



**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  
August 9, 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

Paul Martin, (Alternate, Licensing Council)  
Dr. Steven Kapetansky  
Dave Petty  
Tina Childers

### Board Members Absent

Charlie Engen (Licensing Council)  
Brian Oliver

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

### Staff Present

Dr. Mark Aebi, Health Commissioner; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Gwen Shafer, Nursing Director; Brandon Atwood, R.S.; Jen Valentine, R.S.

### Others Present

Garrison Brinker, Boy Scouts Troop 793; Mason and Bryson Hutch, Boy Scouts Troop 793; Becki Brinker, Boy Scouts Troop 793

### Approval of Minutes

**Tina Childers moved to approve the July 12, 2017 meeting minutes as presented. Dr. Steven Kapetansky 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. Shafer highlighted the written report.

Resolution 2017-35 – The purpose of Resolution 2017-32 is to grant a variance to Paul Bishop, 1748 Winding Oak Drive, NW, Baltimore, Ohio 43105, to waive the required minimum length along contour for the soil absorption component. 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 and an existing driveway. Discussion ensued. **Tina Childers moved to approve Resolution 2017-35. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

**Approval of Environmental Review Committee Report – Paul Martin approved the Environmental Report and Recommendations as presented. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

M&B Demolition Disposal Exemption Request – Jen Valentine, R.S. explained that M&B demolition Disposal is a construction landfill and they have requested moving from a 2-1 slope to a 3-1 slope. There were two issues in granting this request and they were discussed with Ohio Environmental Protection Agency. After the issues were resolved, OEPA approved. Mrs. Valentine stated that the issues have been addressed and recommended approving the exemption request.

**Tina Childers moved to approve the exemption request to M&B Demolition Disposal facility. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

### **Finance Report**

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department collected 70% of our revenue, while spending 65% of our budget.

Resolution 2017-33 – The purpose of Resolution 2017-33 is to memo expense the amount of \$638.17 for the OPERS fund for the carryover employee working at the Fairfield County Community Health Center.

Resolution 2017-36 – The purpose of Resolution 2017-36 is to memo expense the amount of \$610.28 for the OPERS fund for the carryover employee working at the Fairfield County Community Health Center.

Resolution 2017-37 – The purpose of Resolution 2017-37 is for a cash advance repayment in the amount of \$1,600.00 from the District Health fund to the Maternal and Child Health fund.

Resolution 2017-38 – The purpose of Resolution 2017-38 is for the appropriation of unappropriated monies in the Salaries account in the amount of \$4,808.50.

**Approval of Resolutions – Dr. Steven Kapetansky moved to approve Resolution 2017-33; Resolution 2017-36; Resolution 2017-37 and Resolution 2017-38. Paul Martin seconded the motion.**

### **Miscellaneous**

- Mrs. Ehorn discussed the invoices paid in July over \$3,000.00
- The cash balance as of July 31, 2017 for all programs is \$1,460,411.28. District Health (not including WPCLF) is \$848,470.62
- Mrs. Ehorn stated that the Health Departments Insurance Committee met and discussed Medical Insurance for the health department staff. They are currently in the process of getting quotes from brokers.

**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 appropriately in health department files. Mrs. Shafer highlighted the written report. She discussed the recent Ohio Department of Health site visit for the Immunization Action Plan grant. She stated that it went well. Mrs. Shafer discussed the pack-n-plays and stated that the department ordered 13 additional pack-n-plays. They are now reaching out to first responders and police so that they can report unsafe sleeping arrangements when they are out on runs. The Child Fatality Review Board does review at least one infant death a year due to unsafe sleeping arrangements.

The WIC grant for 2018 will have a decrease in funding. Due to the possible decrease, the vacant part-time position will have the hours reduced.

**Administrator's Report**

Mrs. Shafer highlighted the written report. Mr. Hanna has been working diligently on Accreditation. Mr. Hanna and Mrs. Shafer participated in a conference call with the Ohio Department of Health regarding the lack of a Medical Reserve Corp. for Fairfield County. They are continuing to work on this issue.

Public Comment

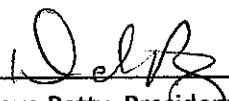
No comments were noted.


Old Business

Mrs. Childers discussed junk cars in the County and ways to get rid of them. Townships can file complaints against homeowners who have junk cars on their residence. If after a designated number of times the homeowner is contacted and the junk cars have not been removed, the township can remove the cars. Mrs. Childers will forward this information to the board. She suggested this be shared with the District Advisory Council at the September meeting.

Adjournment

The meeting adjourned at 3:40 p.m. on motion by Dr. Steven Kapetansky and seconded by Paul Martin. The motion passed by a unanimous voice vote.

  
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Dave Petty, President  
Fairfield Department of Health

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