



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
June 10, 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; Jamie Ehorn, Fiscal Officer; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director; Bekah Sutter, R.N.; Devin Delgado, R.S.; Jen Valentine, R.S.; Allison Livingston, Intern

Others Present

Will Burchfield, Elite Sewer & Septic LLC

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 May 13, 2020 board meeting minutes as presented. Dr. Teresa Wood seconded the motion. The motion passed 3 "aye" and 2 "abstained".

Environmental Division

Resolution 2020-29 – The purpose of Resolution 2020-29 is to not allow Elite Sewer and Septic to register as a septage hauler for failure to comply with Ohio Administrative Code 3701-29-03. Mrs. Spindler gave the background. Historically Elite has registered with FDH as both a septage hauler and a septic system installer. Elite has had violations beginning in 2013 and was placed on a five year probation at that time; his 2015 registration was suspended until the end of the year for installing a septic tank without a permit; in 2017, the FDH inspector was inspecting a property and found Elite pumping the tank. At that time, the owner tried to pay for the registration in the field but was told he need to register at the office, which he did.

In 2018 he had not registered as a septage hauler but had been hauling since the beginning of 2018. In 2020 he has failed to register again. Mr. Birchfield has been pumping and hauling without being registered. Letters have been sent to Mr. Birchfield regarding his past violations and currently pumping without being registered. The recommendation from FDH is to suspend his registration.

Mr. Birchfield stated that he had intended to get registered on time this year, when he had his truck inspected. He stated that he took care of the registration on Monday, June 8th. Board Member Brian Oliver asked for verification of his registration. Mrs. Spindler stated that although Mr. Birchfield has paid for his registration, we cannot approve it until his original bond is received and approved by ODH. Once ODH places Mr. Birchfield's company name on the website, everything for the registration has been verified and the registration can be given. Board Member Oliver stated that it appears that Mr. Birchfield has a habit of being late getting registered. He has paid the fee, but we are waiting for ODH to verify the registration. Mrs. Spindler checked the ODH website prior to the board meeting and it had not shown up at that time. Mrs. Spindler stated that no one should be working if they are not registered.

Mrs. Valentine, sanitarian, checked the ODH website again during the board meeting and it reflects that Mr. Birchfield's company name was on the approved bond list. Board Member Oliver stated that since this has been approved by ODH, we will not act on this at this time but if Mr. Birchfield is late registering next year, his license will be suspended. **Brian Oliver made the motion to allow Mr. Birchfield to operate with his current license and due to his pattern of registering late, this will be closely monitored next year. If he is late registering, there will be possible repercussions. Dr. Wood seconded the motion. Motion passed by a unanimous voice vote.**

Resolution 2020-30 – The purpose of Resolution 2020-30 is to grant a variance to waive the minimum distance requirement of a home sewage treatment system from a property line and a building located at 114 Amanda-Northern Rd., Lancaster, OH 43103. The required minimum distance cannot be met due to the size of the lot and the building as stated in OAC section 3701-28-07(I). An existing septic treatment system, which is failing, also does not meet the distance requirements. **Brian Oliver moved to approve Resolution 2020-30. Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-32 – The purpose of Resolution 2020-32 is to grant a variance for Lion Construction, 13828 Rosewood Drive, Thornville from Ohio Administrative Code 3701-28-07(J) Tale 1, which describes the distance requirements for private water systems. Mrs. Spindler explained that Lion Construction built a house on a small lot on Buckeye Lake. The home has sewer but no water. The well is full of sand and not useable. The new well will be 8 ft from the house. **Dr. Teresa Wood made the motion to approve Resolution 2020-32. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-33 – The purpose of Resolution 2020-33 is to grant a variance for Micro Construction (AKA Walnut C&DD LLC), 8585 Lancaster- Newark Road, Thurston from Ohio Administrative Code 3701-29-06(F) to allow the facility to continue to use the holding tank connected to the office. Mrs. Valentine explained the situation. There is a holding tank on the property for office sewage.

