



**Public Health**  
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

August 10, 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  
Charlie Engen - Present  
Dr. Darryl Koop – Present  
David Petty – Present  
Jim Massey - Present

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

Staff Present: Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Merrilee Taylor, PHEP Coordinator; Brandon Atwood, R.S.

Others Present – Paul Kemmer, Homeowner; Alan Cleary, Ohio Case Stone Company

Approval of Minutes – **Mr. Petty asked for a motion to approve the July 13, 2016 meeting minutes. Jim Massey moved to approve the July 13, 2016 meeting minutes as presented. Dr. Darryl Koop 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. Kelly Spindler highlighted the written report.

Mrs. Spindler discussed Ohio Case Stone Company. Mr. Alan Cleary was present. Mrs. Spindler reported that Mr. Cleary was caught installing a septic system without being registered as an installer. This was Mr. Cleary's second offense for the same issue. Mrs. Spindler gave the details of the situation and distributed pictures to the Board of Health. The Ohio Department of Health was contacted and this situation was discussed with them. It was both the opinion of ODH and the FDH that this was an installation that was performed without the required registration.

Mr. Cleary's attorney was present and outlined the situation. Mr. Cleary was approached by the homeowner on how to take care of this situation. He saw raw sewage and felt it was urgent to deal with that situation. He doesn't feel that he altered anything. He obtained his registration on July 26, the day after the Sanitarian contacted Mr. Cleary to tell him he had installed without being registered.

A lengthy discussion ensued and questions were asked and answered. After discussion, Mr. Petty stated that Mr. Cleary is subject to \$105.00 fine and the Board could suspend Mr. Cleary from obtaining a registration for a designated timeframe. The Environmental Review committee suggested a five (5) year suspension due to the fact that this is a second offense. Board members asked if the health department has set precedence on this from past violators of this requirement. There was another installer who violated a similar requirement and was suspended for the remainder of that year.

**Mr. Petty asked for a motion. Tina Childers moved to require Mr. Cleary to pay the required fine and to suspend him from obtaining a registration until 12/31/17. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

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 **third reading and asked for a motion. Tina Childers moved to approve Resolution 2016-19. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-29 – The purpose of Resolution 2016-29 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at [REDACTED]. The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15 (N) (2) due to electrical lines being buried outside of the designated utility easement. Discussion ensued. **After discussion, Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-29. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-30 – The purpose of Resolution 2016-30 is to grant a variance to waive the rule listed in 301-28-07 Location, operation, and maintenance of private water systems *(J) A water source shall be located according to the following minimum isolation distance requirements: (1) Lot lines and easements – ten feet*. The variance is to provide a new well at an existing house located at [REDACTED]. Discussion ensued. **After discussion, Mr. Petty asked for a motion. Charlie Engen moved to approve Resolution 2016-30. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval of ERC Report – Mr. Petty asked for a motion to approve the ERC report. Mr. Petty noted a correction to the ERC minutes. David Plummer was not present at the meeting. It should have read David Petty. **Jim Massey made the motion to approve the Environmental Review Committee report and recommendations with the above listed correction. Tina Childers 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 58% of the way through 2016 and has collected 61% of the revenue while spending 58% 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 2016-23 – The purpose of Resolution 2016-23 is for the appropriation of unappropriated monies in the *Salaries, Employees* account in the amount of \$3,750.00.

Resolution 2016-24 – The purpose of Resolution 2016-24 is for the appropriation of unappropriated monies in the *contractual services* account in the amount of \$10,000.00.

Resolution 2016-25 – The purpose of Resolution 2016-25 is to make a cash advance to the WIC grant in the amount of \$10,000.00.

Resolution 2016-26 is for the appropriation of unappropriated monies in the *Contractual Services* account in the amount of \$6,000.00; *materials & supplies* account in the amount of \$6,017.99; *office supplies* account in the amount of \$100.00; *postage* account in the amount of \$100.00; and *educational supplies* account in the amount of \$2,000.00.

Approval of Resolutions – **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-23, Resolution 2016-24, Resolution 2016-25 and Resolution 2016-26. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Ehorn highlighted the reports and the bill list.

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. Tina Childers moved to approve the Financial Report and out-of-county travel. Jim Massey 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 reported that the nursing division has been very busy with the back-to-school immunizations. Several walk-in clinics were held.

Approval of Data Use and Services Agreement Amendment #8 – The amendment is with the University of Pittsburgh – of the Commonwealth System of Higher Education. This is a renewal agreement and the amendment #8 renews the terms of the original agreement from July 1, 2008 to June 30, 2017. The Data Use and Services Agreement will enable continued access to the National Retail Data Monitor (NRDM). NRDM is a public health surveillance tool which was created by the University's Real-time Outbreak and Disease Surveillance Laboratory (RODS), which collects and analyzes over-the-counter drug sales to identify disease outbreaks, either naturally occurring or as a result of bioterrorism.

**Mr. Petty asked for a motion. Tina Childers moved to approve the Data Use and Service Agreement Amendment #8. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – Mrs. Shafer reported that Jenny Grove, R.N.; will be retiring effective September 30, 2016. Kay Higgins, Nutrition Assistant, submitted her intent to resign effective August 17<sup>th</sup>. **Mr. Petty asked for a motion. Tina Childers moved to approve the retirement of Jenny Grove and the resignation of Kay Higgins. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Diana Stover will be moving into Jenny Grove’s position (Travel Immunizations and CRI contract). The position that will be filled is for the Epidemiology/Communicable Disease Nurse. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve posting, advertising, hiring for the two vacant positions. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

#### **Administrator’s Report**

Mrs. Shafer discussed the mandatory training that was held on July 29<sup>th</sup>. There were several trainings given throughout the day and the day ended with CPR/AED training. The staff was commended for becoming CPR/AED trained.

House Bill 110 – House Bill 110 contract renewal is for the renewal of the agreement for inspection of semi-public sewage disposal systems. **Mr. Petty asked for a motion. Tina Childers moved to approve the House Bill 110 Contract Renewal as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments – Paul Kemmer was present and made a verbal records request. Mr. Kemmer would like color copies of all pictures from Mr. Nelson’s (Mr. Kemmer’s neighbor) file.

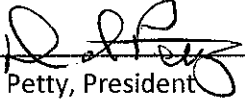
Executive Session – Mr. Petty asked for an executive session regarding a legal matter. He asked for a motion. **Tina Childers moved to go into Executive Session at 4:00 p.m. Jim Massey seconded the motion.**


**Roll Call Vote** Tina Childers – aye  
Dr. Darryl Koop – aye  
Charlie Engen – aye  
Jim Massey – aye  
Dave Petty – aye

Motion Carried and the board went into Executive Session. At 4:22 p.m. the board reconvened from executive session **on motion by Dr. Darryl Koop and seconded by Tina Childers. The motion passed with a unanimous voice vote.**

**Mr. Petty asked for a motion. Tina Childers moved that the health department pay for the alteration to correct the septic problems at 1718 Winding Oak Drive, Baltimore, Ohio. The Board Members asked Kelly Spindler to get three estimates. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Adjournment – There being no further business, the meeting adjourned at 4:26 p.m. **on motion by Charlie Engen and seconded by Dr. Darryl Koop. 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