



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

August 12, 2015

1550 Sheridan Drive, Suite 100

Lancaster, Ohio 43130

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 – Absent (present at 3:15 p.m.)
Dr. Darryl Koop – Absent
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; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator; Steve Deeter, R.S.

Others Present – Will Burchfield; Paul Kemmer

Approval of Minutes – **Mr. Massey asked for a motion to approve the July 15, 2015, meeting minutes. Tina Childers moved to approve the July 15, 2015, meeting minutes as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report – The written report was submitted and filed appropriately in health department files. Mrs. Spindler highlighted the written report. She reviewed the Environmental Review Committee Report. Discussion included: Rax Restaurant #104 in Lancaster, Ohio was discussed. There were numerous violations at the first inspection (May 20, 2015). The operator was ordered to install a new countertop within 30 days due to the fact that the front counter surface is no longer cleanable. The facility was inspected again July 27, 2015 and no progress was made on the countertop. *Update: As of August 12, 2015, this situation has been abated.*

A residence located at [REDACTED] was discussed. The trailer, owned by Mr. Brewer, was destroyed by a fire. Mr. Deeter stated that due to the fact that the operator of the Mobile Home Park is licensed through the health department through a contract with the Manufactured Homes Commission, Legal Counsel was contacted to give direction and advice on this situation. The Mobile Home Park licensee's attorney would like to begin eviction procedures to remove the damaged trailer. A letter was sent to the owner of the trailer. An update will be given at the next meeting.

Will Burchfield, owner of Elite Sewer and Septic, was present at the meeting. Mrs. Spindler gave the history: Mr. Burchfield runs Elite Septic and he is currently serving five (5) years' probation for a system that he installed without a license in 2013. The ERC recommended that he is suspended from installing until January 1, 2016.

Mr. Burchfield addressed the board. He stated he went to the house to plumb the home. When he was working, the tank collapsed. It was a weekend, the health department wasn't open, and so he just fixed the system. Discussion ensued. Mr. Massey recommended that Mr. Burchfield not put in anymore septic tanks or leach fields until the end of this year (2015). He can begin installations again in January, 2016. Mr. Burchfield stated that he is under contract to install one system. He has already been paid for the installation but the permit has not been purchased yet. Discussion ensued. **Mr. Petty asked for a motion. Jim Massey moved to suspend Mr. Burchfield's installers permit until 1/1/16; except he can complete the work that he currently has a contract with. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Spindler discussed the Environmental Board report. The department is working on the new O&M program. All new home treatment systems have to have a permit. The department would like to begin collecting on September 1st. The permits last 5 years for mechanical systems and 10 years for septic tanks.

Mrs. Spindler stated that several inspections were completed by the health department in both Violet and Liberty Township for the MS4 systems. As part of the MS4 permit, inspections have to be done yearly. During the last inspection, 640 systems were inspected and the requirements are that 20% are inspected each year. The department will be charging \$30.00 for the inspections. The plan will be brought back to the Board next month for discussion.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion to approve the ERC Report and recommendations. Jim Massey moved to approve the ERC Report and recommendations as presented. 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. Tiller highlighted the written report. The department is 58% of the way through 2015, and has collected 60% of the revenue while spending only 56% of the budget. The transfers were listed on the bill list and were reviewed. Mrs. Tiller reported that the cash balance is in good shape.

Resolution 2015-30A - The purpose of Resolution 2015-30A is to memo expense the PHEP grant in the amount of \$406.14.

Resolution 2015-31 – The purpose of Resolution 2015-31 is to memo expense the WIC grant in the amount of \$3,571.62.

Resolution 2015-32 – The purpose of Resolution 2015-32 is to make a cash advance to the Immunization Action Plan grant in the amount of \$2,000.00. This advance will be repaid or reclassified by December 9, 2015.

Resolution 2015-33 – The purpose of Resolution 2015-33 is to memo expense the District Health fund in the amount of \$2,407.20 to pay the OPERS for the two carry-over employees at the Fairfield Community Health Center.

Resolution 2015-34 – The purpose of Resolution 2015-34 is to approve the Fairfield Department of Health department's cash management/pay-in policy. Policies are being created for Credit Card/ Charge Card policy; Cash Management; Budget Policy/Procedures; Employee Expenses and Purchasing Procedures.

