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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
January 8, 2020 at 3:00 P.M.

Meeting Location: Fairfield Department of Health (FDH), Conference Room, Lancaster, Ohio

Call to Order: Vice-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

Board Members Absent

Dave Petty
Dr. Teresa Wood

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; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director; Debra Smith, Clerk; Sheri Ledgett, Clerical/Records/IT Specialist; Amy Gabriel, Accreditation Coordinator; Judy Scali, R.N.; Stephanie Fyffe, R.N.; Lucinda Robinson, Nutrition Assistant; Bekah Sutter, R.N.; Jen Valentine, R.S.; Kevin Barlow, R.S.; Kelly Gregory, S.I.T.; Devin Delgado, S.I.T.

Others Present

No public participants were present

Approval of Minutes

Dr. Steven Kapetansky moved to approve the December 11, 2019 board meeting minutes as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.

Financial Division

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department collected 106% of the revenue, while spending 92% of the budget.

Resolution 2019-92 – The purpose of Resolution 2019-92 is for a cash transfer, amend a certificate and appropriation of unappropriated monies and update the receipt line item in the Solid Waste fund in the amount of \$2,637.44.

Resolution 2019-93 – The purpose of Resolution 2019-93 is to appropriate unappropriated monies in the Solid Waste Disposal fund in the amount of \$2,000.00.

Resolution 2019-95 – The purpose of Resolution 2019-95 is to appropriate unappropriated monies to the Self Insurance fund in the amount of \$504,897.18.

Resolution 2019-96 – The purpose of Resolution 2019-96 is for a cash transfer, amend a certificate, appropriate unappropriated monies and update the receipt line item for the Public Health Nursing fund in the amount of \$13,100.00.

Resolution 2019-97 – The purpose of Resolution 2019-97 is to appropriate unappropriated monies to the Self Insurance fund in the amount of \$3,154.34.

Approval of Resolutions – Tina Childers moved to approve Resolution 2019-92; Resolution 2019-93; Resolution 2019-95; Resolution 2019-96 and Resolution 2019-97. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected expenses (over \$1,000.00)
 - o Dell-Laptop and Accessories for Accreditation Coordinator - \$1,567.65
- The invoices paid during the month over \$3,000.00 were discussed.
 - o Spohn Excavating Inc. – WPCLF Projects \$17,941.00
 - o Treasurer – State of Ohio – C&DD Fees \$11,205.02

Health Insurance/Dental Updates as of November 30, 2019 – The total health insurance deficit is \$152,989.83. The forecast for the end of the year is \$14,134.03. Dental insurance ending surplus balance is \$730.91.

Cash Balance – The cash balance for the end of December is \$2,032,827.09. District health balance for December is \$1,195,351.08.

Revenue and Expenses – Mrs. Ehorn distributed a spread sheet which reflects revenue and expenses from January through December. The expenses that were under budget were highlighted and reviewed. Mrs. Ehorn stated that we paid less for the Community Health Assessment and the Community Health Improvement Plan than we had budgeted for. The 2021 budget reflects a 5% increase in departmental fees; a 5% increase to the District Advisory Council and a 5% increase to the City of Lancaster's contract. Board Member Brian Oliver questioned how the carryover is figured in the budget. Mrs. Ehorn stated that she will show a cash balance for the general fund to reflect carry over amounts.

Approval of Financial Report & Out-of-County Travel – Tina Childers moved to approve the Financial Report and Out-of-County travel as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.

Environmental Division

The written report was submitted and filed appropriately in health department files. Mrs. Spindler highlighted the written report.

Resolution 2019-94 – The purpose of Resolution 2019-94 is to decrease the fee for the Risk Level Food Services Operations/Retail Food Establishment. The fee currently is \$352.00, and it will be decreased to \$349.00. Dave Petty read this into the record as the second reading and public hearing. No comments were noted at the public hearing.

