

# 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 May 12, 2015

**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  
Annemarie Sommer, MD

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Charlie Broschart, Division Manager, Environmental Health  
Alisha Brown, Health Education, Community Health Program  
Terry Bugg, Supervisor, Immunization Program  
Kara Cover, Epidemiologist, Infectious Disease/Central Region Coordinator  
Jimmie Davis, Supervisor, Community Health & Wellness  
Jeff Gibbs, Division Manager, Environmental Health  
Todd Hansen, Executive Assistant, Administration  
Kyle Idahosa, Epidemiologist, Planning & Assessment  
Radhika Iyer, Supervisor, Infectious Disease Program  
Mitzi Kline, Communication and Community Health Director  
Niki Lemin, Director of Environmental Health/Assistant Health Commissioner  
Melissa McArthur, Supervisor, Nuisance Program  
Nathan Ralph, Supervisor, Community Environmental Health  
Dr. Miller Sullivan, Medical Director  
Stacie Williamson, Supervisor, Children with Medical Handicaps 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, Eastman & Smith Ltd.

**Guests:**

Vanessa Chakravarthy  
Daniel Fannin, HDLC Member  
Mike Moran, Esq.

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**Guests (continued):**

Ken Russell, HDLC Member  
Chef Hubert Seifert, HDLC Member  
Joe Weaver, HDLC Member

**Meeting Minutes:**

The minutes of the April 14, 2015 meeting, were approved, as amended, upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

**Old Business:**

None

**New Business:**

**Administration/Public Hearings:**

Hearing 15-002, Barrier Layer Exemption: Ohio Administrative Code 3745-400-07; Scott's Wrecking Company, Inc., 1377 Harmon Avenue, Franklin County, (presented by Jeff Grose) – Ms. Tilgner requested that the hearing be tabled.

**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 2015 year complete Administration spent 28% of budgeted expenditures, Prevention and Wellness spent 23% of budgeted expenditures and Environmental Health spent 28% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 2%, Rabies 7%, Regional Public Health Infrastructure 12%, Construction and Demolition Debris fund 28% and Ground Water monitoring 26%. Overall 26% of the 2015 Operating Budget has been spent, yielding a positive variance of 7%.

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 15-052 to approve monthly operating expenses was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

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Resolution 15-053 to amend the Schedule of Fees (Prevention and Wellness) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-054 to authorize the Health Commissioner to renew an agreement with Pickaway County Health Department for epidemiology services was approved upon a motion by Dr. Sommer with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-055 to authorize the Health Commissioner to enter into a contract with DJ Chapman, Children with Medical Handicaps (CMH) Program Evaluations and Recommendations (not to exceed \$9,300.00) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-056 to authorize the Health Commissioner to renew a contract with the Ohio Department of Health for reimbursement of enforcement of Chapter 3794, Smoke-Free Workplace Law was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-057 to approve a modification of a construction and demolition debris landfill license for Scott Wrecking Co., Inc. for a facility expansion was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-058 to authorize the Health Commissioner to enter into a contract with the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) for training and education for infection prevention was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

Resolution 15-059 to authorize the Health Commissioner to amend a contract with Enterprise Fleet Management for 5 additional vehicles (additional \$23,000.00 annually) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-060 to approve purchases was approved upon a motion by Mr. Bope with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

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## **Personnel Actions**

Ms. Tilgner presented the following personnel actions for Board approval: New Position (Prevention & Wellness) Jennie Gates, RN, CMH Program, effective May 26, 2015. Mr. Bope made a motion to approve the Personnel Actions with a second by Dr. Lane. Ayes: All Nays: None – motion carried.

## **Environmental Health Report:**

(Attached)

## **Public Health Nursing Report:**

(Attached)

## **Administration Report:**

(Attached)

## **Health Commissioner's Report:**

Ms. Tilgner informed the Board that she has been working with the Association of Ohio Health Commissioners (AOHC) on the state biennial budget, specifically taking at what issues within the budget impacts local health departments.

## **Public Health Accreditation Update:**

Ms. Tilgner informed the Board that submission of documents to the Public Health Accreditation Board on was successfully submitted on April 30.

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

Dr. Sullivan talked briefly about meningitis and explained the process of treatment. He spoke about an outbreak from two years ago at Princeton University and stated that vaccine used during that outbreak was successful.

Dr. Sullivan spoke about listeria and informed the Board about who is at risk and how it is contracted. He stated that the Centers For Disease Control and Prevention (CDC) estimates 1600 listeria cases per year. Dr. Sullivan stated to avoid high risk foods, ensure that food is cooked properly, and to avoid unpasteurized foods.

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

Mr. Durham informed the Board of a nuisance property in Reynoldsburg scheduled for a hearing which will be resolved today as a contractor is remediating the property.

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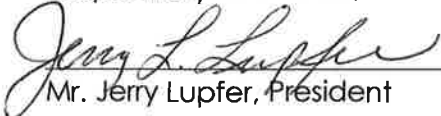
**Executive Session:**

Resolution 15-061 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 – roll call Dr. Sommer, Aye, Mr. Bope, Aye, Mr. Lupfer, Aye, Dr. Lane, Aye.

The Board came out of Executive Session. Mr. Bope made a motion, seconded by Mr. Lupfer to accept a Last Chance Agreement, signed by all involved parties. Mr. Durham stated that there would be no pre-disciplinary hearing by way of the signed agreement. Mike Moran, Esq. confirmed receipt of the agreement.

Adjourn regular meeting, 10:40 a.m.

Respectfully submitted,

  
Mr. Jerry Lupfer, President

  
Susan A. Tilgner, Secretary

