

FAIRFIELD DEPARTMENT OF HEALTH
MINUTES
August 14, 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 – Absent	Linda Fersch - Absent
	Norm Boyd – Present	Paul Martin - Present
	Tina Childers - Absent	Jim Massey - Present
	Robert Cottrill - Present	Dr. Andrew Murry - Absent
	Ron Cullums - Present	Dan Ochs - Absent
		Cynthia Pearsall - Absent

A quorum was **not** established. Mr. Martin announced that at 6:00 p.m. there was not a quorum of the board. He stated that public comments would be heard and then the Division Directors reports would be highlighted, **but no action would be taken.**

Staff Present: Frank Hirsch, Health Commissioner; Kathie Whitlock, Administrative Assistant; Rich Varney, Director of Operations; Pam DeLay, Public Information Officer; Diana Uther, R.S.; Ben Avery, R.S.; David Plummer, R.S.; Paulette Tiller, Fiscal Officer; Pat Navin, Community Health Development Director; Terresa Hawthorne, M.D.; Jane McGuire, Administrative Services Director, Gwen Shafer, Director of Nursing.

Others Present: Charles Coakley, Bob Newman, Roger Miller.

Public Comments – Mr. Coakley stated that he would like the health board to adopt a policy to do aerobic sewage treatment system inspections first and then bill. Another idea would be to have the townships do the inspections on the septic systems and let them take care of this.

Introductions – Mr. Martin introduced Dr. Terresa Hawthorne to the board. Dr. Hawthorne is the clinic physician. Diana Uther introduced the new employees working in the Environmental Division. Ben Avery works in the sewage program and David Plummer works in the water program and is monitoring for West Nile Virus.

Community Health Development – The written report was submitted and filed appropriately in health department files. Mrs. Navin highlighted the report. She stated that the Health Fest was well attended and well supported. The media book was distributed for review. The After Action Report and Improvement Plan for the E-Coli outbreak were also distributed for review. This report details how Fairfield County was involved in the investigation. The Smoking Ban Enforcement program was discussed.

Kevin Barlow has created a work plan and is attempting to get the smoking ban program up-to-date. The department has received two records request. Staff is in the process of getting this information together and submitting it to those who requested it.

Nursing – The written report was submitted and filed appropriately in health department files. Mrs. Shafer reported that the immunization forum was cancelled but staff stayed and immunized anyone who attended. They gave 10 immunizations. She thanked the Rotary club for coordinating the forum. Two used exam tables were donated to the clinic along with 14 waiting room chairs.

A part-time RN who works for the Help Me Grow program has resigned her position. Karie Cook and Heather Shuster are working two days a week at the clinic. Dr. Gallagher works with Family Planning. Dr. Anderson will help out with the other clinic programs when she can. The clinic needs a new audiometer for hearing tests; the old one will not last very long.

Director of Operations – The written report was submitted and filed appropriately in health department files. Mr. Varney reported that the clinic cost report is due September 1st. It is currently being worked on and should be submitted early. Several staff attended the ICS training. Mrs. Tiller worked closely with the auditor on the audit from the State. A copy of the audit was sent with the FQHC recertification packet. HRSA asked that we submit an action plan on how we plan to address the audit findings. HRSA also required that we submit a “Change in Scope” form due to the clinic moving from Granville Pike to Main Street.

Board of Health Meeting 6:50 p.m.

The meeting was called to order at 6:50 p.m. Roll Call was taken.

Roll Call:	Robert Blair – Present(arrived at 6:50 pm)	Linda Fersch - Absent
	Norm Boyd – Present	Paul Martin - Present
	Tina Childers - Absent	Jim Massey - Present
	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.

Approval of Minutes – Mr. Martin asked for any corrections to the July 10, 2008 meeting minutes. None were noted. **Norm Boyd moved to approve the July 10, 2008 meeting minutes as presented. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Review Committee – The written report was submitted and filed appropriately in health department files. Mrs. Uther highlighted the report.

