



BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
January 10, 2018 at 3:00 P.M.

Meeting Location: Fairfield Department of Health, Conference Room, Lancaster, Ohio

Call to Order: President Dave Petty called the Board of Health meeting to order at 3:00 p.m.

Board Members Present

Paul Martin, Licensing Council Alternate
Dr. Steven Kapetansky
Dave Petty
Tina Childers
Brian Oliver

Board Members Absent

Charlie Engen

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

Staff Present

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Tiffany Nash, R.N.; Kelly Spindler, Environmental Director; Jennifer Valentine, R.S.

Others Present

No public was present

Approval of Minutes – Tina Childers moved to approve the minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed with a unanimous voice vote.

Environmental Report

Resolution 2018-01 – The purpose of Resolution 2018-01 is to grant a variance for Eric Bigelow, 10728 Clearport Road, Amanda from Ohio Administrative Code 3701-29-15(N)(2), which describes the requirements determining length along contour. The variance will be considered retroactive to December 22, 2017. Copies of all applicable easement documentation should be submitted to the Fairfield Department of Health in a timely manner.

Resolution 2018-02 – The purpose of Resolution 2018-02 is to grant a variance to waive the required ten foot isolation distance from the interceptor drain and the driveway for the sewage treatment system located at 1181 Carroll-Eastern Road, Lancaster, Ohio 43130 (Jordan & Hillary Justice). The required ten foot isolation distance is unable to be met as stated in the Ohio Administrative Code section 3701-29-06(G)(3)(a) due to a fifty foot natural gas line easement.

Resolution 2018-03 – The purpose of Resolution 2018-03 is to grant a variance to waive the required ten foot isolation distance from the property line and the leach field located at 411 Carroll-Eastern Road, Lancaster, Ohio 43130 (Derrick J. Brown). The required ten foot isolation distance is unable to be met as stated in the Ohio Administrative Code section 3701-29-06(G)(3)(a) due to multiple geographical constraints on the property.

Approval of Resolutions – Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2018-01; Resolution 2018-02; and Resolution 2018-03. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Environmental Review Committee - Mrs. Spindler highlighted the Environmental Review Committee recommendations. The first issue brought to the ERC was regarding abandoned property with a pile of trash and a few tires lying around. Since it was such a small amount of garbage, the department sanitarian is going to contact the Township Trustee who made the complaint to see if the township could help with this. The second issue brought to the ERC was a homeowner whose aerator was missing a motor. This has been abated.

Miscellaneous –

- Mrs. Spindler announced that Dennis Oliver, Plumbing Inspector, will be back to work next week from a leave of absence.
- The 2018 WPCLF funds for Fairfield County is \$200,000.00.

Approval of ERC Committee Report and Recommendations – Mr. Petty asked for a motion. Dr. Steven Kapetansky moved to approve the report and recommendations of the Environmental Review Committee. Tina Childers 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. Ehorn highlighted the written report. The department collected 104% of our revenue, while spending 94% of our budget.

Resolution 2017-71– The purpose of Resolution 2017-71 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. *The Contract Services fund is increased by \$1,375.00; the Salaries fund is increased by \$337.27; Certificate of Estimated Resources is increased by \$1,712.27 and the Receipt line item for OWDA Loan Revenue fund is increased by \$1,712.27.*

Resolution 2017-72 – The purpose of Resolution 2017-72 is for the appropriation of unappropriated monies to be increased by \$12,000.00 in the *State Fee fund*.

Resolution 2017-74 – The purpose of Resolution 2017-74 is for the appropriation of unappropriated monies in the District Health fund and cash transfer to the Public Health Nursing fund to be increased by \$14,338.00.

Resolution 2017-75 – The purpose of Resolution 2017-75 is to memo expense the District Health fund in the amount of \$632.59 for the OPERS payment for a former employee now working at the Fairfield Community Health.

Approval of Resolutions - **Mr. Petty asked for a motion to approve Resolution 2017-71; Resolution 2017-72; Resolution 2017-74; Resolution 2017-75. Paul Martin moved to approve Resolution 2017-71; 2017-72; 2017-74; and 2017-75. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report and Out of County Travel – **Tina Childers moved to approve the Financial Report and Out-of-County travel as presented. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval to purchase a new Copier – Mrs. Ehorn discussed replacing one of the older copiers with a new one that can print color copies, has a scanner and fax machine. Discussion ensued. **Brian Oliver moved to approve purchasing a new copier from Gordon Flesch. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected for December, 2017 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of December 31, 2017 for all programs is \$1,624,770.69 and District Health (not including WPCLF) is \$979,317.30

Nursing Report

Tiffany Nash highlighted the written report. She stated that Patricia Garrett will be retiring on February 2, 2018. She asked for approval to post and fill this position. **Paul Martin moved to approve posting and hiring for the position which will be vacated by Patricia Garrett. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Nash discussed the Medical Reserve Corp and stated that it is still being considered but is on hold for now. She reported on the new nurse Kelley Ayers and stated that she is doing an excellent job.

Administration

Approval of Holiday Schedule – Larry asked for the board to approve the 2018 Holiday Schedule which the County Commissioner's approved. **Tina Childers moved to approve the County Commissioner's Holiday Schedule for 2018 for the health department. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

District Advisory Council – Mr. Hanna reminded the board that the next District Advisory Council meeting will be held on January 22, 2018 at 7:00 p.m. at the Courthouse.

Public Health Accreditation Board – Mr. Hanna shared the ePHAB system. This is the required system for loading in all accreditation documents. He showed the board members the progress that has been made on the requirements of PHAB. The staff has worked very hard on this process. He would like to submit the documents no later than June, 2018. After the documents have been submitted they will be reviewed by our PHAB reviewer to make sure all the documents submitted have current dates, logos, etc. The PHAB team will then spend the next six months reviewing the documents and the site visit could be in 2019.


Public Comments – No public participants were noted.

Adjournment

The meeting adjourned at 4:05 p.m. on **motion by Tina Childers. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



Mark Aebi, M.D., Secretary
Fairfield Department of Health