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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH
MEETING MINUTES
Fairfield Department of Health
Lancaster, Ohio 43130
March 9, 2016
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
Paul Martin (Alternate) - Present
Dr. Darryl Koop – ~~Present~~ Absent
David Petty – Present
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; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Jamie Ehorn, Fiscal Officer; Kevin Barlow, R.S.; Brandon Atwood, S.I.T.; Deb Kilbarger, R.S.

Others Present – Bill Banze; Matt Balent; Paul Kemmer

Approval of Minutes – **Mr. Petty asked for a motion to approve the *February 10, 2016* meeting minutes. Jim Massey moved to approve the *February 10, 2016* meeting minutes as presented. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Election of Officers – **Mr. Petty asked for nomination for President. Tina Childers moved for Dave Petty for President and Jim Massey for President Pro-Tempore. Paul Martin 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 introduced Brandon Atwood to the board. Mr. Atwood is the new Sanitarian-in-Training. He previously worked at the Marion County Health Department.

Carols Catering by Design – Mrs. Spindler reported that there have been issues with getting the required inspection scheduled. Mrs. Kilbarger drafted a letter to the business owner's attorney that she needs four (4) inspections completed. The letter has been sent.

Matt Balent and Bill Banze were present to discuss using a non- commercial smoking unit for a mobile barbecue business being operated in Hocking County.

The owners live in Fairfield County so they must obtain the license in Fairfield County. Mr. Barlow discussed the health department's requirements and past practices involving the use of non-commercial smokers. He stated that the Board of Health and the Fairfield Department of Health has not permitted non-commercial smokers to be used in the past. All equipment used thus far has been NSF approved.

The board asked for the model number and the specifics on the smoker. They were particularly interested in what the grill is made of. Attachment A lists the type of smoker and the specifics (see attached Attachment A). The smoker is a Johnson Custom Smoker. The grills are two (2) stainless steel cooking racks that slide in and out. A lengthy discussion ensued.

Mr. Petty asked for a motion. Tina Childers moved to approve a brand new Johnson Custom Smoker with 304 grade milled stainless steel grates (specifications are listed on Attachment A). Paul Martin seconded the motion. The motion passed with 3 "ayes" and 1 "abstain".

Environmental Division – The written report was submitted and filed appropriately in health department files. Mrs. Spindler stated that the Environmental Division continues to review permits from the sanitarian that no longer works at the department. We had a few more issues that came to light last week. So far the homeowners have been very understanding and cooperative.

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

Food Service Facilities – Mrs. Spindler distributed the list of food service facilities that have not paid their licensing fee. There are currently 14 facilities that have not paid. They have been contacted and told that they are now required to not only pay for the license but a later fee will be added. After discussion, **Mr. Petty asked for a motion. Tina Childers made the motion that if the food services facilities have not purchased the required license by March 18th at 12:00 noon, a "closed" sign will be placed on their door on Monday, March 21st. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.** NOTE: A couple facilities indicated that they had already mailed the licenses in but the health department never received them. If they can prove that they mailed the license in prior to March 1s, the late fee will be waived.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion. Paul Martin moved to approve the Environmental Review Committee report and recommendations. Tina Childers 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 16% of the way through 2016 and has collected 17.9% of the revenue while spending 18.2% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds and reviewed the year to date balances.

Mrs. Ehorn reported that the 2017 PHEP grant funding remained the same as the previous year. Due to salary increases, staff time on the grant was moved around to cover the expenses.

Social Media Coordinator - The Social Media Coordinator requested two (2) more hours per week. District Health will cover this increase which is a \$1,500.00 increase.

Internet Services - The state of Ohio will now be charging the department for the use of their internet services. Mr. Hanna contacted the county IT to see if we could get internet services through them.

MARCS Radios - To defray costs on the PHEP budget, three of the MARCs radios will be returned to state. This will save the department \$600.00. In an emergency situation, the department could purchase SIMS cards from Verizon. One Smart Phone used by department staff is being replaced with a flip phone. In addition to these changes, the District Health fund has been paying for cable TV to monitor the weather. The department will no longer use cable TV to monitor the weather; the internet will be used for this along with weather stations.

