

**FAIRFIELD DEPARTMENT OF HEALTH  
MINUTES  
SEPTEMBER 10, 2009  
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	Charlie Engen – Present
	Norm Boyd – Absent	Linda Fersch – Absent
	Tina Childers – Present	Dr. Darryl Koop – Absent
	Robert Cottrill – Present	Paul Martin – Present
	Ron Cullums – Present	Jim Massey – Present
		Cynthia Pearsall – Present

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; Larry Hanna, Environmental Director; Pam DeLay, Public Information Officer; Merrilee Taylor, Public Health Infrastructure Coordinator; Diana Uther, R.S.; Clint Kuntz, FQHC, CEO; Jane McGuire, Administrative Services Director; Paulette Tiller, Fiscal Officer

Others Present: Frank Uhl, Berne Township; David Petty, Bloom Township; Thomas Saputo

Public Comment – No public participants were noted.

Approval of Minutes – **Mr. Martin asked for any additions or corrections to the August 13, 2009 meeting minutes. Cynthia Pearsall moved to approve the August 13, 2009 meeting minutes as presented. Robert Blair seconded the motion. The motion passed with a unanimous voice vote.**

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

Resolution 2009-77 – The purpose of Resolution 2009-77 is to consider granting a variance for David Meyer, 7030 Waterloo Place, Canal Winchester from Regulation 18-07 (E) (4) (a): *“An STS shall maintain minimum horizontal isolation distance of 10 feet from any utility service line, driveway, or other hardscape, property line, right-a-way boundary, or any building.”* Discussion ensued. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2009-77. Cynthia Pearsall seconded the motion. The motion to grant a variance passed by a unanimous voice vote.**

Resolution 2009-78 – The purpose of Resolution 2009-78 is to refer Thomas Saputo, 4950 Blacklick Road, Pataskala to prosecution for failure to comply with Fairfield Department of Health Regulation 18-07 (C): *“No STS or part thereof shall create a public health nuisance or safety hazard nor pollute surface or ground water”*.

Discussion ensued. Mr. Saputo was present and addressed the board. After discussion Paul Martin recommended that this resolution be passed. During this process, Mr. Saputo would have some time to get the work started. If Mr. Saputo has made progress, we can withdraw the resolution next month. Mr. Saputo was asked to attend the next Environmental Review Committee meeting if the staff feels it is necessary. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2009-78. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

It was requested that an update on this situation be given at the October board of health meeting. Mr. Martin stated that this would be on the Environmental Review Committee agenda.

Resolution 2009-79 – The purpose of Resolution 2009-79 is to refer Blankenship Investment Property, owner of Fat Cat Pizza to prosecution for failure to pay their annual “Semi-Public Sewage Disposal System Operation Permit” fee. **This was abated.**

Resolution 2009-80 – The purpose of Resolution 2009-80 is to refer Margaret Divine, 6590 Lithopolis Road, Carroll to prosecution for failure to comply with Fairfield Department of Health (FDH) Regulation 18-07 (C): *“No sewage treatment system or part thereof shall create a public health nuisance or safety hazard nor pollute surface or ground water”*. Discussion ensued. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2009-80. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2009-81 – The purpose of Resolution 2009-81 is to refer Robert Gray to prosecution for failure to comply with Fairfield County Combined General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: *“No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or other-wise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires or other regulated waste in such quantities to constitute a public health nuisance”* and for failure to comply with Ohio Revised Code 3707.01: *“The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders”*. Discussion ensued. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2009-81. Robert Cottrill seconded the motion. The motion passed by a unanimous voice vote.**

Note: Mr. Hanna stated that the resolutions for sewage permits and semi-public HB 110 were reviewed and discussed at the March District Advisory Council meeting. The resolutions will be brought to the October Board of Health meeting for passage.

