



**Public Health**

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Fairfield Department of Health

## **BOARD OF HEALTH RECORD OF PROCEEDINGS**

**Fairfield Department of Health  
Minutes of the Board of Health  
April 11, 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  
Paul Martin (Alternate, Licensing Council)  
Dr. Steven Kapetansky  
Brian Oliver  
Dave Petty

### **Board Members Absent**

Charlie Engen (Licensing Council)

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

### **Staff Present**

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Tiffany Nash, R.N.; Kelly Spindler, Environmental Director; Jamie Ehorn, Fiscal Officer; Kevin Barlow, R.S.; Deb Kilbarger, R.S.; Tony Blevins, S.I.T.; Brandon Atwood, R.S.; Devin Unger, S.I.T.; Jen Valentine, R.S.; David Plummer, R.S.

### **Others Present**

Ed Chilcote; Janice & William Cunningham; Arlene & Terry Foulk; Bill Tschopp; J. Williams; T. Williams

**Approval of Minutes** – Dr. Steven Kapetansky moved to approve the March 14, 2018 minutes as presented. Brian Oliver seconded the motion. The motion passed with a unanimous voice vote.

### **Environmental Report**

Mediterranean on 33 – The Environmental Review Committee (ERC) was given an update on the facility's progress at their April 4, 2018 meeting. The restaurant was inspected on March 22, 2018. The findings included: the bar floor surface was only partially completed; two household use equipment items were still in place; dry test strips were not available, and staff was not aware of how to use them; staff was using bare hands on ready-to-eat foods; food were being reheated improperly; the person-in-charge did not have Level 1 food safety training documentation.

An inspection was conducted on April 10, 2018. Kevin Barlow, Registered Sanitarian highlighted the violations found at that time.

There was no Ohio Level 2 Food Safety certificate available for the facility, the wall at the mop sink had not been installed, the correct test strips were still not provided at the dish washing areas, not all employees had the department required Level 1 food safety training documentation, a hand washing sink was hung on the wall but not plumbed and no plumbing permit had been obtained.

The owners stated that they repaired the floor and all household equipment was removed from the facility. The owners shared copies of Level 1 and Level 2 certificates for their staff. Mrs. Williams stated she would be taking the Level 2 course on April 18<sup>th</sup>. FDH staff explained that although an employee had obtained Level 2 certification, their Ohio Food Safety Certificate had not been obtained – they hadn't completed the process. Mr. Barlow explained the process for obtaining Ohio certification.

Mrs. Spindler, Environmental Director stated that she recommended the board to make a motion to suspend the license due to the operator's unwillingness to comply.

The wall near the mop sink was then discussed. The wall surface must be washable. At the April 10, 2018 inspection a non-functioning hand sink was observed on the wall, but plumbing had not been permitted or inspected. The wall and hand sink were discussed at length.

Mr. Hanna suggested that we move forward with the suspension. The procedure/process takes a month or so which would give the owners time to comply. The license would be suspended for non-compliance of recurring issues. The owners felt that they are not completely non-compliant because they have made numerous repairs to the facility.

**Tina Childers moved to initiate suspension to begin at the May 2018 Board of Health meeting. If things aren't completed by the May meeting the process will then move forward to suspend the license. The motion died for lack of a second.**

**Dr. Steven Kapetansky moved to initiate the suspension process now and if they comply the suspension process can be halted. Brian Oliver seconded the motion. Discussion ensued. After discussion the board voted. The motion was passed by a unanimous voice vote.**

The suspension process for the restaurant, Mediterranean on 33, will begin. The order of suspension is as follows: 1) A letter will be sent to the owners that the process is beginning; 2) owners have 30 days to request a hearing; 3) Once the hearing request is received; the hearing will be set; and the owners will be notified of date, time and place, no less than 10 days prior to the hearing; 4) the Board of health may make a decision at the hearing.

