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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
February 14, 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

Tina Childers
Charlie Engen
Dr. Steven Kapetansky
Brian Oliver
Dave Petty

Board Members Absent

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

Staff Present

Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Tiffany Nash, R.N.; Kelly Spindler, Environmental Director; Jennifer Valentine, R.S.; Brandon Atwood, R.S.

Others Present

Nancy Weidman; Arlene Foulk & Terry Foulk; Steve Landis

Approval of Minutes – Tina Childers moved to approve the January 10, 2018 minutes as presented. Brian Oliver seconded the motion. The motion passed with a unanimous voice vote.

Environmental Report

Resolution 2018-07 – The purpose of Resolution 2018-07 is to refer Jerry Saunders to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: *“No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance. “and for failure to comply with Ohio Revised Code (ORC) 3707.01: “The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders.”*

Mr. Folk highlighted the situation. This problem has been going on prior to last year. The Folks live beside the property. Several residents in this neighborhood have complained about the upkeep to this property to the Township Trustees but have not had any progress. The owner is out of state and it is unsure who is living in this home. There is trash all over the property and numerous junk cars on the property. Pleasant Township had the junk vehicles removed but the residents brought more onto the property. The major complaints are solid waste issues and sewage issues.

Brandon Atwood, Registered Sanitarian addressed the sewage issues. He stated that he has worked with the residents and the septic system is almost repaired. Mrs. Spindler discussed the process for solid waste issues. The situation would be referred to the City Prosecutor and if they found them guilty they will fine them. The County Prosecutor can file an injunction after that if necessary. Discussion ensued. After discussion, Mr. Petty asked for a motion. **Tina Childers made the motion to approve Resolution 2018-07 (referring to Prosecutor). Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-08 – The purpose of Resolution 2018-08 is to refer Jennifer Siefert to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: *“No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance”* and for failure to comply with Ohio Revised Code 3707.01: *“The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders.”* Discussion ensued. **Tina Childers made the motion to approve Resolution 2018-08 (referring to Prosecutor). Charlie Engen 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. Mr. Hanna highlighted the written report. The department collected 9% of our revenue, while spending 10% of our budget.

Resolution 2018-04– The purpose of Resolution 2018-04 is to memo expense the District Health Fund to the Flexible Spending fund in the amount of \$645.84.

Resolution 2018-05 – The purpose of Resolution 2018-05 is for the appropriation of unappropriated monies in the District Health fund in the amount of \$12,000.00; and make a permanent cash transfer of \$6,000.00 from the District Health fund into the Public Health Nursing fund; and make a permanent cash transfer of \$6,000.00 from the District Health fund into the Food Services fund.

Resolution 2018-06 – The purpose of Resolution 2018-06 is to memo expense the District Health fund in the amount of \$629.80 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 2018-04; Resolution 2018-05 and Resolution 2018-06. Tina Childers moved to approve Resolution 2018-04; Resolution 2018-05 and Resolution 2018-06. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

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

Nursing Report

Tiffany Nash highlighted the written report. Mrs. Nash gave updates on posting and filling vacant positions. The Communicable Disease position and the Bureau for Children with Medical Handicaps (BCMH) positions have been filled.

Mrs. Nash discussed a new referral process for screening of perinatal and post-partum depression women that has been developed in collaboration with Ohio Guidestone. Ohio Guidestone has a special program for these women and many services to help them.

The nursing division hosted two late night walk-in pediatric flu clinics. On 1/23/18, 30 flu vaccines were given. On 2/1/2018, 17 flu vaccines were given.

Mrs. Nash is working on obtaining a contract with Cigna, so the clinic can accept their insurance for the clients.

Mrs. Nash reported that Mary Fornadley, WIC Certified Professional, resigned on February 26th. Mrs. Nash requested hiring a part-time professional. WIC is going to offer a part-time employee the opportunity go to full-time. If the employee doesn't accept moving to full-time then we need to post for a full time Breastfeeding Peer. **Dr. Steven Kapetansky moved to approve filling the full-time position. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Administration

Employee Survey's – Mr. Hanna stated that in light of employee responses to the survey, a meeting will be held next Tuesday to give staff the option to address some of the suggestion noted in the survey.

Mr. Hanna reported that David Plummer, R.S. will be retiring April 27th. Mr. Hanna asked for approval to post for the position. **Tina Childers moved to approve posting for the Sanitarian position. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Purchase Vehicle – Mr. Hanna stated that the department has a 2008 Ford Focus that was purchased with CFLP monies. It has 18,000.00 miles on it. We can purchase it from the CFLP District for \$5,500.00. Mr. Hanna would like approval to purchase. **Charlie Engen moved to approve the purchase of the 2008 Ford Focus. Brian Oliver 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 March 5, 2018 at 7:00 p.m. at the Courthouse.

Miscellaneous

- Several staff visited the Village of Bremen to discuss services the department offers. Department staff will begin visiting townships and villages soon.
- A draft of the 2017 Annual Report was distributed and this will be distributed to the District Advisory Council on March 5th.
- The clinic vaccine refrigerator was discussed. The cost of repairing the current refrigerator versus purchasing a new one. Mrs. Nash is still working on quotes for a new refrigerator. She is also researching prices for a new alarm system. Prices will be brought to the next board meeting

Approval of Agreement with Job & Family Services – The agreement with Job & Family Services is for the Work Experience Program. This is a renewal contract. The purpose of this agreement is to provide experience and training to promote public health as a career choice. The program includes recruitment among local residents who reflect the demographics of the population served by Fairfield Department of Health. Historically, FDH has employed volunteers who currently work within FDH’s Nursing and Administrative units. Under the guidelines of FDH’s Volunteer Policy, this agreement also provides FDH with the opportunity to collect feedback from participants/volunteers to evaluate and improve training programs which promote public health as a career choice. **Tina Childers moved to approve the agreement with Job & Family Services. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Employee Increases – Mr. Hanna asked for a motion to increase 3 employees pay to \$20.76 per hour. **Tina Childers moved to approve increasing the 3 employees pay to \$20.76 per hour. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.** The pay increases will go into effect on the next full pay period.

Public Comments – No public participants were noted.

Adjournment

The meeting adjourned at 4:05 p.m. on **motion by Brian Oliver. Charlie Engen 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