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

Board Member Tina Childers requested that the Board adjourn into Executive Session. Executive Session – **Mr. Martin asked for a motion to go into Executive Session for personnel issues. Tina Childers moved to go into Executive Session for personnel issues. Jim Massey seconded the motion.**

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

**Charlie Engen – aye  
Linda Fersch – Absent  
Dr. Darryl Koop – Absent  
Paul Martin – nay  
Jim Massey – aye  
Cynthia Pearsall – aye**

The board convened to Executive Session at 6:25 p.m. The board reconvened from Executive Session at 6:40 p.m. **on motion by Jim Massey and seconded by Robert Cottrill. The motion passed by a unanimous voice vote.**

Mr. Martin stated that no action was taken as a result of the Executive Session.

Plumbing Contracts – Mr. Hanna discussed the contracts for three different plumbers to act as back ups to the departments plumbing inspector when he is out of the office for vacations, etc. These contracts were approved by legal counsel. Discussion ensued.

**Mr. Martin asked for a motion. Jim Massey moved to approve to give the Health Commissioner the authority to sign the contracts. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Robert Blair asked if it would be important to do background checks on contract personnel. According to our legal counsel, Roy Hart, they are not needed. However, it may be a good practice to do these on contract personnel. Staff will check into it and consider it.

Proposed Program from DAC Ad Hoc Committee – Mr. Hanna discussed the proposed house-to-house program. Staff will be visiting township/village meetings to review and discuss the proposed program. Pamphlets were prepared for these meetings. These were distributed to the Board Members. Mr. Hanna explained the program. Discussion ensued. The proposed program will be presented to the District Advisory Council meeting on September 21, 2009. After discussion it was suggested that the language be made clearer on the reinspection of systems. Mr. Hanna thanked Diana Uther and Steve Deeter for attending trustee meetings. Pam DeLay also worked on this.

Environmental Report – The written report was submitted and filed appropriately in health department files. Mr. Hanna highlighted the report.

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

Resolution 2009-85 – The purpose of Resolution 2009-85 is to adopt a fee increase for certified copies of birth and death records issued by the Fairfield Department of Health, in accordance of the ORC, Chapter 3705. The Ohio Revised code 3705.24(A)(2) was passed with a five dollar increase to the fee charged for certified copies, one dollar of which shall be retained by the Board of Health. The fee of \$30.00 for all certified copies shall be effective October 16, 2009.

**Mr. Martin asked for a motion. Ron Cullums moved to approve Resolution 2009-85. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

FQHC – CEO Report - Clint Kuntz, CEO for the Fairfield Community Health Center, addressed the board. He presented the organization chart for the Health Center. Some new positions will be filled. The positions needed right away are for the Chief Financial Officer and an Executive Assistant/HR person. The hiring process will begin between September and October. Mrs. McGuire also stated that they would like to add a third Medical Assistant position. Discussion ensued.

**Mr. Martin asked for a motion. Paul Martin moved to add a third Medical Assistant position to the organization chart. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Mr. Hirsch discussed a meeting that was held with Mina Ubbing, CEO of Fairfield Medical Center and other representatives to discuss the clinic. It was requested that quarterly meetings be held. The main topic of discussion was the support of the clinic and the cooperation between the hospital and the health department. We need to formalize agreements such as admittance privileges for our patients to the hospital. The H1N1 Mass Immunization program was also discussed. We don't have enough vaccinators to do this and we asked the hospital for volunteers. The hospital is interested in doing a Community Needs Assessment. This is also a requirement for the health department. They also discussed Family Practice residency; these residents need to have a community clinical rotation. Mental health issues were also a topic of discussion at this meeting.

Approval of cleaning contract – The cleaning contract is with Professional Image Cleaning. They will be cleaning the Community Health Center facility. **Mr. Martin asked for a motion. Robert Blair moved to approve the contract with Professional Image Cleaning. Tina Childers seconded the motion. The motion passed by a unanimous voice vote**

Nursing – The written report was submitted and filed appropriately in health department files. Mrs. Shafer stated that the seasonal flu clinics are getting finalized. They will hold a clinic at the fair. She discussed the seasonal flu clinic schedule. Residents are encouraged to get the seasonal flu shot. Seasonal flu shots will be available to Board and staff members at no charge; shots for family members will be \$15.00.