Resolution 2019-55 – The purpose of Resolution 2019-55 is to send public health nuisance #2018-094 (Jeff & Dawn Lindsey, 6467 Refugee Road, Pickerington, OH) to the city prosecutor's office for failing to connect their home to Fairfield County Utilities Sewer. The existing household sewage treatment system has failed and is creating a public health nuisance and is in violation of the Ohio Administrative Code Section 3701-29-06(E)(3). Mrs. Spindler stated that as of the end of November, the tap fee has been paid in full. It is ready for connection and Mr. Lindsey is working on this. She requested giving him an additional month and reporting on this next month. **Dr. Steven Kapetansky moved to table Resolution 2019-55 until February. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-01 – The purpose of Resolution 2020-01 is to grant a variance for Gregory and Donna Dennison, 7521 Oakthorpe Road, Thornville from Ohio Administrative Code 3701-29-15(N)(2), which describes the requirements determining length along contour. **Brian Oliver moved to approve Resolution 2020-01. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-02 – The purpose of Resolution 2020-02 is to authorize Kelly Spindler, Environmental Director, to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) agreement on behalf of the Fairfield Department of Health for the repair and replacement of home sewage treatment systems. **Tina Childers moved to approve Resolution 2020-02. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.** Mrs. Spindler stated since receiving the WPCLF grant award beginning in 2016, we have spent \$837,000.00 to help repair and replace septic systems for Fairfield County residents.

Resolution 2020-03 – The purpose of Resolution 2020-03 is to grant a variance to waive the required minimum length along contour for the soil absorption component located at 7440 Rader Road, Pleasantville, Ohio 43148, for Michael and Stephanie Albanese. The minimum required length along contour (186 feet) is unable to be met as stated in OAC Section 3701-29-15(N)(2) due to lack of space along the natural contour of the property. **Brian Oliver moved to approve Resolution 2020-03. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous

- Mrs. Spindler reported that we have not filled the two vacant sanitarian positions. Very few resumes have been received. The first vacant position was filled but she contacted us close to her start date and accepted a position at another health department. We had an applicant that we were interested in but due to the low pay, he declined. We now have another sanitarian, Ariel Ruth, who has accepted a position at OEPA. Her last day will be December 17th. Mrs. Spindler asked for permission to post/hire for this position. **Brian Oliver moved to give permission to post/hire for this position. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**
- Board Member Brian Oliver asked about a new food service operation newly licensed by the department. Sanitarian Kevin Barlow responded that the new business (Grannies Home Cooked Delivered Meals) offers locally produced frozen meals delivered to residents in Fairfield and the surrounding counties. Kevin stated that the new operators have been easy to work with and licensing inspections have gone very well.

Employee Pay Scale – Mr. Hanna discussed the Fairfield Department of Health (FDH) pay ranges for both sanitarians and nurses. Administrative staff worked on a salary survey requesting salary ranges from the surrounding counties. Findings from the surveys show that FDH starting salaries were lower than those we surveyed. The group discussed options on how to make working at FDH more appealing. It was decided to revise the minimum starting salaries for several pay grades. A pay scale with the revisions was provided to the board for review. The Administrative staff also reviewed who at FDH would be affected by this increase. There were two individuals who would be affected, and it would cost the agency \$8775.59 to bring those employees up to the minimum in their pay range. One of these employees worked at the agency longer than the other, so a 3% increase was calculated for this employee on top of the new minimum pay. The group also suggested giving all staff an increase. All employees of FDH have worked diligently on accreditation and the state mandates are causing more and more work. Staff at FDH did not receive an increase in pay in 2010; 2011 and 2012. Mr. Hanna stated that FDH's biggest asset is the staff. We currently have staff resigning and we do not want remaining people to leave. Administrative staff addressed the board with their thoughts/comments on the proposed increase. Discussion included if we continue to have staff resign, we will become a perpetual training facility which is not good for residents that we serve. Administrative staff felt very passionate about giving staff an increase.

Board Member Brian Oliver stated that although he isn't opposed to this, he would like the full board to be present and wanted some time to digest this. Board Member Tina Childers stated that because we are now down three sanitarians we need to move on this tonight. Mrs. Ehorn shared the proposed increase with the board. The handout showed a 2%, 3% and 4% increase. The board asked which increase we felt was the best for staff. Administrative staff stated 4% which would cost an additional \$50,991.51. When including the \$8,775.59 increase for the two employees the total increase to the health department would be \$59,767.11. **Tina Childers moved to approve the new pay scale and a 4% increase for all staff at FDH effective next pay period. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

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

Nursing Report

The written report was submitted and filed in health department files. Tiffany Nash highlighted the report.

- Mrs. Nash discussed a Chronic Pain Management Class that FDH will be holding in conjunction with FMC. It will begin in January.
- A new nurse has been hired as the Immunization Coordinator.

Administrator Report


The written report was submitted and filed in health department files. Larry Hanna, Administrator, highlighted the report.

City of Pickerington – The City of Pickerington officials contacted Mr. Hanna regarding possibly contracting with FDH for public health services. They will be contacting Mr. Hanna again in January to set up a meeting to discuss this further.


Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 4:51 p.m. on **motion by Tina Childers. Dr. Teresa Wood 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