

FAIRFIELD DEPARTMENT OF HEALTH
MINUTES
May 8, 2008
Fairfield Medical Center
Lancaster, Ohio 43130
6:00 P.M.

President Paul Martin called the regular Board of Health meeting to order at 6:00 p.m.
Roll Call was taken.

Roll Call:	Robert Blair - Present	Linda Fersch - Present
	Norm Boyd – Present	Paul Martin - Present
	Tina Childers - Absent	Jim Massey - Absent
	Robert Cottrill - Present	Dr. Andrew Murry - Absent
	Ron Cullums - Present	Dan Ochs - Absent
		Cynthia Pearsall - Absent

A quorum was established. The meeting began with the Pledge of Allegiance.

Staff Present: Frank Hirsch, Health Commissioner; Kathie Whitlock, Administrative Assistant; Gwen Shafer, Nursing Director; Rich Varney, Director of Operations; Paulette Tiller, Fiscal Officer; Jane McGuire, Administrative Services Director; Larry Hanna, Environmental Director; Diana Uther, R.S.; Pam DeLay, Public Information Officer.

Public Present: John Nungesser; Herman Truelove; Charles Coakley; Dollie Ellinger; Barbara Uhl; Betty Love; James Carmichael; George Holsinger; Mike England; Will Burns; Gail Ellinger, Hocking Township Trustee; Walter Gabriel, Walnut Township Trustee; Chris Hill; Larry Joos, Greenfield Township Trustee; Ron Smith; Mike Gavin; Michael Tharp; Ralph Zollinger, Walnut Township Trustee and various others.

Announcements – Mr. Martin announced that the June 12th Board of Health meeting will be held at the OSU Extension Office at 831 College Avenue in Lancaster. He stated that the agenda for the May 8th Board of Health meeting will be an amended agenda. Resolution 2008-54 was added in Section 5.8.4.

Public Comments – A question was asked regarding a mosquito pond on Sugar Grove Road. Mr. Martin stated that this issue will be checked into.

Public Hearing for Operation & Maintenance Program

Mr. Martin addressed the public. He stated that questions and answers were posted on the health department web site. Members of the public gave their input on the proposed program. The majority of those who addressed the board were opposed to the program and to the fee.

It was suggested that the resolution be tabled and readdressed after the new sewage rules come out in 2009. It was also suggested that we concentrate on the complaints only and increase the fees on those that are polluting.

After public input, Mr. Martin asked for Board discussion on the Resolutions. He stated that the board members have three options: 1) go forth with the program and read the resolution into the record as the second reading, proceed to the third; 2) fail this resolution until the new rules come out; and 3) remove/table the resolution to make sure the new rules are in existence and then revisit this issue when the new rules come out. Discussion ensued.

Mr. Martin asked for a motion. Ron Cullums moved to table Resolution 2008-26b and Resolution 2008-27b indefinitely based on further guidance from the State of Ohio. Robert Blair seconded the motion.

Roll Call Vote:	Robert Blair - aye	Linda Fersch - aye
	Norm Boyd – nay	Jim Massey - Absent
	Tina Childers - Absent	Dr. Andrew Murry - Absent
	Robert Cottrill – aye	Dan Ochs - Absent
	Ron Cullums – aye	Cynthia Pearsall – Absent

Approval of Minutes - **Mr. Martin asked for any additions or corrections to the April 10, 2008 meeting minutes. None were noted. Ron Cullums moved to approve the April 10, 2008 meeting minutes as presented. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Review Committee – The Environmental Review Committee minutes were presented and highlighted by Mr. Hanna.

Resolution 2008-17A – Resolution 2008-17A is an amendment to Resolution 2008-17. The purpose of Resolution 2008-17A is to increase the fees for Subdivision of Land, Manufactured Home Parks, Campgrounds (RV Parks, Recreational Camps, Combined Park/Camps and Temporary Park/Camps), Private Water Systems and Public Pool's, Spas, and Special use Pools. Mr. Hanna asked that the board table this resolution until next month so that the proper notification can be done.

Resolution 2008-41 – The purpose of Resolution 2008-41 is to grant a variance to Blake Springhetti, [REDACTED], from the Fairfield Department of Health Regulation 18-09 (B): *“The owner or his designated agent shall obtain such installation permit from the board of health for the installation of the HSTS prior to the start of construction.”* Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-41 and Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-42 – The purpose of Resolution 2008-42 is to grant a variance to Donald G. Johnson, [REDACTED], Lancaster, Ohio from the provisions of the Ohio Administrative Code 3701-28-10 (E): “A water source shall be located at least five feet from the edge of any private driveway”. Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-42. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-35 – The purpose of Resolution 2008-35 is to establish a design plan review fee for Sewage Treatment Systems (STS), a design plan revision fee for a STS and a penalty fee for beginning construction of a dwelling/small flow operation prior to obtaining a Sewage Treatment System (STS) permit. This is also the public hearing for Resolution 2008-35. Mr. Martin asked for any public comments.

