



Fairfield County Health Department

R. Joseph Ebel RS, MS, MBA
Health Commissioner

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield County Health Department
Minutes of the Board of Health
December 13, 2023, at 4:00 p.m.

MEETING LOCATION: Fairfield County Health Department, 1550 Sheridan Drive, Lancaster

The meeting was called to order by Brian Oliver at 4:00 PM.

Board Members Present

Tina Childers
Dr. Steven Kapetansky
Dr. Teresa Wood
Dr. Michele Morrone
Brian Oliver

Board Members Absent

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

STAFF PRESENT

Mary Smith, WIC Director; Rachel Moresea, Environmental Health Director; Jamie Ehorn, Administrative Services Director; Gale Neville, Nursing Director; Joe Ebel, Health Commissioner; Baylie Blevins, Health Promotion Director; Dr. Aebi, Medical Director; Roxanne Harmon, Account Specialist

OTHERS PRESENT

N/A

PUBLIC COMMENTS

N/A

APPROVAL OF MINUTES

The meeting minutes from the board meeting on November 8, 2023, were presented and approved with no changes noted.

HEARING AND VARIANCES

The 2024 Fee Schedule was presented for the final reading. Resolution 2023-19 was presented for the adoption of the 2024 Fee Schedule, becoming effective on January 1, 2024.

Tina Childers made a motion to adopt the 2024 Fee Schedule as an emergency, effective January 1, 2024. Michele Morrone seconded the motion.

Roll call vote:

Tina Childers – Aye

Steven Kapetansky – Nay

Brian Oliver – Nay

Michele Morrone – Aye

Teresa Wood – Abstained

The motion was not approved.

Teresa Wood made a motion to adopt the 2024 Fee Schedule and to publish the revised fees in the newspaper. Steven Kapetansky seconded the motion. The motion passed by unanimous voice vote.

The fees will be advertised in the local paper two times and the fees will become on January 1, 2024.

INTRODUCTION OF NEW STAFF

Jamie Ehorn, Administrative Services Director, introduced Roxanne Harmon as the new Account Specialist.

STAFF REPORTS

Environmental Health Report

Rachel Moresea, Environmental Health Director provided a written report to the Board. Mrs. Moresea will start the conversation with Amy Brown-Thompson, Assistant Prosecutor, regarding the necessity of 3 readings on fees. Sunoco on Main Street is in the process of completing paperwork so we can issue them a food license. The nuisance on Leonard Road in Liberty Township has been inspected for public health concerns. Our inspectors are unable to determine a sewage nuisance, there is construction debris on the property. Mrs. Moresea will provide quarterly updates to the township trustee regarding this property. Brian Oliver recommended quarterly updates to township trustees on issues in their areas.

Nursing Report

Gale Neville, Nursing Director provided a written report to the Board. Nursing activities are down this month. We continue to see patients getting COVID-19 and RSV vaccinations in the clinic. Mrs. Neville explained the circumstances of an active TB patient. She has been working with the Ohio Department of Health and is attempting to get treatment for the patient.

WIC Report

Mary Smith, WIC Director, provided a written report to the Board. The report included appointment numbers by clinic for the month. Kari Saunders, RD, LD, set up a KIOSK in the lobby to provide education to WIC participants. Brian Oliver spoke about the presentation of the Firefly Award received by employee Cheryl Hopkins for her work with the Perinatal Cluster and Plan of Safe Care through the Fairfield County Family and Children First Council.

Health Promotion Report

Baylie Blevins, Health Promotion Director, provided a written report to the Board. Mrs. Blevins was welcomed back by the Board. She presented an updated Communicable Disease report. Her report included a picture of an OPIOID rescue kit, several are being placed at locations in the county. Mrs. Blevins is in the process of hiring a Public Health Emergency Preparedness Coordinator and an Epidemiologist. Until those positions are filled, Mrs. Blevins will continue to work on re-accreditation.

