

**FAIRFIELD DEPARTMENT OF HEALTH
MINUTES
October 14, 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 – Present	Dr. Darryl Koop – Present
	Norm Boyd – Absent	Paul Martin – Present
	Tina Childers – Present	Jim Massey – Present
	Ron Cullums – Present	Cynthia Pearsall – Present
	Charlie Engen – Present	David Petty – Present

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

Staff Present: Frank Hirsch, Health Commissioner; Diana Uther, R.S.; Pam Delay, Public Information Officer; Diana Stover, R.N.; Paulette Tiller, Fiscal Officer; Jane McGuire, Administrative Services Director; Larry Hanna, Environmental Director; Steve Deeter, R.S.

Others Present: Erin Sherer, Ohio Environmental Protection Agency; Jan Rice, Ohio Environmental Protection Agency; Eric Sandine, Mayor of Lithopolis; Don Sims; Judy Sims; Marijane Russell; Barbara M. Perry; Doug Evans

Amended Agenda – Mr. Martin stated that the agenda will be amended to reflect the following addition: Section 6.1.7 – Resolution 2010-98 – Michael W. McDonald, Jr.

Public Comments – No public participation was noted.

Approval of Minutes – Mr. Martin asked for any additions or correction to the September 9, 2010 meeting minutes. **Cynthia Pearsall moved to approve the minutes as presented. Ron Cullums 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. Mr. Hanna highlighted the written report

Resolution 2010-79 – The purpose of Resolution 2010-79 is to require certain homeowners, listed on Attachment “A” of the resolution, to abandon their Household Sewage Treatment Systems and connect to the Earnhart Hill Regional Water and Sewer District sanitary sewer system, as required by Fairfield

County Combined General Health District Sewage Treatment System Regulation 18-07(G)3&4:
“Whenever a sanitary sewerage system becomes accessible to a dwelling or structure served by an STS, the dwelling and/or structures shall be connected to the sanitary sewerage system and the STS abandoned in accordance with regulation 18-17 of this chapter” “A sanitary sewer is considered accessible if it is within 200’ of the residence.” Mr. Martin stated that this is the **third reading** of Resolution 2010-79 and public hearings will be held.

Public Hearing for Resolution 2010-79.

Don Sims, [REDACTED], addressed the board. He commented on waste water issues and the requirement of some residents hooking in and some not being required to hook in.

Mr. Martin stated that Mr. Sims is aware of the resolution and the residents that are protecting the resolution feel comfortable with requiring a hook up at the sale of the house or the property. Mr. Martin stated that the residents who have appeared at the public hearings have requested that this resolution not be passed. One of the strongest arguments made by the residents is that the original design did not include running along this line and including these homes.

(Board of Health member Bob Blair arrived at the meeting).

Larry Hanna distributed and read an Ohio Attorney General’s opinion which was submitted to Brown County regarding whether a board of health of a general health district has the authority to require that a household sewage disposal system be directly connected to a sanitary sewerage system whenever a sanitary sewerage system becomes accessible to a property. Mr. Hanna stated that this is Ohio law which requires the connection to central sewers and it is the board of health’s statutory obligation to do so. The Ohio Supreme Court ruling from 1984 states Household Sewage treatment systems are a threat to public health and should be eliminated and abandoned and require those homeowners to connect whenever those systems become accessible. The majority of homeowners does not maintain their systems and will fail. Mr. Hanna stated that this is an excellent pro-active step. He felt this is the right thing to do for this community.

Mr. Hanna introduced Mr. Jan Rice from OEPA and Ms. Erin Sherer. Ms. Sherer addressed the board. OEPA is very concerned with this area for a couple of reasons one being that the water quality sampling of Salt Water Shed which runs through this area shows that Tarlton has contributed to public nuisances downstream at Spangler Road. Salt Creek passing through Tarlton has increased the bacteria count in the stream to the point that it violates water quality criteria and is a public health nuisance. This needs to be taken into account.

Board discussion ensued.

