



Public Health
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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH
MEETING MINUTES
January 13, 2016
1550 Sheridan Drive, Suite 100
Lancaster, Ohio 43130
3:00 P.M.**

President Pro-Tempore, Jim Massey called the Board of Health meeting to order at 3:00 p.m. Roll call was taken:

Roll Call: Tina Childers – Present
Charlie Engen – Present
Dr. Darryl Koop – Present
David Petty – Absent
Jim Massey - Present

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

Staff Present: Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Paulette Tiller, Fiscal Officer; Jamie Ehorn, Fiscal Officer (in training); Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator, Angie Wentz, Facebook Coordinator

Others Present – Marsha Jenkins

Approval of Minutes – Mr. Massey asked for a motion to approve the *December 9, 2015 and December 30, 2015, meeting minutes*. Tina Childers moved to approve the *December 9, 2015 and December 30, 2015, 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 report.

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

Resolution 2015-54 – The purpose of Resolution 2015-54 is to increase program fees: Food Program, Campground Program, Swimming Pool Program, Sewage Program, Semi-Public Program, Subdivision(s), Plumbing Program, Private Water Systems Program, Tattoo and Body Piercing Program, Vital Statistics Program fees, Nuisance Re-Inspection, Phase 1 Environmental Assessment and the Travel and Adult Vaccinations Administrative fee. Discussion ensued. This is also the Public Hearing for Resolution 2015-54. No public comments were made. Mr. Massey read Resolution 2015-54 into the record as the third

reading and asked for a vote. Tina Childers moved to approve Resolution 2015-54. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2016-01 – The purpose of Resolution 2016-01 is to authorize Dr. Mark Aebi, Health Commissioner, to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) agreement on behalf of the Fairfield Department of Health for the repair and replacement of home sewage treatment systems. Discussion ensued. **Mr. Massey asked for a motion. Tina Childers moved to approve Resolution 2016-01. Charlie Engen 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. Tiller highlighted the written report. The department collected 94% of the revenue while spending 90% of the budget. The transfers were listed on the financial statement. Mrs. Tiller discussed the program funds. There were no resolutions for the beginning of the month.

Approval of Financial Statement– **Mr. Massey asked for a motion to approve the Financial Report as presented. Charlie Engen moved to approve the Financial Report as submitted. Tina Childers seconded the motion. The motion was passed by a unanimous voice vote.**

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer reported on the pertussis outbreak and the ongoing investigations.

The Community Health Assessment (CHA) is being worked on. The Health Department received a Memorandum of Understanding for the CHA. Mrs. Shafer submitted a grant proposal with the Fairfield Foundation to offset the costs for the Community Health Assessment and notification of approval was received. The amount of the grant is for \$10,000.00.

Approval of MAC Billing Contract – Mrs. Shafer discussed the contract. This is an annual renewal contract with the Ohio Department of Health for the Medicaid Administrative Claims (MAC). There were no changes made to the contract. **Mr. Massey asked for a motion. Dr. Darryl Koop moved to approve the contract Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Administrator's Report

Accreditation Update – Mr. Hanna stated that a meeting was held with Emily Franz. Ms. Franz is assisting the department with the accreditation efforts. The meeting went well and Mr. Hanna felt that she would be a great asset to the department.

Drug Testing - At a previous board meeting, the board members asked Mr. Hanna to review the drug testing/alcohol policy and see if random drug testing for employees would be feasible. The personnel

policy states that employees can only be subjected to reasonable suspicion testing. After discussion, the board opted to follow the personnel policy requirements for drug/alcohol testing.

Approval of Volunteer Management Plan – Mrs. Taylor highlighted the plan. The plan reflects the volunteer utilization in emergency situations.

Approval of Mass Care Plan – Mrs. Taylor highlighted the plan. The Mass Care Plan reflects the health department’s role in shelter management. The plan reflects that requirement.

Approval of Plans – **Mr. Massey asked for a motion to approve the Volunteer Management Plan and the Mass Care Plan. Tina Childers moved to approve both plans as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

CQI/PHAB Updates – Mrs. Taylor highlighted the PHAB Activities Report and the CQI monthly activities. The CQI team is currently working on Workforce Development. February 1st is the date to implement the plan on a trial run.

Public Comments – Steve Deeter presented a letter to the Board of Health to review. He briefly discussed the letter.

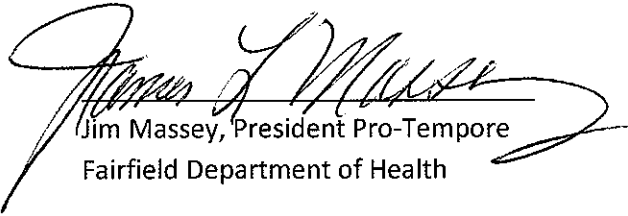
Executive Session – **Mr. Massey asked for a motion to go into Executive Session regarding a personnel matter. Dr. Darryl Koop moved to go into Executive Session regarding a personnel matter. Tina Childers seconded the motion.**

Roll Call:
Tina Childers – aye
Charlie Engen – aye
Dr. Darryl Koop – aye
David Petty – absent
Jim Massey – aye


The motion passed by a unanimous voice vote. The board adjourned to Executive Session at 3:30 p.m. **The board reconvened from Executive Session at 4:30 p.m. on motion by Tina Childers and seconded by Dr. Darryl Koop. The motion passed by a unanimous voice vote.**

Mr. Massey asked for a motion. Tina Childers moved to accept the retirement of Steve Deeter, effective January 19, 2016. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.

Adjournment – There being no further business, the meeting adjourned at 3:40 p.m. p.m. on **motion by Tina Childers and seconded by Dr. Darryl Koop. The motion passed by a unanimous voice vote.**



Jim Massey, President Pro-Tempore
Fairfield Department of Health



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