Public Hearing

One member of the public stated that the \$100.00 fee is too costly because a mound system is very expensive to begin with. Mr. Hanna discussed mound systems and the review process.

Another member of the public stated that they didn’t see a problem with the review process and felt that the \$100.00 fee is not excessive.

After public input, Mr. Martin read Resolution 2008-35 into the record as the **second reading.**

Resolution 2008-43 – The purpose of Resolution 2008-43 is to grant a variance to Diana Goodare, [REDACTED], Canal Winchester, Ohio, from the provisions of the Ohio Administrative Code 3701-28-10 (E): “A water source shall be located at least five feet from the edge of any private driveway”. Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-43. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-44 – The purpose of Resolution 2008-44 is to grant a variance to Dan Surrell of [REDACTED], Canal Winchester, Ohio, from the provisions of the Ohio Administrative Code 3701-28-10 (E): “A water source shall be located at least five feet from the edge of any private driveway”. Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-44. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-45 – The purpose of Resolution 2008-45 is to grant a variance to Ronald Welch, [REDACTED], Lancaster, Ohio, from the provisions of the Ohio Administrative Code 3701-28-10 (E) & (F): “A water source shall be located at least ten feet from all lot lines and easements and at least five feet from the edge of any private driveway”. Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-45. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-46 – The purpose of Resolution 2008-46 is to grant a variance to Ralph Sams, [REDACTED], from the Fairfield Department of Health Regulation 18-09 (B): “The owner or his designated agent shall obtain such installation permit from the board of health for the installation of the HSTS prior to the start of construction.”. Discussion ensued.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-46. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-47 – The purpose of Resolution 2008-47 is to permit a Mobile Retail Food Establishment to cold hold eggs using dry ice. Discussion ensued.

Mr. Martin asked for a motion to suspend the second and third readings of Resolution 2008-47. Linda Fersch moved to suspend the second and third readings of Resolution 2008-47. Ron Cullums seconded the motion. The motion passed by a unanimous voice vote.

Mr. Martin asked for a motion. Linda Fersch moved to approve Resolution 2008-47. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-48 – The purpose of Resolution 2008-48 is to establish fines for Solid Waste Haulers and Septage Hauler’s that have not completed the registration process prior to the beginning of the new licensing period (the registration process will not be approved until the completed application form(s), along with the appropriate fee(s) have been submitted, each vehicle has been inspected by this office, and the bonding/competency requirements of the Ohio Administrative Code Chapter 3701-29 have been met). Discussion ensued.

Mr. Martin read Resolution 2008-48 into the record as the **first reading.**

Approval of Environmental Review Committee Report (ERC) – **Mr. Martin asked for a motion to approve the ERC report and recommendations. Norm Boyd moved to approve the ERC report and recommendations as submitted. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Division Reports

Environmental – The written report was submitted and filed appropriately in health department files. Mr. Hanna announced that Katie Schmitzer has passed her registered sanitarian exam. Ms. Schmitzer also organized the rabies clinic. There were 430 animals vaccinated as a result of the rabies clinic.

Approval of Grattos Subdivision - **Mr. Martin asked for a motion. Robert Cottrill moved to approve the Grattos Subdivision with the noted restrictions. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

Community Health Development – The written report was submitted and filed appropriately in health department files. Mrs. Navin discussed the Panflu internal functional exercise. The exercise will be held on Friday, May 30th. Board members were invited to observe. The tobacco grant was also discussed. Mr. Hirsch will be requesting a meeting with Dr. Jackson from the Ohio Department of Health to discuss the tobacco foundation monies. It was suggested that Mr. Hirsch write a letter to Dr. Jackson informing him that our employees are making plans for next year and we want to make sure that the grant monies will be available as pursuant to the contract.

Administrative Services – The written report was submitted and filed appropriately in health department files.

Resolution 2008-52 – The purpose of Resolution 2008-52 is to establish revised personnel policies including a compensation plan for employees of the Fairfield County Combined General Health District. Discussion ensued.

Mr. Martin asked for a motion. Ron Cullums moved to approve Resolution 2008-52. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.

Mrs. McGuire gave kudos to Rich Varney, Kelly Metcalf, Rachel Thomas, Jenny Grove, Jeanne Frear, Amy Gabriel, LeAnn Glass, Paul Martin, Ron Cullums and Bob Cottrill for all of their work on the personnel policy.

Mrs. McGuire also discussed HB 9 and stated that an internal committee will be formed to work on the health department's retention schedule and public records policy.

The part-time clerical position will not be filled at this time due to funding issues.

Nursing – The written report was submitted and filed appropriately in health department files. Mrs. Shafer stated that the Ohio Department of Health site visit was held. She gave kudos to all of the nursing staff along with Jane McGuire and Paulette Tiller for all of their work on the site visit.