Resolution 2008-56 – The purpose of Resolution 2008-56 is to increase the fees for Subdivisions of Land, Manufactured Home Parks, Campgrounds (RV Parks, Recreational Camps, Combined Park/Camps and Temporary Park/Camps), Private Water Systems and Public Pools, Spas, and Special Use Pools. This is also the public hearing for Resolution 2008-56. Mr. Martin asked for any public comments. None were noted. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2008-56. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2008-74 – The purpose of Resolution 2008-74 is to suspend the “Food Service Operation” license of Cudajo’s, [REDACTED] for failure to comply with the Ohio Administrative Code 3717-1-05: “*Drinking water shall be obtained from an approved source that is a public water system that is constructed, maintained and operated in accordance with Chapter 6109 of the Ohio Revised Code and the rules adopted there under (OAC 3745-81)*”. **Mrs. Uther reported that this has been abated.**

Resolution 2008-75 – The purpose of Resolution 2008-75 (Jodi Ross & Jerry Kern, [REDACTED]) is to permit the temporary use of a holding tank as stated in Fairfield County General Health District Regulations (FDH) 18-15 (C): “*A holding tank shall only be permitted as an HSTS under the following conditions when a variance has been granted by the board of health in compliance with rule 18-18 of this Chapter*” and to grant a variance from FDH 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.*” **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2008-75. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2008-76 – The purpose of Resolution 2008-76 is to grant a variance from the provisions of the Fairfield Department of Health Regulation 18-07 E (4): “*A household sewage treatment system (HSTS) shall maintain minimum horizontal isolation distances of ten feet from any building*”. Discussion ensued. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2008-76. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2008-77 – The purpose of Resolution 2008-77 is to grant a variance from the provisions of the Ohio Administrative Code 3701-28-01(F): “*A water source shall be located at least five feet from the edge of any private driveway*”. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2008-77. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2008-79 – The purpose of Resolution 2008-79 is to lift the condemnation order placed on [REDACTED], Pickerington by Resolution 2007-45. Discussion ensued. **Mr. Martin asked for a motion. Ron Cullums moved to approve Resolution 2008-79 contingent on a positive or successful inspection by a qualified health department employee. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Environmental Review Committee Report – **Mr. Martin asked for a motion. Jim Massey moved to approve the Environmental Review Committee report and recommendations as presented. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Division – The written report was submitted and filed appropriately in health department files.

Administrative Services – The written report was submitted and filed appropriately in health department files. Mrs. McGuire highlighted the report. Teena Stambaugh resigned her position as a part-time RN in the Help Me Grow program. **Mr. Martin asked for a motion. Ron Cullums moved to approve the resignation of Teena Stambaugh. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Contract with Job & Family Services – The contract is for the Work Experience Program. This has been approved by legal council and is an annual contract. **Mr. Martin asked for a motion. Ron Cullums moved to approve the contract with Job & Family Services for the Work Experience Program. Robert Blair seconded the motion. Discussion ensued. After discussion, the motion passed by a unanimous voice vote.**

Subsidy Agreement Approval – The Subsidy Agreement for the clinic as an FQHC Look-Alike is for \$21,000.00 payable by ODH in four installments. The funding will come from the Ohio Department of Health and is to be used to take care of people who are unable to take care of themselves. This has been approved by legal council. **Mr. Martin asked for a motion. Ron Cullums moved to approve the Subsidy Agreement as submitted. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

Financial Services – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the report. The cash balance for District Health is \$70,000.00. Public Health Nursing cash balance is \$27,000.00. We are waiting for the second half of the county tax settlement. The financial statements and resolutions were reviewed. Discussion ensued.

Mr. Martin asked for a motion to approve the Financial Statement. Norm Boyd moved to approve the Financial Statement as presented. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2008-73 – The purpose of Resolution 2008-73 is for a cash advance in the amount of \$10,500.00 from the District Health fund to the Public Health Nursing fund. This advance will be repaid or forgiven by July 18, 2009.

Resolution 2008-80 – The purpose of Resolution 2008-80 is for the reclassification of cash advances. In August 14, 2008 the board voted to authorize the reclassification of previous cash advances from the District Health Fund to the Public Health Nursing fund as permanent cash transfers. These cash advance transactions need to be reversed and the cash transfer reclassified amount is \$38,000.00.

Resolution 2008-81 – The purpose of Resolution 2008-81 is for a cash transfer in the amount of \$3,000.00 from the District Health Fund into the Mobile Home Park Fund.