Resolution 2018-18 – The purpose of Resolution 2018-18 is to send public health nuisance 2016-061 (Jerry Saunders 5395 Tschopp Rd., Pleasantville, Ohio 43148) to the prosecutor's office for failing to repair his sewage treatment system.

The system is in violation of the Ohio Administrative Code section 3701-29-06(C)(3) which states "No STS or GWRS or part thereof shall create a public health nuisance, as defined in section 3718.011 of the Revised Code". **Brian Oliver moved to approve Resolution 2018-18. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

New Salem – William Cunningham was present to discuss a residence in New Salem that he and his neighbors are having issues with. The property is located on Water Street and the owner of the property has a large tire accumulation among other debris. This is an ongoing problem. They clean up the mess and then start bringing in more debris.

They discussed another residence on Water Street which has an old building on the property with the roof caved in and the block wall is bowing out which is a hazard. FDH Sanitarian, Jen Valentine addressed these issues. She has been working with EPA and they have given the homeowners one more month to comply. The neighbors have heard that this property has been foreclosed. After discussion, Kelly Spindler, Environmental Director will get in touch with the County Prosecutor to see if the home is in foreclosure.

Resolution 2018-19 – The purpose of Resolution 2018-19 is to grant a variance to allow for Bill Coontz at 1628 Pickerington Rd., Carroll, Ohio 43122 to use their new aerator tank as a holding tank as stated in Section 3701-29-18(4)(C)(6) of the Ohio Administrative Code, until soil conditions are suitable for complete installation of the engineered mound system. **Tina Childers moved to approve Resolution 2018-19. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-20 – The purpose of Resolution 2018-20 is to grant a variance to waive OAC section 3701-29-03(C)(5) which states: *Beginning with the registration year starting on January 1, 2016, proof of completion of at least six continuing education hours during the previous calendar year through educational programs approved by the department of health....*for Judge's Sanitation, LLC who received their six hours of continuing education hours for 2018 in 2018. **Brian Oliver moved to approve Resolution 2018-20. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Alleghany West Campground – Mrs. Spindler highlighted the progress made to the campground. The campground has been cleaned up and graveled on almost all of the roads. They have not gotten to the point of applying for plan approval for the dump station. They want to use a privy vault as a dump station and that is up to the Ohio Department of Health. The campground owners want to move forward with 70 sites. Discussion ensued. Mrs. Spindler recommended to continue working with them because they are making progress. The Board of Health is willing to give them more time. This situation will be reviewed on a month-to-month basis. Mrs. Spindler stated that she will reach out to them and discuss the dump station and report back next month to the board.

Violet Township – Mrs. Spindler discussed a situation on Blacklick Road in Violet Township. A new subdivision is going in and when they begin excavating they hit four tiles and then covered them up. When the department was made aware of the situation, we asked them to open them up to get samples. Two days of sampling was done, and public health nuisances was identified.

There are twelve homes affected by this. Once the subdivision is completed, these homeowners will be required to hook into public sewage, but until that happens there is a public health nuisance that must be addressed. Discussion ensued. Mr. Hanna and Mrs. Spindler will be attending a meeting tomorrow to discuss this situation. It was suggested that these four tiles tie into the public system that is already installed. These four lines would have to be tied together. This would be a temporary fix. Mr. Hanna will suggest this at the meeting tomorrow.

**Approval of Environmental Review Committee Report – Paul Martin moved to approve the Environmental Review Committee report and recommendations. Brian Oliver 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. Ehorn highlighted the written report. The department collected 34% of our revenue, while spending 26% of our budget.

