



Public Health
Prevent. Promote. Protect.

Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
July 11, 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
Brian Oliver

Board Members Absent

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; Kelly Spindler, Environmental Director

Others Present

No public was present

Approval of Minutes – Tina Childers moved to approve the June 13, 2018 meeting minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed with a vote of 4 “ayes” and 1 “abstain”.

Environmental Report

The written report was submitted and filed in health department files. Mrs. Spindler highlighted the report. She discussed the Environmental Review Committee meeting minutes. The first item was a sewage nuisance on Charles & Amy Hanson, 2109 Boving Rd, Lancaster, Ohio. The committee recommended sending a letter to the financial institution that holds the mortgage on the home to inform them that the issues with the septic system is causing a public health nuisance. The second item was a failed aeration system at 9125 Basil Western Road, Canal Winchester owned by Pauline Weiser. The owner has paid for a tap into the public sewer system. They were given 60 days to hook up and abandon the tank; the third issue was regarding a dispute with Brian Meier, 5952 Refugee Road, Baltimore, Ohio. Mr. Meier and his neighbor were having a dispute and Mr. Meier placed several piles of debris along the property line. To date, the material has been moved to a trailer in the yard. Mr. Meier was told to remove the debris or tarp the trailer.

The residence was inspected by an FDH Sanitarian on July 11, 2018 and Mr. Meier has tarped the trailer that was causing issues. According to FDH Sanitarian this situation has been abated.

The solid waste complaint on 10840 Marcy Road, owned by Richard and Tanya Mayes is a foreclosure. It was recommended that the health department use the Phoenix Tire Cleanup reimbursement fund monies to clean up the property and assess to the taxes. Discussion ensued. **Tina Childers moved to use the Phoenix Tire Cleanup reimbursement funds and clean up the property and assess the amount to the taxes. Brian Oliver seconded the motion. The motion passed with a vote of 4 "ayes" and 1 "nay". The Environmental Director will get estimates and choose the lowest estimate to clean up the property.**

Mrs. Spindler discussed two nuisances that have been sent to the Prosecutor. The first one is 138 Broad Street in Bremen, Ohio. This has been abated. The second is 13497 Queen Road, Thornville, Ohio. This has also been abated.

Resolution 2018-47 – The purpose of Resolution 2018-47 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 9773 Cattail Road, Pleasantville, Ohio. The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15(N)(2) due to the driveway being placed so that the 150' length requirement could not be met. **Dr. Steven Kapetansky moved to approve Resolution 2018-47. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Environmental Review Committee Report – **Dr. Steven Kapetansky moved to approve the Environmental Review Committee report and recommendations. Tina Childers 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 53% of our revenue, while spending 48% of our budget.

Resolution 2018-36– The purpose of Resolution 2018-36 is to amend a certificate in the amount of \$21,320.00; appropriate unappropriated monies in the contract services fund in the amount of \$10,000.00 and the equipment fund in the amount of \$16,371.93 and mileage fund in the amount of \$1,455.49 and update the receipt line item in the State Government grant fund in the amount of \$21,320.00.

Resolution 2018-37 – The purpose of Resolution 2018-37 is to appropriate unappropriated monies in the contract services fund in the amount of \$9,940.80; amend the certificate of estimated resources by \$9,940.80 and update the receipt line item in the contributions and donations fund in the amount of \$9,940.80.

Resolution 2018-40 – The purpose of Resolution 2018-40 is to appropriate unappropriated monies in the contract services fund in the amount of \$9,994.95.

Resolution 2018-41 – The purpose of Resolution 2018-41 is to make a cash advance to the Bioterrorism (PHEP) grant fund in the amount of \$4,210.60. This advance will be repaid or reclassified by December 15, 2018.

Resolution 2018-42 – The purpose of Resolution 2018-42 is to make a cash transfer to the Public Health Nursing fund in the amount of \$1,500.00.

Approval of Resolutions – Dr. Steven Kapetansky moved to approve Resolution 2018-36, Resolution 2018-37; Resolution 2018-40; Resolution 2018-41 and Resolution 2018-42. Tina Childers 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)
 - o Fairfield County Auditor for the GIS program for Mosquito Control Grant
- The invoices paid during the month over \$3,000.00 were discussed.
 - o Spohn Excavating, Inc. for the WPCLF grant - \$8,705.00
 - o The Juice Plus Company, LLC for the Garden Towers for the local schools - \$9,940.80
- The cash balance as of June 30, 2018 for all programs is \$1,666,673.47 and District Health (not including WPCLF) is \$992,489.43.
- Health Insurance was discussed. As of 5/31/18 the health department has a deficit of \$229,984.44. Mrs. Ehorn is in the process of asking for details to prove that this applies to FDH. Discussion ensued about how to pay off this debt if we do owe it.
- City of Lancaster has paid both the second and third quarter payment at the same time.

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.

Garden Towers - Mrs. Nash discussed the Garden Towers. This grant is through Mount Carmel Foundation. She described the program and described how the garden tower works. The towers have been delivered to the health department. They will be delivered to the schools and put together in early-mid August. There are nine schools participating in the program. If this program goes well it will be expanded to the other schools in the county next year providing, there is funding.

The state of Ohio has declared a Hepatitis A outbreak. There are some local restaurants that have asked that their staff be vaccinated for Hepatitis A as a precaution. The state of Ohio also has a legionella outbreak. There are 253 cases in the state of Ohio so far this year.

The new IAP grant has begun and the staff are currently in training for the program. The new PHEP/CRI grant period has started. All required deliverables for last year have been met.

The CRI site visit is scheduled for mid-January. A regional PHEP exercise will be held in the fall. We are exploring the possibility of getting a car seat technician for the health department. Family, Adult, and Child First has the grant but FDH will be assisting them to distribute car seats to families in the county. One of the WIC employees is excited to take the car seat training and offer this to our clientele.

Administration

PHAB Site Visit – The PHAB (accreditation) site visit has been scheduled for November 6th and 7th. Mr. Hanna asked for two board members to participate in the visit. Dave Petty and Tina Childers will attend the meeting on November 7th.

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. The policy was approved by legal counsel. We will no longer offer FML to employees effective January 1, 2019.


Food Cost Methodology – The food cost methodology is finished for 2018. Fee increases will be needed for 2019. The resolution will be brought to the August meeting for the three readings. The three readings are for public input.

Changes to Personnel Policy – Changes to the Personnel Policy are: Under Section 4:1 Sick Leave –the following sentence was deleted: *“FML leave will follow FML guidelines”*; Under Section 4:12 Family Medical Leave – Fairfield Department of Health will no longer offer FML. The FML policy will remain in the Personnel Policy manual but wording was added *“Currently, the Fairfield Department of Health does not employ more than fifty (50) employees and therefore does not offer FML”*; Under Section 4:2 Vacation/Personal Days – First sentence was changed to: *“All full time employees of the Fairfield Department of Health shall be entitled to vacation after completion of one full year of service at the Fairfield Department of Health”*; under Personal Days – the wording *“Seasonal employees are ineligible for personal days”* was added. **Tina Childers moved to approve the changes as listed. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 3:50 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