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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
June 13, 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

Charlie Engen
Tina Childers
Dr. Steven Kapetansky
Dave Petty

Board Members Absent

Brian Oliver

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.; Jamie Ehorn, Fiscal Officer; Deb Kilbarger, R.S.; Kevin Barlow, R.S.; Brandon Atwood, R.S.

Others Present

Paul Martin, Licensing Council Alternate; Dr. Cox, Alleghany West Campground

Approval of Minutes – Tina Childers moved to approve the May 9, 2018 and the May 23, 2018 meeting minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed with a unanimous voice vote.

Environmental Report

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

Resolution 2018-34 – The purpose of Resolution 2018-34 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 6526 Wilson Rd. Lancaster, Ohio 43130 (Jason Wolf). The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15(N)(2) due to the natural gas and electric line being buried 20ft further from the east property line than originally designed. Tina Childers moved to approve Resolution 2018-34. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2018-35 – The purpose of Resolution 2018-35 is to send public health nuisance #2015-061 (Jerry Saunders 5395 Tschopp Rd. Pleasantville, OH 43148) to the county prosecutor's office for failing to repair his private water system. The system is creating a public health nuisance and is in violation of the Ohio Administrative Code section 3701-28-08(A). **Dr. Steven Kapetansky moved to approve Resolution 2018-35. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-38 – The purpose of Resolution 2018-38 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 11884 Snyder Church Road Baltimore, OH 43105 (Trent & Julie Smith). The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15(N)(2) due to topography constraints. **Tina Childers moved to approve Resolution 2018-38. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-39 – The purpose of Resolution 2018-39 is to refer Robert Winter to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: *"No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance"* and for failure to comply with Ohio Revised Code (ORC) 3707.01: *"The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders."* **Tina Childers moved to approve Resolution 2018-39. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Update on Alleghany Campground – Dr. Cox addressed the board. He stated that they have electrical work completed and have worked on roads and the debris. The dump station is not completed. He stated that the challenge has been trying to find someone who could do the required drawings. He said EC Babbert will do the work. Ohio Department of Health and FDH are unable to give referrals for a professional engineer to do the drawings. Kevin Barlow, Registered Sanitarian stated that Health Department staff provided Dr. Cox with general information to move forward. The Ohio Department of Health also provided information. Dr. Cox stated that he contacted Mark Flowers, Soil Consultant, and he will be drawing the plans. Deb Kilbarger, Registered Sanitarian, explained the timeframe of the 119-suspension process. Discussion ensued.

After discussion **Tina Childers moved to proceed with the 119-suspension process. This process can be halted at anytime if Alleghany West submits the required completed application for plan review to ODH and follow through with the installation in a timely manner . Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.** Timelines for the 119-suspension process were discussed. The first step is a letter describing the process to be mailed to Alleghany West. The timeline begins when the letter is mailed. The letter will be mailed out on Monday, June 18, 2018.

Fairfield Pet Hospital – The contract with the Fairfield Pet Hospital is for animal head removal to be tested for rabies, in the event of human exposure. This is a renewal contract. **Tina Childers moved to approve the contract with the Fairfield Pet Hospital. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Environmental Review Committee Report – **Tina Childers moved to approve the Environmental Review Committee report and recommendations. Dr. Steven Kapetansky 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 46% of our revenue, while spending 42% of our budget.

Resolution 2018-30– The purpose of Resolution 2018-30 is to amend a certificate in the amount of \$210.00; appropriate unappropriated monies in the contract services fund in the amount of \$204.00 and the salaries fund in the amount of \$6.00 and update the receipt line item in the OWDA Loan fund in the amount of \$210.00.

Resolution 2018-31 – The purpose of Resolution 2018-31 is to appropriate unappropriated monies in the salaries fund in the amount of \$2,000.00; the health insurance fund in the amount of \$300.00; the life insurance fund in the amount of \$40.00; the Medicare fund in the amount of \$400.00; the retirement fund in the amount of \$1,300.00; and the vehicle fund in the amount of \$12,285.75

Resolution 2018-32 – The purpose of Resolution 2018-32 is to memo expense the District Health fund in the amount of \$724.61 for payment to the OPERS fund. 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 2018-33 – The purpose of Resolution 2018-33 is to make a cash advance to the Maternal and Child Health grant fund in the amount of \$5,000.00.

Approval of Resolutions – **Tina Childers moved to approve Resolution 2018-22, Resolution 2018-23 and Resolution 2018-24. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice 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 May 31, 2018 for all programs is \$1,614,820.46 and District Health (not including WPCLF) is \$956,080.36.
- The new truck was purchased in the amount of \$25,571.50.

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

The written report was submitted and filed in health department files. Tiffany Nash highlighted the written report.

Approval of CPP Vaccine Group Purchase Program - Mrs. Nash has been researching companies to purchase vaccine. She asked for permission to approve an agreement with CPP Vaccine Group Purchase Program. The savings for the department would be around \$22,000.00 per year. The agreement has already been reviewed by legal counsel. **Tina Childers made the motion to approve the agreement with CPP Vaccine Group Purchase Program. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Chamberlain University Amendment – The contract with Chamberlain University is a clinical affiliation agreement. This is for R.N. and B.S.N. students. This is an 8-week long program. Legal Counsel has already approved the contract. The amendment is to remove the “umbrella” wording out of the agreement. **Tina Childers moved to approve the amendment. Dr. Steven Kapetansky seconded the motion. The motion passed with a unanimous voice vote.**

Help Me Grow Contract – Mrs. Nash discussed the contract with the Help Me Grow program. The current contract expires on June 30, 2018. Both parties want to renew the contract. **Tina Childers approved the renewal of the contract pending legal counsel approval. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Administration

District Advisory Council – The next regular District Advisory Council meeting will be held on June 28th at 7:00 p.m. at the courthouse.

Family Medical Leave (FML) – The board approved the Fairfield Department of Health no longer using FML because we do not meet the requirements for FML and we have another policy for employees to take leave when needed. FDH staff created a policy and procedure on employees taking leave. The policy was approved by legal counsel. We will no longer offer FML to employees effective January 1, 2019.

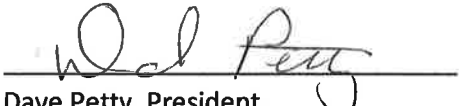
Equal Employment Opportunity Commission (EEOC)– The department had an EEOC complaint filed against them by a former employee. Legal consultants Clemens and Nelson are handling the case. The cost to the department could be \$5,000-\$6,000 to contest this.

Mosquito grant – The department received the mosquito grant in the amount of \$21,000.00. A mosquito technician was hired and began employment on June 11th.

Public Comments – There was no further public comments noted.

Adjournment

The meeting adjourned at 4:01 p.m. on **motion by Tina Childers. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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

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