Health Commissioner's Report

Joe Ebel, Health Commissioner provided a written report to the Board. Today will be Dr. Aebi's last meeting as Medical Director. We are closing out the 2023 books and updating the 2024 budget. The 2025 budget will be presented to the board for approval in February of 2024. As far as we are aware, the Enhanced Operations (COVID-19) grant will end in July of 2024. In 2024, we are anticipating a surplus in the general fund of \$500,000. In 2024, some general funds will be used to for WIC until reimbursements are received and to support the nursing fund as communicable disease investigation is mandated, but not funded. We are contracting with Family, Adult and Children First Council for the Safe Communities grant. The grant is from October 2023-September 2024. We are waiting to hear back on some smaller grants, MRC, Injury Prevention and Healthy Aging. The 2024 Mosquito Control Grant is due in January and will be submitted soon. Our staff Christmas party will take place on December 14th and on the 21st from 9-Noon, WIC will be providing free pictures with Santa Claus. Mr. Ebel requested the board approve a full day off for staff on December 22nd.

Tina Childers made a motion to approve a full day off for staff on December 22nd. Teresa Wood seconded the motion. Motion passed by unanimous voice vote.

Visits to the townships and villages with County Commissioner Fix to discuss the proposed County Land Use and Economic Development plan are wrapping up. Mr. Ebel and Mrs. Moresea have attended several meetings over the last few months, including Lithopolis, Millersport and Clearcreek Township most recently.

EXECUTIVE SESSION

The board entered Executive Session to discuss the compensation of a public employee.

A motion was made by Teresa Wood to enter Executive Session to discuss the compensation of public employees. Second, Tina Childers. A roll call vote was conducted:

Brian Oliver - Aye
Teresa Wood - Aye
Dr. Steven Kapetansky - Aye
Tina Childers - Aye
Michele Morrone - Aye

The Board entered Executive Session at 4:48 p.m.
The Board returned from Executive Session at 5:11 p.m.

A motion was made by Tina Childers to return from Executive Session. Second, Teresa Wood, motion approved. A roll call vote was conducted:

Brian Oliver - Aye
Teresa Wood - Aye
Dr. Steven Kapetansky - Aye
Tina Childers - Aye
Michele Morrone - Aye

Tina Childers made a motion to award Mr. Ebel a 5% increase in pay for 2024. Second, Steven Kapetansky, motion approved by unanimous voice vote.

Tina Childers left the meeting at 5:12 p.m.

Teresa Wood would like to see the social media statistics that were previously provided in monthly updates to the board.

Mr. Ebel mentioned that painting in the front reception and lobby area should be completed prior to the end of the year. The front window glass has been ordered and as of the board meeting, no office leaks have been reported since the recent roof repair.

FINANCIAL REPORTS AND BILLS

Jamie Ehorn, Administrative Services Director provided financial reports and a bill list to the Board for approval.

Teresa Wood made a motion to approve the financial report and bill list. Michele Morrone seconded the motion. Motion passed by unanimous voice vote.

Mrs. Ehorn presented resolution 2023-17: Cash Transfer to the Capital Improvement Fund. This will bring the balance in the capital improvement fund to 1.9 million.

Teresa Wood made a motion to approve resolution 2023-17. Steven Kapetansky seconded the motion. Motion passed by unanimous voice vote.

Mrs. Ehorn presented resolution 2023-18: Appropriate Unappropriated Funds to the Water Fund.

Steven Kapetansky made a motion to approve resolution 2023-18. Michele Morrone seconded the motion. Motion passed by unanimous voice vote.

The 2024 Board Meeting scheduled was presented to the board for approval.

Teresa Wood made a motion to approve the 2024 Board Meeting Schedule. Steven Kapetansky seconded the motion. Motion passed by unanimous voice vote.

PERSONNEL

End of Probation, Kari Saunders, Dietitian and Bethany Carson, Health Educator.

BOARD MEMBER COMMENTS

The board discussed an evaluation form for the annual evaluation of the Health Commissioner. Board member Michele Morrone volunteered to work with Mr. Ebel to create an evaluation tool.

The board discussed the recent purchase of a Ford Bronco. Mr. Ebel likes to use the state term pricing to purchase vehicles, however, due to low inventory, that was not possible when the Bronco was purchased.

NEXT BOARD MEETING: January 10, 2024, at 4:00 p.m.

LOCATION: 1550 Sheridan Drive, Suite 100, Lancaster

ADJOURN The Board of Health Meeting adjourned at 5:38 p.m. on a motion by Teresa Wood. Steven Kapetansky seconded the motion. Motion passed.

Approved:

Signature and date on file _____ Date: _____ Brian Oliver, Board President

Signature and date on file _____ Date: _____ R. Joseph Ebel, Health Commissioner