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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH
SPECIAL MEETING MINUTES
December 30, 2015
1550 Sheridan Drive, Suite 100
Lancaster, Ohio 43130
3:00 P.M.**

President Dave Petty called the Special 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; Sheri Johnson, Clerical Specialist; Paulette Tiller, Fiscal Officer; Jamie Ehorn, Fiscal Officer (in training); Kelly Spindler, Environmental Director; Steve Deeter, R.S.

Others Present – Marsha Ewing

Environmental Report

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. **NOTE:** The 5% increase for 2016 doesn't include sewage installers, septage hauler and service provider registration; plumber registration and tattoo and body piercing licensing fees due to the fact that these applications had already been mailed to these entities prior to the increase. These installers and licensing providers will be charged a 10% increase in 2017. They have already been notified of this.

Public Hearing of Resolution 2015- 54 – John Pope, Funeral Director, contacted the health department Registrar regarding the fee increases for the Vital Statistics office. He was unable to attend the meeting but wanted to go on record to indicate his displeasure on the fee increase as he felt that Fairfield Department of Health Vital Statistics fees are the highest in the state at this point. Discussion ensued. Mr. Petty read Resolution 2015-54 into the record as the second reading.

Approval of Memorandum of Understanding – Mr. Hanna discussed the Memorandum of Understanding with the Ohio Manufactured Homes Commission. This is a renewal contract with no changes. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the MOU with the Ohio Manufactured Homes Commission. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Contract – Mr. Hanna discussed the contract with Alpha for Accreditation Support. He presented a contract with Alpha to the Board of Health members. The contract will provide a consultant to help the department with accreditation. This contract could possibly be in lieu of the part-time accreditation position. Questions on the expenses (mileage, etc.) were asked. The expenses with Alpha will be no more than \$5,000.00. The monthly expenses with Alpha are to be reported at monthly Finance Committee meetings and also how effective it was. Mrs. Tiller noted that the 2016 budget has \$25,000.00 budgeted for the accreditation coordinator position. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Alpha for consulting services for Accreditation. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Vacation Carryover – There are currently ten (10) employees who have exceeded the permitted amount of vacation carryover. Discussion ensued. **Mr. Petty asked for a motion. Tina Childers moved to approve the ten (10) employees to carryover their vacation hours but these hours must be used by the end of 2016. Dr. Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-60 – The purpose of Resolution 2015-60 is to memo expense the District Health fund in the amount of \$2,477.03 to pay the OPERS for the two carryover employees working at the Community Health Center. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-60. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Public Comments – There were no public participants noted.

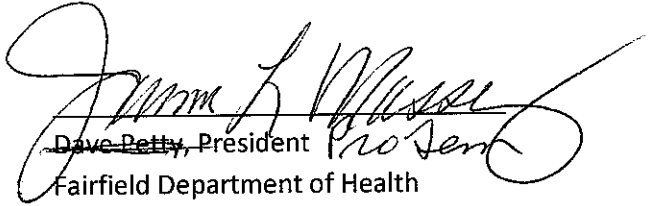
Executive Session – **Mr. Petty asked for a motion to go into Executive Session regarding a personnel matter. Jim Massey moved to go into Executive Session regarding a personnel matter. Charlie Engen seconded the motion.**

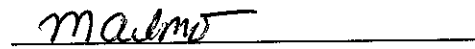
Roll Call:
Tina Childers – aye
Charlie Engen – aye
Dr. Darryl Koop – aye
David Petty – aye
Jim Massey – aye

The motion passed by a unanimous voice vote. The board adjourned to Executive Session at 3:20 p.m. The board reconvened from Executive Session at 4:05 p.m. **on motion by Tina Childers and seconded by Dave Petty. The motion passed by a unanimous voice vote.**

There was no action taken as a result of the Executive Session.

Adjournment – There being no further business, the meeting adjourned at 4:05 p.m. p.m. on **motion by Tina Childers and seconded by Charlie Engen. The motion passed by a unanimous voice vote.**


~~Dave Petty~~, President
Fairfield Department of Health


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