

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 January 12, 2016

Meeting Location: Memorial Hall, South Conference Room

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

Board Members Present:

Jack Bope, Jr.
Heather Lane, DVM
Jerry Lupfer

Board Members Absent:

Dr. Annemarie Sommer
Joseph Weaver

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Peggy Bartow, Human Resources Manager
Charlie Broschart, Division Manager, Environmental Health
Alycia Burkitt, Administrative Assistant, Administration
Jimmie Davis, Community Health & Wellness Supervisor
Garrett Guillozet, Supervisor, Food Safety Program
Jeff Gibbs, Division Manager, Environmental Health Program
Colleen Held, Public Health Nurse, CMH Program
Mitzi Kline, Director of Communication
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
Ginelle Lundy, Public Health Nurse, CMH Program
Joe Mazzola, Health Systems & Planning Director
James May, Registered Sanitarian, IDDE Program
Melissa McArthur, Supervisor, Community Environmental Health Program
Jennie McAdams, Workforce Development/Accreditation Coordinator
Kyle McGlumphy, RSIT, Community Environmental Health 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.

Guests: None

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____

20 _____

Board of Health Minutes
January 12, 2016
Page 2

Pledge of Allegiance

Dr. Lane led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the November 10, 2015, and December 8, 2015 meetings were approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Old Business: None

New Business: None

Administration/Public Hearings: 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 100% of the 2015 year complete Administration spent 87% of budgeted expenditures, Prevention and Wellness spent 85% of budgeted expenditures and Environmental Health spent 78% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 31%, Rabies 38%, Regional Public Health Infrastructure 62%, Construction and Demolition Debris fund 7% and Ground Water monitoring 100% after agency fund reclassifications.

Overall 77% of the 2015 Operating Budget has been spent, yielding a positive variance of 23%. Mr. Wolf informed the Board that there will be a Finance Committee meeting on February 9, 2016, at 8:30 a.m. in the Alpha Conference Room at Memorial Hall. Dr. Lane made a motion to approve the monthly financial report with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolutions:

Resolution 16-001 to approve monthly operating expenses was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-002 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. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____

20 _____

Board of Health Minutes
January 12, 2016
Page 3

Resolution 16-003 to increase the employee contributions for 2016 health (and ancillary) insurance benefits was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-004 to authorize the Health Commissioner to enter into a contract with Pickaway County Health Department for Medical Reserve Corps (MRC) services (\$3,500.00) was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-005 to authorize the Health Commissioner to apply for, accept and enter into a Water Pollution Control Loan Fund (WPCLF) agreement with the Ohio Environmental Protection Agency (OEPA) for the repair and replacement of household sewage treatment systems (\$300,000.00) was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 16-006 to approve purchases was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner presented the following personnel actions for Board approval: New Hire – Administration – Eva Wollerman, Emergency Preparedness Planner & Cities Readiness Initiative, effective January 25, 2016. Dr. Lane made a motion to accept the personnel actions seconded 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

Ms. Tilgner informed the Board that she is active with the Drug Overdose Death Initiative Project with the Franklin County Coroner's Office. A Drug Overdose Death Initiative Summit, hosted by the coroner's office, will be held in March and Ms. Tilgner and Rose Kramer are on the summit planning steering committee. She stated that the City of Dublin hosted a town hall meeting in December on the same topic.

Ms. Tilgner informed the Board that the Association of Ohio Health Commissioners (AOHC) is active with future legislation issues that impact public health. The legislature will be considering a spring package (no budget items) which will focus

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____

20____

Board of Health Minutes
January 12, 2016
Page 4

on policy issues. Public Health Accreditation will be part of that process. Ms. Tilgner also informed the Board that we continue to wait on the standards and measures report from our accreditation site visit. This report will then go to the Public Health Accreditation Board (PHAB) at which time we will know their decision about FCPH being accredited.

