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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
October 11th, 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
Brian Oliver

Board Members Absent

Tina Childers (absent at 4:30 p.m.)
Charlie Engen (absent at 4:34 p.m.)

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

Staff Present

Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Gwen Shafer, Nursing Director; Kelly Spindler; Environmental Director; Madison Swackhammer, R.S.; Deb Kilbarger, R.S.

Others Present

J.R. McCrary, Allegheny West Conference Campground; W.T. Cox, Allegheny West Conference Campground

Approval of Minutes – Tina Childers moved to approve the minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed with 4 “ayes” and 1 “abstained”.

Environmental Review Committee (ERC)

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

Resolution 2017-58 – The purpose of Resolution 2017-58 is to begin the suspension of the campground license for Allegheny West Conference of Seventh-Day Adventists Campground located at 6510 Oakthorpe Road, Thornville, Ohio 43076, in accordance with ORC Chapter 119. Mrs. Spindler highlighted the situation. Fairfield Department of Health (FDH) Sanitarians have been working with Mr. McCrary for 16 months and there were still several violations noted that haven't been met. Photos were reviewed by board members and Mrs. Spindler explained the pictures.

Violations noted were: electrical issues; lack of an identified dump station and the camp sites (at least 1000 sq. feet) should be numbered sequentially and site boundaries identified, maintain privies; remove downed trees and trash; replace damaged dumpsters. The access roads to campsites are grass paths and do not meet the campground rules. Discussion ensued.

Mr. McCrary addressed the board. He distributed photos of the campground. He stated that he met with Ms. Swackhammer, R.S., and shared the inspection results and the specific things he was asked to take care of. He reviewed the items that he has repaired as a result of the inspections. A lengthy discussion ensued.

After discussion, it was decided to table Resolution 2017-58 until the November 8, 2017 board meeting. This will give FDH staff time to consult with the County Prosecutor regarding the 119 procedure for closing down campgrounds and to consult with Ohio Department of Health to determine if what the campground is currently using as a dump station at the campground is or could be grandfathered in. Ms. Swackhammer is to provide Mr. McCrary a list of things that need to be completed by April, 2018. Mr. McCrary is to bring a map showing the 150 sites; all 150 sites should be physically numbered, and a plan of action on how to correct the violations that were noted in Ms. Swackhammer's report. Copies of all reports are to be submitted to the board members.

Resolution 2017-55 – The purpose of Resolution 2017-55 is to send animal bite investigation #2017-175 (Shane Montgomery, 935 Garfield Avenue, Lancaster, Ohio) to the City Prosecutor's office for failing to vaccinate his dog Odis after multiple human associated bites, as stated in Section 6 (A)(I) of the Fairfield County District Board of Health Rabies Control Regulation. Discussion ensued.

Resolution 2017-57 – The purpose of Resolution 2017-57 is to grant a variance to waive the required minimum length along contour for the replacement soil absorption component located at 4960 Westfall Road, Lancaster, Ohio (Melodee Young). The required minimum length along contour is unable to be met as stated in OAC sections 3701-29-15(N)(2) due to a buried electric line running through the center of the property.

Resolution 2017-54 – The purpose of Resolution 2017-54 is to increase program fees; Food Program, Campground Program, Swimming Pool Program; Sewage Program; Semi-Public Program, Subdivision(s), Plumbing Program, Private Water Systems Program, Tattoo Program; Serve Safe Examination; Administration fees (copying, bad check, etc.); Nuisance Re-Inspection and Phase 1 Environmental Assessment. Mr. Petty read Resolution 2017-54 into the record as the first reading.

Approval of Resolution 2017-55 – Brian Oliver moved to approve Resolution 2017-55. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Approval of Resolution 2017-57 – Brian Oliver moved to approve Resolution 2017-57. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Blacklick Eastern Road Subdivision – Mrs. Spindler discussed a subdivision that is under construction on property on Blacklick Eastern Road. The construction began two weeks ago and the contractor dug into two tiles; one had raw sewage running through it.

