



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

July 13, 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; Merrilee Taylor, PHEP Coordinator; Madison Swackhammer, R.S.

Others Present – Larry Harris

Approval of Minutes – Mr. Petty asked for a motion to approve the *June 8, 2016* meeting minutes. Tina Childers moved to approve the *June 8, 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. Larry Hanna highlighted the written report.

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. This is the public hearing for Resolution 2016-19. No public comments were noted. Mr. Petty read Resolution 2016-19 into the record as the second reading.

Consideration of Non-Commercial Smoker Unit – Mr. Larry Harris was present. He recently attended an Environmental Review Committee meeting and requested that the Board of Health approve a homemade “wood fired” smoker unit. The board discussed the unit. The unit is made of virgin steel and is very well made. The FDH Sanitarian asked Mr. Harris to put a roof over the smoker which he did. Mr. Harris has ordered a set of food grade stainless steel grates for the unit. Mr. Harris brought the smoker to the health department for a visual inspection and the Sanitarian inspected the unit prior to the Board of Health meeting. The ERC recommended approval of the unit on the condition that the

stainless steel racks must replace the existing racks and the unit must be a Lang 60 deluxe model. The Sanitarian also requested that the grates in the cabinet must be replaced with stainless steel. **Mr. Petty asked for a motion. Tina Childers moved to approve the Non-Commercial Smoker Unit with the conditions mentioned. Jim Massey 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. The Sanitarians still cannot make contact with Mr. Moses to inspect the system. Mr. Hanna and Mrs. Spindler contacted the County Prosecutor to discuss this situation and they are in the process of getting a search warrant to go into the home to do a dye test on his system.

Approval of ERC Report – Mr. Petty asked for a motion to approve the ERC report. **Paul Martin made the motion to approve the Environmental Review Committee report and recommendations as presented. Dr. Darryl Koop 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 50% of the way through 2016 and has collected 55% of the revenue while spending 49% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds and reviewed the year-to-date balances.

Resolution 2016-21 – The purpose of Resolution 2016-21 is for the appropriation of unappropriated monies in the *Salaries, Employees* account in the amount of \$19,000.00, *Health Insurance Account* in the amount of \$2,600.00 and the *Retirement - OPERS* account in the amount of \$1,400.00.

Resolution 2016-22 – The purpose of Resolution 2016-22 is to memo expense the District Health fund in the amount of \$2,492.57. 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. Paul Martin moved to approve Resolution 2016-21 and Resolution 2016-22. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – Mrs. Ehorn discussed the recent unemployment claim. The department appealed the claim and won at the hearing. The claimant appealed the results and was denied. The claimant will be responsible to reimburse the unemployment office and they, in turn, will reimburse the health department.

Approval of Financial Statement and Out-of-County Travel – **Mr. Petty asked for a motion to approve the Financial Report and out-of-county travel as presented. Jim Massey moved to approve the Financial Report and out-of-county travel. Dr. Darryl Koop 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 stated that the 2017 Maternal and Child Health grant was submitted. Mrs. Shafer discussed the Zika Virus. Mrs. Shafer and Mr. Hanna attended a Community Forum at Fairfield Medical Center to discuss the Zika Virus. Mrs. Shafer attended a Safety Health Fair at the Fairfield County Fairgrounds and focused on the Zika Virus.

Approval of Contract – The contract is with Community Action agency for the renewal of the Help Me Grow nurse. The contract is the same amount but for the new grant year. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the contract with Community Action for Help Me Grow services. Paul Martin seconded the motion. The motion passed by 4 “aye” and 1 “abstain”.**

Administrator’s Report

Accreditation – Mr. Hanna and Mrs. Shafer are attending an Accreditation Learning Community meeting on July 14th.

Zika – The health department received funding from the Ohio Environmental Protection Agency for mosquito trapping. The amount of the grant award is \$18,000.00. Monies will be used to hire a part-time person for mosquito trapping. Mr. Hanna asked for approval of the grant. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with the Ohio Environmental Protection Agency for mosquito control. Jim Massey seconded the motion. The motion passed by a unanimous voice vote pending the approval of legal counsel.**

Community Health Assessment/Community Health Improvement Plan – Mr. Hanna reported that the Ohio Department of Health will have grant dollars available to help with the Community Health Assessment and Community Health Improvement Plan. When these grants become available, the department will be applying for them.

The department just received \$15,000.00 from the Ohio Department of Health to be used for accreditation or I.T. purposes.

In Service Training Day – Mr. Hanna stated that the health department will be closed to the public on July 29th for an all-day in service training for staff.

Approval of Responder safety and Health Plan – Merrilee Taylor stated that this is a new plan. The purpose of the plan is to outline how the agency will protect staff when responding to an incident.

Mr. Petty asked for a motion. Tina Childers moved to approve the Responder Safety and Health Plan as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

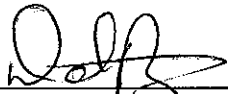
Approval of Contract with the City of Columbus – The purpose of the contract is for emergency preparedness services. This is a renewal contract. **Mr. Petty asked for a motion. Paul Martin moved to approve contract with the City of Columbus as presented. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

CQI Report – The CQI status report was received by the Board of Health members. No questions were noted.

Vital Statistics Report – The Vital Statistics report was received by the Board of Health Members. The vital statistics fee schedule was discussed and will be monitored.

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