

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_

~~Franklin County Public Health~~

Journalized on:

JUN 14 2016

**Franklin County District Board of Health  
Minutes of the Board of Health  
May 10, 2016**

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

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

**Board Members Present:**

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

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Mike Adair, Registered Sanitarian, Healthy Homes  
Peggy Bartow, Human Resources Manager  
Charlie Broschart, Program Manager, Environmental Health  
Ken Farmwald, Supervisor, Plumbing Program  
Jeff Gibbs, Division Manager, Environmental Health Program  
Garrett Guillozet, Supervisor, Food Safety Program  
Todd Hansen, Executive Assistant, Human Resources  
Mitzi Kline, Director of Communication  
Jere Marks, Registered Sanitarian, Water Quality Program  
Melissa McArthur, Nuisance Program Supervisor  
Kyle McGlumphy, Nuisance Program Sanitarian-In-Training  
Meghan O'Brien, Health Educator, Prevention & Wellness  
Miller Sullivan, Medical Director  
Deidra Wolf, Executive Assistant, Administration  
John Wolf, Finance & Business Operations Director  
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness  
Gary Young, Supervisor, Water Quality Program

**Legal Counsel:**

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

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_ 20\_\_\_\_

Board of Health Minutes  
May 10, 2016  
Page 2

**Franklin County Public Health**

**Journalized on:**

**JUN 14 2016**

**Guests:**

Jim Hicks  
Julie Kirk, Court Reporter

**Pledge of Allegiance**

Jerry Lupfer led the Pledge of Allegiance.

**Meeting Minutes:**

The minutes of the April 12, 2016 meeting were approved, upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

**Old Business:** None

**New Business:**

Past President Award – Ms. Tilgner thanked Mr. Lupfer for serving as the Board President for 2015/2016. She presented him with a token of appreciation.

**Administration/Public Hearings:**

Hearing 16-002:

Variance Request - Ohio Administrative Code 3701-28-07(D), 6935 Walnut Street, Plain Township tax district #220, parcel #001666 (owned by James A. and Lara M. Hicks) (presented by Gary Young and Jere Marks)

Gary Young, Jere Marks and Jim Hicks were sworn in by the court reporter. Mr. Marks explained the variance request and Mr. Hicks testified as to the need for the variance. Mr. Bope made a motion to approve the variance with a second by Dr. Sommer. Ayes: All Nays: None.

**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 33% of the 2016 year complete Administration spent 30% of budgeted expenditures, Prevention and Wellness spent 28% of budgeted expenditures and Environmental Health spent 27% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 4%, Rabies 29%, Regional Public Health Infrastructure 34%, and Construction and Demolition Debris fund 74%.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

20

Franklin County Public Health

Journalized on:

JUN 14 2016

Board of Health Minutes  
May 10, 2016  
Page 3

Overall 33% of the 2016 Operating Budget has been spent, yielding a positive variance of 4%. Mr. Lupfer made a motion to approve the monthly financial report with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

### **Resolutions:**

Resolution 16-041 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-042 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, upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-043 to authorize the Health Commissioner to enter into an agreement with Columbus Development Department, Division of Land Development for lead based paint inspections, risk assessments, work specifications, and clearance inspections for land bank properties (\$20,000.00) relief was approved, upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-044 to authorize the Health Commissioner to renew an agreement with Pickaway County Health Department for epidemiology services (\$6,000.00) relief was approved, upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-045 to authorize the Health Commissioner to renew a Memorandum of Understanding with Pickaway County General Health District to coordinate the administrative activities of the Pickaway County Medical Reserve Corps (\$3,500.00) relief was approved, upon a motion by Dr. Sommer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-046 to authorize the Health Commissioner to renew an agreement with Union County Health Department for Medical Reserve Corps (MRC) services (\$3,500.00) relief was approved, upon a motion by Dr. Sommer with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

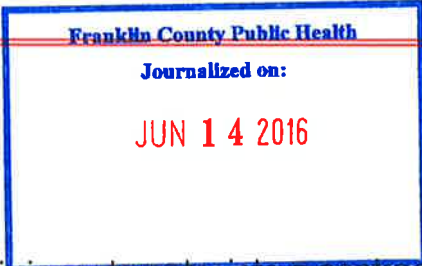
# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_ 20\_\_\_\_



ard of Health Minutes  
May 10, 2016  
Page 4

Resolution 16-047 to authorize the Health Commissioner to enter into a contract with Collaborative Lean Ohio, LLC to assist FCPH Staff in creating a streamlined billing process for the immunization program (\$4,000.00) was approved, upon a motion by Mr. Bope with a second by Mr. Weaver. Ayes: All Nays: None – motion carried.

Resolution 16-048 to approve purchases was approved, upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

### **Personnel Actions**

Ms. Tilgner presented the following personnel actions for Board approval: Resignation: Adam Mark, Graphic Designer, Administration, effective May 6, 2016; Trenton Daugherty, MRC Coordinator (part-time) Administration, effective April 29, 2016; Melissa McArthur, Supervisor, Nuisance Program, effective June 2, 2016; New Hire: Toni Stichert, Administrative Assistant, CMH Program, effective May 8, 2016; Seasonal Employee: Ryan Wilkins, Plumbing Inspector, effective May 31, 2016; Internal Transfer; Jed Plank, Registered Sanitarian, Water Quality Program, effective May 31, 2016; Posting of Position: Administration – Graphic Designer, MRC Coordinator (part-time); Environmental Health, EH Tech – Nuisance Program. Mr. Weaver made a motion to accept the Personnel 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 informed the Board that she is working with John Wolf and Todd Hansen for all Human Resources matters until the position is filled. She informed the Board that the position has been internally posted.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held \_\_\_\_\_

Franklin County Public Health

Journalized on: 20 \_\_\_\_\_

JUN 14 2016

Board of Health Minutes  
May 10, 2016  
Page 5

### **Medical Director's Report:**

Dr. Sullivan informed the Board that flu activity continues to decrease. He stated that this season appears to have been a mild season with less pediatric deaths. Dr. Sullivan spoke about Clostridium Difficile (C Diff), a bacterial intestinal infection. Nationwide there are over 500,000 cases annually with over 15,000 deaths. This adds \$75,000,000.00 in excess health care dollars spent making it very significant. C Diff is an emerging threat with some of the risk factors being over prescribing of antibiotics, prolonged use of antibiotics, long stays in hospitals, nursing homes and daycares if prevalent. The most common spread of this disease is through improper hygiene. C Diff causes diarrhea, fever, decreased appetite, abdominal pain and even death. Dr. Sullivan stated the importance of education of this disease as it emerges.

### **Legal Counsel's Report:**

Mr. Durham shared with the Board that OPERS confirmed that an OPERS member and former public employee currently serving as a board member of a local health district was not considered "re-employed" for purposes of OPERS which significantly affected the board members retirement benefits including health care. He also updated the Board on two Environmental Health cases, one in Hilliard that has come into compliance and one in New Albany that is coming into compliance with a potential buyer indicating that the property will be abated upon the sale.

Adjourn regular meeting, 10:34 a.m.

Respectfully submitted,



Dr. Heather Lane, President



Susan A. Tilgner, Secretary