Resolution 2016-07 – The purpose of Resolution 2016-07 is to memo expense the District Health fund in the amount of \$2,511.93 for the OPERS payment to pay retirement for the two former employees now working at the Fairfield Community Health Center. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-07. Paul Martin 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. Paul Martin moved to approve the Financial Report and Out-of-County Travel as submitted. Jim Massey 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 that the Ohio Department of Health is extending the 2016 CFHS grant to September 30, 2016 so a delay is occurring in the writing of the 2017 CFHS grant. **Mr. Petty asked for a motion to approve the addendum to the current CFHS grant extending it to September 30, 2016, pending approval of legal counsel. Jim Massey moved to approve the addendum to the CFHS grant. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Administrator's Report

CFHS Budget Revision Report – Mr. Hanna signed the CFHS budget revision as the Appointing Authority for the health department. The Ohio Department of Health asked for written proof that he has the authority to sign legal documents. Resolution 2016-08 was presented to address this.

Resolution 2016-08 – The purpose of Resolution 2016-08 is to give the Administrator the authority to manage human resource activities, sign for grants, contracts, all fiscal requirements and other legal documents. The Health Commissioner will oversee and monitor the Administrator's actions and duties to assure compliance. **Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2016-08. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

2016 Pay Scale – Mr. Hanna presented the revised pay scale. The pay scale minimum and maximum's have been increased in a few of the pay ranges. This affects only one employee and would increase their salary to \$17.00. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve the 2016 pay scale as presented along with the increase in one employee's salary as a result of the changes in the pay scale. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Organizational Chart – Mr. Hanna presented the revised Organizational Chart for the department. The only change to the chart is the addition of the Social Media Coordinator title. The Breastfeeding Peer Helper is also the Social Media Coordinator. This is a part-time position and the Organizational Chart reflects this addition. **Mr. Petty asked for a motion. Tina Childers moved to approve the Organizational Chart as presented. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Annual Report – The 2015 annual report is completed and was distributed to the District Advisory Council recently. Mr. Hanna commended Kathie Whitlock and Rachel Martindale for creating the annual report.

Accreditation Update – Mr. Hanna attended the SE AOHC meeting on March 8th. Director Hodge, Ohio Department of Health was present. He discussed Accreditation and stated Accreditation for all health departments will happen. He discussed several options regarding accreditation: 1) Independent accreditation (achieve accreditation as a single entity); Multijurisdictional collaboration and shared services (council of governments under Chapter 167; Merger of city or general health district as determined by the local departments involved; contract for services required by Public Health Accreditation Board; reassignment of city or general health districts as determined by the Ohio Department of Health. Health departments have to be accredited by 2020. Mr. Hanna wants to apply for accreditation in late fall of 2017. We are now working on the three (3) pre-requisites. The Community Health Assessment is currently in process. The CHIP and Strategic Plan is the next step. Mr. Hanna stated that it is important that Board of Health members recognize that paying for Accreditation will require small fee increases, possibly over a number of years, same for the District Advisory Council members.

Mr. Hanna stated that July 29th a mandatory in-service training day for all staff will be held. The department will be closed to the public for the entire day. The Board Members agreed to close the department to the public for the day.


Resolution 2016-06 – The purpose of Resolution 2016-06 is to adopt a Human Subject Research Protection Policy. The Fairfield Department of Health will not initiate research that involves human subjects. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-06. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Contract with Teen Works – Mr. Hanna discussed the Youth Services Agreement. This is a summer youth program for teenagers from 16-25 years of age. The Teen Works program would pay for a participant to work at the health department during the summer. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Teen Works. Legal Counsel already approved the agreement. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**


Approval of Work Experience Program (WEP) Contract – Mr. Hanna discussed the WEP contract. This is an annual renewal. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Jobs & Family Services for the Work Experience Program (WEP). Jim Massey seconded the motion. The motion passed by a unanimous vote.**

Public Comment - Paul Kemmer was present. He had previously sent an email to the Environmental Director regarding effluent coming in to his yard from a neighboring property. He discussed the saturated conditions. He doesn't believe the neighbors system holds its own waste water and doesn't want this to continue.

Adjournment – There being no further business, the meeting adjourned at 4:40 p.m. p.m. on **motion by Tina Childers 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