



**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  
May 10, 2017 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

Paul Martin, Alternate (Licensing Council)  
Dr. Steven Kapetansky  
Brian Oliver  
David Petty  
Tina Childers (present at 3:10 p.m.)

### Board Members Absent

Charlie Engen

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; Jamie Ehorn, Fiscal Officer; Gwen Shafer, Nursing Director

### Others Present

No public participants was present

### Approval of Minutes

**Dr. Kapetansky moved to approve the *April 12, 2017* meeting minutes as presented. Brian Oliver 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. Larry Hanna highlighted the written report.

Update on Resolution 2016-59 - Gosia Burroughs, 12610 Heimberger Road, Baltimore, Ohio, was sent to the Prosecutor and the charges have been filed. Board members questioned where the trash came from. Mr. Hanna will follow up with the Board members on this question.

### Financial Report

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report.

### Monthly Financial Report

The department is 33% of the way through 2017 and has collected 47% of the revenue, while spending 41% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds, revenue and expenses by month and reviewed the year-to-date balances and bill lists.

### Financial Resolutions

Resolution 2017-17 – The purpose of Resolution 2017-17 is to appropriate unappropriated monies in the Contractual Services account (increased by \$1,265.76); the Materials and Supplies (increased by \$3,127.00); Educational Supplies (increased by \$1,450.00) Office Supplies (increased by \$49.36); and Advertising (increased by \$4,180.00).

Resolution 2017-18 – The purpose of Resolution 2017-18 is to appropriate unappropriated monies in the District Health fund and make a cash transfer to the Public Health Nursing fund in the amount of \$7,000.00.

Resolution 2017-19 – The purpose of Resolution 2017-19 is to appropriate unappropriated monies in the contract services fund and amend the certificate of estimated resources in the District Health fund (increased by \$30,235.00) and to update the receipt line item in the OWDA Loan Revenue fund (increase by \$28,159.25) and the Charges for Services fund (increased by \$2,075.75).

Resolution 2017-20 – The purpose of Resolution 2017-20 is to appropriate unappropriated monies in the contract services fund and amend the certificate of estimated resources in the District Health fund (increased by \$28,274.00) and update the receipt line item in the OWDA Loan Revenue fund (increased by \$21,285.00 and the Charges for Services fund (increased by \$6,989.00).

Resolution 2017-21 – The purpose of Resolution 2017-21 is to memo expense the District Health fund in the OPERS fund in the amount of \$999.32. 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 2017-22 – The purpose of Resolution 2017-22 is to appropriate unappropriated monies in the contract services fund and amend the Certificate of Estimated Resources (increased by \$225.00); and update the receipt line item in the OWDA Loan Revenue fund (increase by \$225.00).

Resolution 2017-23 – The purpose of Resolution 2017-22 is to appropriate unappropriated monies in the Contractual Services fund (increased by \$9,405.69 and the Equipment, Software & Fixtures fund (increased by \$500.00).

Resolution 2017-24 – The purpose of Resolution 2017-24 is to appropriate unappropriated monies in the Materials and Supplies fund (increased by \$10,557.60).

#### Approval of Resolutions

**Paul Martin moved to approve Resolution 2017-17; 2017-18; 2017-19; 2017-20; 2017-21; 2017-22; 2017-23 and Resolution 2017-24. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

#### Miscellaneous Financial Items

- Mrs. Ehorn reviewed the unanticipated expenses for April 2017 which are over \$1,000.00 and the invoices paid in April over \$3,000.00.
- Mrs. Ehorn discussed the new copier. Due to issues with printing, Gordon Flesch has been contacted and they will meet with County IT to work on the issue. The old copier was auctioned through GovDeals.com and the department received \$252.00.
- Office 365 was discussed. BOH members asked if there is a maintenance fee and if the employees will be offered training once the new software is installed.

Approval of Financial Report and Out-of-County Travel – **Tina Childers moved to approve the Financial Report and out-of-county as presented. Dr. Kapetansky 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 stated that the 2017 Maternal and Child Health grant is currently being worked on.

