



Public Health
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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
September 13th, 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

Charlie Engen
Dr. Steven Kapetansky
Dave Petty
Tina Childers

Board Members Absent

Brian Oliver

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

Staff Present

Larry Hanna, Administrator; Sheri Ledgett, Records Specialist; Jamie Ehorn, Fiscal Officer; Gwen Shafer, Nursing Director; Kelly Spindler, Environmental Director; David Plummer, R.S.; Mary Fornadley, R.N., WIC Dietitian; Brandon Atwood, R.S.

Others Present

Robin Bash-Kent State Grad Student

Environmental

The environmental report was submitted and filed appropriately in health department files. Mr. Hanna highlighted the written report.

Resolution 2017-40 – The purpose of Resolution 2017-40 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 2700 Boving Rd., Lancaster, Ohio 43130 (Leonard Hicks). The required minimum length along contour was unable to be met during system installation as stated in OAC section 3701-29-15(N)(2) due to topography constraints.

Resolution 2017-41 – The purpose of Resolution 2017-41 is to waive the required minimum length along contour for the soil absorption component located at 8650 Royalton Rd. SW, Lancaster, Ohio 43130 (Bruce Bower). The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15 (N)(2) due to the existing lot size being less than one acre.

Resolution 2017-42 – The purpose of Resolution 2017-42 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 13687 Toll Gate Rd. NW. Pickerington, Ohio 43147 (Heath Parker). The required minimum length along contour was unable to be met during system installation as stated in OAC section 3701-29-15 (N)(2) due to topography constraints and a shallow trench depth.

Resolution 2017-45 – The purpose of Resolution 2017-45 is to grant a variance to waive the required minimum distance to septic grinder/lift station located at 5972 Spring Run Rd., NE, Thornville, Ohio 43076 (William Meyers). The required minimum distance to well from lift grinder tank was not met (50ft) because driller thought tank was water tight requiring only a 10 feet separation distance. OAC section 3701-28-07 (J)(2) states distance to septic tank required 50 feet. Driller did not want to drill new well since Fairfield Department of Health has approved this method in the past. ODH was contacted and advised a variance request due to the 50 feet rule.

Approval of Resolutions – Dr. Kapetansky moved to approve Resolution 2017-40; Resolution 2017-41; and Resolution 2017-42. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

Approval of Resolution 2017-45 - Tina Childers moved to approve Resolution 2017-45. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Mosquito Program- Mr. Hanna reported on the mosquito program. There were 483 mosquitos identified. A mosquito trapped at the Johnson covered bridge, owned by the Historic Parks, was positive for West Nile.

Environmental Review Committee – In April of this year, the department received a complaint regarding an illegal sewage system installed on property on Zion Road owned by Leslie Keyes and Aaron Johnson, Manager for the property. During the inspection, it was noted that there were three houses on the property and two were connected to the same septic tank, which were installed in the last couple of years without a permit. All three houses were connected to the same well. There was also a large amount of solid waste in a ravine near the back of the property. Orders were sent and a manager for the property contacted the health department and stated all issues would be addressed. Mr. Johnson began managing the property in 2016. The cap on the well has been secured and he has made arrangements to remove debris from the property. The committee recommended that Mr. Johnson take care of the solid waste issue and the ERC will be given an update next month. The sanitarian will meet with Mr. Johnson at the property and discuss options for rectifying the septic issues.

Approval of Environmental Review Committee Report – **Dr. Kapetansky 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. Ehorn highlighted the written report. The department collected 87% of our revenue, while spending 71% of our budget.

Resolution 2017-39 – The purpose of Resolution 2017-39 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Salaries fund* is increased by \$7,000.00; the *Advertising fund* is increased by \$2,880.00; and the *Materials and Supplies fund* is increased by \$2,020.00. The certificate of estimated resources is increased by \$11,900.00 and the *State Government Grants* receipt line item is increased by \$11,900.00.

