



**Public Health**  
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Fairfield Department of Health

## BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health  
Minutes of the Board of Health  
February 10, 2021 at 3:00 P.M.

**Meeting Location:** OSU Extension Office

**Call to Order:** President Tina Childers called the Board of Health meeting to order at 3:00 p.m.

**Board Members Present**

Tina Childers  
Dr. Steven Kapetansky  
Brian Oliver  
Dr. Teresa Wood  
Dave Petty

**Board Members Absent**

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

**Staff Present**

Larry Hanna, Administrator; Sheri Ledgett, Clerk Specialist; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Stephanie Fyffe, Nursing Director; Kevin Barlow, Env. Food Supervisor; Tiffany Nash.

**Others Present**

Jon Kochis, EMA Director

Board of Health President, Tina Childers announced that the Board of Health meetings are now being recorded.

**Approval of Minutes**

Dr. Steven Kapetansky made a motion to approve the February 10, 2021 board minutes. Brian Oliver seconded the motion. The motion passed by 5" Ayes, 0" Nays, 0" Abstained.

**Financial Division**

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn went over the highlights of the summary report. Mrs. Ehorn stated we are 8% of the way through 2021, and we have collected 7% of our revenue, while spending 7% of our budget.

Mrs. Ehorn discussed Resolution 2020-01, 2021-02, 2021-03 and 2021-07 that was presented to the board.

**Resolution 2021-01:** \$588,000.00 Amend Certificate, Appropriate Unappropriated Monies, Update Receipt Line for the Health Self Insurance Fund (7862)

**Resolution 2021-02:** \$350,000.00 Amend Certificate, Appropriate Unappropriated Monies, Update Receipt Line for the Coronavirus Subfund (71732157)

**Resolution 2021-03:** \$2,421.37 Appropriate Unappropriated Monies for the Solid Waste Fund (7010)

**Resolution 2021-07:** \$20,000.00 Amend Certificate, Appropriate Unappropriated Monies, Update Receipt Line for the Needs Assessment Subfund (71700330)

- Expenses not budgeted or unexpected (over \$1,000)
  - None for January
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
  - Laoree Althaus – Contact Tracer - \$3,105
  - Daily Services – Contact Tracer Supervisors - \$11,900.54
  - Madison Gardner – Contact Tracer - \$3,289.50
  - Cathleen Jude – Contact Tracer - \$3,636
  - Kristin Lopez – Contact Tracer - \$3,528
  - Public Health Accreditation Board – Annual Fee - \$8,400
  - South Central Ohio Insurance Consortium – Med/Dental Ins - \$45,312.33
  - Sheila Stouder – Contact Tracer - \$3,600
  - Treasurer, State of Ohio – C&DD State Fees \$6,792.28 and VS Fees \$27,347.92
  - Treasurer, State of Ohio – \$5,314 Water, Sewage \$1,036, Food State Fees \$62)
- COVID-19 Grant as of 1/31/21
  - Revenue - \$394,952.66
  - Expenses – \$271,356.10
- Contact Tracing Grant as of 1/31/21
  - Revenue - \$298,455.25
  - Expenses - \$384,278.17
- CARES Act Funding
  - Revenue - \$79,565.86
  - Expenses - \$79,565.86
- Health Insurance/Dental Update – as of November 30, 2020

|   |              |
|---|--------------|
| JHP - Health Insurance Ending Balance (deficit)/surplus                 | \$114,183.15 |
| SCOIC – Health, Dental, Life Insurance Ending Balance (deficit)/surplus | \$5,072.80   |

- Cash balance as of December 31, 2021
  - All programs - \$2,415,993.74
  - District Health (not including District Health Subfunds) - \$1,392,787.06

Mrs. Ehorn went over additional highlights on the summary report with the board. She also discussed the revenue and expenses that were COVID related that was listed on the report. Mrs. Ehorn went over the resolutions 2021-01, 2021-02, 2021-03 and 2021-07 listed on the report and ask the board for approval of all four resolutions.

**David Petty moved to approve Resolutions 2021-01, 2021-02, 2021-03, and 2021-07. Dr. Steven Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained.**

Mrs. Ehorn moved to Resolution 2021-10 the 2022 Annual Appropriation Resolution for the 2022 budget. Mrs. Ehorn pointed out to the board that the budget attached to the 2021-10 Resolution being presented to the board to vote on was different than the 2022 budget the board voted on at the January Board of Health meeting. The budget presented in January needed revisions due to formula corrections. She went over the corrections with the board explaining that the deficit was less than expected for 2022. The deficit changed to \$128,172.37. Mrs. Ehorn asked the board to approve both the revised 2022 budget and the Resolution 2021-10 with the corrections that were made.

