



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

Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MINUTES

April 8, 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 – Absent (present @ 3:05 p.m.)  
Dr. Darryl Koop – Present  
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; Kelly Donley, Accounts Specialist; Kelly Spindler, Environmental Health Director; Steve Deeter, R.S.; Madison Swackhammer, S.I.T.; Cheryl Hopkins, Dietician; Mary Smith, WIC Coordinator

Others Present – Paul Kemmer; Jeff Radar, Ricketts Excavating; Amanda Preece; Debra Thomas; Chelsea Lamberjack

Public Comments – Mr. Kemmer addressed the board. He discussed the sanitary issues he has witnessed in and around his property. He stated that the goal of public health is to protect the public's health and to abate nuisances. He discussed the recent sewage repair work that was being done on a neighboring property and felt there was violation after violation occurring during the work.

Approval of Minutes – **Mr. Petty asked for a motion to approve the *March 11, 2015* meeting minutes. Tina Childers moved to approve the *March 11, 2015* meeting minutes as presented. Jim Massey 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. Mrs. Spindler reviewed the Environmental Review meeting. Three solid waste nuisances were discussed at the ERC meeting but all have been abated.

Environmental Report – Mrs. Spindler stated that she began her employment with the department a month ago. She has been busy familiarizing herself with the department. She has held a staff meeting with the Environmental Divisional staff and has discussed a few changes and is working on Environmental Policies and Procedures.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the report and recommendations of the Environmental Review Committee. Tina Childers 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. Ms. Donley highlighted the written report. The department is 25% of the way through 2015 and has collected 32% of the revenue while spending 23% of the budget. The bill list and year-to-date balances were discussed.

Resolution 2015-17– The purpose of Resolution 2015-17 is for a cash advance to the Immunization Action Plan grant in the amount of \$1,000.00. This advance will be repaid or reclassified by December 9, 2015.

Resolution 2015-18 – The purpose of Resolution 2015-18 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 and Financial Statement – **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-17, Resolution 2015-18 and the Financial Statement as presented. Dr. Darryl Koop 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. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. The Child Fatality Review report has been submitted to the State. Education regarding Safe Sleep has been placed on the department's Web Page and the Facebook page promoting safe sleep.

Mrs. Shafer reviewed the National Rankings of Counties report. Fairfield County was #16 previously and this year was ranked as #15.

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

Approval to Hire Sanitarian – **Mr. Petty asked for a motion. Tina Childers moved to approve the hiring of Madison Swackhammer, S.I.T. for the vacant sanitarian position in the Environmental Division. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Personnel Policy Change – The Personnel Committee met and reviewed and discussed an addition to the personnel policy. The addition is a section on rehiring retired OPERS employees. It outlines how to rehire retired OPERS employees. The other change is to the Cell Phone policy. Both items have been reviewed and recommended for approval by the Personnel Committee and the Finance Committee. **Mr. Petty asked for a motion. Tina Childers moved to approve the above listed changes/addition to the Fairfield Department of Health’s Personnel Policy. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – Mr. Hanna discussed the back-up Plumbing Inspector contract with Ryan Wilkins. Mr. Wilkins contract is up in July. The term of the contract will be 2015-2017.

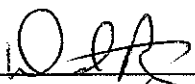
Mr. Hanna discussed the Budget Commission meeting. He stated that it went very well. He also discussed a letter of commendation that he received regarding Registered Sanitarian, Deb Kilbarger. Mrs. Kilbarger was involved in a legal case and was praised for her cooperation and assistance with the case.


██████████ Road Complaint – Mr. Hanna contacted Mr. Nelson, homeowner of ██████████. Mr. Hanna read his notes from the phone conversation with Mr. Nelson on March 31<sup>st</sup>. He informed Mr. Nelson that the department had received another complaint regarding his septic system. Mr. Nelson stated that he has not noticed any problems with his system and stated that he does not want anyone else coming onto his property as a result of a complaint from Mr. Kemmer.

Mr. Hanna recommended that from this point forward, we do not respond to a complaint from Mr. Kemmer regarding ██████████, unless the courts order the department to do so. The Board Members verbally agreed.

Cheryl Hopkins was introduced to the Board of Health. Mrs. Hopkins is the new dietician working at the WIC satellite site in Pickerington.

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.**

  
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David Petty, President  
Fairfield Department of Health

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