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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

June 8, 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 – Present
Paul Martin – Present (Licensing Council Alternate for Charlie Engen)
Dr. Darryl Koop – Present
David Petty – Present
Jim Massey - Present

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

Staff Present: Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Jen Valentine, R.S.

Others Present – No Public Participants were noted.

Approval of Minutes – **Mr. Petty asked for a motion to approve the *May 11, 2016* meeting minutes. Tina Childers moved to approve the *May 11, 2016* meeting minutes as presented. Jim Massey 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. Kelly Spindler highlighted the written report.

Resolution 2016-17 – The purpose of Resolution 2016-17 is to amend Resolution 2010-79 requiring individuals to abandon their Household Sewage Treatment Systems and connect to the Earnhart Hill Regional Water and Sewer District Sanitary sewer system. The amendment is to require the individuals to connect to the Earnhart Hill Sewer District when their current system fails. The individuals that are affected by this were listed on the resolution in "Attachment A". Discussion ensued. **After discussion, Mr. Petty asked for a motion. Paul Martin moved to approve Resolution 2016-17 as presented. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-19 – The purpose of Resolution 2016-19 is to adopt and establish Comprehensive Solid Waste Regulations for Fairfield County as adopted by the Fairfield County General Health District Board of Health. Discussion ensued. Mr. Petty read Resolution 2016-19 into the record as the **first reading**.

Resolution 2016-20 – The purpose of Resolution 2016-20 is to grant a variance to waive the 6" to perched water OAC section 3701-2906 (G) and calculated length along contour for homeowners at [REDACTED]. Discussion ensued. **After discussion, Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-20. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Update on Thomas Moses – Thomas Moses, [REDACTED], was brought before the Environmental Review Committee on June 3rd because he failed to contact the health department regarding his failing sewage treatment system. Several attempts have been made to contact him. Mr. Moses told ERC members that he would have a plumber on the property on Monday, June 6th and he would contact the FDH Sanitarian and meet him on the property on Monday. Mr. Moses failed to contact the FDH Sanitarian; the FDH Sanitarian contacted him. No work has been done on this property as of this date. Discussion ensued. Mr. Hanna and Mrs. Spindler will contact the County Prosecutor to discuss this situation.

Approval of ERC Report – Mr. Petty asked for a motion to approve the ERC report. **Jim Massey made the motion to approve the Environmental Review Committee report and recommendations as presented. Tina Childers 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 42% of the way through 2016 and has collected 49% of the revenue while spending 42% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds and reviewed the year-to-date balances.

Mrs. Ehorn reported that the Auditors were at the department last week. They will be finalizing their report this week; it is due by June 30th.

Mrs. Ehorn gave department grant updates: The WIC application was submitted June 7th and the CFHS application is presently being worked on. The CRI grant budget was reduced from \$14,500.00 to \$14,000.00.

Resolution 2016-16 – The purpose of Resolution 2016-16 is for the appropriation of unappropriated monies in the *Equipment, Software, Fixtures* account in the amount of \$1,800.00 and the *Materials and Supplies* account in the amount of \$200.00.

Resolution 2016-18 – The purpose of Resolution 2016-18 is to memo expense the District Health fund in the amount of \$3,763.87. 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 2016-16 and Resolution 2016-18. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement– **Mr. Petty asked for a motion to approve the Financial Report as presented. Paul Martin moved to approve the Financial Report. Tina Childers seconded the motion. The motion was 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 Zika Virus. Mrs. Shafer and Mr. Hanna attended a Community Forum at Fairfield Medical Center to discuss the Zika Virus. Mr. Hanna and Mrs. Shafer are visiting Township and Village meetings to address Zika and the environmental components (mosquitoes and standing water).

Mrs. Shafer announced that the WIC Coordinator, Mary Smith, has selected Tiffany Gutridge for the Nutrition/Dietitian position. Mrs. Gutridge will begin employment on June 13th.

Approval of Contract – The contract is with Lori Williams for sign language interpreter services. The contract is based on an “as needed” basis and the contractor is paid \$40.00 per hour. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Lori Williams for sign language interpreter services. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Administrator’s Report

Plumbing Inspector – Due to the plumbing inspector being out for 4 to 6 weeks, we need to find a back-up plumbing inspector. The current back-up plumbing inspector can only work in the evenings. Mr. Hanna presented a contract with Ross County Health Department. Ross County is willing to provide some services. **Mr. Petty asked for a motion pending approval from legal counsel. The contract with Ross County is \$34.41 per hour. Paul Martin moved to approve the contract with Ross County for plumbing services during the timeframe that the department’s plumbing inspector is out. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.** Mr. Hanna discussed the fact that there will be a few more individuals approached to contract with during this timeframe. Mr. Petty preferred that we contract with someone local. All contracts will be the same as the one the board just approved, same timeframe, and same amount of money. The board members agreed.

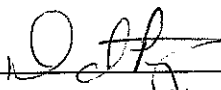
District Advisory Council – The next meeting of the District Advisory Council is June 20th at 7:00 p.m. at the County Courthouse.

Zika – Mr. Hanna discussed the Zika Presentation at the Fairfield Medical Center. The presentation went well. Mr. Hanna will be attending the Township Association meeting to give a Zika presentation there.


Dr. Aebi discussed the Ohio Health Commissioners Conference that he recently attended and highlighted the seminars.

Public Comment – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 3:40 p.m. on **motion by Dr. Darryl Koop and seconded by Tina Childers. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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