Medical Director's Report:


Dr. Sullivan reported flu activity remains low at this time and that there is still plenty of vaccine. He stated that the strains that have been identified are in this year's vaccine. He also informed the Board of a combination vaccine known as Pentacel, that is seeing a shortage. Dr. Sullivan spoke about the health advisory issued on January 11th regarding Shigella in gay men. He stated that when there are underlying factors such as HIV it causes other problems. There is a drug resistant strain of Shigella currently going around that is not responding well to antibiotics and can be fatal. Proper testing and education is being promoted to stop the spread. Dr. Sullivan informed the Board of a mosquito-borne disease known as Zika which tends to spread in warmer regions. The first case of Zika was reported last year in Brazil and is now in multiple counties in that region. Cases have also been reported in Mexico and now one case in Texas. Zika appears to affect pregnant women which can cause their babies to be born with Microcephaly, a neurological disorder that causes an abnormally small head, severe developmental issues and sometimes death.

Legal Counsel's Report:

Mr. Durham updated the Board on a matter involving a property in the City of Whitehall.

Adjourn regular meeting, 10:12 a.m.

Respectfully submitted,


Mr. Jerry Lupter, President


Susan A. Tilgner, Secretary

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 Special Board of Health Meeting
January 28, 2016**

Meeting Location: Memorial Hall, East Conference Room

Call to Order: Jerry Lupfer, President, called the meeting to order at 9:45 a.m.

Board Members Present:

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

Board Members Absent:

Dr. Heather Lane

Susan A. Tilgner, Health Commissioner/Secretary

Staff Present:

Peggy Bartow, Human Resources Manager
Todd Hansen, Executive Assistant, Human Resources
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

Executive Session:

Resolution 16-007 to convene into Executive Session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider personnel issues concerning the dismissal, discipline or demotion of an employee - Mr. Bope made a motion, seconded by Dr. Sommer to go into Executive Session. Roll Call: Mr. Bope, Aye, Mr. Lupfer, Aye, Dr. Sommer, Aye, Mr. Weaver, Aye.

The Board came out of Executive Session. No action was required.

Adjourn special meeting, 10:05 a.m.

Respectfully submitted,


Mr. Jerry Lupfer, President


Susan A. Tilgner, Secretary

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 February 9, 2016

Meeting Location: Memorial Hall, South Conference Room

Call to Order: Jerry Lupfer, President, 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 Program
Peggy Bartow, Human Resources Manager
Jimmie Davis, Community Health & Wellness Supervisor
Garrett Guillozet, Supervisor, Food Safety Program
Jeff Gibbs, Division Manager, Environmental Health Program
Mitzi Kline, Director of Communication
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health
Joe Mazzola, Health Systems & Planning Director
James May, Registered Sanitarian, IDDE Program
Melissa McArthur, Supervisor, Community Environmental Health Program
Jennie McAdams, Workforce Development/Accreditation Coordinator
Kyle McGlumphy, RSIT, Community Environmental Health Program
Dan Sinclair, Registered Sanitarian, IDDE 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
Eva Wollerman, Cities Readiness Initiative/Emergency Preparedness Planner
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness

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
February 9, 2016
Page 2

Guests:

Joey Inks, Nursing Student

Pledge of Allegiance

Jack Bope led the Pledge of Allegiance.

Meeting Minutes:

The minutes of the January 12, 2016 meeting was approved upon a motion by Mr. Weaver with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

The minutes of the January 28, 2016 Special meeting were approved by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Old Business: None

New Business: None

Administration/Public Hearings: 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 8% of the 2016 year complete Administration spent 8% of budgeted expenditures, Prevention and Wellness spent 6% of budgeted expenditures and Environmental Health spent 7% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 0%, Rabies 7%, Regional Public Health Infrastructure 11%, Construction and Demolition Debris fund 17% and Ground Water monitoring 0%.