**Dr. Steven Kapetansky made the motion to accept and approve the corrected 2022 budget. Dr. Teresa Wood seconded the motion. Motion passed by 4 Ayes, 0" Nays 0" Abstained.**

**Dr. Steven Kapetansky made the motion to accept and approve Resolution 2021-10 for the 2022 appropriations. Dr. Teresa Wood seconded the motion.**

**Roll Call for Resolution 2021-10 Annual Appropriation Resolution for the 2022 budget.**

**David Petty-Aye  
Tina Childers-Aye  
Brian Oliver-Aye  
Dr. Steven Kapetansky-Aye  
Dr. Teresa Wood-Aye**

**Motion carried.**

**Mrs. Ehorn continued the highlights of her report. Mrs. Ehorn discussed the updates on the three COVID-19 grants. The health department did receive its reimbursement's which included the freezer money. She went over the health insurance updates We should see monies left from JHP be transferred over to the 5CIOAC account sometime in April.**

Board member Brian Oliver ask Mrs. Ehorn to email the DAC members the 2022 budget. This will allow the DAC members to be aware of the 2022 budget before the next DAC meeting in March.

Mrs. Ehorn continued addressing the board on questions about the cash basis verses GAAP for our 2020 financial statements. Board member explained the history with the county using cash basis. Mrs. Ehorn reached out to several offices to get a better understanding on the two differences. Discussion ensued. The board advised Mrs. Ehorn to reach out and to handle it that the way that works best for her to manage the health department funds. Mrs. Ehorn's preference was Cash Basis. Discussion ensued.

**Dr. Teresa Wood made a motion to allow Mrs. Ehorn to consult with the experts to determine what is best to use for the Fairfield Department of Health, Cash Basis verses GAAP. Dave Petty seconded the motion. Motion passed by 4" Ayes, 1" Nay" by Dr. Steven Kapetansky and 0" Abstained".**

Larry Hanna informed the board that Jamie Ehorn will be out on medical leave starting in March and will not be at our next Board of Health Meeting. Mr. Hanna has someone in mind to help in Fiscal while Mrs. Ehorn is out.

Approval for Financial Report. No out-of-county travel.

**Dr. Steven Kapetansky moved to approve financial report and no out-of-county travel. Dr. Teresa Wood seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

#### Environmental Division

Kelly Spindler started by presenting her two Resolutions to the Board. Mrs. Spindler started with Resolution 2021-04.

Resolution 2020-04; A resolution to refer Theresa Saunders, 5395 Tschopp Road, Pleasantville. We will be referring the solid waste and sewage portions to the City Prosecutor, but we will be referring the private water system to the FC Prosecutor's office since they filed an injunction on the well on our behalf in 2019. A summary was provided with detailed information on Ohio Revised Code (ORC) 3707.01, (OAC) 3701-29-06(E)(3) and (OAC) 3701-28-08(A). Discussion ensued.

**Dr. Teresa Wood made the motion to approve sending to prosecution to condemn. Dr. Steven Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

Resolution 2021- That Kelly Spindler, RS, Director of Environmental Health be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the Fairfield Department of Health.

**David Petty moved to approve Kelly Spindler, RS, Director of Environmental Health be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents. Brian Oliver seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained.**

Lakeview Campground- Mrs. Spindler gave an update. Mrs. Spindler contacted Mary Shaffer, who is Program Manager with ODH. Mrs. Shaffer thought that the plan will be approved. We have not received anything official yet.

Mrs. Spindler spoke about the food program and licenses. Due to the COVID pandemic, all license renewals are extended to July 1, 2021. Our renewal mailing went out on February 1<sup>st</sup> as it does every year, but they are not required technically to obtain a license until July 1<sup>st</sup> and cannot be charged a late charge until after that date. Brian Oliver asked about how the restaurants were notified about the license fee extension. Mrs. Spindler stated that it was explained in the renewal letter.

Mrs. Spindler announced that Kelsey Nein was hired for the Food Sanitarian position. She noted the Sewage Sanitarian position was still vacant.

#### Nursing Division

Stephanie Fyffe started by introducing the board of the new Immunization Nurse Ashley Dearlove, while we are not having any immunization clinics right now, she will be assisting with COVID-19 duties. Mrs. Fyffe talked about the POD clinics the health department has been focusing most of their attention on. Special clinics was held at Forest Rose.

