gave examples of administering prescription opioids for acute pain, pain not resolved, emergency room settings and chronic disease (i.e. cancer). He informed the Board that the state reporting system known as Ohio Automated Prescription Reporting System shows physicians and pharmacists what drugs have been prescribed, dates prescribed, dosages, etc.

**Legal Counsel's Report:**

Mr. Durham shared with the Board, as in the March Board meeting, that OPERS recently determined that an OPERS member and former public employee currently serving as a board member of a local health district was considered

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"re-employed" for purposes of OPERS which significantly affected the board members retirement benefits including health care.

Adjourn regular meeting, 10:22 a.m.

Respectfully submitted,



Dr. Heather Lane, President



Susan A. Tilgner, Secretary