Approval of Resolutions – Mr. Petty asked for a motion to approve the resolutions. Charlie Engen moved to approve Resolution 2015-30A; Resolution 2015-31; Resolution 2015-32; Resolution 2015-33; Resolution 2015-34. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

Approval of Financial Statement and Out-of-County Travel – Mr. Petty asked for a motion to approve the Financial Report and Out-of-State Travel as presented. Tina Childers moved to approve the Financial Report and Out-of-County Travel as submitted. Charlie Engen seconded the motion. The motion was passed by a unanimous voice vote.

Mrs. Tiller reported on the costs the department is spending on Accreditation (\$7,000.00); the cost for the Botulism outbreak was \$21,000.00. She discussed the PHEP grant funding. \$16,000.00 was cut in the PHEP grant. PHEP is no longer covering mileage, a cell phone used by one of the nurses and the Time Warner Cable bill.

Mrs. Tiller discussed the OPERS payment for the two former employees of the health department who are now working at the Fairfield Community Health Center. The board discussed this previously and asked Mrs. Tiller to compose a letter to the CEO of the Community Health Center asking them to reconsider the decision to not fund the employer share of their carry-over OPERS employees and assume the financial and administrative responsibilities for those employees. The Board members reviewed the letter and gave the okay to send it.

Mrs. Tiller mentioned that she is planning on retiring in March, 2016. Mr. Petty asked the board to begin thinking about bringing in a replacement for Mrs. Tiller in January so she can train her replacement. Mrs. Tiller requested that her replacement begin in December so they can be trained on the end-of-year process and the beginning of year process. As soon as Mrs. Tiller finalizes her retirement dates, the board will discuss further.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer stated that Alison Stark is the new employee hired to work as the Dietetic Technician for the WIC program. She begins employment on August 24, 2015. **Mr. Petty asked for a motion. Tina Childers moved to approve hiring Alison Stark as the Dietetic Technician for the WIC Program. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Renewal Contract – **Mr. Petty asked for a motion to approve the renewal contract with Christina Goodall as the WIC Dietician.** Mrs. Shafer explained the need for this contract. **Charlie Engen moved to approve the renewal contract with Christina Goodall. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Shafer discussed the “Notice of Intention to Apply” for the IAP grant. It begins January 1, 2016. She is also applying for billable immunization funding. This was discussed with the board and there were no objections to applying for the IAP grant or the billable funding. Travel vaccine costs are being increased to reflect the increase in costs from the manufactures. There will be a slight increase in the administrative costs for the travel vaccine to cover increases in medical supplies and nursing salaries.

Administrator’s Report

Mrs. Shafer reported that a part of Accreditation requirements is that governing entities are updated. Public Health Accreditation Board (PHAB) updates and Continuous Quality Improvement (CQI) updates will now be added to the agenda each month. Mrs. Taylor gave both updates. The CQI team met and decided on their initial project. It will be a “Workforce Development Plan”. The plan begins with an assessment process.

Jen Valentine is the Accreditation Coordinator and she submitted the PHAB written report. Mrs. Taylor stated that there are 12 domains in the accreditation process and each domain has standards and measures that must be met. The PHAB team is working on the domains.

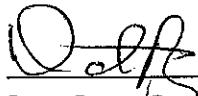
Public Comment – Mr. Petty asked for any public comments. Mr. Paul Kemmer addressed the board. Mr. Kemmer had written a letter to State Senator Troy Balderson regarding the sewage issues he has observed in Fairfield County. He read the written response from Senator Balderson. In the letter, Senator Balderson suggested that Mr. Kemmer discuss these issues with the Ohio Department of Health, the Fairfield County Commissioner, and the local health department which Mr. Kemmer stated that he has already done. He discussed his neighborhood and the issues that he is dealing with.

New Business – Mr. Massey stated that recently Mr. Hanna was working in the field on an investigation and encountered an aggressive dog. After this incident Mr. Hanna suggested that field workers be

issued pepper spray to use if attacked. Mr. Massey shared information on the pepper spray gun and holster that was being considered to purchase. Discussion ensued.

Mr. Petty asked for a motion. Tina Childers moved to approve the department purchasing 8 pepper spray guns with holsters, for the safety of the employees who work out in the field; only if the spray gun is refillable. Jim Massey seconded the motion. The motion passed by a unanimous vote.

Adjournment – There being no further business, the meeting adjourned at 3:55 p.m. on **motion by Tina Childers and seconded by Jim Massey. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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