



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

Fairfield Department of Health

Lancaster, Ohio 43130

September 14, 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 – Absent
Charlie Engen – Present (arrived at 3:12)
Dr. Darryl Koop – Present
David Petty – Present
Jim Massey - Present

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

Staff Present: Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Brandon Atwood, S.I.T.

Others Present – There were no public participants.

Approval of Minutes – **Mr. Petty asked for a motion to approve the August 10, 2016 meeting minutes. Jim Massey moved to approve the August 10, 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.

Employee Increase – Mrs. Spindler discussed promoting Kevin Barlow, R.S. from a Sanitarian I to a Sanitarian II. Mr. Barlow would receive a .65 an hour increase. Discussion ensued.

Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the promotion and increase for Kevin Barlow as listed above. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2016-33 – The purpose of Resolution 2016-33 is to increase the following program fees: Food Program, Campground Program, Swimming Pool Program, Sewage Program, Semi-Public Program, Subdivision(s), Plumbing Program, Private Water Systems Program, Nuisance Re-inspection and Phase 1 Environmental Assessment. Discussion ensued. Mr. Hanna stated that there has been an addition to the fee schedule. The Park/Camp section was added with a \$2.00 charge per each additional lot for temporary camps. Mr. Petty read Resolution 2016-33 into the record as the first reading.

Update on Property on [REDACTED] This situation was discussed last month at the Board of Health meeting. Highlight: *Alan Cleary installed a replacement septic system without being registered. An employee (employee has retired) approved the installation for the original septic system in 2014. The septic system failed very soon after the owners moved in. Leaching was installed in a low wet area, leaching appeared to be too deep at the beginning and goes deeper towards the toe and it was questionable how much leaching was ever installed. The owners contacted the health department for guidance on how to resolve the failed septic system. The department issued a permit for an NPDES that would connect into the storm water drainage system for the subdivision. The owners are now faced with a large unanticipated expense. The board discussed absorbing some or all of the expense for the replacement NPDES septic system (as discussed in Administrator's notes).* The Board Members asked Mrs. Spindler to get three estimates to fix the septic system on this property. There were four (4) estimates submitted. Two of the estimates were incomplete and were therefore eliminated. Discussion ensued. The two remaining estimates were close and the board asked that they both be contacted and whichever could do the work the soonest would be selected. **Mr. Petty asked for a motion. Jim Massey moved to accept both estimates that were received and whichever contractor that could perform the work the soonest would be the one chosen to complete the project. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-32 – The purpose of Resolution 2016-32 is to grant a variance to waive the 10 foot isolation distance from the soil absorption component as stated in OAC section 3701-29-06(G)(3)(a) to allow for the addition of a three season room at [REDACTED] Discussion ensued. **After discussion, Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve Resolution 2016-32. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – Mrs. Spindler report that the MS4 Inspections will begin this fall in Violet and two (2) sections of Liberty Township.

Mrs. Spindler discussed a situation on Colleeview Acres with a resident that has a failing septic system. This is the second system that has failed on this site. Mrs. Spindler will be attending the Bloom Township meeting this evening to discuss this situation with the trustees. She will update the board next month.

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department is 66% of the way through 2016 and has collected 79% of the revenue while spending 66% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds, revenue and expenses by month and reviewed the year-to-date balances.

Resolution 2016-27 – The purpose of Resolution 2016-27 is to memo expense the District Health fund in the amount of \$4,458.25 to pay retirement for two former employees now working at the Fairfield Community Health Center.

Resolution 2016-28 – The purpose of Resolution 2016-28 is for the appropriation of unappropriated monies in the *salaries* account in the amount of \$3797.28.

Resolution 2016-31 – The purpose of Resolution 2016-31 is for the appropriation of unappropriated monies in the *medical supplies* account in the amount of \$12,708.00

Approval of Resolutions – Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve Resolution 2016-27, Resolution 2016-28, and Resolution 2016-31. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Medical Insurance – Mrs. Ehorn discussed the proposed options for medical insurance for employees for 2017. The Finance Committee met and reviewed the two different options and recommended the department go with option 2 which is a 6% increase in costs. Board members agreed.

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. Charlie Engen 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 reported that the WIC program grant was submitted and renewed. The grant reflects an increase in funding.

Approval of New Hires – Tiffany Nash will begin employment with FDH on Monday, September 26, 2016. She will be the Communicable Disease Nurse working in the Nursing Division. Hannah Rarick will begin employment with FDH on Monday, September 26, 2016. She will be the WIC Nutrition Assistant. **Mr. Petty asked for a motion. Charlie Engen moved to approve the hiring of Tiffany Nash and Hannah Rarick. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Contract with Chris Goodall - Mrs. Shafer highlighted the contract. This is a renewal contract. The only changes were a reduction in hours. Chris Goodall works as a dietician in the WIC program. **Mr. Petty asked for a motion. Charlie Engen moved to approve the contract with Chris Goodall as presented. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval of contract with Hospital Council of Northwest Ohio – The contract with the Hospital Council of Northwest Ohio is for help with the Community Health Improvement Plan. The amount of the contract is \$12,500.00. The contract has been approved by legal counsel. **Mr. Petty asked for a motion. Charlie Engen moved to approve the contract with the Hospital Council of Northwest Ohio as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Shafer discussed the Community Health Assessment data results meeting. The meeting went well and the next step is to review the data, prioritize, identify gaps and decide on the next steps needed.

Administrator's Report

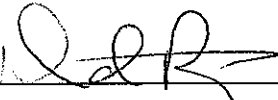
Miscellaneous :

- Mr. Hanna stated that the department is now working on the 2018 budget. A preliminary report will be presented to the board at the next board meeting.
- Mr. Hanna has been working on the food cost methodology and is near completion.
- The department received \$15,000.00 from ODH to help fund the Community Health Improvement Plan.
- The District Advisory Council meeting will be held on Monday, September 19, 2016 at 7:00 p.m. at the Fairfield County Courthouse.
- Mr. Hanna stated that the fiscal department received the Auditor of the State Award for the recent audit. There were no findings.
- FDH will be participating in the Mass Fatality exercise with the Emergency Management Agency on September 29, 2016. Several staff will be involved in the exercise.


FDH Overhead Paging System - Mr. Hanna presented a quote for an overhead paging system for the department. The amount is \$2, 295.27. The facility doesn't have an alarm system so the paging system would be used to alarm employees to evacuate the building in case of a fire or any other incidence. **Mr. Petty asked for a motion. Jim Massey moved to approve the installation of the paging system in the amount listed. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments – No public participants were noted.

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.**



Dave Petty, President
Fairfield Department of Health



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