

**Franklin County District Board of Health
Minutes of the Board of Health
April 14, 2015**

Meeting Location: Memorial Hall, West Conference Room

Call to Order: Jack Bope, 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
Terry Bugg, Supervisor, Immunization Program
Jimmie Davis, Supervisor, Community Health & Wellness
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
Adam Mark, Graphic & Web Designer
Melissa McArthur, Supervisor, Nuisance Program
Bill Oxenrider, MIS Director
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.
Adria Fields, Franklin County Prosecuting Attorney's Office

Guests:

Jim Boyden, Court Reporter
Shahana Hadi
Megan Knowlden
Holly Lefeld

Natalie Launer
Carly Schoonover
Ana Teineira

Meeting Minutes:

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

Old Business:

None

New Business:

Ms. Tilgner welcomed Dr. Heather Lane, appointed to the Franklin County Board of Health on March 12, 2015.

Election of Officers – Mr. Bope made a motion to elect Mr. Jerry Lupfer as president and Dr. Annemarie Sommer as vice-president of the Franklin County Board of Health. Dr. Lane seconded the motion - motion carried.

Mr. Lupfer took over chairing the meeting. Ms. Tilgner thanked Mr. Bope for serving as Board president and presented him with a token of appreciation.

Administration/Public Hearings:

Hearing 15-001: Food Service Operation/Food Establishment Denial/Suspension for non-payment of 2015 food license: Garrett Guillozet was sworn in by the court reporter.

Mr. Guillozet gave a brief overview of when and how food service and retail food establishment fees are collected. He stated that the 2015 license applications were mailed in January with the application deadline (postmarked) of March 1, 2015. He also stated that those facilities that had not paid their fees by the deadline were provided notice, by hand delivery and certified mail. Mr. Guillozet asked that the establishments that had not yet paid be closed, unlicensed food service operation, for non-payment of the 2015 license. Mr. Bope made a motion, seconded by Dr. Sommer. Ayes: All Nays: None – motion carried.

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%.

Mr. Wolf informed the Board that there will be a Finance Committee meeting on May 12, 2015, 8:30 a.m. at Franklin County Public Health.

Resolutions:

Resolution 15-039 to approve monthly operating expenses was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-040 to authorize the Health Commissioner to renew an agreement with Hands On Central Ohio, Inc., for 2-1-1 call center support and the operation of a volunteer reception center in the event of a public health emergency was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-041 to authorize the Health Commissioner, on behalf of Franklin County Public Health and the Franklin County and Columbus Medical Reserve Corps, to renew a Memorandum of Understanding with the American Red Cross of Greater Columbus and Columbus Public Health, to coordinate services during a disaster was approved upon a motion by Jack Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-042 to authorize the Health Commissioner to enter into a contract with the Ohio Department of Health for Active or Direct Active Monitoring of at risk Ebola travelers was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-043 to amend the 2015 Operating Budget (Ebola Supplemental Regional Public Health Emergency Preparedness Grant) was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-044 to transfer funds for reimbursement of expenses incurred by the Administration Fund (9026) for the Regional Public Health Infrastructure Fund (\$19,165.60) was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-045 to adopt findings on investigations of Chapter 3794, Ohio Smoke-Free Workplace Law was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-046 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 Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-047 to authorize the Health Commissioner to renew a contract with O'Neil Tents for 2015 Rabies Clinics (\$1,221.20) was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Resolution 15-048 to authorize the Health Commissioner to enter into an agreement with Saul and Saul, LLC to provide training services for the 2015 Annual Education Retreat (\$1,150.00) was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-049 to authorize the Health Commissioner to enter into an agreement with New Albany/Plain Local School District to provide an education 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 Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-050 to adopt the Franklin County Public Health Institutional Review Board (IRB) Policy was approved upon a motion by Dr. Sommer with a second by Mr. Bope. Ayes: All Nays: None – motion carried.

Resolution 15-051 to approve purchases was approved upon a motion by Mr. Bope with a second by Dr. Sommer. Ayes: All Nays: None – motion carried.

Personnel Actions

Ms. Tilgner presented the follow personnel actions for Board approval: Resignation: Thomas Stratford, RS, Environmental Health, effective April 3, 2015; Bonnie Walker, RN, BCMH Program, effective April 13, 2015. New Hires: Sandra Cameron, Administrative Assistant, Plumbing Program, Environmental Health, effective May 4, 2015; Rebecca Keller, RS II, Food Safety Program, effective April 27, 2015; Alisha Brown, Health Educator, Community Health Program, Prevention and Wellness, effective May 4, 2015; Kyle Idahosa, Epidemiologist, Planning and Assessment, Community Health Program, effective May 4, 2015. Post Position: RS, Solid Waste Program, Environmental; RN, BCMH Program, Prevention and Wellness. Dr. Sommer made a motion, seconded by Dr. Lane, 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 reviewed the FCPH 2015 Strategic Priorities April Progress Report (see attached).

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 on April 30.

Medical Director's Report:

Dr. Sullivan informed the Board that flu activity continues to decrease and that people ages 65 and older had the highest hospital rate. This was related to the mismatched A Strain in last year's vaccine. Dr. Sullivan also informed the Board that Norovirus cases are starting to increase. He also informed the Board that the Centers for Disease Control and Prevention (CDC) are working on a 2020 Initiative where 90% of children will be fully immunized. He stated that reports show a decrease in the Measles, Mumps, Rubella (MMR) vaccine on the national level. Dr. Sullivan also stated that the American Journal of Pediatrics study group shows that a lot of parents are choosing to space vaccines out longer than what is recommended. They are not in favor of this.

Legal Counsel's Report:

Ms. Fields informed the Board of two cases that will be in contempt of court as of May 1, 2015. Mr. Durham updated the Board on a nuisance case involving a condominium complex stating that the process for demolition is in progress for six additional condominium units. The Franklin County Board of Health is the plaintiff in this case.

Adjourn regular meeting, 10:50 a.m.

Respectfully submitted,

Mr. Jerry Lupfer, President

Susan A. Tilgner, Secretary