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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH
MEETING MINUTES
Fairfield Department of Health
Lancaster, Ohio 43130
January 11, 2017
3:00 P.M.**

President Dave Petty called the Board of Health meeting to order at 3:00 p.m. Roll call was taken:

Roll Call: Tina Childers – Absent
Paul Martin – Present (Licensing Council Alternate for Charlie Engen)
Dr. Darryl Koop – Present
David Petty – Present
Jim Massey - Present

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; Kelly Spindler, Environmental Director; Gwen Shafer, Nursing Director, Tiffany Nash, B.S.N.

Others Present – No public participants were present.

Approval of Minutes – **Mr. Petty asked for a motion to approve the December 14, 2016 meeting minutes. Jim Massey moved to approve the December 14, 2016 meeting minutes as presented. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report – The environmental report was submitted and filed appropriately in health department files. Kelly Spindler highlighted the written report.

Resolution 2016-59 – The purpose of Resolution 2016-59 is to refer Gosia Burroughs to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations. Mrs. Spindler discussed this situation with the Board Members. A dumpster was placed at this residence for the homeowner to remove the debris. The homeowner asked for more time because she needed help with the removal of the debris. At the December Board of Health meeting the Board voted to approve giving the homeowner one more week to remove the debris. An inspection was done after the timeframe was up and very little has been cleaned up on the property. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2016-59. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-01 – The purpose of Resolution 2017-01 is to authorize the Health Commissioner to apply for, accept and enter into a Water Pollution Control Loan Fund agreement on behalf of the Fairfield Department of Health for the repair and replacement of home sewage treatment systems. Discussion ensued. Mrs. Spindler explained the guidelines. After discussion, **Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2017-01. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department is 100% of the way through 2016 and has collected 105% of the revenue while spending 97% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds, revenue and expenses by month and reviewed the year-to-date balances and bill lists. Mrs. Ehorn stated that 2016 ended with an overall cash balance of \$1,351,737.60.

Resolution 2016-57 – The purpose of Resolution 2016-57 is for the appropriation of unappropriated monies in the *Salaries* account in the amount of \$200.00; the *Health Insurance* account in the amount of \$160.00; the *Life Insurance* account in the amount of \$20.00; the *Medicare* account in the amount of \$20.00 and in the *Retirement-PERS* account in the amount of \$100.00.

Resolution 2016-61– The purpose of Resolution 2016-61 is make a cash transfer to the Public Health Nursing fund in the amount of \$4,500.00; \$16,000.00 from District Health fund into the Food Services fund and \$1,000.00 from the District Health fund into the Solid Waste fund.

Resolution 2016-62 – The purpose of Resolution 2016-62 is for a cash advance repayment from the District Health fund to the W.I.C. grant fund in the amount of \$10,000.00.

Resolution 2016-63 – The purpose of Resolution 2016-63 is to memo expense the District Health fund \$615.61. This expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

Approval of Resolutions – **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2016-57, Resolution 2016-61, Resolution 2016-62, and Resolution 2016-63. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval of change in Personnel Policy – The proposed change to the personnel policy is to increase the personal time to part-time employees. Part time employees hired between January 1st and June 30th currently receive 11.25 hours. The proposal is to increase this to 12.00 hours. Part-time employees hired between July 1st and December 31st currently receives 5.63 hours of personal time. The proposal is to increase this time to 6.00 hours. Discussion ensued.

Mr. Petty asked for a motion. Paul Martin moved to approve part-time employees hired between January 1st and June 30th to receive 12.00 hours of personal time and part-time employees hired between July 1st and December 31st to receive 6.00 personal time hours. Dr. Koop seconded the motion. The motion passed by a unanimous voice vote.

Approval of Financial Statement and Out-of-County Travel – Mr. Petty asked for a motion to approve the Financial Report and Out-of-County travel as presented. Dr. Darryl Koop moved to approve the Financial Report. Paul Martin seconded the motion. The motion was passed by a unanimous voice vote.

2018 Budget – Mrs. Ehorn discussed the 2018 health department budget. The budget shows a 15% increase in health insurance; 2% increase for employees; 6% increase in Environmental fees. After discussion it was suggested that the scenarios be presented to the District Advisory Council and get their opinion and suggestions at the January DAC meeting.

Nursing Report – The written report was submitted and filed appropriately in health department files.

Child Fatality Review Board – The Child Fatality Review Board (CFR) met recently and discussed “Safe Sleep” issues. Infant deaths due to unsafe sleeping are a preventable issue. As such, the CFR recommended the health department research grants to assist parents with safe sleeping areas. The health department received a grant to purchase Pack-N-Play’s for children under 30 pounds. Recipients must meet certain eligibility requirements.

Obesity Coalition – The recent Community Health Assessment and Community Health Improvement Plan results reflects obesity as a health issue in Fairfield County. The health department along with other agency representatives formed an Obesity Coalition. The first meeting was January 12, 2017.

Strategic Plan – The Strategic Planning session is scheduled for February 15th. It is an all-day session for all employees. The health department will be closed to the public on the 15th.

Continuous Quality Improvement (CQI) – One of the CQI team’s minor project is Customer Service Surveys. The Customer Service Survey team met and created an internal survey which was specifically for employees and the external customer service survey was for consumers. The employee survey went out to all employees early January. The customer service survey was distributed to health department visitors on January 13th. Employees who work out in the field gave out copies of the survey during inspections and visits. These are to be returned by mail. The survey results will help the department to better serve the public and the staff.

New Employee – Mrs. Shafer stated that the new nurse, Tiffany Nash, has been a great addition to the nursing division.

Administrator's Report

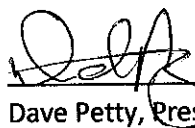
District Advisory Council (DAC) – Mr. Hanna stated that the next DAC meeting will be held on January 30th at 7:00 p.m. at the Fairfield County Courthouse. Mrs. Shafer will do a presentation on the Community Health Assessment and the Community Health Improvement Plan.

Contract with Emily Frantz – Mr. Hanna discussed the Administrative & Logistical Support for Public Health Accreditation, LLC (ALPHA) contract with Mrs. Frantz. Mrs. Frantz is currently assisting the Fairfield Department of Health (FDH) with accreditation. The Board of Health previously voted on the contract and placed a \$5,000.00 limit for expenses. Mr. Hanna asked that this amount be increased. Mr. Hanna would like to name Emily Frantz as the Accreditation Coordinator for the department sometime in the very near future. The department will apply for accreditation later on this year. Discussion ensued. After discussion, **Mr. Petty asked for a motion. Paul Martin made the motion to give the Administrator the authority to spend additional money on the ALPHA contract for Emily Frantz not to exceed \$25,000.00 for the year 2017. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Vehicles – Mr. Hanna will research the costs for a replacement vehicle for the FDH fleet. He will update the board at the February meeting.

Public Comments – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 3:50 p.m. on **motion by Dr. Darryl Koop and seconded by Paul Martin. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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