Approval of contracts – Mrs. Shafer asked for approval of contracts with Kas Mohammed and Christine Goodall for the WIC Division. They are both registered dietitians. **Mr. Martin asked for a motion. Tina Childers moved to approve the Health Commissioner to sign the contracts for services with Kas Mohammed and Christine Goodall. The contracts have already been approved by legal counsel. Robert Cottrill 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.

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the written report. At the end of August, District Health fund cash balance was under \$34,000.00 and Public Health Nursing was a little over \$3,000.00. We received the county settlement and District Health now has a balance of \$100,000.00. The county withdrew \$20,000.00 from the settlement for a MUNIS payment.

Resolution 2009-70 – The purpose of Resolution 2009-70 is for the appropriation of unappropriated monies in the Bioterrorism fund in the amount of \$14,357.00.

Resolution 2009-71 – The purpose of Resolution 2009-71 is for memo expenses in the Bioterrorism fund in the amount of \$5,196.85.

Resolution 2009-72 – The purpose of Resolution 2009-72 is for a cash transfer in the amount of \$4,000.00 from the District Health fund to the Mobile Home Park fund.

Resolution 2009-73 – The purpose of Resolution 2009-73 is for the repayment of cash advances in the amount of \$6,000.00 advanced from the District Health fund into the Women's Health fund.

Resolution 2009-74 – The purpose of Resolution 2009-74 is for the repayment of cash advances in the amount of \$2,000.00 advanced from the District Health fund into the Maternal & Child Health fund.

Resolution 2009-75 – The purpose of Resolution 2009-75 is for the appropriation of unappropriated monies in the WIC fund in the amount of \$36,991.00.

Resolution 2009-76 – The purpose of Resolution 2009-76 is for a cash transfer from the District Health fund to the Water Systems fund in the amount of \$300.00.

Resolution 2009-86 – The purpose of Resolution 2009-86 is for an amended certificate and increased appropriations in the Bioterrorism fund in the amount of \$5,800.00.

Approval of Resolutions – **Mr. Martin asked for a motion. Robert Blair moved to approve Resolution 2009-70; Resolution 2009-71; Resolution 2009-72; Resolution 2009-73; Resolution 2009-74; Resolution 2009-75; Resolution 2009-76 and Resolution 2009-86. Cynthia Pearsall seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report – **Mr. Martin asked for a motion. Tina Childers moved to approve the financial report as presented. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

Out-of-County Travel – **Mr. Martin asked for a motion. Ron Cullums moved to approve the out-of-county travel as presented. Tina Childers seconded the motion. The motion passed by a vote of 7 “aye” and 1 “abstain”.**

Accounts Payable Aging Report – Mrs. Tiller discussed the accounts payable aging report. She reported that we have been unable to make any payments this month on the Vital Statistics and Water Systems State fees.

Community Health Development – The written report was submitted and filed appropriately in health department files. Mrs. Delay highlighted the written report. She distributed the media book.

H1N1 and Incident Command System (ICS) Update – Mr. Hirsch stated that the Incident Command System has been activated for the H1N1. He discussed the ICS and gave kudos to all of the ICS team. Mrs. Merrilee Taylor gave an overview of the ICS process and highlighted the response objectives for the H1N1. The mass vaccinations will be done in two tiers. We could receive the anti-virals around the end of September to mid October. Discussion ensued.

#### Health Commissioners

Federal Improvement Grant – Mr. Hirsch stated that he met with the Ohio Historical Society. The Clarence E. Miller building (health department building) is not registered with the Historical Society but due to its age it could be and therefore meets the requirements of a historical building.

District Advisory Council Meeting – The District Advisory Council meeting is September 21<sup>st</sup> at 7:00 p.m. Board members were encouraged to attend.

Fair Booth – Board members were asked to sign up to work the fair booth.

Adjournment – There being no further business, the meeting adjourned at 8:40 p.m. on motion by Ron Cullums. The motion passed with a unanimous voice vote.

---

Paul Martin, President  
Fairfield Department of Health

---

Frank Hirsch, Secretary  
Fairfield Department of Health