



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

May 13, 2015

1550 Sheridan Drive, Suite 100

Lancaster, Ohio 43130

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 – Present
Charlie Engen – Absent
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; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Director; Gwen Shafer, Nursing Director

Others Present – Dennis Primmer

Public Comments – No comments were noted

Approval of Minutes – **Mr. Petty asked for a motion to approve the April 8, 2015 and the May 5, 2015 meeting minutes. Tina Childers moved to approve the April 8, 2015 and the May 5, 2015 meeting minutes as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report – The written report was submitted and filed appropriately in health department files. Mrs. Spindler updated the board on the sewage nuisance at [REDACTED]. The installer will have the work completed by next week.

O&M Program – Mrs. Spindler and Mr. Hanna met and discussed the Operation and Maintenance (O&M) program. Due to the fact that some in-house programs need to be updated; the O&M program will be put on hold until these programs are updated. The public will be notified through social media that the program will be coming soon.

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the written report. The department is 33% of the way through 2015 and has collected 38% of the revenue while spending 31% of the budget. The bill list, transfers and year-to-date balances were discussed.

Resolution 2015-19 – The purpose of Resolution 2015-19 is for the appropriation of unappropriated monies in the Injury Prevention fund.

Resolution 2015-20 – The purpose of Resolution 2015-20 is to amend the certificate or resources for the district due to unanticipated monies being collected from Phoenix Tire from a nuisance abatement, which took place in 2000. The amount in the fund is \$50,000.00.

Resolution 2015-21 – The purpose of Resolution 2015-21 is to memo expense the District Health fund in the amount of \$2,430.56 to pay retirement for two former employees now working at the Fairfield Community Health Center.

Approval of Resolutions – Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-19, Resolution 2015-20 and Resolution 2015-21. 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. Tina Childers moved to approve the Financial Statement and out-of-county travel as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Miscellaneous

Cost of Botulism Outbreak – The financial division determined that the cost of the botulism outbreak to the department is currently \$18,000.00 but could increase to \$20,000.00 or more. Mrs. Tiller outlined the costs incurred.

2014 Audit – The Auditor working on the GAAP Conversion and the Financial Statements has submitted the statement to the State Auditor. The new Auditor (Charles E. Harris) will be at the department the week of May 18th. The Audit is due June 30th.

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. The Ohio Department of Health notified the department that an individual in Fairfield County traveled to a country where Ebola outbreaks occurred. This individual will be monitored by the Nursing Division twice daily and reporting results to the Ohio Department of Health.

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

Approval of I-Force Contract – Mr. Hanna stated that the I-Force contract is a renewal contract with no other changes. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Daily Services DBA I-Force. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval to hire – **Mr. Petty asked for a motion to hire David Plummer for the vacant sanitarian position. Jim Massey moved to approve hiring David Plummer for the vacant sanitarian position. Tina Childers seconded the motion. The motion passed by a unanimous voice vote. Mr. Plummer will be working in the water and sewage program and will begin his employment on May 26, 2015.**

Phoenix Tire Clean-up – Mr. Hanna reported that due to the sale of Phoenix Tire facility some of the cost of the clean-up was recovered and the Health Department will receive a portion of those funds. The health department's portion is \$50,000.00. This money has been earmarked for solid waste clean-ups throughout the county. The clean-up requests have to go through the due process.

Wastewater Pollution Control Loan Fund (WPCLF) – The WPCLF grant has been applied for.

City of Lancaster Contract – Mr. Hanna met with Mayor Smith, DAC members Mike Oatney and Bob Kalish on April 27th, to discuss the 2016 and 2017 Lancaster contract. The City of Lancaster will see a 3.5% increase in 2016. Mayor Smith felt this was reasonable and will present the contract at the next council meeting.

District Advisory Council - The District Advisory Council will meet on June 29, 2015 at 7:00 p.m. at the Fairfield County Courthouse.

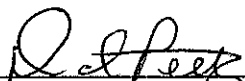
Executive Session – **Mr. Petty asked for a motion to go into Executive Session. Tina Childers moved to go into Executive Session to discuss personnel. Jim Massey seconded the motion.**

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


The motion passed with 3 ayes. The board convened to Executive Session at 3:33 p.m. The board reconvened from Executive Session at 3:40 p.m. **on motion by Jim Massey and seconded by Tina Childers. The motion passed by a unanimous voice vote.**

Mr. Petty asked for a motion. Tina Childers moved to increase the Administrator, Larry Hanna's salary to be equal in pay with the Nursing Director's salary. This increase is to be effective immediately. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Adjournment – There being no further business, the meeting adjourned at 3:40 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