Mrs. Fyffe went over the patterns that are currently being used. Mondays are planning days. The department plans for the following week. Tuesday, Wednesday, and Thursdays from 10-4pm the COVID-19 Vaccine Clinics are being held. Friday COVID-19 Vaccine Clinics are held at Fairfield Developmental Disabilities from 9am-4pm. Mrs. Fyffe stated that the community volunteers have been great and could not have done the clinics without them.

EMA is helping with the call center to schedule for the vaccine clinics. So far 13 people have been trained. One number is sent out by Alert Fairfield that comes into multiple phones at the call center. The call center pushes out approximately 50 calls per push throughout the day from 8am to 4pm to allow a whole week schedule to be filled with appointments for the following week. Mrs. Fyffe explained that the health department is limited on how many volunteers we can have and right now we are maxed on the limit. She also mentioned that some community members have brought food and drinks to some of the clinics that were held.

Tina Childers asked why the health department has not been receiving the amount of vaccine needed. Dr. Teresa Wood and Stephanie Fyffe explained the process. Discussion ensued.

Dr. Steven Kapetansky had questions on the vaccine process notification. Jon Kochis explained the Alert Fairfield process. Mr. Kochis explained how the call center works. The first part of the day 2<sup>nd</sup> dose calls is made to schedule then it flips to 1<sup>st</sup> dose calls. If the Alert goes out to an individual, then it will attempt to call back three times to schedule for the vaccine. Mr. Kochis also stated that there will be an email or text that goes out weekly to registers to let them know what age group we are currently working with to vaccinate. Mr. Kochis noted that once the first dose has been given, there is a 4-week window to receive the 2 doses. Discussion ensued.

Mr. Kochis kudos to the FDH staff and wanted to let the Board of Health members know how great the FDH staff were doing working through this pandemic.

Dr. Teresa Wood ask about it the health department was giving immunizations. Mrs. Fyffe responded with no not at this time. Dr. Wood ask about schoolteachers getting vaccinated. Ms. Fyffe mention that Fairfield Medical Center will be doing schools at the River Valley Campus holding their own POD. Dr. Teresa Wood worked with some of the clinics at the Fairfield County Fairgrounds. Dr. Wood expressed how much flexibility, accuracy and efficiently from everyone who has been working the clinics at the fairgrounds. Dr. Wood witnessed how the operations flow. No waiting, volunteers go over and beyond filling out paperwork, which in turn showed no wasted time. Dr. Wood also pointed out that Garrett Blevins with the EMA was very communicative. Dr. Wood thanked everyone for the great experience working at the clinics with dedicated people for exception work.

**Administrative Division**

Mr. Hanna informed the Board of Health that Kelly Spindler will be leaving to fill another position at the Ross County Health Department and would be sadly missed. We will be posting to fill Mrs. Spindler's position as Environmental Health Director. Mr. Hanna mentioned that Kevin Barlow has the qualifications to step in as acting Environmental Director. This was being investigated further.

Mr. Hanna acknowledged Tiffany Nash, Stephanie Fyffe, and Amy Gabriel for their participation with the PODS.

Mr. Hanna announced he will be retiring from the Administrator, this year, his last day will be between April 9<sup>th</sup>-May 7<sup>th</sup>. He requested to use his accumulated vacation prior to termination day sometime in late July or August. He will have an exact date in a few weeks and will let the Board of Health know at the next meeting.

The Board of Health brought up how process is taking place to replace Mr. Hanna's position. The board asked if the health department was looking at another administrator or health commissioner. Discussion ensued.

After discussion on hiring process for the position for an Administrator or Health Commissioner it was decided a committee needed to be formed to decide what title would be best to fill Mr. Hanna's position. It was decided that this committee would be filled by the following staff and board members to decide the title for Mr. Hanna's position. (Dr. Teresa Wood, Dr. Steven Kapetansky, Kevin Barlow, Larry Hanna and Jon Kochis. The committee will meet February 19, 2021 at 1:00 pm at the EMA building, 240 Baldwin Dr., Lancaster, Ohio. A special meeting will be on February 24, 2021 at 3pm at the EMA building, 240 Baldwin Dr, Lancaster, Ohio. The title will be decided at this Board of Health Meeting. Discussion ensued.

**Adjournment**

**The meeting adjourned at 4:56 p.m. on motion by David Petty. Dr. Teresa Wood seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**



Tina Childers, President  
Fairfield Department of Health



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