



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

March 8, 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 – Present
Charlie Engen – Absent
Dr. Steven Kapetansky – Present
Brian Oliver – Present
David Petty – Present

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

Staff Present: Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Gwen Shafer, Nursing Director; Amy Gabriel, WIC Breastfeeding Coordinator

Others Present – No public participants were present.

Mr. Petty welcomed the new Board of Health member. Dr. Steven Kapetansky was appointed by the District Advisory Council meeting on March 6, 2017 as a new board member to the Board of Health.

Approval of Minutes – Mr. Petty asked for a motion to approve the *February 8, 2017 meeting minutes*. Tina Childers moved to approve the *February 8, 2017 meeting minutes* as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.

Election of Officers – Mr. Petty asked for nominations for President and President Pro-Tempore. Brian Oliver nominated Dave Petty as President and Tina Childers as President Pro-Tempore. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Officers for 2017 are: President Dave Petty and President Pro-Tempore Tina Childers

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

Mrs. Spindler discussed an issue that the Board of Health had previously discussed in July, 2016. At the July board of health meeting, the board was asked to consider a non-commercial smoker unit. The July minutes discussion was as follows: *Mr. Larry Harris recently attended an Environmental Review*

Committee meeting and requested that the Board of Health approve a homemade "wood fired" smoker unit. The board discussed the unit. The unit is made of virgin steel and is very well made. The FDH Sanitarian asked Mr. Harris to put a roof over the smoker which he did. Mr. Harris has ordered a set of food grade stainless steel grates for the unit. Mr. Harris brought the smoker to the health department for a visual inspection and the Sanitarian inspected the unit prior to the Board of Health meeting. The ERC recommended approval of the unit on the condition that the stainless steel racks must replace the existing racks and the unit must be a Lang 60 deluxe model. The Sanitarian also requested that the grates in the cabinet must be replaced with stainless steel.

The board approved the non-smoker unit at the July 13, 2016 meeting. Upon further review of the minutes, Mrs. Spindler asked for an amendment to the July 13, 2016 meeting minutes for clarification purposes. The amendment to the motion is as follows: (changes are reflected with italics) "Mr. Larry Harris recently attended an Environmental Review Committee meeting and requested that the Board of Health approve a *noncommercial* "wood fired" smoker unit. The unit is made of virgin steel and is very well made. The FDH Sanitarian, *Kevin Barlow* asked Mr. Harris to put a roof over the smoker *during the ERC meeting*, which he did. Mr. Harris has ordered a set of *food grade* stainless steel grates for the unit. Mr. Harris brought the smoker to the health department for a visual inspection and the Sanitarian, *Madison Swackhammer*, inspected the unit prior to the Board of Health meeting. The ERC recommended approval of the unit on the condition that the *food grade* stainless steel racks must replace the existing racks and the unit must be a Lang 60 deluxe model. The Sanitarian, *Madison Swackhammer*, also requested that the grates in the *hot holding* cabinet must be replaced with *food grade* stainless steel *if any use of the cabinet will occur*. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve the amendment to the motion in the July 13, 2016 meeting minutes as reflected above. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Water Pollution Control Loan Fund (WPCLF) – Mrs. Spindler discussed the WPCLF grant. The funding awarded to the department was \$150,000.00 for 2016. \$68,000 was spent on homeowners systems that met the grant eligibility requirements. The Environmental Division continues to work with the money awarded for 2016 and is getting ready for 2017. In 2017, the department will be awarded \$200,000.00. The department has until November, 2018 to spend those monies.

Mrs. Spindler discussed the food licenses renewals. As of last Friday, there were thirty-nine (39) facilities that had not renewed their licenses. *Update:* there are now two (2) facilities that have not renewed their licenses.

Mrs. Spindler gave an update on the solid waste nuisances which were highlighted on the Environmental Division report. One has been abated; one is currently waiting on a county-wide warrant to be issued and one is being turned over to the City Prosecutor to investigate.

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report.

