



CITY OF MIDDLETOWN  
 BOARD OF HEALTH  
 Minutes  
 July 9, 2019

The City of Middletown Board of Health met in regular session at 7:30 AM on July 9, 2019.

**Members Present**

Lawrence Mulligan Jr., President  
 Charlene Kurtz, BSN, RN  
 Margie Davis, RN  
 David Schul  
 Dr. Ken Patrick, DVM  
 Jeff Bonnell  
 Sally Kash, MS, RN

**Health Department Staff Present**

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

**Absent and Excused**

Leslie Ford, President Pro tem

**ROLL CALL**

**Motion:** Ms. Kurtz moved, seconded by Ms. Kash to excuse absent board members.

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

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES -June 2019**

**Motion:** Dr. Patrick moved, seconded by Ms. Kurtz to approve the June 2019 Board of Health Meeting Minutes.

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

**RECEIVE AND FILE FINANCIAL REPORT - June 2019**

Ms. Phillips addressed a question posed by Dr. Patrick at the June Board of Health meeting by further explaining the definition of encumbrance. An encumbrance is the reservation of funds for a specific purpose that has been previously decided upon. Ms. Phillips explained that the City of Middletown Health Department does not typically encumber funds. Ms. Phillips stated that in addition to the CMHD financial reports, a “snapshot” providing a quick overview of year-to-date totals was also included in the Board of Health packet.

**Motion:** Ms. Kurtz moved, seconded by Ms. Kash to receive and file the June 2019 financial report.

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

**OLD BUSINESS**

Letters to the remaining homeowners regarding mandatory connection to sanitary sewer will be mailed out the end of this month (July). Ms. Phillips checked with the law department and it was confirmed that there has not been any other discussions from Representative Keller regarding possible state financial assistance to homeowners.

## **EDUCATION PRESENTATION -Legionnaires**

Dr. Jennawine explained that Legionnaire’s Disease may be caused by many forms of Legionella bacteria, the most common form being L pneumophila. Signs and symptoms include: cough, shortness of breath, high fever, muscle aches, and headaches. Symptoms usually occur within 2-10 days of exposure. Transmission includes inhaling aerosolized water or soil contaminated with the bacteria, there is no person to person transmission. The elderly, smokers, those with chronic lung disease, and the immunocompromised are most at risk. Treatment includes intracellular antibiotics such as: azithromycin, doxycycline, and levofloxacin.

## **NEW BUSINESS**

### **Approval of Travel Authorization**

**Motion:** Ms. Kurtz moved, seconded by Ms. Kash to approve Ms. McDonald’s travel request to attend Vital Statistic Training in Columbus, Ohio on July 22, 2019.

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

### **Approval of extended Director of Nursing Contract**

Ms. Phillips stated that the previous Director of Nursing Contract expired June 30, 2019. The extended Director of Nursing Contract is effective July 1-December 30, 2019.

**Motion:** Ms. Kurtz moved, seconded by Ms. Davis to approve the extended Director of Nursing Contract.

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

### **Approval of update City of Middletown Health Department Job Descriptions**

Ms. Phillips stated that the City of Middletown Health Department Job descriptions have been updated to reflect the changes in job descriptions and duties of CMHD employees.

**Motion:** Mr. Schul moved, seconded by Ms. Kurtz to approve the updated job descriptions.

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

## **REPORTS**

### **Health Commissioner**

Ms. Phillips stated that Hepatitis A funding from the State of Ohio has been received. We in turn will send \$4818.00 to Butler County General Health District for their communicable disease investigation efforts for the City of Middletown.

Ms. Phillips stated that the Syringe Exchange Program will have a new location in Fairfield. The Middletown location will be changing its hours of operation to Tuesdays 10 AM- 1 PM, the location will remain the same (400 block of Crawford Street).

### **Medical Director**

Dr. Jennawine reported that there has been an increase in mosquito borne illnesses throughout the warmer months. Hepatitis A cases continue to trend downward.

### **Environmental Director**

Ms. Ealy stated that the city’s Independence Day event, Broad Street Blast, was held at Smith Park. There were sixteen food vendors present, with six of them being temporary food vendors.

Ms. Ealy stated that the health department is still waiting on one facility to schedule their pool inspection.



**ADJOURNMENT**

The meeting was adjourned at 8:16 AM. The next meeting will be held on August 13, 2019 at 7:30 AM.

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Jacquelyn D. Phillips, MPH, BSN, RN

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Lawrence Mulligan Jr., President  
City of Middletown Board of Health