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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH
MEETING MINUTES
Fairfield Department of Health
Lancaster, Ohio 43130
November 9, 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 – Present
Charlie Engen – Absent
Dr. Darryl Koop – Absent (present at 3:05)
David Petty – Present
Jim Massey - Present

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; Kelly Spindler, Environmental Director; Gwen Shafer, Nursing Director

Others Present – There were no public participants.

Approval of Minutes – **Mr. Petty asked for a motion to approve the *October 12, 2016* meeting minutes. Jim Massey moved to approve the *October 12, 2016* meeting minutes as presented. Tina Childers 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.

Resolution 2016-42 – The purpose of Resolution 2016-42 is to authorize Dr. Mark Aebi, Health Commissioner, to tentatively award a household sewage treatment system contract under the Water Pollution Control Loan Fund agreement on behalf of the Fairfield Department of Health. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-42. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-47 – The purpose of Resolution 2016-47 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at [REDACTED] (Mike Ponder). The required minimum length along contour is unable to be met as stated in OAC section 3701-29-15(N) (2) due to topography constraints. Discussion ensued.

Resolution 2016-48 – The purpose of Resolution 2016-48 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at [REDACTED], Ohio (Derek Hall, lot owner). The required length along contour is unable to be met as stated in OAC section 3701-29-15(N) (2) due to topography constraints.

Approval of Resolutions – Mr. Petty asked for a motion to approve Resolution 2016-47 and Resolution 2016-48. Tina Childers moved to approve Resolution 2016-47 and Resolution 2016-48. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Miscellaneous – Mrs. Spindler reported on the recent survey from the Ohio Department of Agriculture for the Retail Food Establishment inspections. The department sanitarian (Madison Swackhammer) was accompanied by the Ohio Department of Agriculture inspectors on two of her routine inspections. Mrs. Swackhammer passed both inspections. Mrs. Spindler praised her on doing a great job. She informed the Board that all of the Environmental staff is doing a great job.

Mr. McCrady - The motor in his aeration system has not been replaced. An email was sent to Mr. McCrady and he was given until December 7th to fix the problem. If this has not been completed by this date, this situation will be discussed at the Environmental Review Committee meeting and then presented to the Board of Health.

Approval of Environmental Review Committee Report – Mr. Petty asked for a motion to approve the ERC report and recommendations. Tina Childers moved to approve the ERC report and recommendations as submitted. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department is 83% of the way through 2016 and has collected 94% of the revenue while spending 82% 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 and bill lists.

Resolution 2016-42 – The purpose of Resolution 2016-42 is for the appropriation of unappropriated monies in the *Salaries* account in the amount of \$5,900.00 and in the *Transfers* receipt line item in the amount of \$5,900.00.

Resolution 2016-43 – The purpose of Resolution 2016-43 is for the appropriation of unappropriated monies in the *Contractual Services* account in the amount of \$1,000.00. *(UPDATE: The purpose of Resolution 2016-43 is to pay for a dumpster for a homeowner who has solid waste all around the property. The solid waste was stored in a barn that has been razed. The dumpster has not been obtained because the homeowner stated that they needed help in placing the solid waste into the dumpster. The homeowner will be reminded that this issue will be turned over to the Prosecutor if it has*

not been abated in the given timeframe. This will be discussed at the next Environmental Review Committee meeting).

Resolution 2016-44 – The purpose of Resolution 2016-44 is for the appropriation of unappropriated monies in the *Salaries* account in the amount of \$592.69; *Health Insurance* account in the amount of \$9,600.00 and the *Retirement* account in the amount of \$850.00. Resolution 2016-44 also amends the Certificate of Estimated Resources in the amount of \$10,300.00; and updates the *Transfers* receipt line item in the amount of \$10,300.00

Resolution 2016-46 – The purpose of Resolution 2016-46 is to memo expense the District Health fund in the *OPERS* account in the amount of \$2,766.96. (Update: One of the employees working at the Community Health Center receiving OPERS has accepted another position at an FQHC in another county. Mr. Hanna has been in contact with legal counsel and OPERS on this issue. As information is received, the Board will be updated.

Approval of Resolutions – **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-42, Resolution 2016-43, Resolution 2016-44, and Resolution 2016-46. Dr. Darryl Koop 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-county travel as presented. Two additional items was added to the out-of-county travel: 1) Tiffany Nash will be attending an Epidemiology meeting at the EPI Center in Columbus; 2) Hanna Rarick attending the WIC University Training in Columbus on November 15th. Tina Childers 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 Communicable Disease Nurse now has the ability to monitor drug overdoses and receive alerts of increased activity with Fairfield County through the Ohio Department of Health “Epi Center”. The health department had received several NARCON kits but they have all been recalled due to the atomizer malfunctioning. The state will be sending new atomizers.

The Maternal and Child Health grant report was due for the 2016 grant period.

Approval of Cribs for Kids Title License Agreement – Mr. Hanna stated that the agreement with Cribs for Kids (Trademark License Agreement) is for the 2017 MCH grant “Safe Sleep” program. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the agreement. Tina Childes seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Agreement with Fairfield Medical Center – Mr. Hanna stated that the agreement with Fairfield Medical Center is for vaccine storage when needed. **Mr. Petty asked for a motion pending approval by legal counsel. Dr. Darryl Koop moved to approve the agreement. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Administrator’s Report

Approval of Agreement with Fairfield County Commissioners – The agreement is to set the Fairfield County Data Board as the records commission for the Fairfield Department of Health. **Mr. Petty asked for a motion. Jim Massey moved to approve the agreement with the Fairfield County Commissioners. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

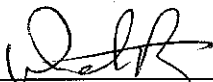
Approval of extended lunch hour – Mr. Hanna requested allowing staff the have a one hour lunch period on November 23rd to hold a potluck for the OSU vs. Michigan game. The board gave verbal consent.

Community Health Improvement Plan – Mr. Hanna reported that the CHIP committee has held two meetings so far. One more meeting will be held and then the CHIP process will be completed. The health disparities found from the CHIP was Mental Health, Obesity and Substance Abuse. In January the health department will be updating the Strategic Plan.


2018 Master Budget – Mr. Hanna stated that a tentative 2018 master budget has been completed. The department is \$30,000.00 short of balancing. Discussion ensued.

Public Comments – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 3:40 p.m. on **motion by Jim Massey and seconded by Tina Childers. The motion passed by a unanimous voice vote.**



Dave Petty, President
Fairfield Department of Health



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