

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

Franklin County Public Health

Journalized on:

JAN 08 2019

Held

20

## Franklin County District Board of Health Minutes of the Board of Health Tuesday, December 11, 2018

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

**Call to Order:** Jerry Lupfer called the meeting to order at 9:36 a.m.

**Board Members Present:**

Roy Barnewall, DVM, PhD  
Arthur James, MD, FACOG  
Jerry Lupfer  
Sally Morgan, RN

Joe Mazzola, Secretary

**Board Members Absent:**

Tom Rudge, PhD

**Staff Present:**

Amber Breedlove, Health Communication Specialist  
Charlie Broschart, Environmental Health Division Manager  
Jacqueline Cilulko, Executive Assistant  
Olabisi Eddy, Community Health Planner  
Jeff Gibbs, Environmental Health Division Manager  
Alex Jones, Assistant Health Commissioner, Director of Prevention & Wellness  
Mitzi Kline, Director of Communication  
Julie Litteral, Administrative Assistant  
Jennie McAdams, Health Promotion and Community Engagement Supervisor  
Mona Odiakosa, Community Health Planner  
Kirsten Oliver, Data and Planning Epidemiologist  
Nathan Ralph, Water Quality Supervisor  
Jennifer Robinson, Human Resource Manager  
Theresa Seagraves, Director of Health Systems and Planning  
Bob Sealock, Community Environmental Health Supervisor  
Miller Sullivan, Medical Director  
John Wolf, Finance & Business Operations Director  
Eva Wollerman, Emergency Preparedness Supervisor

**Legal Counsel:**

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

**Guests:**

Amy Kirby, Homeowner  
Brian Kirby, Homeowner  
Joseph Reinemeyer, Homeowner

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 2

### **Pledge of Allegiance**

Ms. Morgan led the Pledge of Allegiance.

### **Meeting Minutes:**

The minutes of the November 13, 2018 meeting were approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried.

### **Old Business:**

Resolution 18-115 to adopt the schedule of fees for food service establishments and food service operations for the 2019 licensing year had its Third Reading and the resolution was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

### **Recognitions:**

Olabisi Eddy, Community Health Planner, was recognized by Jennie McAdams, Health Promotion and Community Engagement Supervisor, for 1 year of service. Lindsey Rodenhauer, Tobacco Cessation Coordinator was unable to attend but was recognized by Jennie McAdams, Health Promotion and Community Engagement Supervisor, for 1 year of service.

### **New Business:**

#### **Hearings:**

**Hearing 18-010** for a Variance Request - Ohio Administrative Code 3701-29, 3596 Darby Knolls Boulevard; Hilliard, Ohio 43026 (Brown Township, Tax District 120, Parcel ID #001183); owned by Joseph and Jennifer Reinemeyer

Franklin County Public Health staff Jeff Gibbs, Nathan Ralph and Homeowner Joseph Reinemeyer stood and were sworn in by the court reporter when requested. Mr. Gibbs gave the Board an overview of the situation. The Reinemeyer's are prevented from completing the installation of their household sewage treatment system due to weather conditions and are requesting a variance.

Staff recommended that the Reinemeyer's be granted their variance request, the Board added a stipulation, weather permitting, that the installation be completed before June 30, 2019.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 3

The request was approved upon a motion by Ms. Morgan with a second by Dr. Barnewall Ayes: All Nays: None – motion carried

**Hearing 18-011** for a Variance Request - Ohio Administrative Code 3701-29, 4992 Neff Road; Grove City, Ohio 43123 (Pleasant Township, Tax District 230, Parcel ID #003374); owned by Brian and Amy Kirby

Franklin County Public Health staff Jeff Gibbs, Nathan Ralph and Homeowners Brian and Amy Kirby stood and were sworn in by the court reporter when requested. Mr. Gibbs gave the Board an overview of the situation, the Kirby's are prevented from completing the installation of their household sewage treatment system due to weather conditions and are requesting a variance.

Staff recommended that the Kirby's be granted their variance request, the Board added a stipulation, weather permitting, that the installation be completed before June 30, 2019.

The request was approved upon a motion by Dr. James with a second by Ms. Morgan Ayes: All Nays: None – motion carried

**Resolution 18-131** to approve monthly financial report and operating expenses was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-132** to authorize the Health Commissioner to issue the Board of Health Orders (6 sewage) was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-133** to approve the issuance of a Construction and Demolition Debris Landfill Operation License to JDM Services, LLC and Scott Wrecking, LLC; to approve the issuance of Solid Waste Facility License to Solid Waste Authority of Central Ohio and Waste Management of Ohio Transfer and Recycling Corporation was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-134** to authorize the Health Commissioner to renew a contract with Columbus Academy of Veterinary Medicine for veterinary services, support and supplies (expense not to exceed \$8,000.00) was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 4