Resolution 2008-82 – The purpose of Resolution 2008-82 is for a cash advance in the amount of \$14,200.00 from the District Health Fund to the WIC fund. This advance will be repaid or forgiven by August 15, 2009.

Resolution 2008-83 – The purpose of Resolution 2008-83 is to request for reduced appropriations in the Tobacco Use Prevention Fund in the amount of \$155,891.97.

Approval of Resolutions – **Mr. Martin asked for a motion to approve the resolutions. Norm Boyd moved to approve Resolution 2008-73, Resolution 2008-80, Resolution 2008-81, Resolution 2008-82 and Resolution 2008-83. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Martin asked for a motion. Robert Cottrill moved to approve the out-of-county travel as presented. Norm Boyd seconded the motion. The motion passed with five ayes and one abstained.**

Health Commissioner's Report

319 Grant Repayment Loan– Mr. Hirsch met with the County Commissioners to discuss the repayment of the 319 grant repayment loan. An agreement was reached to repay the loan by using the CD&D tipping fee fund. It is currently being reviewed regarding the legalities of using some of the accumulated funds from the past two or three years to repay a portion of the loan.

Clinic – The Community Health Center did not receive the FQHC full designation status. The process to reapply for the full designation will begin soon. The clinic still holds the FQHC Look-Alike status. We are currently in the process of looking at restructuring the clinic so that its operation is more fiscally sound. There are several options being reviewed. One is the possibility of the clinic becoming a 501(C) (3). The clinic would be a subsidiary of the health department. If the clinic became a 501(C) (3) it would qualify for a line of credit at a bank. As a non-profit entity, the clinic could be eligible for other funding sources such as United Way. Discussion is in the preliminary stage right now.

DAC – Mr. Hirsch discussed the District Advisory Council meeting. The DAC members narrowly defeated a motion to do away with the septic fees. Mr. Martin highlighted the meeting. He and Mr. Hirsch will be contacting the DAC Chairman, Harry Myers, to set up a meeting to discuss coordinating a small committee made up of DAC members, some board members and a few health department staff to discuss the process to establish fees.

Kudos – Mr. Hirsch gave kudos to those who attended the DAC meeting. Board Members and staff who attended were: Paul Martin, Jim Massey, Norm Boyd, Robert Cottrill, Paulette Tiller, Pam DeLay, Steve Deeter, Diana Uther, Dennis Oliver, Larry Hanna, Kathie Whitlock, Pat Navin, Jane McGuire, and Gwen Shafer.

Kudos also to the staff that helped move the exam table for the clinic, to Jane McGuire & Gwen Shafer for coordinating the Red Cross Blood drive and all the staff who donated blood. Jane McGuire was given kudos for coming in on a weekend to process a birth certificate for someone who needed one to attend a Little League tournament. The parents of the young man sent thank-you notes to Jane McGuire. Finally, kudos was given to Karie Cook, Heather Shuster and Pat Navin for their work on the Patient Navigator grant.

Executive Session – Mr. Martin asked for an Executive Session. Ron Cullums moved to go into Executive Session to discuss personnel matters regarding the loss of grant funds for the tobacco grant employees. Robert Blair seconded the motion.

Roll Call: **Robert Blair – aye**
 Norm Boyd – aye
 Tina Childers - Absent
 Robert Cottrill - aye
 Ron Cullums – aye

Linda Fersch - Absent
Paul Martin - aye
Jim Massey - aye
Dr. Andrew Murry - Absent
Dan Ochs - Absent
Cynthia Pearsall – Absent

The motion was approved and the board went into Executive Session. The board convened to Executive Session at 8:30 p.m. The board reconvened from Executive Session at 8:56 p.m. on motion by Jim Massey and seconded by Ron Cullums. The motion passed by a unanimous voice vote.

No action was taken as a result of the Executive Session.

Adjournment – There being no further business, the meeting adjourned at 8:57 p.m. on motion by Jim Massey and seconded by Ron Cullums. The motion passed by a unanimous voice vote.

Paul Martin, President
 Fairfield Department of Health

Franklin Hirsch, Secretary
 Fairfield Department of Health