



Public Health
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MEETING MINUTES

December 9, 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 - Absent

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

Staff Present: Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Paulette Tiller, Fiscal Officer; Jamie Ehorn, Fiscal Officer (in training); Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator

Others Present – No public participants were noted

Approval of Minutes – **Mr. Petty asked for a motion to approve the *November 18, 2015 and December 2, 2015*, meeting minutes. Tina Childers moved to approve the *November 18, 2015 and December 2, 2015*, meeting minutes as presented. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report

Village of Baltimore – Board members briefly discuss the Village of Baltimore Sanitary Sewer System. The public hearing was held on December 2nd. The board will discuss this at the February board of health meeting.

Approval of Solid Waste Facilities – Mr. Petty asked for a motion to approve 6 landfills in Fairfield County (M&B Demolition Disposal; Pine Grove Landfill; Walnut C&DD Facility; Southeastern Correctional Institute (Class 2 Compost Site) Lancaster Transfer Station Lancaster Tire Collection). Mrs. Valentine recommended the licenses be approved. M&B has a condition on their license that needs to be kept intact. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the landfill licenses for the facilities listed above (with the condition of assessment monitoring for M&B Demolition Disposal). Tina Childers 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.

Resolution 2015-54 – The purpose of Resolution 2015-54 is to increase program fees in the food program; campground program; swimming pool program, sewage program, semi-public program; subdivision(s); plumbing program, private water systems program, tattoo and Body Piercing Program; Vital Statistics Program; Nuisance Re-inspection; Phase 1 Environmental Assessment; and the Travel and Adult Vaccinations Administrative fee. The fee schedule reflects a 5% increase in all fees for the year 2016. Discussion ensued. Mr. Petty read Resolution 2015-54 into the record as the first reading.

Resolution 2015-55 – The purpose of Resolution 2015-55 is to condemn the property located at [REDACTED] [REDACTED] for allowing the aeration system to discharge raw sewage onto the surface of the ground and causing unsanitary and unsafe conditions. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-55. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-56 – The purpose of Resolution 2015-56 is to refer Paul Hazlett to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1, Section 4: *“No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance”* and for failure to comply with Ohio Revised Code (ORC) 3707.01: *“The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders.”* Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-56. Dr. Darryl Koop 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. Tiller introduced the new Fiscal Officer, Jamie Ehorn, to the Board of Health. She is in training to take over the Fiscal Officer position once Mrs. Tiller retires in February. Mrs. Tiller highlighted the written report. The department collected 89% of the revenue while spending 84% of the budget. The transfers were listed on the financial statement.

Resolution 2015-48 - The purpose of Resolution 2015-48 is for cash advance repayments. This is to repay a total of \$1,000.00 advanced from the District Health fund to the Immunization Action Grant fund.

Resolution 2015-49 – The purpose of Resolution 2015-49 is for the reclassification a cash advance to the Immunization Action Plan grant in the amount of \$2,000.00.

Resolution 2015-50 – The purpose of Resolution 2015-50 is for the reclassification of a cash advance to the Solid Waste CFLP grant in the amount of \$100.00.

Resolution 2015-51 – The purpose of Resolution 2015-51 is for a cash transfer to the Public Health Nursing fund in the amount of \$10,000.00.

Resolution 2015-52 – The purpose of Resolution 2015-52 is for the appropriation of unappropriated monies in the Health Insurance fund by \$3,563.00 and in the Insurance Administration fund by \$45,490.00. Mrs. Tiller explained the increase in the Insurance Administration fund. This is due to the health consortium experiencing a higher than anticipated amount of usage from all entities in the consortium. The health department's overage was \$45,000.00 for 2015. To keep the cost for 2016 down, the \$45,000.00 overage was paid in 2015.

Resolution 2015-53 – The purpose of Resolution 2015-53 is to memo expense the District Health fund in the amount of \$3,724.43 to pay the OPERS for the two carryover employees working at the Community Health Center.