In 2014, a variance was granted for a one-year period. The next year a variance for five years was given with the intention of the facility getting on public sewer. This area is currently working on public sewer. This property is annexed into Thurston. Discussion ensued. **Dave Petty made the motion to approve resolution 2020-33 and give Micro Construction another five years to use the existing holding tank as their septic system. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Soil & Water Agreement – The agreement with the Fairfield Soil and Water Conservation District is for the inspection of discharging household sewage treatment systems in the Buckeye Lake & Hunters Run Watershed. FDH will inspect the aerators in the watershed area to make sure they are working. Claire Donley, FDH Vector Technician, will be inspecting these areas until the funding runs out. Tina Childers made the motion to approve the agreement Fairfield Soil and Water Conservation. Dave Petty seconded the motion. The motion passed by a unanimous voice vote.

Miscellaneous

- The COVID-19 report shows the environmental staff involvement. Mrs. Spindler shared a report with the board which shows the permits issued and compared them to last year. We had a big drop in sewage and private water permits in March; but it is rebounding. Residential permits are higher.
- COVID-19 was discussed. The response to complaints from the public was discussed. We are receiving a lot of calls from businesses. The health department is not giving approval of plans for businesses to reopen. FDH is reviewing the plans for compliance only. Discussion ensued. COVID Testing was discussed. Dr. Steven Kapetansky stated that it is FDH's responsibility to follow ODH guidelines.

Financial Division

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn stated that we are 42% of the way through 2020 and have collected 43% of the revenue and spent 38% of the budget. Mrs. Ehorn discussed the resolutions that were presented to the board.

Resolution 2020-27 – The purpose of Resolution 2020-27 is for a cash advance, appropriation of unappropriated monies, amend a certificate and update the receipt line item in the Bioterrorism fund for coronavirus activities in the amount of \$38,000.00.

Resolution 2020-28 – The purpose of Resolution 2020-28 is to for a cash advance, appropriation of unappropriated monies, amend a certificate and update the receipt line item in the Bioterrorism for coronavirus contact tracing activities in the amount of \$124,257.00.

Resolution 2020-31 – The purpose of Resolution 2020-31 is to amend a certificate, appropriation of unappropriated monies and update the receipt line item for the Mosquito Control grant in the amount of \$23,520.00.

Approval of Resolutions 2020-27; Resolution 2020-28 and Resolution 2020-31 – **Dr. Steven Kapetansky made the motion to approve Resolutions 2020-27; Resolution 2020-28 and Resolution 2020-31. Dr. Teresa Wood seconded the motion.** Board Member Oliver questioned Resolution 2020-28 and whether the entire amount of \$124,257.00 will be spent and if we have assurance that this amount of funding will be received in a timely manner. Mrs. Ehorn stated that we have been awarded the grant. Mr. Oliver responded that there is no guarantee from the State of Ohio that we will get this money. Board members do not want to spend money that we will not get back. There are going to be cuts from the state and at some point, we might not get reimbursed from the state. Board Member Petty stated that the state has already announced funding reductions because they are running out of money. Board member Oliver asked how often we bill the state for reimbursement from COVID-19 grant funding. Board Member Wood stated that this grant runs through the Federal government. Mrs. Ehorn stated that she bills monthly. The board discussed the expenses for COVID. Mrs. Ehorn stated that by the end of June, we have exhausted \$154,000.00 unless the state gives more money. The board suggesting monitoring the reimbursement on this grant monthly. If the grant reimbursement falls behind (more than a month behind) or is not being paid, the board will discuss this again at that time. **Board President Childers asked for a vote on the motion. The motion passed by a unanimous voice vote.**

