

FAIRFIELD DEPARTMENT OF HEALTH
MINUTES
November 10 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 – Present	Paul Martin – Present
	Tina Childers – Present	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: Frank Hirsch, Health Commissioner; Kathie Whitlock, Administrative Assistant; Diana Uther, R.S.; Pam Delay, Public Information Officer; Gwen Shafer, Nursing Director; Paulette Tiller, Fiscal Officer; Jane McGuire, Administrative Services Director; Larry Hanna, Environmental Director; Merrilee Taylor, Public Health Infrastructure Coordinator

Others Present: Alice Davis, Wood County Health Department; Robert Cottrill, Carl Burnett, Lancaster Eagle Gazette

Amended Agenda – Mr. Martin stated that the agenda will be amended to reflect the following additions: Section 5.6.3 – Resolution 2010-117; Section 5.7.1 – Approval of Contract with Otterbein University; Section 6.3 – Resolution 2010-115; 6.6.1 – Resolution 2010-116

Guest Speaker – Mr. Hirsch introduced Alice Davis, RN, CPNA. Ms. Davis is a nationally known speaker on the roles and responsibilities for members of Boards of Health. Ms. Davis gave a presentation. After the presentation, a Board of Health training manual was distributed and Ms. Davis answered questions.

Public Comments – No public participation was noted.

Approval of Minutes – Mr. Martin asked for any additions or correction to the October 14, 2010 meeting minutes. **Cynthia Pearsall moved to approve the minutes as presented. Tina Childers 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 2010-114 – The purpose of Resolution 2010-114 is to suspend the retail food establishment license #2010-220 for Ganz Group, Inc., DBA Grapevine Pizza, 8581-8583 Refugee Road, Pickerington, for failure to comply with the Ohio Administrative Code 3717-1-03, 4, 04.1, 04.5, 046.6, 05.3, 06.4. *Update: An inspection was done and there were no violations. This has been abated.*

Approval of ERC Report – **Robert Blair moved to approve the report and recommendations of the Environmental Review Committee. David Petty 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. Mr. Hanna discussed the recent outbreak of bedbugs. He recently attended an Ohio Bedbug Task Force meeting in Columbus. Over 300 people attended. The health department website has information on bedbugs.

Administrative Services – 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. The cash balance in District Health is \$100,000.00. Public Health Nursing cash balance is \$1,000.00 in the red. Budget figures had been updated and this changed the amount received for this time of year for 80.6% of the revenue.

Resolution 2010-102 – The purpose of Resolution 2010-102 is for a cash advance repayment in the amount of \$4,857.39 advanced from the District Health fund into the Safety Grants fund.

Resolution 2010-103 – The purpose of Resolution 2010-103 is for a cash advance in the amount of \$6,600.00 for the Mobile Home Parks and Public Health Nursing funds. This advance will be repaid or forgiven by November 10, 2011.

Resolution 2010-104 – The purpose of Resolution 2010-104 is for an amended certificate and request for decreased estimated receipts and expenses to reduce the Water Systems funds certificate.

Resolution 2010-105 – The purpose of Resolution 2010-105 is to memo expense the WIC grant in the amount of \$4,529.48.

Resolution 2010-106 – The purpose of Resolution 2010-106 is for an amended certificate and request for decreased estimated receipts and expenses in the amount of \$24,223.90 in the Water Systems fund.

Resolution 2010-107 – The purpose of Resolution 2010-107 is for memo expenses in the CFLP grant in the amount of \$442.42.

Resolution 2010-108 – The purpose of Resolution 2010-108 is for an amended certificate and request for decreased estimated receipts and expenses in the Swimming Pool fund in the amount of \$4,874.14.

Resolution 2010-109 – The purpose of Resolution 2010-109 is for cash advance repayments in the amount of \$191.91 advanced from District Health fund into the Swimming Pool fund.

