



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

April 13, 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 – Absent
Charlie Engen – Absent
Paul Martin (Alternate) - Present
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; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Jamie Ehorn, Fiscal Officer; Kevin Barlow, R.S.;

Others Present – Julia Salixas; Abby Smith, Brad Berry; Kelly Jones; Kathy Rose; Hart Van Horn, Rushcreek Township; David Myers, Rushcreek Township

Approval of Minutes – **Mr. Petty asked for a motion to approve the *March 9, 2016* meeting minutes. Jim Massey moved to approve the *March 9, 2016* meeting minutes as presented. Paul Martin 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 highlighted the written report. Mrs. Shafer discussed the new state requirements for 7th and 8th graders. All students entering into the 7th grade will be required to have a Meningococcal booster vaccine. A letter from the health department was provided to all Fairfield County schools about the new requirements and the nursing division will be working with the school to provide special clinics to assist the students in obtaining the vaccines.

Department staff is currently working on coordinating and creating brochures, flyers, etc. for the general public to educate them on the ZIKA virus. Fairfield Medical Center and the health department will be working together to come up with communications and activities for the public. Mr. Hanna and Mrs. Shafer will be visiting Township and village meetings to address ZIKA and the environmental components (mosquitoes and standing water). Currently there is no vaccine available for ZIKA.

Monthly Health Alert Networks (HANS) will be sent out with updated information on ZIKA to the physicians.

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

Variance Request for Non-Commercial Freezer - Brad Berry was present to discuss his licensed retail food establishment trailer in which he sells frozen meat products. As part food code requirements for the mobile trailer, he falls into the all commercial equipment requirements. Mr. Berry is requesting to replace a failed unit but wants to purchase a non-commercial household use chest freezer. A lengthy discussion ensued regarding the differences between a commercial unit and a non-commercial unit and food code requirements. After discussion, **Mr. Petty asked for a motion. Jim Massy moved to approve a brand new non-commercial unit. If the non-commercial unit fails for any reason (exp. broken handle, etc.), it is to be replaced with a NSF Commercial unit. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Variance Request for Non-Commercial Popping Machine – Kathy Rose was present. Mr. & Mrs. Rose own Kettle Korn. Mr. Rose attended the recent Environmental Review Committee meeting, discussed the Kettle Korn popping machine. He described how the unit he built was manufactured, materials used, how he has addressed food code requirements. The Food Service Sanitarian was satisfied with the construction of the unit and the materials used. Discussion ensued. **Mr. Petty asked for a motion. Paul Martin moved to approve the variance on Kettle Korn equipment and the sifting table as long as it is properly maintained. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Variance Request for Non-Commercial Freezer – Tom Stuck was present. Mr. Stuck owns TFS Concession and is a BBQ mobile unit. All equipment in the large mobile trailer is commercial. Mr. Stuck recently created a mini unit. Everything in the mini unit is new. There is not enough room in the mini unit for a commercial freezer. All equipment is commercial except for the chest freezer. He would like to purchase a non-commercial brand new chest freezer. He also requested to use a non-commercial microwave. Recommendation from the Environmental Review Committee was that Mr. Stuck should purchase a commercial microwave. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to approve the variance for a non-commercial small, brand new chest freezer for use in TFS Concession mini unit. If the non-commercial unit fails for any reason (exp. broken handle, etc.), it is to be replaced with a NSF Commercial unit. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-09 – The purpose of Resolution 2016-09 is to establish a fee for administering and proctoring written exams for persons who have taken an Ohio approved, on-line Manager's Food Safety Course. The Fairfield Department of Health will administer and proctor written exams for persons who have taken an Ohio approved, on-line Manager's Food Safety Course. The fee for proctoring exams will

be \$75.00 per person. Discussion ensued. **Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2016-09. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-12 – The purpose of Resolution 2016-12 is address inconsistencies in the State of Ohio's Sewage Treatment Regulations concerning the spacing of trenches in an Engineered Drainage System. This variance will be applied to each property affected by this resolution. The variance will allow the leaching trenches to be placed 7 feet from engineered drain lines instead of the 8 feet required by rule when leaching lines are designed at 2 foot width. Discussion ensued. **Paul Martin moved to approve Resolution 2016-12. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Update on Nuisance – John Cuccio, [REDACTED], has frequently allowed trash to pile up on his property. He will remove the trash when he receives a letter from the health department. Recently he has ignored the health departments order to remove the trash. He has multiple trash bags and tires piling up on his porch and next to his garage. The Environmental Review Committee recommended giving Mr. Cuccio until the April 13, 2016 board meeting to clean up his property or be referred to Prosecutor. UPDATE: Mr. Cuccio has cleaned up his property and this situation has been abated.

Miscellaneous – Mrs. Spindler announced that Sanitarian-in-Training, Madison Swackhammer, has passed her Registered Sanitarian examination. Sanitarian-in-Training Brandon Atwood will be taking his R.S. exam in June.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion to approve the report and recommendations of the Environmental Review Committee. Jim Massey moved to approve the Environmental Review Committee report as submitted. Dr. Darryl Koop 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 25% of the way through 2016 and has collected 35.1% of the revenue while spending 25.1% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds and reviewed the year to date balances.

Resolution 2016-10 – The purpose of Resolution 2016-10 is for a cash transfer to the Immunization Acton Plan fund in the amount of \$4,000.00 from the District Health fund.

Resolution 2016-11 – The purpose of Resolution 2016-11 is to memo expense the District Health fund in the amount of \$2,496.17. This expense is due to OPERS requiring the health department to pay retirement for two former employees now working at the Fairfield Community Health Center.

Approval of Resolutions – **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve Resolution 2016-10 and Resolution 2016-11. Jim Massey 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. Dr. Darryl Koop 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.**

Administrator’s Report

Approval of Contract with Daily Services, DBA iForce – This is a renewal contract with iForce. iForce is a temporary employment agency. The only changes in the contract are the termination dates. It is a one year contract. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the contract with iForce. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Resignation of Employee – Alison Stark, WIC Dietitian, submitted her resignation effective May 13th. **Mr. Petty asked for a motion. Paul Martin moved to approve the resignation of Alison Stark and approve posting and rehiring for the vacant position. Dr. Darryl Koop seconded the motion.**

Accreditation Update – Mr. Hanna stated that the Board of Health By-Laws was updated. The update includes Board of Health training requirements. **Mr. Petty asked for a motion. Jim Massey moved to approve the 2016 Board of Health By-Laws as presented. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

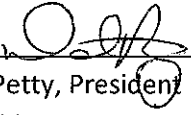
Accreditation team is working on a document tracker. The tracker outlines exactly where the department is as far as meeting accreditation fulfillments. Part of the requirements for Accreditation is the creation of a Community Health Assessment. The assessment process has already begun and is going well. The survey will be sent out in May to all Fairfield County schools.

A ZIKA planning meeting was held recently. Mr. Hanna and Mrs. Shafer will attend township and village meetings to discuss mosquito control. The health department will be purchasing larvacide.....


Mr. Hanna stated that the Budget Commission met recently and approved the health department budget for 2017. The PHEP program is facing an 8.5-10% grant cut. We should find out if the grant will be cut later on this year. If the grant is cut, the department will have to decide where to cut internally.

Public Comment – Dave Myers, Rushcreek Township Trustee, was present. He had questions on restaurant requirements regarding food codes. His questions were addressed and answered.

Adjournment – There being no further business, the meeting adjourned at 4:40 p.m. p.m. on **motion by Paul Martin and seconded by Jim Massey. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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