

**FAIRFIELD DEPARTMENT OF HEALTH
MINUTES
April 8, 2010
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	Dr. Darryl Koop – Present
	Norm Boyd – Present	Paul Martin – Present
	Tina Childers – Absent	Jim Massey – Present
	Ron Cullums – Present	Cynthia Pearsall – Present
	Charlie Engen – Absent	David Petty – Present

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

Staff Present: Kathie Whitlock, Administrative Assistant; Larry Hanna, Environmental Director; Pam Delay, Public Information Officer; Jane McGuire, Administrative Services Director; Gwen Shafer, Nursing Director; Diana Uther, R.S.: Diana Stover, R.N.; Kelly Metcalf, Health Educator.

Others Present: Joe Giessler, Lancaster Eagle Gazette; Boyd Miller.

Amendment of Agenda – Mr. Martin announced that Section 3.1 – Resolution 2010-41; Section 6.51 – Approval of Personal Time Policy Revision and Section 6.87 – Resolution 2010-53 will be added to the agenda.

Public Comments – No public participants were noted.

Resolution 2010-41 – The purpose of Resolution 2010-41 is to commend Karolyn Kunz for outstanding services as Nursing Supervisor for the Fairfield County Combined General Health District and the Fairfield Community Health Center for the past ten years.

Mr. Martin asked for a motion. Ron Cullums moved to approve Resolution 2010-41 and Cynthia Pearsall seconded the motion. The motion passed by a unanimous voice vote.

Approval of Minutes – **Mr. Martin asked for any additions or corrections to the March 11, 2010 meeting minutes. Cynthia Pearsall moved to approve the March 11, 2010 meeting minutes as presented. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

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

Resolution 2010-28 – The purpose of Resolution 2010-28 is to make corrections to Resolution 2009-84 which increased the Semi Public Program Annual Operation fees. Resolution 2009-84 listed the current fee as \$50.00 when in fact the correct current fee was \$95.

The correct fee increase should be \$95-\$100. The non-mechanical category was omitted from Resolution 2009-84. The non-mechanical fee increase should be \$50-\$53.00. Mr. Martin asked for any public comments. None were noted. Mr. Martin read Resolution 2010-28 into the record as the second reading. The District Advisory Council approved this resolution at the meeting on March 29, 2010. Mr. Hanna has implemented a *Resolution Review Committee* to review all resolutions so that this kind of error will not occur again.

Resolution 2010-48 – The purpose of Resolution 2010-48 is to grant a variance to Jeffrey L. Richards, 5686 Fairfield Street SE, Lancaster, from the provisions of the Ohio Administrative Code 3701-28-07 (B): *“All wells that are not in service shall either be sealed in accordance with this rule and rule 3701-28-071 of the Administrative Code or maintained in strict compliance with all applicable requirements of this chapter.”* Discussion ensued.

Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2010-48. David Petty seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2010-49 – The purpose of Resolution 2010-49 is to grant a variance to Charles Cordle, 268 McGrery Road, Lancaster, 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 household sewage treatment systems prior to the start of construction.”* Discussion ensued.

Mr. Martin asked for a motion. David Petty moved to approve Resolution 2010-49. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2010-50 – The purpose of Resolution 2010-50 is to declare the property, 3330 Hamburg Road, Lancaster, owned by Larry Moore, a nuisance and a public health hazard that must be abated immediately. Mr. Hanna explained that this is a solid waste nuisance that has been ongoing for a few years. This has been before the Prosecutor’s office and doesn’t seem to be going anywhere. The OEPA is willing to remove the tires and pay for the removal of the tires but we have to declare a public health nuisance first. The funding comes from the OEPA tire cleanup fund.

Paul Martin moved to approve Resolution 2010-50. Cynthia Pearsall seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2010-51 – The purpose of Resolution 2010-51 is to refer Boyd Miller, owner of “Boyd’s Bonded” septage hauler to prosecution for failure to comply with Fairfield Department of Health Regulation 18-04 (D): *“An installer, septage hauler, or service provider shall comply with the general conditions for registration required in this paragraph.”* Mr. Hanna explained that due to the fact that Mr. Miller came in today (4/8/10) at 3:45 p.m. to pay his registration fee, this resolution didn’t need to be passed. He paid \$350.00.

Mr. Hanna further explained that the agreement with Mr. Miller was that he paid the registration fee by 12:00 noon on 4/7/10. Mr. Miller owes \$150.00 in fines for not meeting the deadline. Mr. Petty stated that Mr. Miller was brought to the ERC to discuss this and they agreed to give him until 4/7/10 to pay the registration. Discussion ensued. After discussion, the board agreed to waive the \$150.00 in penalties.

Larry Hanna suggested that Mr. Miller be put on probation for this year, that he be put on a payment schedule due to his past payment problems and he must provide monthly pumping reports. The payment schedule suggested was that half be paid in October and the rest in December. This will be for the rest of the year 2010 only.

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

Environmental Status List Update – Mr. Hanna gave the updates on the Health Status list. 1) Michael McDonald, 1763 Meister Road, Lancaster, was referred to prosecution for a solid waste nuisance. This was first brought to the ERC and then the board in April, 2008. This situation has been abated. 2) Justin Cassley, 10303 Peters Road, was referred to prosecution in February, 2010 due to unpaid fees for his final plumbing inspection. This could be accessed as a special assessment tax.

Mr. Hanna stated that no decision was made on the Tarlton Sewer project. The project owner will be brought to the ERC for a meeting. Mr. Hanna briefly discussed the new sewage rules. The next rabies clinic will be held on May 1st at the Fairfield County Fairgrounds from 12:00-3:00. Cost will be \$6.00 per rabies shot.