Mr. Martin asked for a motion

Approval of ERC Report – **Jim Massey moved to approve the report and recommendations of the Environmental Review Committee. Tina Childers seconded the motion. The motion passed with a unanimous voice vote.**

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

Update on Environmental Health Status List – Mr. Hanna discussed the situation with Robert Gray. This was a solid waste nuisance. The original letters were sent to Mr. Gray and those letters were received. The letter sent to refer him to prosecution came back “deceased”. At this point, the prosecutor thinks that Mr. Gray is deceased. This situation is still being investigated. Discussion ensued. Mr. Hanna also discussed the Carisa Cattran sewage nuisance situation. This has been referred to the prosecutor and a pretrial was scheduled for September. The zoning issue was resolved but then the star witness who filed the initial complaint had moved to Indiana and the case was then dropped. We have to start over with this situation.

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

Revised Pay Scale and Organizational Chart – Mrs. McGuire discussed this. The revisions are necessary as a result of the separation of the Community Health Center. The revisions are merely removing the Community Health Center positions from both the pay scale and the organizational chart. Most of the vacant health department positions were also removed.

Mr. Martin asked for a motion. Ron Cullums moved to approve the revised pay scale and the revised organizational chart. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

Revision of Personnel Policy – Policy 4.02 (Vacation Policy) – Mrs. McGuire explained the revision. The only change is to increase the maximum carry-over to three years. In December of 2009 there were several employees who were at risk of losing vacation time due to all of their work with the H1N1 campaign. The board permitted the Health Commissioner to waive the current carry-over (two years) to three years for the rest of 2009 and throughout 2010. At the end of this year it would have reverted back to a maximum carry-over of two years. The management staff recommended that this policy remain with a three year vacation carry-over.

Mr. Martin asked for a motion. Ron Cullums moved to approve the revision to the Vacation Policy-Policy 4.02. Cynthia Pearsall seconded the motion. Discussion ensued on the possible potential of having to pay-out vacation time to employee(s) in the event that they leave their job and the amount of

money that could cost the department. **Mr. Martin asked for the vote. The motion passed with five "aye" and three "nay".**

Personnel Actions for WIC and Public Health Nursing – Mrs. McGuire stated that the WIC grant has increased a part-time position to a full-time position and she asked for board approval to increase Heather Hewitt's position from part-time to full-time. Jenny Grove, RN has accepted a part-time Public Health Nursing position in the Nursing Division at the health department. This is fully funded through the Child Family Health Services grant. Mrs. Grove was working at the Community Health Center and upon the separation from the Health Department, her full-time position was abolished.

Mr. Martin asked for a motion. Ron Cullums moved to approve Heather Hewett moving to a full-time position in WIC and Jenny Grove working part-time in the Nursing Division. David Petty 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 written report. The District Health fund balance is \$221,099.83 and the Public Health Nursing cash balance is \$17,519.71. We have received 85.7% of our revenue and spent 77.0% of our budget. Mrs. Tiller reported that a payment has been made to MUNIS.

Resolution 2010-84 – The purpose of Resolution 2010-84 is to memo expense the Women's Health Services grant in the amount of \$6,442.90.

Resolution 2010-85 – The purpose of Resolution 2010-85 is to memo expense the WIC grant in the amount of \$6,297.60.

Resolution 2010-86 – The purpose of Resolution 2010-86 is for a cash advance in the Safety Grant fund in the amount of \$2,538.70. This advance will be repaid or forgiven by December 31, 2010.

Resolution 2010-87 – The purpose of Resolution 2010-87 is for an amended certificate and request for increased estimated receipts and expenses in the Public Health Nursing Certificate of Estimated Resources in the amount of \$109,070.00. Discussion ensued on the final separation from the health department and the Community Health Center.

Resolution 2010-88 – The purpose of Resolution 2010-88 is to memo expense the PHER grant in the amount of \$12,899.95.

