



Public Health
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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH
MEETING MINUTES
November 18, 2015
1550 Sheridan Drive, Suite 100
Lancaster, Ohio 43130
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 – Present
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; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator; Steve Deeter, R.S.

Others Present – Paul Kemmer; William Stobart; Sandra Stobart; Cindy Thompson; Ken Starkey

Approval of Minutes – **Mr. Petty asked for a motion to approve the *October 14, 2015*, meeting minutes. Jim Massey moved to approve the *October 14, 2015*, meeting minutes as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Review Committee Report – The written report was submitted and filed appropriately in health department files. Mrs. Spindler discussed the property at [REDACTED] owned by Lida Ward. The history of this complaint was given. Mrs. Ward was referred to prosecution at the December 10, 2014 Board of Health meeting for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1, Section 4. She went to court in May, 2015 and was found guilty and fined. A re-inspection of the property was done prior to the Board of Health meeting and more solid waste was found on the property and it appears that although some of the debris was removed, more was brought in. Discussion ensued.

Mr. Petty asked for a motion. Tina Childers moved to refer Lida Ward to Prosecution. Jim Massey seconded the motion. A lengthy discussion ensued. Mr. Petty asked for a vote on the motion. The motion passed by a unanimous voice vote. Mrs. Ward will be referred to Prosecution.

Resolution 2015-38 – Resolution 2015-38 – The purpose of Resolution 2015-38 is to adopt the Fairfield Department of Health, Environmental Health Division Operation and Maintenance (O&M) Plan for Home Sewage Treatment Systems. This is the public hearing for Resolution 2015-38.

PUBLIC HEARING

Paul Kemmer discussed a section in the O&M program that he was not in favor of. He felt that inspections on homeowner's septic systems should occur every 5 year as he felt 10 years was too long. No other public comments were noted.

Resolution 2015-38 was read into the record as the Third Reading. Mr. Petty asked for a vote. Tina Childers moved to approve Resolution 2015-38 as presented. Charlie Engen seconded the motion. The motion passed with 3 "ayes"; 1 "abstain" and 1 "nay".

Approval of Replat of Subdivision – Mrs. Spindler highlighted the plat. The property is on Amanda Northern and Alspaugh Road. It is a 13 acre tract. The owner wants to split this into four (4) lots. A lengthy discussion ensued. **After discussion, Mr. Petty asked for a motion. Tina Childers moved to approve the plat as presented. Dr. Darryl Koop seconded the motion. The motion passed with four (4) "ayes" and one (1) abstain.**

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the written report. The department collected 84% of the revenue while spending 77% of the budget. The transfers were listed on the financial statement. Mrs. Tiller reported that the year to date balance is in good shape right now. The department received \$50,000.00 from the Auditors office from the sale of Phoenix Tire Recycling and this was placed in the Nuisance Abatement fund. There was nothing unusual on the bill list.

Resolution 2015-43 - The purpose of Resolution 2015-43 is for a cash transfer to the Public Health Nursing fund in the amount of \$20,000.00.

Resolution 2015-44 – The purpose of Resolution 2015-44 is for a cash transfer to the Solid Waste fund in the amount of \$6,000.00

Resolution 2015-45 – The purpose of Resolution 2015-45 is to appropriate unappropriated monies and amend the certificate in the Solid Waste (CFLP) fund. Appropriate from Unappropriated monies in the Salaries account to increase by \$2,034.13; Amend the Certificate of Estimated Resources in the Transfer account to increase by \$6,000.00; and to increase the expense line item in the salaries account to increase by \$1,500.00.

Resolution 2015-46 – The purpose of Resolution 2015-46 is to memo expense the District Health Fund for the OPERS payment for the two carryover employees currently working at the Community Health Center in the amount of \$2,478.33.

Approval of Resolutions – **Mr. Petty asked for a motion to approve the resolutions. Tina Childers moved to approve Resolution 2015-43; Resolution 2015-44; Resolution 2015-45; and Resolution 2015-46. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice**

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 as submitted. Tina Childers seconded the motion. The motion was passed by a unanimous voice vote.**

Resolution 2015-47 – The purpose of Resolution 2015-47 is to authorize a 2% staff increase for all health department employees for 2016.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer reported on a pertussis outbreak and the ongoing investigations. She briefly reviewed the investigation process and the time involved.

Mrs. Shafer held a community meeting with local law enforcement, EMS and ADAMH Director regarding the Naloxone kits that are available through Ohio House Bill 64. The Assistant Fire Chief from the Basil Fire Department offered to assist with the coordination and distribution of the kits. Naloxone helps to reverse the signs of overdosing from opiates.