Resolution 2018-10– The purpose of Resolution 2018-10 is to memo expense the OPERS payment in the amount of \$606.82. This expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

Resolution 2018-16 – The purpose of Resolution 2018-16 is to memo expense the OPERS payment in the amount of \$677.45. This expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

**Approval of Resolutions – Paul Martin moved to approve Resolution 2018-10 and Resolution 2018-16. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-17 – The purpose of Resolution 2018-17 is the Annual Appropriation Resolution. This appropriation is for the 2019 budget. **Paul Martin moved to approve Resolution 2018-17. Dr. Steven Kapetansky seconded the motion.**

**Roll Call Vote: Tina Childers – aye  
Paul Martin – aye  
Dr. Steven Kapetansky – aye  
Dave Petty – aye  
Brian Oliver – aye**

The motion passed by a unanimous roll call vote.

#### **Miscellaneous**

- Mrs. Ehorn discussed the expenses not budgeted or unexpected expenses (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of March 31, 2018 for all programs is \$1,802, 219.54 and District Health (not including WPCLF) is \$1,136,977.30

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

### **Nursing Report**

Tiffany Nash highlighted the written report.

- The new vaccine refrigerator and Sensaphone have arrived and has been installed. A new vent has been installed in the room.
- The Communicable Disease nurse compiled flu data. All the reported flu outbreaks are completed.
- Mt Carmel Hospital has a program “Farm to School” and offered to include schools in Fairfield County in the program. There has been an overwhelming response from Fairfield County schools to participate. Schools will build a garden tower and grow the produce in the classroom.
- FDH collaborated with the Fairfield County District Library and the OSU Extension office to offer a summer program on fresh produce. This program is for parents and children under five years of age.
- A resident new to Fairfield County with suspect tuberculosis will be screened by Dr. Aebi. An interpreter is required to communicate with the resident.

Approval of Asian/American Community Services Contract – This is an interpreter company. **Brian Oliver moved to approve the contract with Asian/American Community Services. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

### **Administration**

Purchase Vehicle – Mr. Hanna stated that at the next Finance Committee Meeting he would like to continue discussing the purchase of an additional vehicle.

Mosquito Sprayer – The mosquito grant covers the cost to purchase a mosquito sprayer. The mosquito sprayer was discussed. Mr. Hanna, Kelly Spindler and Tiffany Nash will get together and discuss the usage of the mosquito sprayer for Fairfield County.

Approval of Personnel Policy changes – The proposed changes to the personnel policy are: Section 4:7 (Insurances) is an addition to the policy. The addition is “Insurance goes into effect the first of the month after hire – meaning employee’s first day of work (example: if an employee’s first day of work is March 15; the insurance will go into effect on April 1st). Section 2:3 (Initial and Continued Employment) the wording was changed because it required annual trainings. The words “annual training” was deleted from the paragraph on the training requirements. Personal Days was changed to grant part-time employees 7.5 hours of personal time each year. Section 2:12 (Continuing Education, Travel and Expense Reimbursement) was changed to add the wording “Employees that perform temporary food inspections over the weekend will be paid from their residence to the location and back to their home”. **Paul Martin moved to approve the changes to the Personnel Policy as listed above. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Manufactured Home Park Contract – The 2018 Manufactured Home Park Inspection Agreement is through the Ohio Department of Commerce. The purpose of the contract is for the Health department to do annual inspections of each manufactured home in Fairfield County for licensing compliance. **Tina Childers moved to approve the 2018 Manufactured Home Park Inspection Agreement. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

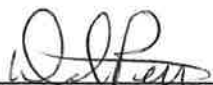
Miscellaneous

- Annual staff training day is July 27, 2018. The health department will be closed to the public on this day.
- Mr. Hanna shared the ePHAB site with the board members. The health department is very close to submitting all required documents for accreditation.
- Family Medical Leave was discussed. Although the board approved eliminating FML for employees effective June 30, 2018, the health department legal counsel and county legal counsel are discussing this and will provide feedback on this decision. Mr. Hanna will report their recommendations to the board.

Public Comments – There was no further public comments noted.

**Adjournment**

The meeting adjourned at 5:40 p.m. on **motion by Brian Oliver. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

  
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Dave Petty, President  
Fairfield Department of Health

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