Resolution 2008-53 – The purpose of Resolution 2008-53 is to commend Normajean (Jeanne) Frear for outstanding years of service as a Public Health Nurse for the Fairfield County Combined General Health District and the former Lancaster City Health Department. Discussion ensued.

Mr. Martin asked for a motion. Linda Fersch moved to approve Resolution 2008-53. Ron Cullums seconded the motion. The motion passed by a unanimous voice vote.

Mrs. Shafer announced that a retirement potluck will be held on June 2nd for Jeanne Frear.

Resolution 2008-54 – The purpose of Resolution 2008-54 is to set group immunization fee rates to agencies or groups for fifty or more individuals per clinic. Discussion ensued.

Mr. Martin asked for a motion. Norm Boyd moved to suspend the second and third reading of Resolution 2008-54. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.

Mr. Martin asked for a motion. Robert Cottrill moved to approve Resolution 2008-54. Linda Fersch seconded the motion. The motion passed with five ayes and one nay.

Resolution 2008-29 – The purpose of Resolution 2008-29 is to increase clinic immunization fees to assure that clinic fees are cost effective for the 2009 Health Department budget. This is also the public hearing for Resolution 2008-29. Mr. Martin asked for any public comments. None were noted. Mr. Martin read Resolution 2008-29 into the record as the **third reading** and asked for a motion. **Robert Cottrill moved to approve Resolution 2008-29 and Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Director of Operations – The written report was submitted and filed appropriately in health department files.

Health Insurance Plan – Mr. Varney discussed the health insurance. Our insurance representative discussed the available options for medical insurance at a previous meeting. Our current health care company will have a 20% increase in the premium. Anthem offered a 6% increase in premium. Discussion ensued.

Mr. Martin asked for a motion. Linda Fersch moved to change the health departments insurance to Anthem and to give the Health Commissioner the authority to sign the contract pending approval of legal counsel. Ron Cullums seconded the motion. The motion passed by a unanimous voice vote.

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the report. The department received 43% of our revenue and spent 38% of our budget. The transfers were listed on the bill list.

Resolution 2008-39 – The purpose of Resolution 2008-39 is for a cash advance in the amount of \$13,500.00 from the District Health fund to the Public Health Nursing fund. This advance will be repaid or forgiven by April 24, 2009.

Resolution 2008-40 – The purpose of Resolution 2008-40 is for a cash advance in the amount of \$2,800.00 from the District Health Fund to the Family Planning Fund. This advance will be repaid or forgiven by April 24, 2009.

Resolution 2008-49 – The purpose of Resolution 2008-49 is to request reduced appropriations in the amount of \$55,859.41 in the Public Health Nursing Fund.

Resolution 2008-50 – The purpose of Resolution 2008-50 is to request reduced appropriations for the current year in the amount of \$35.99 to the Swimming Pool fund.

Resolution 2008-51 – The purpose of Resolution 2008-51 is to request reduced appropriations for the current year in the amount of \$575.00 in the Water Systems fund.

Resolution 2008-55 – The purpose of Resolution 2008-55 is for a cash advance in the amount of \$9,500.00 from the District Health fund to the Public Health Nursing fund. This advance will be repaid or forgiven by May 9, 2009.

Approval of Resolutions – **Mr. Martin asked for a motion. Robert Blair moved to approve Resolution 2008-39; Resolution 2008-40; Resolution 2008-49; Resolution 2008-50; Resolution 2008-51; and Resolution 2008-55 and to waive the second and third readings of the resolutions. Linda Fersch seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement – **Mr. Martin asked for a motion. Norm Boyd moved to approve the Financial Statement as presented. Linda Fersch seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Martin asked for a motion. Linda Fersch moved to approve the out-of-county travel as submitted. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Health Commissioner Report

Survey Results – Mr. Hirsch reported on the operation and maintenance survey which was sent to all health departments in Ohio. There are a total of 88 health departments in Ohio. We received 47 responses. Out of those 47 who responded, 63% said that they do have an Operation & Maintenance program. Mr. Hirsch reviewed the questions that were asked on the survey and some of the answers received.

Miscellaneous – Mr. Hirsch stated that he sent a letter to the County Commissioners regarding the 319 grant repayment. A meeting will be scheduled. Mr. Martin and Robert Cottrill will attend this meeting.

An article regarding the Women's, Infant and Children (WIC) program was distributed to board members. This article outlines the overwhelming demand from the public for WIC services.

Kudo's – Mr. Hirsch gave kudos to the following staff for going above and beyond their normal work activities: Steve Deeter; Karie Cook; Kevin Barlow, Katie Schmitzer and Larry Hanna.

Adjournment – There being no further business, the meeting adjourned at 9:00 p.m. **on motion by Ron Cullums and seconded by Linda Fersch. The motion passed by a unanimous voice vote.**

Paul Martin, President
Fairfield Department of Health

Frank Hirsch, Secretary
Fairfield Department of Health