Overall 1% of the 2016 Operating Budget has been spent, yielding a positive variance of 1%. Dr. Sommer made a motion to approve the monthly financial report with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolutions:

Resolution 16-008 to approve monthly operating expenses was approved upon a motion by Dr. Lane with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-009 to amend the 2016 Operating Budget was approved upon a motion by Mr. Weaver with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____

20 _____

Board of Health Minutes
February 9, 2016
Page 3

Resolution 16-010 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 16-011 to authorize the Health Commissioner to renew an agreement with the Ohio Department of Health for participation in the Medicaid Administrative Claiming (MAC) Process was approved upon a motion by Mr. Bope with a second by Dr. Lan. Ayes: All Nays: None – motion carried.

Resolution 16-012 to authorize the Health Commissioner to renew a contract with ~~Clarity Consultancy Services to assist FCPH Staff with the application of collective~~ impact best practices to promote the development of our Community Health Action Teams (CHAT) (\$16,000.00) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-013 to authorize the Health Commissioner to renew a lease with CAL-Limited, Inc. for a satellite facility located at 2000 Kenton Avenue, Columbus, Ohio 43205 was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 16-014 to authorize the Health Commissioner to enter into a contract with Columbus Public Health to provide medical gas inspections for the City of Columbus was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 16-015 to authorize expenditure of funds for the purpose of the 2016 Franklin County District Advisory Council Meeting (\$3,000.00) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 16-016 to authorize the Health Commissioner to renew a contract with Community Housing Network to provide lead based paint inspections, risk assessments, clearance inspections, work specifications, and asbestos inspection services (\$10,000.00) was approved upon a motion by Dr. Lane 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_____

Board of Health Minutes
February 9, 2016
Page 4

Resolution 16-017 to approve purchases was approved upon a motion by Mr. Weaver with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner presented the following personnel actions for Board approval: New Hire – Prevention & Wellness, Lisa Rodrigo, Public Health Nurse, CMH Program, effective February 22, 2016; Resignation – Prevention & Wellness, Alisha Brown, Health Educator, Community Health and Wellness Program, effective February 26, 2016; Connie Trinkle, Administrative Assistant, effective February 29, 2016; Posting of Position – Prevention & Wellness, Health Educator and Community Health Planner, Community Health and Wellness Program; Administrative Assistant, CMH Program; Transfer – Prevention & Wellness, Nicole Stout, RN, from CMH Program to Immunization Program, effective April 4, 2016. Dr. Sommer made a motion to accept the personnel actions seconded 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)

Shaddy Swade gave a brief update on the distribution of Naloxone to police and fire divisions within Franklin County. He also informed the Board that FCPH had its annual Columbus/Franklin County Centers for Disease Control and Prevention (CDC) Assessment on January 19th. This is a joint program with Columbus Public Health.

Health Commissioner's Report

Ms. Tilgner reviewed the 2015 Strategic Priorities Report distributed to the Board members prior to the meeting. She informed the Board that she will share the 2016 Strategic Priorities at the March Board meeting.

Medical Director's Report:

Dr. Sullivan informed the Board the Centers for Disease Control and Prevention (CDC) issued a health advisory reminding clinicians that influenza anti-virals should be used for very sick people. He also informed the Board that the annual CDC immunization schedule has been released. The major changes were the addition of Meningitis B vaccine and clarification on use of the two new Meningococcal

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. SHTROP11

Held _____

20 _____

Board of Health Minutes
February 9, 2016
Page 5

vaccines for people over 65. Dr. Sullivan commented on the Zika outbreak and gave some historical facts of the disease which developed in 1997 in the Zika forest of Uganda. Zika is a mild illness that most people get over but there is a concern among pregnant women in which their unborn babies can develop Microcephaly which affects a baby's brain creating developmental disabilities. Zika is also a sexually transmitted disease.

Legal Counsel's Report:

Mr. Durham informed the Board that a case in the City of Bexley is now closed as the property is now in compliance. He also stated that a pending case in Reynoldsburg is now compliant as well.

Adjourn regular meeting, 11:02 a.m.

Respectfully submitted,


Mr. Jerry Lupfer, President


Susan A. Tilgner, Secretary