



**Public Health**  
Prevent. Promote. Protect.  
Fairfield Department of Health

## **BOARD OF HEALTH RECORD OF PROCEEDINGS**

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

**Meeting Location:** OSU Extension Office, Conference Room, Lancaster, Ohio.

**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  
Dave Petty  
Dr. Teresa Wood

**Board Members Absent**

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

**Staff Present**

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Sheri Ledgett, Clerk Specialist; Jamie Ehorn, Fiscal Officer; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director; Bekah Sutter, R.N.; Stephanie Fyffe, R.N.; Devin Delgado, R.S.; Kevin Barlow, R.S

**Others Present**

None

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

**Approval of Minutes**

**Dr. Steven Kapetansky moved to approve the June 10, 2020 board meeting minutes as presented. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.**

**FISCAL**

Jamie distributed the Month-end reports for July 2020. She stated we are 50% of the way through 2020, and we have collected 50% of our revenue, while spending 42% of our budget. Dave Petty had some concerns and expressed his opinion with the staff insurance increase. The board decided to make an amendment to decrease 20% to 15% for new hires as of July 8<sup>th</sup>, 2020 on Resolution 2020-37. Jamie also mentioned that any balance left over from Jefferson would be sent to SCOIC. The board ask to see monthly balances.

**Resolution 2020 – 34:** \$2,456.37 Appropriate Unappropriated Funds for the General Fund (71700327 8208 Sub fund - Tattoos) Brian Oliver made the motion to approve Resolution 2020-34. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.

**Resolution 2020 – 35:** \$100,000 Cash Advance, Appropriate Unappropriated Funds, Amend Certificate of Estimated Resources and Update the Receipt line for the Bioterrorism Fund (71732157 8234 Sub fund – Coronavirus Response) Brian Oliver made the motion to approve Resolution 2020-35. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.

**Resolution 2020 – 37:** Resolution to increase the health insurance premium to 20% for new employees hired after July 8, 2020. Brian Oliver made the motion to approve Resolution 2020-37. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.

- Expenses not budgeted or unexpected (over \$1,000)
  - None for June 2020
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
  - Jefferson Health Plan – June 2020 Health Insurance Premium \$49,780.41
- Revenue – COVID-19
  - ODH - Coronavirus Response Grant - \$101,029 and \$47,460 = Total \$148,489
    - 1<sup>st</sup> reimbursement of \$81,202.07 received in May
    - 2<sup>nd</sup> reimbursement of \$67,286.93 received in June
    - Total \$148,489
  - ODH – COVID-19 Subsidy \$8,237.10
  - Public Health and Social Services Emergency Fund (CARES Provider Relief Fund) \$4.49
- Expenses – COVID-19
  - COVID-19 Estimated Expenses calculated as of 6/30/20 - \$185,703.24
  - Actual Expenses in account as of 6/30/2020 - \$175,903.90
- Revenue – Contact Tracing Grant

- ODH - Contact Tracing Grant – \$124,257
- ODH – Contact Tracing Supplemental Grant - \$78,659 – to be used after 1<sup>st</sup> grant is fully expended
- Expenses – Contact Tracing
  - Contact Tracing Estimated Expenses calculated as of 6/30/20 - \$26,171.83
  - Actual Expenses in account as of 6/30/20 - \$21,960.14
- Health Insurance/Dental Update – as of May 31, 2020

Health Insurance Ending Balance (deficit)/surplus	\$115,622.47
Dental/Life Insurance Ending Balance (deficit)/surplus	\$8,026.62

- Cash balance as of June 30, 2020
  - All programs - \$2,243,581.62
  - District Health (not including District Health Sub funds) - \$1,038,944.21

**ENVIRONMENTAL**

Resolution 2020-38 – The purpose of Resolution 2020-38 is to refer Ruth McClellan to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: "No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance. " And for failure to comply with Ohio Revised Code (ORC) 3 707.01: "The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders. " Kelly Spindler advised the board that the owners claim to have property cleaned up by 7/8/20. **The Board decided to table this resolution until the August meeting.**

