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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
December 13, 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; Diana Stover, R.N.; Kelly Spindler; Environmental Director; Jennifer Valentine

Others Present

Kent Miller, Miller-Lewis Insurance

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

Environmental Report

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 third reading and asked for a vote. Tina Childers moved to approve Resolution 2017-54. 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 111% of our revenue, while spending 101% of our budget.

Resolution 2017-65– The purpose of Resolution 2017-65 is to amend a certificate, appropriate unappropriated monies and update the receipt line item. The *Salaries fund; Certificate of Estimated Resources and the Receipt line item for State Government Grants fund* is increased by \$15,000.00.

Resolution 2017-66 – The purpose of Resolution 2017-66 is for a permanent cash transfer of \$35,000.00 from the *District Health fund* into the *Food Services fund*; to appropriate unappropriated monies in the *Transfers fund* in the amount of \$705.76 and to appropriate from unappropriated monies in the *Salaries fund* in the amount of \$1,000.00; the *Health Insurance fund* in the amount of \$3,000.00 and the *Contract Services fund* in the amount of \$1,000.00 and to amend the Certificate of Estimated Resources in the amount of \$35,000.00.

Resolution 2017-67 – The purpose of Resolution 2017-67 is for a cash advance repayment advanced from the *District Health fund* to the *Maternal and Child Health fund* in the amount of \$3,300.00.

Resolution 2017-68 – The purpose of Resolution 2017-68 is to authorize staff increases. The Board of Health requests that a 2% pay increase be made for eligible employees effective December 9, 2017, so employees will initially receive their increase on January 5, 2018.

Approval of Resolution 2017-68 – **Mr. Petty asked for a motion to approve Resolution 2017-68. Tina Childers moved to approve Resolution 2017-68. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-69 – The purpose of Resolution 2017-69 is to amend a certificate, appropriation of unappropriated monies and update the receipt line item. The appropriation of unappropriated monies in the *Contract Services fund* is in the amount of \$2,600.00 and the *Salaries fund* in the amount of \$963.00; the *Certificate of Estimated Resources* is amended in the amount of \$3,563.00; the receipt line item in the *OWDA Loan Revenue fund* is in the amount of \$3,563.00.

Resolution 2017-70 – The purpose of Resolution 2017-70 is to memo expense the District Health fund in the amount of \$666.99 for the OPERS payment for the former employee now working at the Fairfield Community Health Center.

Approval of Resolutions - **Mr. Petty asked for a motion to approve Resolution 2017-65; Resolution 2017-66; Resolution 2017-67; Resolution 2017-69; Resolution 2017-70. Tina Childers moved to approve Resolution 2017-65; 2017-66; 2017-67; and 2017-70. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2017-73 – The purpose of Resolution 2017-73 is to enter into an agreement with Jefferson Health Plan for insurance for the employees of the Fairfield Department of Health. Discussion ensued.

Approval of Resolution 2017-73 - **Mr. Petty asked for a motion. Dr. Steven Kapetansky moved to approve resolution 2017-73. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected for November, 2017 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of November 30, 2017 for all programs is \$1,613,164.94 and District Health (not including WPCLF) is \$1,013,986.58

Approval of Financial Report – **Brian Oliver moved to approve the Financial Report as presented. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Report

Diana Stover discussed the Dietetic Internship Affiliation Agreement with the *Be Well Solutions Dietetic Internship* program for a student to intern with the WIC division. The agreement is pending approval from legal counsel. **Mr. Petty asked for a motion. Tina Childers moved to approve the Be Well Solutions Dietetic Internship Affiliation Agreement pending approval by legal counsel. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.** Mrs. Stover reviewed the Business Association Agreement with the Local Public Health Services Collaborative and the Fairfield Department of Health. This is a billing agreement for the department clinic, and it is a renewal agreement.

Mrs. Stover asked for the board to approve hiring Tiffany Nash as the new Nursing Director beginning February 8th. **Tina Childers moved to approve hiring Tiffany Nash as the new Nursing Director beginning February 8, 2018. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Stover asked the board for permission to advertise for a new Immunization Coordinator. Kelley Ayers moved from the Immunization Coordinator position to the Communicable Disease Coordinator position. **Mr. Petty asked for a motion. Tina Childers moved to approve advertising for a new Immunization Coordinator nurse. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Administration

Christmas Dinner – Mr. Hanna invited the board members to the department Christmas party. The party will be held on Thursday, December 14th from 11:30 to 1:00.

District Advisory Council – Mr. Hanna reminded the board that the next District Advisory Council meeting will be held on January 22, 2018 at 7:00 p.m. at the Courthouse.

Medical Reserve Corp – Mr. Hanna discussed the MRC. At one point Fairfield Medical Center was responsible for the MRC and then Emergency Management took over. Emergency management no longer does the MRC. The Fairfield Department of Health is discussing taking over MRC activities for Fairfield County. Mr. Hanna stated that due to time constraints, we would have to give up the Immunization Action Plan grant to do this. Dr. Steven Kapetansky requested meeting with Mr. Hanna and Merrilee Taylor to discuss the MRC and funding.

Approval of Solid Waste Facilities – Mr. Hanna stated that there are six solid waste facilities in Fairfield County that has to have their licenses renewed. **Mr. Petty asked for a motion. Tina Childers moved to approve renewing the licenses of the Solid Waste and Construction Debris Facilities in Fairfield County. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**


Public Health Accreditation Board – Mr. Hanna discussed the ePHAB system. This is the required system for loading in all accreditation documents. He explained the process involved to load documents. He commended Jamie Ehorn for loading in the documents and Kathie Whitlock for reviewing all the domains to make sure that all the documents are accurate. He stated that we now have 11 months to get all documentation loaded into the system.

Adjournment

The meeting adjourned at 3:35 p.m. on **motion by Dr. Steven Kapetansky. Tina Childers 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