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

Personnel Policy Revision – The policy on Personal Days (Policy 4.01) was discussed and a revision was suggested. The revisions were to clarify the amount of personal time that part-time employees will receive. If a part-time employee is hired between January 1st and June 30th, they will receive 10.5 hours. If they are hired between July 1st and December 31st, they will receive 5.5 hours.

Mr. Martin asked for a motion. Ron Cullums moved to approve the Personal Time Policy revision as written. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.

Mrs. McGuire discussed the Child Fatality Review Board. This is an annual meeting but last year no meeting was held due to H1N1. There were a number of deaths that the board will be reviewing. This is an unfunded mandate from the state.

The Vital Statistics office will soon be offering statewide issuance for birth certificates.

Nursing – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report.

Approval of Addendum to Contract – Mrs. Shafer stated that the addendum is on the contract with Sharon Stickney for H1N1 nursing services. The addendum will extend the contract with Mrs. Stickney through June 30th. **Mr. Martin asked for a motion. Cynthia Pearsall moved to approve the addendum to the contract with Sharon Stickney for H1N1 nursing services and to authorize the Health Commissioner to sign it. Norm Boyd seconded the motion. The motion passed with a unanimous voice vote. This contract has already been approved by legal counsel.**

Mrs. Shafer discussed the WIC Division. The request for funding for the year 2011 has been submitted in the amount of \$442,392. WIC is not a mandated program but is a fully funded grant program.

Mrs. Shafer introduced Diana Stover. Mrs. Stover stated that she is the Communicable Disease Nurse and outlined her duties.

FQHC Report – Clint Kuntz discussed the Community Needs Assessment. He stated that the assessment is going as planned and each school in the county has been scheduled for the teen surveys. He reported that 50% of the surveys have been returned. The second mailings will be sent out soon.

The Community Health Center is currently working with the Fairfield Medical Center on a residency program. Beginning July 1st, three residents will begin working at the clinic to do their rotations for Family Practice. HRSA's technical visit was cancelled and rescheduled for May 18th, 19th and 20th.

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

Resolution 2010-42 – The purpose of Resolution 2010-42 is for memo expenses in the PHER grant in the amount of \$6,407.25.

Resolution 2010-43 – The purpose of Resolution 2010-43 is for memo expenses in the WIC fund in the amount of \$4,009.86.

Resolution 2010-44 – The purpose of Resolution 2010-44 is for the appropriation of unappropriated monies in the Public Health Nursing fund in the amount of \$45,614.37.

Resolution 2010-45 – The purpose of Resolution 2010-45 is for cash transfers in the amount of \$2,288.62 from the District Health fund into the Water Systems fund and a cash transfer of \$2,711.38 from the District Health fund into the Safety Grants fund.

Resolution 2010-46 – The purpose of Resolution 2010-46 is to request for reduced appropriations in the Tobacco Use Prevention grant in the amount of \$394,312.53.

Resolution 2010-47 – The purpose of Resolution 2010-47 is for a cash advance from the Safety Grants fund in the amount of \$1,200.00. This advance will be repaid or forgiven by December 31, 2010.

Resolution 2010-53 – The purpose of Resolution 2010-53 is to request for increased estimated receipts and expenses in the amount of \$100,000.00.

Approval of Resolutions – **Mr. Martin asked for a motion. Norm Boyd moved to approve Resolution 2010-42; Resolution 2010-43; Resolution 2010-44; Resolution 2010-45; Resolution 2010-46; Resolution 2010-47 and Resolution 2010-53. Dr. Darryl Koop 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. Jim Massey 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. The motion passed with a vote of 6 “ayes” and 1 “abstain.”**

Community Health Development – The written report was submitted and filed appropriately in health department files. Mrs. Delay distributed the media book and the H1N1 media book. Mrs. Delay reported that the Incident Command System has been deactivated. David Petty stated that he has been working with the H1N1 campaign on vaccine management/inventory control. He reported that we balance within 50 doses between us and the state. Staff logged that 25,000 shots were given. Over 50% of these were given at the schools. Mr. Petty stated that the department has done a fantastic job.

District Advisory Council – Mr. Massey gave the highlights from the District Advisory Council. He stated that the DAC discussed and voted on the 2011 budget. The budget was disapproved although there were three entities that voted in favor of the budget. The DAC discussed a levy and the vast majority of the members were in favor of a levy. Mr. Martin stated that a resolution will be created to ask the County Commissioners for a levy for the November election. A discussion ensued.

Budget Commission – Mr. Martin highlighted the Budget Commission meeting. The Budget Commission listened to the comments on the budget, asked questions and then determined that they will have a decision made within the next two weeks. A question was asked regarding the City Board of Health members negotiating on the contract with the City of Lancaster and whether it was a conflict of interest. Mr. Martin felt that we do not have a conflict of interest due to the fact that board members have an obligation to the residents of Fairfield County to insure the health department provides for the health needs of the county residents. The County Board Members are included in these decisions and the District Advisory Council gives the final approval on the contract.

Mr. Martin discussed the building issues and the fact that the Prosecutor’s office has submitted a letter to the Ohio Attorney General’s Office to get an opinion on the building and also a letter recusing their office from giving advice on the housing issues. The Prosecutor’s office is only recusing themselves from this matter.

Mr. Martin made a motion that he and Frank Hirsch draft a letter to send to the Prosecutor’s office requesting legal counsel to help the health department with regards to the building issues at the Prosecutor’s expense. Cynthia Pearsall seconded the motion. The motion passed by a unanimous voice vote.

Adjournment – There being no further business, the meeting ended at 9:04 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