Resolution 2015-57 – The purpose of Resolution 2015-57 is for the appropriation of unappropriated monies in the salaries account for the water system fund in the amount of \$825.00.

Resolution 2015-58 – The purpose of Resolution 2015-58 is for the appropriation of unappropriated monies in the state fee for the C&DD program in the amount of \$15,450.00.

Resolution 2015-59 – The purpose of Resolution 2015-59 is for a cash transfer to the Food Service fund in the amount of \$16,500.00.

Approval of Resolutions – Mr. Petty asked for a motion to approve the resolutions. Tina Childers moved to approve Resolution 2015-48; Resolution 2015-49; Resolution 2015-50; Resolution 2015-51; Resolution 2015-52; Resolution 2015-53; Resolution 2015-57; Resolution 2015-58; and Resolution 2015-59. Charlie Engen seconded the motion. The motion passed by a unanimous voice

Approval of Financial Statement– Mr. Petty asked for a motion to approve the Financial Report as presented. Tina Childers moved to approve the Financial Report as submitted. Charlie Engen 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 on the pertussis outbreak and the ongoing investigations.

The Child Fatality Review Board met recently and reviewed 13 deaths. One was a preventable death due to unsafe sleeping arrangements. The Review Board discussed creating a video on safe environments for sleeping children. This would be given to police and fire personnel.

Administrator's Report

Approval of HDIS Contract – Mr. Hanna stated that this is a renewal contract for software maintenance. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the agreement with HDIS for software maintenance. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval for Department Closure – Mr. Hanna discussed the fact that the department will be closed at noon on December 24th. He asked to close the entire day. Discussion ensued. After discussion, **Mr. Petty asked for a motion. Dave Petty moved to approve the department closing for the entire day on December 24, 2015. Charlie Engen seconded the motion. The motion passed by 3 "aye" and 1 "abstain".**

Approval of Strategic National Stockpile (SNS) Plan – Mrs. Taylor highlighted the plan. It is the annual renewal of the plan. The language in the plan was changed to reflect required language. The content of the plan was not changed. The attachments to the plan were updated. **Mr. Petty asked for a motion. Tina Childers moved to approve the Strategic National Stockpile Plan as submitted. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments – There were no public participants

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

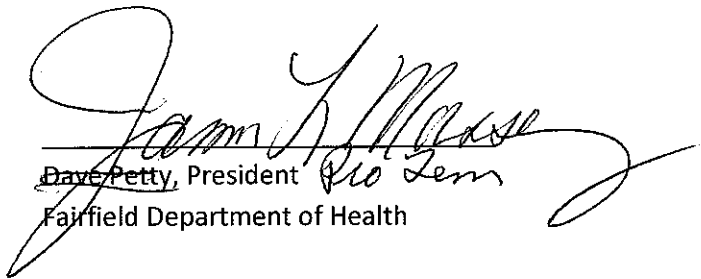
Roll Call: Tina Childers – aye
 Charlie Engen – aye
 Dr. Darryl Koop – aye
 David Petty – aye
 Jim Massey – absent

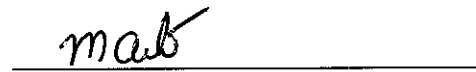
The motion passed by a unanimous voice vote. The board adjourned to Executive Session at 3:30 p.m. **The board reconvened from Executive Session at 3:40 p.m. on motion by Charlie Engen and seconded by Dr. Darryl Koop. The motion passed by a unanimous voice vote.**

Mr. Petty asked for a motion to approve two employee promotions. Dr. Darryl Koop moved to approve promoting Diana Stover, R.N. to Public Health Nurse II classification and increase her pay to \$19.75 effective the first pay in 2016. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

Charlie Engen moved to approve promoting Sheri Johnson to Clerical/Records/IT Specialist classification and increase her pay to \$15.05 effective the first pay in 2016. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.

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


James J. Masse
Dave Petty, President
Fairfield Department of Health


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