Resolution 2020-39 – The purpose of Resolution 2020-39 is to refer Tania McKittrick to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: "No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance. "

And for failure to comply with Ohio Revised Code (ORC) 3 707.01: "The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order,

compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders. **Dave Petty made the motion to approve Resolution 2020-39. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

Resolution 2020-40 – The purpose of Resolution 2020-40 is to refer Megan Reed to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: "No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance. "

And for failure to comply with Ohio Revised Code (ORC) 3707.01:

"The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders. "

WHEREAS the Fairfield County General Health District Board of Health desires to protect the public health, safety, and welfare of the Fairfield County residents; and,

WHEREAS, the Board of Health is required and committed to regulate and enforce the provisions of the Ohio Revised Code and the Ohio Administrative Codes, as well as, local rules and regulations to ensure the protection of the public health and safety; and,

WHEREAS, the Environmental Division recommends referring Megan Reed, owner of 5115 Bauman Hill Road, Lancaster to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: and ORC 3701.01. **Dave Petty made the motion to approve Resolution 2020-40. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

Approval of Resolutions 2020-41–The purpose of Resolution 2020-41 is to refer Aurora Seaton to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1 Section 4: "No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance. " And for failure to comply with Ohio Revised Code (ORC) 3707.01: "The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders. " **Dave Petty made the motion to approve Resolution 2020-41. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

#### **Environmental COVID-19 REPORT**

Some environmental staff continue to be busy with the COVID-19 response. I continue as distribution lead. The biggest responsibility currently is receiving and distributing test kits. The PPE that comes to our county right now is delivered and distributed through the EMA office. I also deal with complaints and

help schools and businesses plan events, meetings etc. Kevin Barlow continues to deal with complaints for food safety, campgrounds and pools that relate to COVID-19 and does a large amount of work with schools, businesses and the Fairfield County Fairgrounds in planning events, meetings etc. Devin Delgado continues to work side by side with Bekah Sutter, RN with training volunteers/contact tracers, organizing the contact team, and answering volunteer questions concerning contacts. Jennifer Valentine is the Public Information Officer (PIO) for the health department. Jacob Webb has also been involved with dealing with questions concerning the Director's Order concerning what events can and cannot take place at this time.

#### **Food Program**

- 208 total inspections conduct in June.
  - 183 inspections in risk categories 1-4
  - 24 mobile inspections
    - 1 temporary inspection
- 3 new facility review applications received
  - L-City Coffee
  - Dollar General – Baltimore
  - General Sherman Junior High School

#### **Sewage Program**

- 18 sewage permits were issued in June.
- 10 lot splits were applied for in June.

#### **Private Water**

- 20 private water permits were issued in June.

#### **Plumbing**

- 25 Plumbing permits were issued in June.
  - \*23 Residential Permits
  - \*2 Commercial Permits

#### **Updates**

**Environmental Report-** Kelly Spindler and Kevin Barlow discussed several properties and food business that the health department has been actively working with.

**Shiloh Store - (Old Historic March Store)** New operators are currently making renovations to the business. Per the current license holder, the existing license (their agreement with the new owner) will expire August 1, 2020. New operators must have completed all renovations and obtain the necessary licensing through FDH Food Program prior to August 1, 2020 to ensure that closure is not required. Staff currently have concerns about the new owners completing the deliverables by August 1, 2020 as these items have not been accomplished over the last eight months. If the current operators are not

successful, the existing license will continue to be valid and the license holder will need to ensure the facility is code compliant.

**Smoke House 740** - Rushville, OH. Per owner Nolen McCafferty, he has never sold food. He has only prepared food for friends and family. He has been in contact with us since May 2020 regarding obtaining a mobile food service license. He has just recently purchased a trailer and some equipment to begin the license process. He has had a residential smoker for some time. FDH will continue to work with Mr. McCafferty to assist in obtaining the required licensing.

