



**Public Health**  
Prevent. Promote. Protect.

CITY OF MIDDLETOWN  
BOARD OF HEALTH  
Minutes  
January 14, 2020

The City of Middletown Board of Health met in regular session at 7:30 AM on January 14, 2020.

Members Present

Mayor Nicole Condrey, President  
Jeff Bonnell  
Margie Davis, RN  
Dr. Anita Scott Jones, Ed.D., MBA, BS  
Sally Kash, MS, RN  
Charlene Kurtz, BSN, RN  
Dr. Ken Patrick, DVM  
David Schul

Health Department Staff Present

Jackie Phillips, MPH, BSN, RN  
Carla Ealy, RS  
Paul Jennewine, MD  
Amanda McDonald

Absent and Excused

None.

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ROLL CALL

Motion: Mr. Schul moved, seconded by Ms. Kash to excuse Dr. Scott Jones.

Roll call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul). No-0. Motion passed.

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES-December 2019

Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve the December 2019 Board of Health Meeting Minutes.

Roll call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul). No-0. Motion passed.

Dr. Scott Jones arrived at 7:35 AM.

RECEIVE AND FILE FINANCIAL REPORT- December 2019

Ms. Phillips stated that an end of the year overview was included in the packet. The health department ended the year with positive funds of approximately \$25,000. The Ohio Department of Health has started an initiative geared towards reimbursing local health departments for the cost of indigent cremations. Mayor Condrey inquired about the loss of the HIV grant. Ms. Phillips explained that the HIV grant is a regional grant, we are no longer a part of that region. She stated that we are always looking for additional opportunities to serve our community via grants.

Motion: Ms. Kash moved, seconded by Ms. Kurtz to receive and file the December 2019 Financial Report. Roll call Vote: Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.

Ms. Phillips acknowledged new board members and asked the board to introduce themselves.

#### OLD BUSINESS

##### **Sewage**

Ms. Ealy stated that 10 property owners have been sent to the prosecutor's office for failure to comply with sewage connection orders. Ms. Phillips stated that in 2012, there was a ruling which mandated that once sanitary sewers become available, homes must connect.

##### **PHAB**

Ms. Phillips stated that PHAB is currently working on assigning our site visitors. Once that is decided, we will await a date for the site visit. We will keep the board up to date with the status of the site visit.

Ms. Phillips explained the accreditation process to new board members.

#### EDUCATION PRESENTATION-Influenza

Dr. Jennewine educated the Board of Health on influenza and the status of the 2019-2020 flu season. Influenza is an upper respiratory illness caused by the influenza virus. Approximately 10-20% of the unvaccinated population is infected with influenza annually, resulting in anywhere from 10,000-50,000 deaths per flu season.

Flu season is normally October-May, peaking in February. There are two types of the influenza virus: Influenza A and Influenza B. Influenza A is seen early on in the flu season and typically affects adults. Influenza B is seen later in the flu season and typically affects young children and those considered to be at higher risk.

Influenza is thought to be transmitted primarily through droplets, being spread through coughs and sneezes. Prevention, such as hand washing, is key to fighting influenza. The flu vaccine is proven to be quite effective. Treatment consists of treating the symptoms with fever reducers and pain relievers. Products such as Tamiflu are the most well-known anti-viral prophylaxis, and are most effective if taken within 48 hours of symptoms appearing.

#### NEW BUSINESS

##### **Travel Authorizations**

None.

##### **Facility Use Agreement-Miami University**

Ms. Phillips stated that as part of the Public Health Emergency Preparedness Initiative, Miami University Middletown has agreed to allow the health department to use Johnston Hall as a Point of Dispensing site (POD) in the case of an emergency. Ms. Ealy explained that this agreement is renewed annually.

**Motion:** Ms. Kurtz moved, seconded by Ms. Kash to approve the facility use agreement.

**Roll call Vote:** Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.

##### **Approval of CMHD 4<sup>th</sup> Quarter Report**

Ms. Phillips explained that quarterly reports are published after each quarter. Year to date reports from the previous year are also included so that data may be compared from year to year. Ms. Ealy added that under food inspections it may appear that the numbers have fallen, yet explained that the inspection forms have changed from two forms to one.