Resolution 2010-110 – The purpose of Resolution 2010-110 is to memo expense the Family Planning, Bioterrorism, and Women’s Health grants in the amount of \$5,963.11.

Resolution 2010-111 – The purpose of Resolution 2010-111 is for an amended certificate and request for increased estimated receipts and expenses in the Bioterrorism fund.

Resolution 2010-112 – The purpose of Resolution 2010-112 is for an amended certificate and request for decreased estimated receipts and expenses in the Family Planning fund.

Resolution 2010-113 – The purpose of Resolution 2010-113 is for an amended certificate and request for decreased estimated receipts and expenses in the Women’s Health fund.

Resolution 2010-117 – The purpose of Resolution 2010-117 is for the appropriation of unappropriated monies and memo expenses in the District Health fund. Mrs. Tiller explained that this resolution is necessary because two individuals from the Community Health Center will be continuing in the Ohio Public Employee Retirement System (OPERS). Mr. Martin further explained the situation. OPERS informed the Health Center and Health Department that the Health Center employees employed at the time of separation who were county employees were eligible to continue with PERS because they felt this is a “carryover” type of situation. Mr. Martin, Mr. Hirsch and Mrs. McGuire met with the County Prosecutor regarding this situation. As a result of that meeting, this matter is being appealed but until this is resolved, payment will be made to avoid interest and penalties. Further discussion ensued.

Approval of Resolution 2010-117 – **Mr. Martin asked for a motion. Norm Boyd moved to approve Resolution 2010-117 and Dr. Darryl Koop seconded the motion. The motion passed with 7 “aye” and 2 “nay”.**

Approval of Resolutions – **Mr. Martin asked for a motion. Robert Blair moved to approve Resolution 2010-102; Resolution 2010-103; Resolution 2010-104; Resolution 2010-105; Resolution 2010-106; Resolution 2010-107; Resolution 2010-108; Resolution 2010-109; Resolution 2010-110; Resolution 2010-111; Resolution 2010-112; and Resolution 2010-113. Norm Boyd seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Martin asked for a motion. Norm Boyd moved to approve the out-of-county travel as presented. Cynthia Pearsall seconded the motion. The motion passed with 8 “aye” and 1 “abstain”.**

Approval of Financial Statement – **Mr. Martin asked for a motion. Jim Massey moved to approve the financial statement as presented. Tina Childers seconded the motion. The motion passed with a unanimous voice vote.**

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. She stated that the WIC site visit went well; there was only one corrective item regarding records storage. Another meeting will be held on November 30th to discuss State WIC’s issues with the health department building and their concerns.

Otterbein University Agreement – Mrs. Shafer stated that the contract is an annual contract for Otterbein students to have clinical experience in patient care. **Mr. Martin asked for a motion. Jim Massey moved to approve the Otterbein University Agreement pending approval by legal counsel. Robert Blair seconded the motion. The motion passed with 8 “aye” and 1 “abstain”.**

Mrs. Shafer stated that each year a reminder regarding communicable disease is sent out to local physicians. A pamphlet was created and it will be sent out with a letter reminding physicians and veterinarians about reporting communicable diseases to the health department. A flu clinic for pediatrics will be held on November 16th. Discussion ensued on vaccinations for pertussis.

Community Health Development – The written report was submitted and filed appropriately in health department files. Mrs. Delay highlighted the written report. She thanked Merrilee Taylor and Gwen Shafer for doing a presentation on flu at the Safety Council meeting. Mrs. Delay announced that the health department is now on Facebook and all health department events are listed on Facebook.

