



**Public Health**  
Prevent. Promote. Protect.

Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MINUTES

March 11, 2015

1550 Sheridan Drive, Suite 100

Lancaster, Ohio 43130

3:00 P.M.

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

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

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

Staff Present: Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Gwen Shafer, Nursing Director; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Health Director; Jen Valentine, R.S.; Laura Schlabach, Clerk I; Merrilee Taylor, Public Health Emergency Preparedness Coordinator

Others Present – Paul Kemmer; Megan Martin

Public Comments – Mr. Kemmer addressed the board. He discussed the sanitary issues he has witnessed in and around his property. He stated that there were multiple homes in his neighborhood with multiple problems. He discussed using low flow items in his home and provided a low flow shower head to the department for educational use.

Election of Officers – Mr. Petty asked for nominations for President. Charlie Engen moved to retain the same President and President Pro-Tempore for 2015. Jim Massey seconded the motion. The motion passed by a unanimous voice vote. Dave Petty is the Board of Health President for 2015. Jim Massey is the President Pro-Tempore for 2015.

Approval of Minutes – Mr. Petty asked for a motion to approve the *February 11, 2015* meeting minutes. Jim Massey moved to approve the *February 11, 2015* meeting minutes as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

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

March 11, 2015

Approval to hire Environmental Director – Mr. Petty asked for a motion to approve the hiring of the new Environmental Director. Jim Massey moved to hire Kelly Spindler as the new Environmental Director. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote. Mr. Hanna introduced Kelly Spindler to the Board of Health. Mrs. Spindler worked as an Environmental Director for both Ross County and Pike County previously.

Resolution 2015-14 – The purpose of Resolution 2015-14 is to condemn the residence at [REDACTED] [REDACTED] for unsanitary and unsafe conditions as well as to refer Betty Arledge to prosecution for failure to comply with for failure to comply with Ohio Administrative Code 3701-29-06 (D) (3): *“A Sewage Treatment System (STS) or Groundwater Recycling System (GWRS) shall comply with the following performance requirements and prohibitions:*  
*(3) No STS or GWRS or part thereof shall create a public health nuisance, as defined in Section 3718.011 of the Revised Code...”* 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. The septic tank has collapsed. A sign will be placed on the front door of the residence and this matter will be sent to the Prosecutor for condemnation.

**Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2015-14. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-15 – The purpose of Resolution 2015-15 is to grant a variance for Thurman III and Ashleigh Keen for a septic system located at [REDACTED]. The variance would be for OAC 3701-29-11: *“The daily design flow for a HSTS shall be one hundred twenty gallons per day per bedroom with a minimum design flow of two hundred forty gallons per day”*. Discussion ensued. The ERC recommended that the variance be approved with restrictions. The current and future owners must agree that the maximum occupancy for this home is 4 bedrooms and the deed would reflect this.

**Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2015-15. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-16 – The purpose of Resolution 2015-16 is to permit the use of a holding tank as stated in the Ohio Administrative Code 3701-29-18 (C): *“A holding tank shall be permitted on a temporary basis during inclement weather and/or during the non-installation season when the property owner must take occupancy until soil conditions are suitable for complete system installation.”* Discussion ensued.

**Mr. Petty asked for a motion. Charlie Engen moved to approve Resolution 2015-16. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Update on Food Licenses – Mrs. Kilbarger, R.S., discussed the status of the unpaid food licenses. As of the date of the board of health meeting, there were 10 businesses that had not paid their food licenses. Discussion ensued. The Board stated that if the businesses have not paid for their food service licenses by Monday, March 16<sup>th</sup>, a sign will be posted on their door to cease and dissect until they receive their licenses. The business will also be sent a letter informing them of this decision.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion. Jim Massey moved to approve the report and recommendations of the Environmental Review Committee. 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. Mrs. Tiller highlighted the written report. The department is 17% of the way through 2015 and has collected 14.8% of the revenue while spending 15.4% of the budget. The bill list and year-to-date balances were discussed.

