



**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  
June 14, 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

Charlie Engen  
Dr. Steven Kapetansky (present at 3:08 p.m.)  
Brian Oliver  
David Petty

### Board Members Absent

Tina Childers

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; Kelly Spindler, Environmental Director

### Others Present

Paul Martin, Alternate (Licensing Council)

### Approval of Minutes

Correction to the *May 10, 2017* meeting minutes: The minutes reflect that Kelly Spindler was present. The minutes should reflect that Larry Hanna highlighted the written report in the Environmental Report and that Mr. Hanna will follow up with the Board members in the Update on Resolution 2016-59. **Brian Oliver moved to approve the *May 10, 2017* meeting minutes with the above correction. Charlie Engen 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. Mrs. Spindler highlighted the written report.

Resolution 2017-29 – The purpose of Resolution 2017-29 is to grant a variance to waive the 10 foot isolation distance from the perimeter drain to the property line as stated in OAC section 3701-29-06(G)(3)(a) for the sewage treatment system installed at 4686 Tshopp Rd., Lancaster, Ohio 43130.

**Charlie Engen moved to approve Resolution 2017-29. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

1312 Winding Oak Street – The system at this location was installed in December, 2012. The homeowner has stated that this system has not worked correctly since it was installed. He stated that he was in contact with a department sanitarian numerous times and his system is still not working. Joe Hivnor was asked to submit a timeline to the department and he submitted it to the Board of Health. The homeowner had indicated that he will take care of the landscaping if the Board of Health takes care of the system. The Environmental Review Committee discussed this situation and felt Mr. Hivnor's complaint had credibility.

Mrs. Spindler discussed the situation. **Dr. Kapetansky made the motion for Mrs. Spindler to get estimates from three different installers; although this was an isolated incident and many factors played into it, the department will pursue a resolution for this situation. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.** Mr. Hanna will contact the insurance carrier regarding this situation.

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

##### District Advisory Council Meeting

The next District Advisory Council meeting will be held on June 26<sup>th</sup> at 7:00 p.m. at the Fairfield County Courthouse.

##### Mosquito Control Contract

Mr. Hanna asked for the board to approve the contract for the mosquito control. **Charlie Engen moved to approve the contract with the Ohio Environmental Protection Agency for mosquito control. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

##### Accreditation

Mr. Hanna reported that the health department is 77% done with accreditation. We will apply in the fall.

##### Time for Board of Health Meetings

It was suggested that the Board meetings be held at 6:30 p.m. instead of 3:00 p.m. The board discussed this and decided to keep the meetings at 3:00 p.m.

##### 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 42% of the way through 2017 and has collected 55% of the revenue, while spending 48% 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 2017-25 – The purpose of Resolution 2017-25 is amend the Certificate of Estimated Resources in the amount of \$3,750.00 for the WPCLF grant; to update the receipt line item in the OWDA Loan Revenue account in the amount of \$3,750.00; to appropriate from unappropriated monies in the Contract Services account in the amount of \$3,750.00.

Resolution 2017-26 – The purpose of Resolution 2017-26 is to appropriate unappropriated monies in the Contractual Services account in the amount of \$9,050.48.

Resolution 2017-27 – The purpose of Resolution 2017-27 is to make a cash transfer to the Public Health Nursing Fund in the amount of \$4,500.00.

### Approval of Resolutions

**Brian Oliver moved to approve Resolution 2017-25; 2017-26; and Resolution 2017-27. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

### OPEC Insurance

The insurance for the department (OPEC) renews this year. The health department is a member of the OPEC insurance consortium. Approval must be given from the board to submit a letter resigning from OPEC. Once a decision is made to renew, the board can vote to resign with OPEC. Mrs. Ehorn asked for the board to approve signing the letter, removing the department from OPEC, and this will allow the Ohio Insurance Services to select bids for the department for the best premiums. **Charlie Engen moved to submit a letter to OPEC resigning from the OPEC membership. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report – **Dr. Kapetansky moved to approve the Financial Report as presented. Brian Oliver 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.

- Diana Stover submitted her retirement letter and she will be retiring January 5, 2018.
- Gwen Shafer is considering retiring in 2018 and has submitted a proposal to Mr. Hanna for him to consider. Board members asked her to share her intentions with them. She stated that since Mrs. Stover is retiring in January and one of the nurses will be on maternity leave beginning in December, 2017, she would like to hire another nurse prior to the end of the year. She would like to advertise in September and hire a new nurse in October.

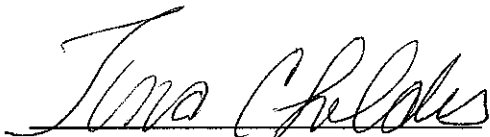
- Chris Goodall is a contract dietitian for the WIC division. Her last day with the department will be June 23<sup>rd</sup>.
- Mrs. Shafer asked for approval to fill the part-time WIC position for the Pickerington site. **Brian Oliver moved to approve posting for the WIC part-time position. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Public Comment

There were no public participants present.

Adjournment

The meeting adjourned at 4:12 p.m. on **motion by Charlie Engen and seconded by Dr. Kapetansky. The motion passed by a unanimous voice vote.**



Dave Petty, President  
Fairfield Department of Health



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