Approval of the City Readiness Initiative (CRI) Contract – Mrs. Taylor stated that this is an annual contract with the City of Columbus for the Strategic National Stockpile (SNS) activation. **Mr. Martin asked for a motion. Cynthia Pearsall moved to approve the CRI contract pending approval of legal counsel. David Petty seconded the motion. The motion passed by a unanimous voice vote.**

Approval of sections of the Emergency Action Plan – Mrs. Taylor reviewed the emergency action plans. The internal agency plan was created in 2006. All sections of the old plan are being reviewed and updated. There are 12 sections to the plan. Presented for approval was the basic plan. Next month other sections will be presented for approval. **Mr. Martin moved to approve the Emergency Action Plan sections as presented. Robert Blair seconded the motion. The motion passed by a unanimous voice vote.**

Health Commissioners Report

Community Health Assessment – The Community Health Assessment roll-out went well. Results for the break-out sessions have been returned. A Healthy Communities grant has already been submitted that includes some of the results of the assessment. This is a national grant and focuses on chronic disease prevention.

De-Merger Issues – Mr. Martin, Mrs. McGuire and Mr. Hirsch met with Ohio Department of Health officials and they informed them that the demerger is really just a name change. The Health Department's legal counsel felt it was more than just a name change. Legal Counsel indicated that we are going to have to reorganize and reform the board of health and do other internal actions. Legal Counsel recommended that the new Board of Health members meet on the First Thursday of January to have an organizational meeting to approve rules, regulations and policies and then the board would meet on the second Thursday of January to hold its normal meeting. Resolutions will be necessary to carry forward our fees, employee policies, rules and regulations.

The District Advisory Council meeting will be held on Monday, December 6th at 7:00 p.m. at the Courthouse. Mr. Martin stated that the DAC Chairman, Brian Oliver, sent out a memo requesting resumes from any interested individuals including current Board of Health members who are interested in serving on the Fairfield County General Health District Board of Health. Board Member, Robert Blair, indicated that he is not interested in renewing his term of office. The Fairfield County Combined General Health District Board of Health will hold one more Board of Health meeting on December 9th. There will be a change in location for the December 9th board meeting. It will be held at the Ohio State University Extension Office instead of the Fairfield Medical Center. The combined Board will cease to exist on December 31, 2010.

The Budget Commission is meeting on November 24th.

Disposition of Building – The County Commissioners are going to take back ownership of the Clarence E. Miller building.

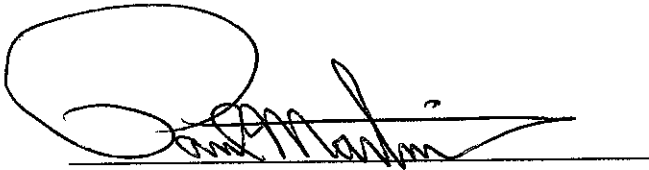
Resolution 2010-115 – The purpose of Resolution 2010-115 is to dispose of real property owned by the Board of Health of the Fairfield County Combined General Health District and to authorize the Health Commissioner to enter into an agreement on behalf of the board with the county of Fairfield for the disposal of the real property. **Mr. Martin asked for a motion. Jim Massey moved to approve Resolution 2010-115. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Contract with the Ohio Department of Health for Subsidy Dollars – Mr. Hirsch stated that the Ohio Department of Health has extra funding to supplement the previously reduced subsidy dollars. This money is guaranteed for every health department. The health department has to prepare a one-page working plan to show how it will be implemented.

Mr. Martin asked for a motion. Ron Cullums moved to approve the contract with ODH for additional subsidy dollars. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2010-116 – The purpose of Resolution 2010-116 is to appeal the determination made by the Ohio Public Employees Retirement System (OPERS) that the privatization of the Fairfield Community Health Center (FCHC) should be considered to be a carryover situation and affected employees are to be considered carryover employees. Discussion ensued. **Mr. Martin asked for a motion. Robert Blair moved to approve Resolution 2010-116. Jim Massey seconded the motion. The motion passed with 8 “aye” and “1” abstain.**

Adjournment – There being no further business, the meeting adjourned at 7:50 p.m. **on motion by Ron Cullums. The motion passed by a unanimous voice vote.**



Paul Martin, President
Fairfield Department of Health



Frank Hirsch, Secretary
Fairfield Department of Health