Resolution 2015-12 – The purpose of Resolution 2015-12 is for a cash transfer to the Immunization Action Plan grant in the amount of \$3,000.00.

Resolution 2015-13 – The purpose of Resolution 2015-13 is to memo expense the District Health fund to pay the retirement for two former employees now working at the Fairfield Community Health Center in the amount of \$2,427.65.

Approval of Resolutions – **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2015-12 and Resolution 2015-13. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Petty asked for a motion. Jim Massey moved to approve the out-of-county travel as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement – **Mr. Petty asked for a motion. Charlie Engen moved to approve the financial statement as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Financial Audit – The 2014 financial audit will begin in May. The audit will review the GAPP conversion along with financial.

Accreditation – Mrs. Tiller will be setting up a new sub fund for Accreditation. Supplies purchased to meet accreditation requirements will be paid for out of this new account. Monies will be taken from the

District Health fund but will have its own line item. The health department created a Facebook page. Angie Wentz was given three additional hours per week to review and update the Facebook page.

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. She stated that the department has received the Medicare validation approval today. The WIC Division held training for all vendors for the new credit card style voucher system. The new nutrition card will go into effect on March 23, 2015.

The 2016 CFHS grant was completed and submitted to ODH for \$30,000.00. Mrs. Shafer is currently working on the Child Fatality Review Board data entry.

Administration – The written report was submitted and filed appropriately in health department files. Mr. Hanna highlighted the written report.

Approval of Continuity of Operations Plan (COOP) – The plan was submitted to Board of Health members to review. **Mr. Petty asked for a motion. Charlie Engen moved to approve the plan as submitted. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.** Mrs. Taylor stated that the new Environmental Director was added to the plan. The county is currently working on a relocation plan for departments in the event of any disaster where an agency facility is not safe to work in.

CQI Report – Mrs. Taylor stated that a part of accreditation deals with Continuous Quality Improvement. This deals with a process and looks at things we are doing and ways to improve them. It deals with process and not people. The CQI team has been identified and the team will begin working on projects. Front line staff will be on the project team. CQI is an in-depth analysis of a project. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to approve the CQI plan as submitted. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Resignation of Food Sanitarian – **Mr. Petty asked for a motion to accept the resignation of Kerri McReynolds effective March 12, 2015. Jim Massey moved to accept the resignation, with regret, of Kerri McReynolds. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval to post and hire – **Mr. Petty asked for a motion to post and hire for the vacant food sanitarian position. Charlie Engen moved to approve posting/hiring for the vacant food sanitarian position. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Ebola Funding – Mr. Hanna discussed the Ebola funding that Franklin County received. Franklin in County is contracting with the health department for tracking and monitoring Ebola. The funding the Fairfield Department of Health receives is \$24,306.00 for 18 months. **Mr. Petty asked for a motion to**

approve the contract pending approval by legal counsel. Charlie Engen moved to approve the contract with Franklin County pending approval by legal counsel. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2014-67 – The purpose of Resolution 2014-67 was to establish new sewage fees for the new sewage rules. Resolution 2014-67 was read into the record on 11/12/14; 12/10/14 and 1/20/15. It was passed by the Board of Health on 1/20/15. Mr. Hanna discussed amending Resolution 2014-67 to reduce the Operation and Maintenance fee from \$60.00 to \$15.00. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to amend Resolution 2014-67 (Permit for the operation of an HSTS, SFOSTS, or GWRS which may vary based on the length the permit is valid and/or complexity of the system (Operation and Maintenance Program) from \$60.00 to \$15.00. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

The District Advisory Council will be notified of the change in the Resolution. Mr. Hanna stated that the DAC has approved a 3.5% increase for the 2016 budget. He also stated that the O&M program must pay for itself. In 2016, the department will need to increase all fees.

Adjournment – There being no further business, the meeting adjourned at 3:50 p.m. on **motion by Tina Childers and seconded by Jim Massey. The motion passed by a unanimous voice vote.**

---

David Petty, President  
Fairfield Department of Health

---

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