



Miami County Public Health

Board of Health Meeting – July 25, 2019
Hobart Center for County Government – Room 225
510 West Water Street
Troy, Ohio

July 25, 2019

Meeting Minutes

1. **Introductions:** See attached sign-in sheet
2. **Next meeting:** August 22, 2019
3. **Additions to and adoption of agenda:** Dr. Nims made a motion to approve the agenda with a correction to the sewage variance address under “new business.” The correct address is 7255 South County Road 25A. Mr. Ristoff seconded the motion. All voted in favor.
4. **Approval of Minutes:**
 - » June 27, 2019 Regular Session: A motion was made by Mrs. Baird to accept the minutes of the June 27, 2019 meeting. It was seconded by Dr. Nims. All voted in favor.
5. **Old Business:** None
6. **New Business:**
 - » Sewage Variance, 7255 S. Co. Rd. 25A (Tomcisin): Jane Tomcisin recommended approval of the variance which would allow the isolation distance of the property lines be 6-6.5 feet rather than the rule requirements of 10 feet. Mr. Ristoff made a motion to approve the sewage variance. Mrs. Davis seconded the motion. All voted in favor.
 - » Succession Plan (Phillips): Jordan Phillips presented the Succession Plan and discussed how the agency will use the plan and supporting score sheet to determine retirement potential and key positions. Discussion session followed where Mr. Ristoff recommended management meet annually to discuss top achievers and those meeting the work requirements. Mr. Propes reported this is something that can be looked into. Mrs. Davis made a motion to approve the Succession Plan as submitted. Mrs. Baird seconded the motion. All voted in favor.
 - » Water Pollution Control Loan Fund:
 - 11790 Hall Rd., Union Township: The grant will pay 85% - \$4037.50
 - 6767 Free Rd., Springcreek Township: The grand will pay 100% - \$18,000.00



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- 1565 N. Alcony Conover Rd., Lostcreek Township: The grant will pay 100% - \$12,750.00

Jane Tomcisin reported the program is on track to spend all grant funds by November 2019. Mr. Ristoff made a motion to approve the projects. Dr. Nims seconded the motion. All voted in favor.

7. Financial Reports:

- » **Budget Report – June 2019** – Mr. Propes reviewed the report with the Board. After discussion, Mr. Ristoff made the motion to accept the Budget Report as presented. Mrs. Pittenger seconded the motion and all voted in favor.
- » **Expenditure Report – June 2019** – Mr. Propes reviewed the report with the Board and provided an update on cost savings associated with the use of the Clover credit card processing system. While reviewing the past two years, it was noted we are processing \$5,000-\$8,000 more per month and are still seeing a savings of \$400-\$1000 in transaction fees. After discussion, Mrs. Baird made the motion to accept the Expenditure Report as presented. Mrs. Davis seconded the motion and all voted in favor.

8. Health Commissioner's supplemental report (Propes):

- » **Grant updates:** We received the opioid grant from The Ohio Department of Health (ODH) in the amount of \$80,000. This will be used to pay for the Injury Prevention Coordinator position. The grant deliverables are very similar to the work we have already been doing.
- » **Outbreak:** Environmental Health staff and Janel Hodges, Epidemiologist, have been very busy investigating a large waterborne outbreak. Thirty one people have reported being ill after attending a wedding reception. Staff are working closely with the facility to ensure safe water sources.
- » **Building Lease:** The current building lease will be discussed with the County Commissioners next month. Our current lease expires at the end of 2019. We will work to extend the lease to 2021 which will align with the transition into the One Wellness Place.



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- » Help Me Grow: The program is designed to improve birth outcomes statewide. Currently we have one part-time supervisor and two full-time home visitors working in the program. To date, there are 15-17 families that are on a waiting list to receive services. This number would almost fulfill the case load requirements for another full-time employee. The state is also proposing additional funding in the program. Approval to post and interview for an additional Help Me Grow Home Visitor was requested. Mr. Ristoff made a motion to post and interview for the Help Me Grow Home Visitor position. Mrs. Baird seconded the motion. All voted in favor.
- » Needle Exchange Program: Jordan Phillips, Injury Prevention Coordinator, will be providing information on what a needle exchange program would look like in Miami County. This will be done at the August Board meeting.

9. Additional Business:

- » Mr. Ristoff shared concerns regarding the increase in chlamydia cases. Deb French reported that some of the treatments being used for sexually transmitted infections were found to not be adequate. They are trying to come up with vaccines for chlamydia, syphilis and gonorrhea. Ms. French also shared that MCPH does expedited partner treatment where the partner can call and get treated quickly. Mr. Ristoff and Dr. Nims requested updated data broken down by age.

10. Public Comment: None

11. Executive Session (Personnel, Health Commissioner Review): Mrs. Baird made a motion to enter into Executive Session to discuss the Health Commissioner's review. Mrs. Davis seconded the motion. A roll call was taken.

Mrs. Pittenger <u>Yes</u>	Mr. Ristoff <u>Yes</u>	Mr. Mott <u>Absent</u>	Mrs. Davis <u>Yes</u>
Mrs. Baird <u>Yes</u>	Mr. Sarver <u>Absent</u>	Dr. Nims <u>Yes</u>	

Dr. Nims made the motion to enter back into regular session of the Board of Health. The motion was seconded by Mr. Ristoff. A roll call was taken.

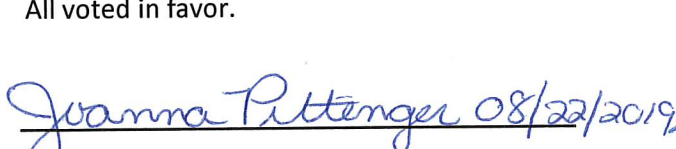
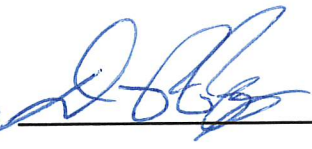
Mrs. Pittenger <u>Yes</u>	Mr. Ristoff <u>Yes</u>	Mr. Mott <u>Absent</u>	Mrs. Davis <u>Yes</u>
Mrs. Baird <u>Yes</u>	Mr. Sarver <u>Absent</u>	Dr. Nims <u>Yes</u>	



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- 12. Board of Health Education –Strategic Plan Update:** Michele Bowman provided an update on the 2019-2022 Strategic Plan that began January 1, 2019. The Public Health Accreditation Board requires reports on the Strategic Plan be done annually. The Leadership Team felt that since this is a new plan, two annual reviews should be done during the first year. One annual review will be done at six months and another at the end of 2019. Mr. Propes began meeting with priority leads in March 2019 where timelines to the work plans were adjusted. In June 2019, the Leadership Team reviewed all of the work plans along with the Strategic Plan measures in the Performance Management Tracking Dashboard. During the review, it was found that 31% of the data was not accurate and that many times more work had been done. Adjustments have been made to ensure more accurate numbers are recorded in the future. At the end of quarter one, eight measures were on target, two were started but not yet completed and three had not yet started. The Leadership Team will continue to monitor the Performance Management Tracking Dashboard to identify gaps and areas for improvement and to ensure the plan stays on track.
- 13. Adjournment:** A motion to adjourn was made by Mr. Ristoff and seconded by Mrs. Davis.
All voted in favor.

	
Joanna Pittenger	Dennis R Propes
Board of Health President	Health Commissioner
08/22/2019	8/24/19
Date	Date