

# RECORD OF PROCEEDINGS

Franklin County Public Health

Minutes of

Journalized on:

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. SHTROP11

MAY 08 2018

Held

20

## Franklin County District Board of Health Minutes of the Board of Health Tuesday, March 13, 2018

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

**Call to Order:** Mr. Bope called the meeting to order at 9:33 a.m.

**Board Members Present:**

Jack Bope Jr.  
Arthur James, MD, FACOG  
Jerry Lupfer  
Tom Rudge, PhD

Joe Mazzola, Secretary

**Board Members Absent:**

Roy Barnewall, DVM, PhD

**Staff Present:**

Aaqila Amatus-Salaam, Executive Assistant – HR  
Alycia Burkitt, Administrative Assistant - Communication  
Jeff Gibbs, Environmental Health Division Manager  
Alyssa Grodhaus, Public Health Nurse, Supervisor - CMH  
Garrett Guillozet, Registered Sanitarian Supervisor- Food Safety  
Sandy Htut, Data Analysis Evaluation Coordinator  
Radhika Iyer, Infectious Disease Supervisor  
Mitzi Kline, Director of Communication  
Niki Lemin, Assistant Health Commissioner/Director of Environmental Health  
Jennie McAdams, Health Promotion and Community Engagement Supervisor  
Alfonso Nunez, Registered Sanitarian – Food Safety  
Nathan Ralph, Registered Sanitarian Supervisor- Water Quality  
Jennifer Robinson, Human Resources Manager  
Theresa Seagraves, Director of Health Systems and Planning  
Ami Shah, Performance Measurement & Accreditation Coordinator  
Miller Sullivan, MD, Medical Director  
John Wolf, Director of Finance & Business Operations  
Debbie Wright, Assistant Health Commissioner/Director of Prevention & Wellness  
Eva Wollerman, Emergency Preparedness Supervisor

**Legal Counsel:**

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

**Guests:**

Klandija Holiday – Ohio State University Student

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## **Pledge of Allegiance**

Dr. Rudge led the Pledge of Allegiance.

## **Meeting Minutes:**

The minutes of the February 13, 2018 meeting was approved, upon a motion by Dr. Rudge, with a second by Dr. James. Ayes: All Nays: None – motion carried.

## **Recognitions:**

Al Nunez, Food Safety sanitarian, was honored by Garrett Guillozet for 5 years of service. Although neither was able to be present at the meeting, Jeff Grose was honored for 20 years of service and Jennifer Frazier for 1 year of service by Jeff Gibbs.

## **Old Business:**

**Resolution 18-016** to amend the Leave Benefits and Paid-Time-Off section of the Franklin County Public Health Personnel Policies (HR-0001) was approved upon a motion by Mr. Lupfer with a second by Dr. James. Ayes: All Nays: None – motion carried.

## **New Business**

### **Hearings:**

**Hearing: 18-004** for a Variance Request - Ohio Administrative Code 3701-29-03(C)(5), Kevin Edmonds, Buckeye Construction, an application for registration as an installer shall include proof of completion of at least six continuing education hours during the previous calendar year through educational programs approved by the Department of Health.

Franklin County Public Health staff Niki Lemin and Nathan Ralph stood and were sworn in by the court reporter when requested. Mr. Ralph reminded Board Members of the law requirements that became effective in 2015. Contractors are required to complete at least six continuing education units during the calendar year through educational programs approved by the Ohio Department of Health in order to provide services for the following calendar year. Mr. Ralph presented that Kevin Edmonds of Buckeye Construction did not complete six hours of continuing education in calendar year 2017. Mr. Edmonds shared that he has a training already scheduled that will satisfy the requirement. Mr. Ralph confirmed that it would meet the requirement and that his is registered.

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The variance request was approved upon a motion by Dr. Rudge with a second by Mr. Lupfer Ayes: All Nays: None – motion carried

**Resolution 18-029** to approve monthly financial report and operating expenses was approved upon a motion by Dr. James with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolutions: 18-030** to authorize the Health Commissioner to enter into a Five Year Lease Agreement with Enterprise Fleet Management for one vehicle for the Food Safety Program (Expense: Not to exceed \$19,224.20) was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolution: 18-031** to authorize the Health Commissioner to issue the Board of Health Orders (6 sewage nuisance) was approved upon a motion by Mr. Lupfer with the condition that the addresses and parcel numbers be restated in the second paragraph of the document. Dr. Rudge seconded the motion. Ayes: All Nays: None – motion carried

**Resolution: 18-032** to amend the 2018 operating budget was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolution 18-033** to authorize the Health Commissioner to enter into a contract with Compdata, Inc. for consulting services for Franklin County Public Health classification and compensation study (expense not to exceed \$24,500.00) was approved upon a motion by Dr. James with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried

**Resolution 18-034** to adopt the annual estimate operating cost budget for fiscal year 2019 was approved upon a motion by Mr. Lupfer with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolution 18-035** to authorize the Health Commissioner to renew a contract with the Ohio Department of Health for participation in the Medicaid Administrative Claiming process was approved upon a motion by Mr. Lupfer with a second by Dr. James. Ayes: All Nays: None – motion carried

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**Resolution 18-036** to enter into a Limited Participating Organization Agreement with The Ohio Health Information Partnership to utilize CliniSync System for the Community Cessation Initiative was approved upon a motion by Mr. Lupfer with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-037** affirming Franklin County Public Health's commitment to integrating environmental sustainability in programs and policies that protect the viability of our community for future generations was approved upon a motion by Dr. James with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolution: 18-038** to authorize the Health Commissioner to enter into a contract with the National Association of County and City Health Officials for the 2018 Medical Reserve Corps Challenge Award (Revenue: \$12,500.00) was approved upon a motion by Dr. James with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried

**Resolution 18-039** to authorize the Health Commissioner to enter into a contract with O'Neil Tents Rentals and Manufacturing to provide tents, tables, chairs and table coverings for two rabies clinics (Expense: not to exceed \$3,000.00) was approved upon a motion by Dr. James with a second by Dr. Rudge. Ayes: All Nays: None – motion carried

**Resolution: 18-040** to authorize the Health Commissioner to enter into a contract with the Grove City Church of the Nazarene for use of room space as a staging area for Medical Reserve Corps volunteers (Expense: \$0.00) was approved upon a motion by Mr. Lupfer with a second by Dr. James. Ayes: All Nays: None – motion carried

**Resolution 18-041** to authorize the Health Commissioner to enter into a Participation Agreement with Children's Practicing Pediatricians to purchase vaccines for Franklin County Public Health use was approved upon a motion by Mr. Lupfer with the condition that it is approved by the Franklin County Prosecuting Attorney's Office prior to being executed. Dr. James seconded the motion. Ayes: All Nays: None – motion carried

**Resolution 18-042** to approve purchases use was approved upon a motion by Dr. Rudge with a second by Dr. James. Ayes: All Nays: None – motion carried

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**Personnel actions and motion to accept as recommended**  
**Presenting: Jennifer Robinson**

<b>New Hires</b>	Jessica Arnold, CRI Coordinator • current EH Administrative Assistant	March 19, 2018
	Zachary Obert, Community Health Planner (CCI Grant)	April 9, 2018
	Benjamin Davis, Sanitarian in Training, Water Quality	March 19, 2018
	Marc Largmann, Emergency Preparedness Planner	March 19, 2018
	Diana Kasperek, Public Health Nurse, MCH program	April 9, 2018
<b>Job Openings</b>	Registered Sanitarian/Sanitarian in Training, Vector program	Posted
	Registered Sanitarian/Sanitarian in Training, Food Safety program	Posted
	Environmental Health Administrative Assistant	To be posted
	Division Director of Prevention and Wellness	To be posted
	Sanitarian in Training, CEH program	To be posted
<b>New Position</b>	Public Health Nurse, Immunization and School Health programs (Get Vaccinated Ohio Grant)	To be posted

Personnel actions were approved upon a motion by Dr. Rudge with a second by Mr. Lupfer. Ayes: All Nays: None – motion carried

**Division Reports:**

Environmental Health Report – Niki Lemin, Assistant Health Commissioner (Attached)

Prevention & Wellness Report – Debbie Wright, Assistant Health Commissioner (Attached)

Health Systems & Planning Report – Theresa Seagraves, Director (Attached)

Communication Report – Mitzi Kline, Director (Attached)

**Health Commissioner's Report** – Joe Mazzola, Health Commissioner; Mr. Mazzola presented his monthly report of consisting of four (4) goals along with activities.

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The first goal to Promote Health and Preventative Diseases, Mr. Mazzola's activities included: Partnering with, Community Shelter Board Community Plan; Opiate Action Plan; Presented at Board of Health meetings in Grandview Heights, Upper Arlington and Bexley; Presented urban farming to Canal Winchester; held an informational meeting in Grove City, before City Council members regarding Tobacco 21.

Second goal to Build Relationships, Mr. Mazzola attended Life Care Alliance to identify opportunities; Attendance T the Central Ohio Trauma System as designee of Board of Commissioners; Meeting with Whitehall City Schools Superintendent to discuss Farm to School initiatives; and Meeting with Healthcare Collaborative of Central Ohio re: transportation and healthcare.

Third goal Quality Improvement and Customer Service Mr. Mazzola requested all staff to offer concerns, ideas and solutions with their supervisor, at a quarterly coffee, an internal committee meeting or directly to him.

Fourth goal, Accreditation Mr. Mazzola attended a meeting convened Association of Ohio Health Commissioners to explore use of shared services to meet accreditation and foundational public health services.

**Medical Director Report:** Dr. Miller Sullivan stated seasonal influenza has been leveling off, but still remains high. Interestingly, the influenza B strain is being seen now, earlier in the season it was primarily the influenza A strain. So far, there have been 119 pediatric deaths which is on par with 2014-15, the last time H3N2 the predominate strain for most of the season. Dr. Sullivan shared that he has reviewed latest Advisory Committee in Immunization Practices (ACIP) recommendations on vaccines, specifically related to FluMist, Hepatitis B and Hepatitis A. FluMist will be recommended again next season.

**Legal Counsel's Report:** Joe Durham informed the Board he would update them in Executive Session.

## **Executive Session:**

**Resolution 18-043** to convene into executive session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider the compensation of a public employee and Ohio Revised Code Section 121.22 (G)(3) to consider pending litigation was approved upon a motion by Dr. Rudge with a second by Mr. Lupfer Ayes: All Nays: None – motion carried. Roll Call: Mr. Bope, Aye; Dr. Rudge, Aye; Mr. Lupfer, Aye; Dr. James – Aye.

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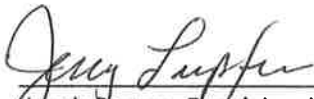
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A motion was made to reconvene the meeting at 11:57 p.m. Roll Call: Mr. Bope - Aye, Dr. Rudge - Aye; Mr. Lupfer - Aye, Dr. James - Aye.

As a result of Executive Session, Mr. Lupfer made a motion to recommend approval of the proposed settlement in the case of the City of Whitehall and Franklin County Public Health vs. Thomas Olander and the Woodcliff Condominium Unit Owners Association. Dr. Rudge seconded the motion. Ayes: All Nays: None – motion carried

Adjourn regular meeting at 12:08 p.m.

Respectfully submitted,



Jack Bope, President

Jerry Lupfer Vice President



Joe Mazzola, Secretary