Resolution 2017-43 – The purpose of Resolution 2017-43 is to memo expense the District Health fund in the amount of \$612.14. The expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

Approval of Resolutions – **Tina Childers moved to approve Resolution 2017-39 and Resolution 2017-43. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous

- There were no cash transfers or cash advances for August 2017.
- Mrs. Ehorn discussed the expenses not budgeted or unexpected for August, 2017 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of August 31, 2017 for all programs is \$1,734,856.55 and District Health (not including WPCLF) is \$1,142,269.73

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. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Report

Gwen Shafer introduced the new WIC Dietitian - Mary Fornadley was hired as the part-time WIC dietitian. Robin Bash was also introduced by Mrs. Shafer. Mrs. Bash is a student from Kent State and is helping with Accreditation, primarily, Domain 7.

Miscellaneous

- There will be a Community Health Improvement Plan (CHIP) meeting September 28th, at 1:00 PM at the OSU Extension Office.
- Tiffany Nash, Communicable Disease Nurse, and Kelly Spindler, Environmental Director will be following up on a campylobacter outbreak in Pickerington, Ohio.
- A site visit by the Ohio Department of Health (ODH) for the Maternal and Child Health grant will be held at the health department on October 5th, 2017.

- The department has received only one resume for the Public Health Nurse II position that was posted recently. The posting was submitted on FDH Facebook; FDH website, and the Fairfield County site. It was suggested that we check to make sure the postings have been placed on *Ohio Means Jobs* website.

Administration

Larry Hanna discussed the seasonal employee, Brian Crider. Mr. Hanna would like to add an additional eight days to Mr. Crider's seasonal employment at the department. He would be doing inspections in Violet/Liberty Townships for MS4 inspections. The cost to maintain Mr. Crider for the additional time would total \$845.00. The Fairfield Department of Health will bill \$30.00 for each inspection completed and a portion of those monies will help with this additional cost.

Personnel Policy – The Personnel Policy was reviewed by the Personnel Committee. The committee reviewed the County's changes and made changes accordingly. These changes were highlighted and sent to board members to review. **Tina Childers moved to approve the changes to the personnel policy as presented. Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Health Department Insurance – The health department insurance was discussed. The department will separate from Ohio Insurance Services, Inc. and Miller-Lewis will be the new broker. The department will remain in OPEC. Miller-Lewis is working on four separation letters to submit to Ohio Insurance Services. We will remain with Medical Mutual for the rest of the 2017 year.

Back-Up Plumbing Inspector Contract – The contract is with Walt Keigley to provide backup plumbing inspection services as determined by the department. The contract would receive \$30.00 per hour for his service. **Tina approved the motion, Dr. Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

District Advisory Council Meeting (DAC) – Mr. Hanna reminded everyone that the next DAC Meeting will be held on September 25, 2017 at 7:00 p.m. in the County Commissioners Hearing Room. The 2019 budget will be brought to the meeting. Mrs. Childers mentioned an Ohio Revised Code law pertaining to junk cars and that the Fairfield Department of Health should look into it and share with the DAC.

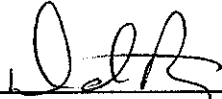
2019 Budget - The 2019 Budget was presented by Mr. Hanna. He discussed the \$120,000.00 deficit. He reviewed the following to decrease the deficit:

- 1) Ask the DAC for a 5% increase for 2019;
- 2) Increase fees for the food program in 2018 to help the 2019 budget. Discussion on the impact on the Level 3&4 Food Service Operation and Retail Food Establishments ensued. Approximately 360 Level 3&4 businesses would be affected with the increases. Discussion ensued;
- 3) Health Insurance increase to staff. Employees would pay more for health insurance over a course of several years. In 2018 employees would pay 10% of the premium costs. In 2019 and thereafter, the percentage the employee pays will increase by .5% until we reach 12% of the premium costs.

This would take the deficit to \$12,281.02 for the 2019 Budget. Discussion on the 2019 budget ensued.

Adjournment

The meeting adjourned at 4:00 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