

**Franklin County District Board of Health  
Minutes of the Board of Health  
March 10, 2015**

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

**Call to Order:** Jack Bope, President, called the meeting to order at 9:30 a.m.

**Board Members Present:**

Jack Bope, Jr.  
Dana McDaniel  
Jerry Lupfer  
Annemarie Sommer, MD  
Joe Weaver

Susan A. Tilgner, Health Commissioner/Secretary

**Staff Present:**

Charlie Broschart, Division Manager, Environmental Health  
Jeff Gibbs, Division Manager, Environmental Health  
Garrett Guillozet, Supervisor, Food Safety Program  
Mitzi Kline, Communication and Community Health Director  
Niki Lemin, Director of Environmental Health/Assistant Health Commissioner  
Melissa McArthur, Supervisor, Nuisance Program  
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:**

Sherry Jones  
Helen Morrison

**Meeting Minutes:**

The minutes of the February 10, 2015 meeting, were approved, as amended, upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

**Old Business:**

Resolution 15-013 to amend the 2015 Operating Budget (approved February 10, 2015) - no action was required by the Board.

Resolution 15-016 to adopt the Franklin County Public Health Quality Improvement (QI) Plan, 2015-2018 (approved February 10, 2015)- no action was required by the Board.

Resolution 15-024 to authorize the Health Commissioner to enter into an agreement with Direct Effect Solutions, Inc. to perform an Information Technology (IT) Audit (approved February 10, 2015)- no action was required by the Board.

**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 16% of the 2015 year complete Administration spent 15% of budgeted expenditures, Prevention and Wellness spent 11% of budgeted expenditures and Environmental Health spent 15% of budgeted expenditures. Other budgeted expenditures include Anti-Dumping fund 1%, Rabies 1%, Regional Public Health Infrastructure 1%, Construction and Demolition Debris fund 15% and Ground Water monitoring 16%. Overall 14% of the 2015 Operating Budget has been spent, yielding a negative variance of 2%.

**Resolutions:**

Resolution 15-025 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 15-026 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. Lupfer with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-027 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 Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-028 to renew a contract with Joseph R. Durham, Eastman & Smith, Ltd., for legal services (not to exceed \$45,000.00) was approved upon a motion by Mr. McDaniel with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 15-029 to authorize the Health Commissioner to enter into an Agreement with Columbus Public Health to provide vaccinations for influenza, to maintain an influenza website and information line, and to provide a public health and awareness campaign to encourage uninsured/underinsured residents of Franklin County to get vaccinated for influenza (\$29,510.00) was approved upon a motion by Mr. McDaniel with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-030 to authorize the Health Commissioner to enter into an agreement with Hondros College of Nursing to provide an educational site for nursing students to observe and participate in public health experiences was approved upon a motion by Mr. McDaniel with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 15-031 to authorize the Health Commissioner to enter into an agreement with Olentangy School District to provide an educational site for senior students (interested in public health as a potential profession) to observe and participate in public health experiences was approved upon a motion by Mr. Lupfer with a second by Mr. McDaniel. Ayes: All Nays: None – motion carried.

Resolution 15-032 to authorize the Health Commissioner to enter into 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 (CHATs) (\$16,000.00) was approved upon a motion by Mr. Weaver with a second by Mr. McDaniel. Ayes: All Nays: None – motion carried.

Resolution 15-033 to adopt the FCPH Cultural and Linguistics Policy was approved upon a motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-034 to adopt the 2016 Operating Budget was approved upon a motion by Mr. Weaver with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 15-035 to amend the 2015 Operating Budget was approved upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

Resolution 15-036 to authorize the Health Commissioner to enter into an agreement with the Ohio Department of Health and agreements with local health districts in the central Ohio region for Ebola and other special pathogens concept of operations planning was approved upon motion by Mr. Weaver with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-037 to approve purchases was approved upon a motion by Dr. Sommer with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried.

**Personnel Actions**

Post a Vacancy – Program Manager, Water Quality; Mr. Lupfer made a motion, seconded by Mr. McDaniel, to approve the personnel actions. Ayes: All Nays: None – motion carried.

**Environmental Health Report:**

(Attached)

**Public Health Nursing Report:**

(Attached)

**Administration Report:**

(Attached)

**Health Commissioner's Report:**

Ms. Tilgner thanked the Board for approving the IT Audit at last month's meeting. As a result the audit is underway. Ms. Tilgner announced that this year's staff education retreat will be held on May 1<sup>st</sup> at the Dublin Recreation Center. Ms. Tilgner stated

that she is working with the Association of Ohio Health Commissioners (AOHC) on the state biennium budget. The budget proposes a workgroup that looks at bringing together hospitals and health departments to look at community health assessments and community improvement plans. She also informed the Board that FCPH is participating in a pilot project through the University of Kentucky to determine the cost of core services of public health.

Ms. Tilgner reminded the Board of the District Advisory Council meeting on Thursday, March 12<sup>th</sup>. Applications are being accepted for the Health District Licensing Council and Ms. Tilgner informed the Board that Dana McDaniel will be leaving his position on the Board as the representative for the Health District Licensing Council. She thanked Mr. McDaniel for his years of service and his support of Franklin County Public Health. Mr. McDaniel thanked the FCPH staff and their hard work and dedication and he also thanked his fellow Board members and Ms. Tilgner.

**Public Health Accreditation Update:**

Ms. Tilgner informed the Board that staff continues to be on schedule for submission of documents to the Public Health Accreditation Board in May.

**Medical Director's Report:**

Dr. Sullivan informed the Board that flu season is winding down and work is beginning on next year's flu season. He stated that recommendations for next year's vaccine have come out from the FDA. He also informed the Board that the Advisory Committee on Immunization Practices (ACIP) met in February and determined that the flu mist has proven not to be advantageous over the flu shot therefore the ACIP will redact their recommendation. Dr. Sullivan also spoke about the 2 new Meningitis B vaccines stating that the ACIP is not recommending a universal vaccination and instead will use the vaccines for emergencies or outbreaks. Dr. Sullivan also informed the Board that the Gardasil vaccine now covers 9 strains of human papillomavirus versus the current vaccine which covers 4 strains. There will be a cost increase associated with this new vaccine but better protection as a result.

**Legal Counsel's Report:**

Mr. Durham acknowledged the FCPH staff for their immediate action on a Board Order that was on today's agenda.

**Executive Session**

Resolution 15-038 to convene into Executive Session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider personnel matters to discuss the Health Commissioner Evaluation – Roll Call: Dr. Sommer, Aye, Mr. Bope, Aye, Mr. Lupfer, Aye, Mr. Weaver, Aye, Mr. McDaniel, Aye.

The Board came out of Executive Session.

A motion was made by Mr. McDaniel and seconded by Mr. Weaver to approve a salary increase of 1.5% for the Health Commissioner retroactive to December 29, 2014; to include the Health Commissioner in future salary increases for all employees in 2015; and to acknowledge the Board's appreciation for her performance in the past year. Ayes: All. Nays: None – motion carried.

Adjourn regular meeting, 10:33 a.m.

Respectfully submitted,

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Mr. Jack Bope, President

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Susan A. Tilgner, Secretary