#### **Fairfield County Fair**

Kevin Barlow stated that he recently met with the Fairfield County Fair Board to discuss holding the 2020 Fairfield County Fair. They worked on setting up the fair & seating schedules for events. Kevin gave recommendations that follows the state guidelines to help protect the participants and the community. Discussion ensued on guidelines related to the County Alert Levels.

Dr Kapetansky had a question for Kelly Spindler on rabies. Were the numbers coming in for this time of year was standard and if the Health department was the initial person of contact for receiving the Rabie vaccine. Kelly Spindler advise that the numbers were standard and usually the hospitals provide the first vaccine and the follow up with their health care provider for the series.

The Board President Tina Childers had a zoning question on who was responsible to know where the septic and wells were on homeowners' properties. Kelly stated that it is the homeowner's responsibility to know where their septic is located and where they should go on their properties. Kelly Spindler also shared that pre 1981 there were possibly no indicators above ground to show where septic's were placed.

#### **NURSING/WIC STAFF**

Larry Hanna gave numbers coming into the department on COVID-19, such as:

**HMG (Help Me Grow) Contract** – This contract is ongoing with the Fairfield Department of Health. The contract has been approved by legal counsel. **Dave Petty moved to approve Resolution 2020-**. **Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.**

**COVID Update** – Mrs. Nash stated that the nursing staff are working very hard on the COVID response. She mentioned that we currently have 4 contact tracers on payroll by using the grant funding for Contact Tracers. The positive COVID-19 numbers are increasing. We are at 617 as of today. She stated the county could be hitting the Red Alert Level very soon. You must show 7 factors to get through levels. We have 192 contacts. We assisted the Community Health Center and National Guard Pop Up Testing site in Lancaster Ohio at a CHC site. They had 395 people showed up to get tested. Only two came back positive.

Administrator Report

Mr. Hanna discussed the Contract Tracing grant funding. Larry ask the board if he could have the approval to hire as many contact tracers as we can until the funding runs out. Fiscal would keep an eye on the money spent for each one. Once the money runs out the contract for these Contract Tracers would end. The board agreed Tina Childers made the motion to approve hiring Contact Tracers. Brain Oliver seconded the motion. The motion passed by a unanimous voice vote.

Larry reported that we have 192 active COVID-19 cases being monitored and 12 was added today July 8, 2020.

Larry announced that the Administrative Assistant Kathie Whitlock will be retiring and her last day in the office will be July 24, 2020. Also, our PHEP Coordinator Merrilee Taylor is retiring and her last day in the office will be July 16, 2020.

Tiffany Nash will be leaving the Nursing Director position and filling the PHEP Coordinator position as of October 1, 2020. Stephanie Fyffe will be Interim Nursing Director. As Interim Nursing Director she will be assuming a lot more responsibilities and duties. Mr. Hanna asked for approval to increase her salary by \$2.00. Brain Oliver made the motion to increase Stephanie Fyffe's salary by \$2.00 while she is the Interim Nursing Director. Dave Petty seconded the motion. The motion passed by a unanimous voice vote.

Mr. Hanna asked for approval to fill the Immunization Nurse Position if the Nursing Director Position is filled internally. Brain Oliver made the motion to fill the Immunization Nurse Position. Dave Petty seconded the motion. The motion passed by a unanimous voice vote.

**Resolution 2020-36-** The purpose of Resolution 2020-26 is to amend the resolution 2009-21 adopting a Classification Plan for the Fairfield Department of Health employees. Brian Oliver made the motion to approve Resolution 2020-36. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.


Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 5:00 p.m. on July 8, 2020. motion by Tina Childers. Dr. Teresa Wood seconded the motion.



Tina Childers, President  
Fairfield Department of Health



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