**Motion:** Ms. Kash moved, seconded by Mr. Schul to approve the 2019 CMHD 4<sup>th</sup> Quarter Report.

**Roll call Vote:** Yes-7 (Davis, Kash, Kurtz, Patrick, Bonnell, Schul, Scott Jones). No-0. Motion passed.

### **Election of President Pro Tem**

The president pro tem is to preside over meetings in the case of the president's absence.

**Motion:** Mr. Schul moved, seconded by Dr. Patrick to elect Ms. Kash president pro tem.

**Roll call Vote:** Yes-6 (Davis, Kash, Kurtz, Patrick, Schul, Scott Jones). No-0. **Motion passed.**

### **Board of Health Roster**

Ms. Phillips instructed the board to review and update the roster as needed.

### **Health Committees**

Ms. Phillips explained that there are two health committees; personnel and finance, in which the mayor resides over both. The personnel committee is called together before the health commissioner's anniversary date to conduct health commissioner's evaluation. The finance committee is responsible for overseeing revenue and expenses. The finance committee is called together in the case of an excessive downward trend to discuss the generation of revenue. Dr. Scott Jones agreed to serve on the finance committee.

### **REPORTS**

#### **Health Commissioner**

Ms. Phillips presented new board members, Mayor Condrey and Dr. Scott Jones, with Board of Health orientation packets.

Ms. Phillips informed the board that Ohio Department of Health requires an Annual Report to be submitted on January 15<sup>th</sup> each year. Health department staff are working hard on completing the report, and it will be presented to the board at the February meeting.

Ms. Phillips stated that she will be engaging in several speaking events beginning in January. She met with SHALOM, the homeless shelter initiative, and has spoken with local churches and committees. She explained that narcan is available for individuals that may need it, as well as for organizations such as: food pantries, parent resource centers, high schools, and other entities. Speaking engagements with Crosspointe and United Missionary have been scheduled. Ms. Phillips speaks on a variety of topics such as: trauma, opiates, homelessness, heart disease, diabetes, community health assessment and the upcoming health survey.

Ms. Phillips stated that the city manager has asked the health department to lead the Heroin Summit this year. This year's Heroin Summit will become an addiction/health summit. Ms. Phillips explained that this is exciting because this allows us the opportunity to address our Comprehensive Community Health Plan. It is her hope that this summit turns into a health initiative that can address multiple aspects of community (public) health.

Ms. Phillips explained the Tobacco 21 law to new board members. Ms. Phillips stated that the City of Middletown could license facilities that sell tobacco, enforcing the Tobacco 21 law passed by the State of Ohio. She stated that more information will be presented at the next board meeting.

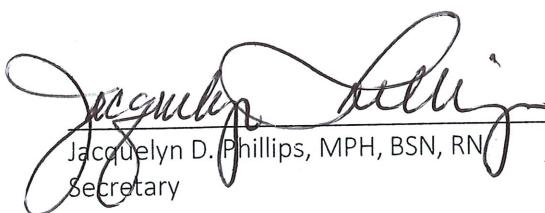
major renovation on the kitchen and bar. Facilities are required to submit plans and receive approval from the health department before undergoing any major renovations. Figleaf complied with the cease and desist orders issued. Ms. Phillips, Ms. Ealy, and Ms. Mourer met with the manager of the facility to expedite the process allowing them to reopen. They were able to turn in the required information to expedite the plan review and prevent closure or disruption in service.

Ms. Davis made a motion to approve all business with a roll call vote.

Roll Call Vote: Yes-6 (Davis, Kash, Kurtz, Patrick, Schul, Scott Jones). No-0. Motion passed.

ADJOURNMENT

The meeting was adjourned at 8:58 AM. The next meeting will be held on February 11, 2020 at 7:30 AM.



Jacquelyn D. Phillips, MPH, BSN, RN  
Secretary



Nicole Condrey, President  
City of Middletown Board of Health