- Tiffany Gutridge, WIC Nutrition Coordinator, resigned and her last day is May 16, 2017. Cheryl Hopkins, WIC Dietitian is taking her position. Mrs. Hopkins is currently working part-time but will move to the full time position beginning June 1, 2017.
- WIC employees received a thank you letter from a participant and Mrs. Shafer shared this with the Board of Health members.
- Mrs. Shafer discussed the yellow fever vaccine. The department won't be able to purchase more vaccine until after July, 2017. We are currently limited on the amount we can buy at a time. This is a nationwide issue. Once we order again in July, we won't be able to order anymore until next year.
- Mrs. Shafer discussed the Closed POD drill that the department will be involved in on May 17, 2017. The Center for Disease Control and the Ohio Department of Health will be sending staff to observe the drill.

#### **Administrator's Report**

##### Approval of Hiring Employees

Mr. Hanna asked for the board to approve hiring Laura Schlabach for the Clerk II position. **Paul Martin moved to approve hiring Laura Schlabach. Mrs. Schlabach begins employment on June 12, 2017. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Mr. Hanna asked for the board to approve hiring Brian Crider for the Seasonal Vector Mosquito Control Technician position. Mr. Crider will begin employment on June 5, 2017. **Brian Oliver moved to approve hiring Brian Crider. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Mr. Hanna asked for the board to approve hiring Cheryl Hopkins for the WIC Nutrition Coordinator position. **Tina Childers moved to approve hiring Cheryl Hopkins. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

#### House Bill 49

Mr. Hanna discussed House Bill 49 (Budget Bill).

- HB 49 proposed cuts to the Bureau of Children with Medical Handicaps (BCMh). The Governor is trying to stop the BCMh program, although, it doesn't appear the BCMh program will be cut. The review process identified several new issues of importance including the reinstatement of the BCMh program at ODH with \$3 million in GRF funding each year of the biennium.
- The negative issue from HB 49 is a cut in the proposed funding to support accreditation efforts.
- HB 49 will cut \$750,000 in each of the two years of the upcoming biennium, from \$4.5 million to \$3.75 million. This is brand new money, intended to support grants to local health departments who must spend additional dollars to move from a five year to a three year planning cycle for the Community Health Assessment to align with the state mandated schedule.
- HB 49 proposes an addition of \$3.00 to the vital statistics fees, designated to go to the Ohio Children's Trust fund.
- HB 49 reflects severe cuts in tobacco enforcement and prevention funding, up to 75%.
- House Bill 49 now moves to the Senate for deliberation.

#### Health Insurance Update

Mr. Hanna stated that the department received an update from the department's insurance consortium (OPEC) on the funding status. They are experiencing a deficit. The department budgeted for a 15% increase for 2018. This amount could possibly increase for 2018.

#### Health Department Trailer

The health department owns a trailer that was purchased several years ago to transport emergency supplies if needed for an emergency within Fairfield County. It is currently sitting in the back parking lot. Fairfield County Maintenance is interested in using the trailer to haul items/equipment around the county. We would get it from them if we need it. Discussion ensued. The board asked Mr. Hanna to work out the liability issues and we would need to have a contract written to protect both parties.

#### Strategic Plan

As a result of the strategic plan, several priorities for the health department and staff were noted. One of the priorities was Employee Recognition activities. The Workforce Development Committee is currently working on Employee Recognition activities. One of the suggestions was to have a staff appreciation day. On this day, staff would be permitted to take a one hour lunch (the health department would be closed for the entire hour on that day only). This is an annual event and the date

would be chosen in January of each year. This year the staff appreciation day will be held in September. The board agreed to this.

Mosquito Grant

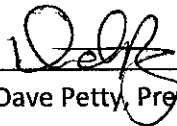
Mr. Hanna reported that the department received \$11,800.00 from OEPA for the mosquito grant. This will enable the department to purchase equipment for mosquito prevention activities.

Public Comment

There were no public participants present.

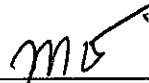
Adjournment

The meeting adjourned at 3:45 p.m. on **motion by Tina Childers and seconded by Paul Martin. 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