Mrs. Spindler and Mr. Hanna met with Violet Township officials and Fairfield County Utilities officials to discuss possible public sewer connection to the homes near the subdivision. The health department has to figure out how many homes are going into the tile and where the tile is going. Discussion ensued. The board will be kept up-to-date on this situation.

Approval of Environmental Review Committee Report – Dr. Steven Kapetansky moved to approve the ERC report and recommendations as presented. Brian Oliver 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 92% of our revenue, while spending 80% of our budget.

Resolution 2017-46 – The purpose of Resolution 2017-46 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Contract Services fund* is increased by \$48,425.00; the *OWDA Loan Revenue fund* is increased by \$37,296.50; and the *Charges for Services fund* is increased by \$11,128.50.

Resolution 2017-47 – The purpose of Resolution 2017-47 is to amend a certificate, appropriate unappropriated monies, and update the receipt line item. The *Contract Services fund* is increased by \$1,875.00; the *OWDA Loan Revenue fund* is increased by \$1,875.00.

Resolution 2017-48 – The purpose of Resolution 2017-48 is to memo expense the District Health fund in the amount of \$653.51. 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.

Resolution 2017-49 – The purpose of Resolution 2017-49 is a cash advance to the Maternal and Child Health grant fund in the amount of \$3,300.00. This advance will be repaid or reclassified by December 15, 2017.

Resolution 2017-50 – The purpose of Resolution 2017-50 is for the appropriation of unappropriated monies in the *Contractual Services fund* to be increased by \$5,000.00.

Resolution 2017-51 – The purpose of Resolution 2017-51 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Contract Services fund* is to be increased by \$3,850.00; the *Certificate of Estimated Resources* is to be increased by \$3,850.00 and the *OWDA Loan Revenue fund* is to be increased by \$3,850.00.

Resolution 2017-52 – The purpose of Resolution 2017-52 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Contract Services fund* is to be increased by \$325.00; the *Certificate of Estimated Resources* is to be increased by \$325.00 and the *OWDA Loan Revenue fund* is to be increased by \$325.00.

Approval of Resolutions – **Brian Oliver moved to approve Resolution 2017-46, Resolution 2017-47, Resolution 2017-48; Resolution 2017-49; Resolution 2017-50, Resolution 2017-51 and Resolution 2017-52. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected for September, 2017 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of September 30, 2017 for all programs is \$1,657,248.93 and District Health (not including WPCLF) is \$1,113,861.61
- The department received the Auditor of State award for having a “clean” audit.

Approval of Financial Report and Out-of-County Travel – **Brian Oliver 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

Gwen Shafer discussed the new nurse. Her name is Kelley Ayers. Mrs. Ayers begins employment at FDH on October 30, 2017. **Dr. Steven Kapetansky moved to approve hiring Kelley Ayers for the Public Health Nurse II position. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Administration

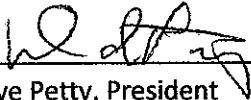
City of Lancaster Contract with the District Advisory Council (DAC) – Mr. Hanna met with Mayor Smith, Randall Ullum, City Prosecutor, and DAC Chairman, Harry Myers, to discuss the 2018-2019 contract with the City of Lancaster for Public Health Services. Mr. Hanna sent the revised contract to the City Prosecutor for their implementation. The revised contract reflects no increase in 2018 and a 5% increase in 2019.

Accreditation Update – The application for accreditation was submitted and the \$21,000.00 fee was paid. Emily Frantz will be sent to the training in Washington, D.C. As soon as her training is completed, Mr. Hanna and Mrs. Ehorn will begin loading in all of the documents.

Fair Booth – Mr. Hanna showed a picture of the fair booth to the board members. The Social Media Committee worked on the booth. Mr. Hanna thanked all of the members of the committee.

Adjournment

The meeting adjourned at 5:30 p.m. on motion by Brian Oliver. 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