The department is 17% of the way through 2017 and has collected 24% of the revenue, while spending 24% 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.

Resolution 2017 -06 – The purpose of Resolution 2017-06 is for an amended certificate and the appropriation of unappropriated monies in the District Health Fund. The appropriation from unappropriated monies in the *Contract Services* fund is to be increased by \$41,457.00; the Certificate of Estimated Resources is to be increased by \$41,457.00, the receipt line items in the OWDA Loan Revenue fund should be increased by \$38,360.30 and the *Charges for Services* line item should be increased by \$3,096.70.

Resolution 2017-08 – The purpose of Resolution 2017-08 is to appropriate unappropriated monies in the District Health fund in the amount of \$100,000.00 and to make a Cash Transfer to the WIC fund in the amount of \$100,000.00.

Resolution 2017-09 – The purpose of Resolution 2017-09 is to memo expense the District Health fund in the *OPERS* account in the amount of \$623.28.

Approval of Resolutions – **Mr. Petty asked for a motion. Brian Oliver moved to approve Resolution 2017-06, Resolution 2017-08; and Resolution 2017-09. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

New Vehicle - The department purchased a Toyota Corolla for \$15,500.00. This is a new vehicle.

Copy Machine - Mrs. Ehorn discussed the copy machine. The department is currently in the process of obtaining a new copier.

2018 Budget – The 2018 budget was presented to the District Advisory Council (DAC) on March 6th. The DAC approved the budget as presented. **Mr. Petty asked the board members for a motion to approve the 2018 budget. Tina Childers moved to approve the 2018 budget as approved by the DAC. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

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

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer discussed the Child Fatality Review board which met recently.

At this meeting all deaths are reviewed, discussed and recommendations made. Once again, the top preventable death for 2016 was suffocation from roll over. The Child Fatality Review board voted to continue with the "Safe Sleep" campaign that was started in October, 2016. Mrs. Shafer reported that the nursing division has been busy with grant activities. Mrs. Shafer highlighted the Communicable Disease program and briefly discussed an outbreak investigation that is now closed.

Approval of Agreement with Deaf Services Center (DSC) – DSC is a non-profit comprehensive service center in Central Ohio and provides interpreting services. The health department would use this service in the event of an emergency situation in the county. Discussion ensued. After discussion, **Mr. Petty asked for a motion. Tina Childers moved to approve the agreement with DSC. Legal Counsel has already approved the agreement. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Administrator's Report


Mosquito Control Grant – Mr. Hanna discussed the mosquito control grant. He stated that the department applied for the grant in 2016 and received \$18,000.00. The funding runs through June 30, 2017. The department will reapply for the mosquito control grant in June and the 2017 grant will begin in July. Mr. Hanna would like the department to hire a summer person to begin trapping mosquitos. They would begin in June. If the grant is not awarded to the Health Department for 2017, the cost for this seasonal employee would be around \$4,000.00. The health department would pay Medicare, Worker's Compensation and mileage. The employee would work three (3) days per week. **Mr. Petty asked for a motion. Tina Childers moved to approve hiring a seasonal employee for mosquito trapping. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Agreement with Job & Family Services – The agreement with Job & Family Services is for the Work Experience Program. This is a renewal contract. Participation in this program provides participants with experience and training to assist them in securing employment. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve the agreement with Job & Family Services for the Work Experience Program. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

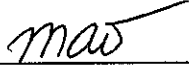
Continuous Quality Improvement (CQI) Update – Mrs. Gabriel gave an update on the CQI activities. The CQI Team consists of five (5) members with representation from each division within the health department. Part of the CQI requirements are that the department complete one (1) major project or two (2) minor projects each year. Last year the department worked on the Workforce Development Plan and a Food Facility Complaint Communication Process. In 2017, the CQI Project team is working on Customer Satisfaction Surveys. Several surveys were distributed for a one month period. The CQI Project team met and revised the survey. The revised survey will go out next week.

Public Comments – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 4:00 p.m. on **motion by Brian Oliver and seconded by Tina Childers. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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