Approval of Resolutions – **Mr. Martin asked for a motion. Robert Blair moved to approve Resolution 2010-84; Resolution 2010-85; Resolution 2010-86; Resolution 2010-87 and Resolution 2010-88. David Petty seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Martin asked for a motion. David Petty moved to approve the out-of-county travel as presented. Robert Blair seconded the motion. The motion passed with a vote of seven “aye” and one “abstain”.**

Approval of Financial Statement – **Paul Martin moved to approve the financial statement as presented. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the report. They are still seeing a large number of pertussis cases as well as a meningitis case that they are following up on. Mrs. Shafer is having the intern, Chad Hedges, put information about pertussis on the webpage and also sending out information to physicians as well as school nurses. Mrs. Shafer reported that the Women, Infants and Children (WIC) Division did receive their grant. The amount awarded was \$442,362.00. WIC is an excellent and worthwhile program and is a service provided to the entire county.

Approval of Letter of Agreement with Tuscarawas County Health Department – Mrs. Shafer explained the agreement. The Ohio Department of Health has worked with Tuscarawas County to help health departments so that immunizations can be offered at a reduced rate as well as Medicaid and un-insured children. The contract has already been approved by legal counsel.

Mr. Martin asked for a motion. Cynthia Pearsall moved to authorize the Health Commissioner to sign the letter of agreement with the Tuscarawas County Health Department. Ron Cullums 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. Metcalf highlighted the written report. Mrs. Metcalf introduced Chad Hedges. Mr. Hedges is doing his internship at the health department. He will be interning through November. Mr. Hedges attends Ohio University, Athens. His degree is in health with an emphasis on Community Health Development. He is working on projects with several of the divisions.

Mrs. Metcalf discussed the *Green Ribbon Campaign* which is through the Injury Prevention Program. The Injury Prevention grant focuses on childhood injury prevention. The focus for the Green Ribbon Campaign is pedestrian/bicycle safety. The signs are posted around Lancaster and around the schools to make drivers aware of pedestrians and bicycles around the schools.

Health Commissioners Report

Community Health Assessment – The roll-out has been postponed but the data is currently being used by Health Department staff on grant applications. We are working with the hospital and the Community Health Center to reschedule this for sometime in October.

Dental Sealant Program – The department is considering applying for the grant. The grant is due this month. This dental sealant program is a school-based program that the Ohio Department of Health runs and they are looking for additional health departments to apply for it. This is in the preliminary stages. A program like this would fully fund a part-time dental assistant and a clerical person to help run the program. The logistics on this type of grant is being researched. Discussion ensued.

Contract for Services with Canal Winchester – Mr. Hirsch stated that he received a letter requesting a letter from Canal Winchester asking for a proposal from us for public health services. They also asked for a proposal from the Columbus City Health Department and the Franklin County Health Department. Mr. Hirsch and Mrs. McGuire attended a Village Council meeting recently. Mr. Martin asked if the board was in favor of the health department submitting a proposal to Canal Winchester for health services. All in attendance agreed. The District Advisory Council (DAC) approves contracts for services. Discussion ensued.

Merger Update Disposition of Building – Mr. Martin stated that the DAC Chairman and the Mayor of Lancaster have agreed on a contract amount for a Contract for Public Health Services with the Fairfield Department of Health. This contract will be presented to the DAC on Monday night at the DAC meeting. If this is passed on Monday night the Combined General Health District will cease to exist and the new General Health District will be formed. The Attorney General's opinion was received and the County Commissioners are to provide adequate housing and building costs, including phones and janitorial issues for the health department. Mr. Martin made the County Commissioner's an offer to take over the Clarence E. Miller building. They are open to the idea but haven't given us a response yet. A lengthy discussion ensued. Mr. Martin stated that the DAC meeting is Monday, September 13th at 7:00 p.m. at the County Courthouse. Board members were invited to attend.

Adjournment – There being no further business, the meeting adjourned at 7:45 p.m. on motion by Jim Massey. The motion passed by a unanimous voice vote.

Paul Martin, President
Fairfield Department of Health

Frank Hirsch, Secretary
Fairfield Department of Health