**Resolution 18-135** to authorize the Health Commissioner to enter into a Memorandum of Understanding with Mount Carmel Healthcare System to provide healthcare services to low income individuals was approved upon a motion by Dr. Barnewall with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-136** to authorize the Health Commissioner to enter into a contract with Itentive to provide technical assistance, testing and training to staff for the latest upgrade in the NextGen electronic health record system (expense not to exceed \$12,000.00) was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-137** to become a member of the Ohio Opioid Education Alliance and endorse Don't Live in Denial, Ohio as a model opioid prevention and education campaign was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-138** to authorize the Health Commissioner to enter into a contract renewal with K2 Studios, LLC for graphic design contract work (expense not to exceed \$35,000.00) was approved upon a motion by Dr. Barnewall with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-139** to authorize the Health Commissioner to enter into a contract renewal with the Central Ohio Poison Center for After-Hours on call services (expense not to exceed \$9,200.00) was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-140** to authorize the Health Commissioner to enter into a contract renewal with Mighty Spark Design for web and graphic design services (expense not to exceed \$20,000.00) was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-141** to authorize the Health Commissioner to enter into a contract with Columbus Public Health to conduct a joint seasonal flu awareness campaign (revenue of \$2,000.00) was approved upon a motion by Dr. James with a second by Dr. Barnewall. Ayes: All Nays: None – motion carried

**Resolution 18-142** to authorize the Health Commissioner to enter into a contract with Data Across Sectors for Health for a Mentor Program Grant (revenue of

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 5

\$5,000.00) was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-143** to authorize the Health Commissioner to enter into a contract with the Gordon Flesch Company for the Uniflow Print Management Software for agency printing devices (expense not to exceed \$2,940.48) was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-144** to authorize the Health Commissioner to renew a contract with Julian & Grube, Inc. for financial statement preparation services (expense not to exceed \$5,000.00) was approved upon a motion by Dr. James with a second by Dr. Barnewall. Ayes: All Nays: None – motion carried

**Resolution 18-145** to authorize the Director of Finance and Business Operations to request tax settlement advances in 2019 was approved upon a motion by Dr. Barnewall with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-146** to request a new fund to be created by the Auditor of Franklin County for the Health Systems and Planning Division was approved upon a motion by Dr. James with a second by Dr. Barnewall. Ayes: All Nays: None – motion carried

**Resolution 18-147** to close the rabies fund 9035 and transfer the cash balance of the fund to environmental health fund 9028 was approved upon a motion by Dr. Barnewall with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-148** to authorize the Health commissioner to enter into a contract with the Ohio Public Health Association for Fiscal Support Services (expense not to exceed \$5,000) was approved upon a motion by Dr. James with a second by Dr. Barnewall. Ayes: All Nays: None – motion carried

**Resolution 18-149** to authorize the Health Commissioner to renew a contract with Joseph R. Durham, Eastman & Smith, Ltd. for professional services (expense not to exceed \$45,000.00) was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 6

**Resolution 18-150** to adopt the 2019 Operating Budget was approved upon a motion by Dr. Barnewall with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Resolution 18-151** to approve purchases was approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

### **Personnel Actions**

Jennifer Robinson, Human Resources Manager, presented the following personnel actions for Board approval:

|   |   |            |
|---|---|------------|
| <b>New Hires</b>                            | Jessica Williams, Community Health Planner<br>• Current EH Administrative Assistant | 01/07/2018 |
| <b>Position Changes</b><br>(in 2019 budget) | Dennis Curluter – from Medical Billing and Coding Specialist to Application Analyst | 01/07/2018 |
|   | Cassandra Burns – from IT Systems Analyst to IT Systems Supervisor                  | 01/07/2018 |
| <b>New Positions</b><br>(in 2019 budget)    | Administrative Assistant II (HSP)   | TBA        |
|   | Epidemiologist II – Environmental focus (P&W)                                       | TBA        |
| <b>Job Openings</b>                         | Administrative Assistant II (P&W)   | Posted     |
|   | Administrative Assistant I (EH)   | Posted     |
| <b>Resignations</b>                         | Carol Bailey, P&W Executive Assistant   | 12/05/2018 |

Personnel actions were approved upon a motion by Dr. James with a second by Ms. Morgan. Ayes: All Nays: None – motion carried

**Environmental Health Report:** (Attached)

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

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

**Human Resources Report:** (Attached)

**Communication Report:** (Attached)

**Health Commissioner Report:** (Attached)

Organizational Charts  
Strategic Plan

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTR0P11

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

Board of Health Minutes  
Tuesday, December 11, 2018  
Page 7

The Health Commissioner asked for a motion to approve the Franklin County Public Health 2019 – 2021 Strategic Plan. The Strategic Plan was approved upon a motion by Ms. Morgan with a second by Dr. James. Ayes: All Nays: None – motion carried

**Medical Director Report:** (Attached)

Dr. Sullivan updated the Board members on seasonal flu and shared that H1N1 is the predominant strain and reminding everyone that the best prevention is the vaccine. He also discussed the types of anti-virals available and their effectiveness. Dr. Sullivan then gave a presentation regarding ticks and lyme disease. He cautioned everyone that this was becoming a common public health problem, and to increase awareness.

**Legal Counsel's Report**

Mr. Durham updated the Board on the situation concerning the Woodcliff Condominium case, the court denied the stay. Mr. Durham has drafted a response to the anonymous letters received by Board members, however as the current handbook will have potential changes voted on at the next Board of Health meeting, he will wait to present the response until he has incorporated the updated handbook language. He also asked the Board if they would like him to coordinate the annual evaluation process for the Health Commissioner and they asked him to proceed.

**Continuing Education**

None

Adjourn regular meeting, 11:48 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Jerry Lupfer, President

  
\_\_\_\_\_  
Joe Mazzola, Secretary