Approval of contract with Local Public Health Services Collaborative – This contract is with the billing company that will work with the Ohio Department of Health for the billing consortium. Mrs. Shafer stated that the Travel Immunization clinic will continue to be a “cash only” clinic but through the contract, the health department will be able to bill other health insurances. **Mr. Petty asked for a motion. Jim Massey moved to approve the contract with Local Public Health Services Collaborative. Tina Childers seconded the motion. The motion passed by a unanimous voice vote. The contract has already been approved by legal counsel.**

Approval of Agreement with University of Pittsburg – Mrs. Shafer explained that the agreement with the University of Pittsburg is for the “Real-time over the Counter Drug Supply (RODS). This contract enables pharmacy’s to monitor the sale of over the counter items to help determine outbreaks. This is a renewal contract. **Mr. Petty asked for a motion. Tina Childers moved to approve the Agreement with the University of Pittsburg for RODS. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Agreement with GlaxoSmithKline Pharmaceuticals – The agreement with GlaxoSmithKline Pharmaceuticals is to purchase vaccine through them with a reduced cost. **Mr. Petty asked for a motion. Tina Childers moved to approve the agreement with GlaxoSmithKline Pharmaceuticals. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Administrator's Report

Community Health Assessment – Mr. Hanna reported on the Community Health Assessment (CHA). The committee was formed and has held three meetings so far. Due to funding efforts the group received \$2,000.00 from the United Way agency and it was agreed that the Fairfield Medical Center would be the contract agency for the 2016 CHA agency. The Health Department will contribute \$20,000.00. Mr. Hanna reviewed the amount of funding that is going to be received from the participating agencies.

Accreditation – Mr. Hanna reported that staff has been working hard on the Accreditation Process. He stated that soon, one or two Board of Health members will be asked to become involved in the accreditation process.

Approval of Hiring Fiscal Officer – Mr. Hanna asked for approval to hire Jamie Ehorn as the new Fiscal Officer. Mrs. Ehorn will begin work on December 8, 2015. **Mr. Petty asked for a motion. Tina Childers moved to approve hiring Jamie Ehorn as the Fiscal Officer. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of 2017 Budget – Mr. Hanna presented two drafts of the 2017 budget.

Option 1: The first draft was with 3% salary increases for employees in both 2016 and 2017; a 12.5% health insurance increase in 2016 and 15 % health insurance increase in 2017. The department will be applying for accreditation in 2017 and has allocated \$30,000.00 for the application fee. The department has budgeted for hiring a part-time accreditation coordinator to help with the process. The budget reflects no fee increases and no increase from the District Advisory Council. The 2017 budget shows a deficit of \$70,976.

Option 2: The second draft was with a 2% salary increase for employees in 2016 and a 3% salary increase in 2017; a 12.5% health insurance increase in 2016 and 15 % health insurance increase in 2017. The department will be applying for accreditation in 2017 and has allocated \$30,000.00 for the application fee. The department has budgeted for hiring a part-time accreditation coordinator to help with the process. There were no increases to the DAC but all health department fees were increased 5% in 2016 and 2017. The 2017 budget shows a deficit of \$36,438.00. Mr. Hanna stated that with the increase in fees, the department could offset the deficit using some of the District Health carryover monies.

A lengthy discussion ensued. Both options were discussed. Mr. Petty explained the 12.5% increase in health insurance fees for 2016.

Mr. Petty stated that the District Advisory Council will be presented the budget and if they do not oppose the fee increases, the first reading will be held on December 9th. The board will hold an emergency meeting in late December for the second reading and then the final reading will be held in January.

Approval of Option 1 or Option 2 of the Budget – Tina Childers moved to approve Option 2 of the budget with a 2% salary increase in 2016, 3% salary increase in 2017 and increasing all fees 5% in both 2016 and 2017. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.

Approval of 2017 Budget – Mr. Petty asked for motion to approve the budget. Tina Childers moved to approve the 2017 budget plan as discussed with the 2% salary increase in 2016 and 3% salary increase in 2017 for employees and increasing all fees 5% in both 2016 and 2017. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Mr. Hanna stated that the District Advisory Council will be reviewing and discussing the 2017 budget and proposed fee increases on November 30th at its regular meeting. Mr. Hanna noted that the health department may need to have small increases over a number of years to keep the budget balanced.

Approval of Mass Fatality Plan – Mrs. Taylor discussed and highlighted the change to the existing plan. A brief discussion ensued. Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the Mass Fatality Plan as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Public Comments – Paul Kemmer addressed the Board of Health. He discussed Resolution 2015-38 and the inspection protocols. He felt it is essential to have a protocol for each type of system. Mr. Kemmer also discussed the April Board of Health meeting and the vote that the board made in regards to inspections on property on Elder Road. He asked the Board of Health to reverse their motion because it is the health department's job to inspect problems.

Ken Starkey addressed the Board concerning a drainage matter. He doesn't feel someone should work on a discharge line on an aerator without being registered or having a permit.

Executive Session – Mr. Petty asked for a motion to go into Executive Session regarding a personnel matter. Tina Childers moved to go into Executive Session regarding a personnel matter. Jim Massey seconded the motion.

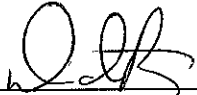
Roll Call: Tina Childers – aye
Charlie Engen – aye
Dr. Darryl Koop – aye

David Petty – aye
Jim Massey – aye

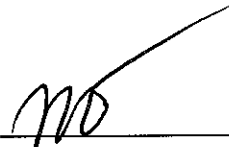
The motion passed by a unanimous voice vote. The board adjourned to Executive Session at 4:34 p.m. **The board reconvened from Executive Session at 4:55 p.m. on motion by Tina Childers and seconded by Jim Massey. The motion passed by a unanimous voice vote.**

Mr. Petty asked for a motion to approve an Employee Action Plan. Tina Childers moved to approve an Employee Action Plan for a current employee of the health department. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.

Adjournment – There being no further business, the meeting adjourned at 4:55 p.m. on **motion by Tina Childers 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