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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
November 8, 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

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.; Kevin Barlow, R.S.

Others Present

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

Approval of Minutes – Charlie Engen moved to approve the minutes as presented. Brian Oliver seconded the motion. The motion passed with a unanimous voice vote.

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. This was discussed at the October 11, 2017 board meeting. The board asked staff to consult with the County Prosecutor regarding the 119 procedure for closing licensed facilities, and to consult with the 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 was to provide Mr. McCrary a list of things that need to be completed by April, 2018. Mr. McCrary was asked 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 October 16, 2017 letter. Mr. McCrary addressed the board. He presented paperwork outlining the work that he has completed. He presented a site map which shows all 150 sites are numbered and in sequential order. Ms. Swackhammer stated that although progress has been made, there is still a lot of work to be done. The plan of action showed that some items were marked completed. However, based upon the inspection by Ms. Swackhammer and Mr. Barlow on November 6, 2017, some of the items on the list marked completed had not been addressed.

The Ohio Department of Health was contacted by sanitarians to inquire if the dump station could be grandfathered in. Mrs. Spindler shared the response from ODH. Per ODH, unless the campground had proof that the current dump station was approved by the Ohio Department of Health, the privies that are currently being used as a dump station cannot be grandfathered in.

Mr. McCrary is to follow up with Ohio Department of Health for the plan review. It was suggested that the Fairfield Department of Health sanitarians and Mr. McCrary should stay in communication with each other. The camp ground license must be renewed during the month of April, 2018.

It was suggested that Mr. McCrary visit a campground that is in compliance so they can see exactly what they need to do. The first priority is the dump station.

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 stated that this is the public hearing for Resolution 2017-54 and asked for any public input. None was noted. Mr. Petty read Resolution 2017-54 into the record as the second reading.

Pool/Spa Closure Policy – Mrs. Spindler reviewed the pool/spa closure policy. The policy outlines the steps regarding pool/spa inspections.

Storm Water Meeting – Mrs. Spindler will be attending the Fairfield County Regional Planning Committee Storm Water Advisory and Educational Subcommittee on November 13th.

Approval of Environmental Review Committee Report – **Brian Oliver moved to approve the ERC report and recommendations as presented. Charlie Engen 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 105% of our revenue, while spending 93% of our budget.

Resolution 2017-53– The purpose of Resolution 2017-53 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Contract Services fund; Certificate of Estimated Resources and the Receipt line item for OWDA Loan fund* is increased by \$750,000.

Resolution 2017-56 – The purpose of Resolution 2017-56 is for the appropriation of unappropriated monies in the Salaries account to be increased by \$7,160.07.

Resolution 2017-59 – The purpose of Resolution 2017-59 is for the appropriation of unappropriated monies totaling \$12,000.00.

Resolution 2017-60 – The purpose of Resolution 2017-60 is to amend a certificate, appropriation of unappropriated monies and update the receipt line item totaling \$39,682.00

Resolution 2017-61 – The purpose of Resolution 2017-61 is to amend a certificate, appropriation of unappropriated monies and update the receipt line item totaling \$40,669.00.

Resolution 2017-62 – The purpose of Resolution 2017-62 is for a cash transfer, amended certificate, appropriation of unappropriated monies and update the receipt line item. A cash transfer in the amount of \$7,500.00 from the District Health Fund into the Solid Waste fund; appropriate unappropriated monies in the amount of \$7,910.34; amend the certificate of estimated resources to be increased by \$7,500.00 and update the receipt line item, to be increased by \$7,500.00.

Resolution 2017-63 – The purpose of Resolution 2017-63 is to memo expense the District Health fund in the amount of \$966.78. This 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 2017-64 – The purpose of Resolution 2017-64 is to amend a certificate, appropriation of unappropriated monies and update the receipt line item in the Maternal and Children’s Health fund. The appropriation of unappropriated monies in the Salaries Fund will be increased by \$7,500.00; amend the certificate of estimated resources to be increased by \$7,500.00 and the receipt line item (State Government Grants) will be increased by \$7,500.00.

Approval of Resolutions – Tina Childers moved to approve Resolution 2017-53, Resolution 2017-56, Resolution 2017-59; Resolution 2017-60; Resolution 2017-61, Resolution 2017-62, Resolution 2017-63 and Resolution 2017-64. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected for October, 2017 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of October 31, 2017 for all programs is \$1,647,524.00 and District Health (not including WPCLF) is \$1,062,850.10

- Mrs. Ehorn and Mr. Hanna met with insurance broker, Miller-Lewis Benefit Consultants. The department insurance committee will meet on Thursday, November 9th to discuss the options.

Approval of Financial Report and Out-of-County Travel – **Tina Childers moved to approve the Financial Report and Out-of-County travel as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Report

Gwen Shafer stated that the WIC Division hired a new Breastfeeding Peer Helper. Codie Schumacher was hired to fill that position. She will begin November 13th. Mrs. Shafer announced her retirement date (March 31, 2018). She asked the board for permission to post for her position. **Tina Childers moved to approve the department posting for the Nursing Director position. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Charlie Engen moved to approve Mrs. Shafer retirement on March 31, 2018. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.

Approval of Data Use Agreement – Mrs. Shafer explained the Data Use and Service Agreement/Amendment Number 9. This agreement is to monitor product that is sold at local pharmacy's to determine if there is an overabundance of items sold which could signify an upcoming outbreak. **Tina Childers moved to approve the Data Use Agreement/Amendment Number 9. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Administration

Purchase of New Vehicle – The Dodge truck was purchased in 2002 and in need of repair. The cost to repair is or could be more than the vehicle is worth. Mr. Hanna asked the board for permission to sale the Dodge truck on GovDeals.com and to purchase a new one. Discussion ensued. **Tina Childers moved to allow Mr. Hanna to sale the Dodge truck on GovDeals.com and to to purchase a 2017 Toyota Corolla for around \$15,500.00. If he can't get a 2017 he can purchase a 2018 (\$1200.00 more). Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Youth Services Agreement – The Youth Services program is funded through Job & Family Services. This program pays students to work at agencies that contract with them. They work 15 hours per week and normally it is through the summer months. **Tina Childers moved to approve the Youth Services Agreement. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Plumbing Inspector Contract – Mr. Hanna presented a contract for a back-up plumbing inspector with Mr. Bill Toole. The contract is a one year contract for \$65.00 per hour. We will only use Mr. Toole is we need him. **Tina Childers moved to approve the contract with Mr. Bill Toole. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Coshocton/Fairfield/Licking/Perry (CFLP) Solid Waste District Contract – Mr. Hanna discussed the CFLP contract. This is a renewal contract. **Tina Childers moved to approve the CFLP contract as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Executive Session – Mr. Hanna requested an Executive Session to discuss an employee increase. **Brian Oliver moved to go into Executive Session at 5:05 p.m. Tina Childers seconded the motion.**

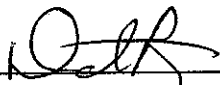
Roll Call Vote: **Charlie Engen - aye**
Dr. Steven Kapetansky - aye
Dave Petty - aye
Tina Childers - aye
Brian Oliver - aye

The members convened to Executive Session. At 5:07 p.m. the board reconvened from Executive Session on **motion by Tina Childers and seconded by Charlie Engen. The motion passed by a unanimous voice vote.**


Employee Increase – **Tina Childers moved to approve an increase in pay for an employee of the health department. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

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