MISCELLANEOUS

- Expenses not budgeted or unexpected (over \$1,000)
 - o None for May 2020
- Invoices paid during the month over \$3k, budgeted and/or reimbursed
 - o Treasurer, State of Ohio – C&DD State Fees - \$8,499.48
- Revenue – COVID-19
 - o ODH – Coronavirus Response Grant - \$101,029 and \$47,460 – Total \$148,489
 - 1st reimbursement of \$81,202.07 received in May
 - o ODH – COVID-19 subsidy \$8,237.10
 - o Public Health and Social Services Emergency Fund (CARES Provider Relief Fund) \$4.49
- Expenses – COVID-19
 - o COVID-19 Estimated Expenses calculated as of 5/29/20 - \$169,681.45
 - o Actual Expenses in account as of 5/29/2020 - \$151,723.19
- Revenue – Contact Tracing Grant
 - o ODH – Contact Tracing Grant - \$124,257
- Expenses – Contact Tracing
 - o Contact Tracing Estimated Expenses calculated as of 5/29/2020 - \$14,084.53
 - o Actual Expenses in account as of 5/29/2020 - \$4,468.52
- Update on Health Insurance – As of May 31, 2020, we have a surplus of \$115,622.47 in health insurance and a surplus of \$6,480.48 in the dental insurance. Mrs. Ehorn announced that as of July 1, 2020 health department insurance coverage will move from Jefferson Health Plan to South Central Ohio Insurance Consortium. The surplus balance will stay with JHP until the end of the year and they will use the balance to pay any runoff claims. Anything billed to medical mutual JHP will pay with this money. If any is remaining, the balance will move to SCOIC. Mr. Oliver asked what our status is for SCOIC. He had some concerns with SCOIC and at some point, we should look at other options.
- Cash balance as of May 31, 2020

- All programs - \$2,157,842.99
- District Health (not including District Health Sub funds) - \$1,098,023.54. Mrs. Ehorn discussed the state subsidy. Since we are now an accredited agency, we are entitled to receive a second state subsidy payment in the amount of \$21,000.00 and an additional \$3,946.00 for receiving accreditation status.
- Audit – The state audit will begin soon. We are getting ready to sign an engagement letter. The cost of the audit is \$19,270.00.

Approval for out-of-county travel and Financial Report – Dr. Teresa Wood moved to approve financial report and out-of-county travel. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

NURSING/WIC STAFF

Approval of Agreement with Marshall University – This agreement is with the Marshall University College of Health Professions Department of Dietetics. The purpose of this agreement is to provide interns from Marshall University hands on experience at Fairfield Department of Health. The agreement is pending approval by legal counsel. Dave Petty moved to approve the agreement pending approval by legal counsel. 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. We are decreasing some of the weekend contact tracing work. We are not reporting data or statistics on holidays and weekends. FDH plans to reopen the immunization clinic in August. This will be a gradual reopening. Board member Petty asked about the situation report (SITREP). He stated that the breakdown is from ages 1-92. He asked if the breakdown could be in age ranges (1-18; 18-24, etc.). Mrs. Nash will check into this. Mrs. Nash explained how the WIC clinic is servicing clients during COVID. They are waiting on state guidance on how to move forward. Questions were asked whether we are getting antibody tests in. Mrs. Nash stated that state and federal officials are still researching reliable antibody tests and the interpretation of the results. Discussion on COVID testing ensued.

Mrs. Nash applied for the Kribs for Kids grant and the Maternal & Child Health grant. They both begin October 1st.

Administrator Report

2021 Budget

Mr. Hanna discussed the 2021 budget. The budget is facing a deficit and he felt that we should work on this now. Mr. Hanna met with administrative staff and came up with a plan.

- 1) O&M Program – The plans to begin the O&M program in 2021 would have cost the agency \$145,681.00. Awe would have hired another sanitarian and a clerk to run the program. Due to COVID-19, it was suggested that we do not begin working this next year. They can do a few inspections to figure out how to start the program.
- 2) Administrative Assistant – The Administrative Assistant is retiring soon. At this point, it was suggested to not fill this position but disperse those duties to some other employees.

Discussion ensued. The board felt that we should not remove this full-time position from the organization chart.

- 3) Insurance Premiums – Increase health insurance premium costs to employees from 11.5% to 15%.
- 4) No raises in 2021.

The board discussed these options. After discussion, the board agreed with options 1, 2 and 4. It was suggested for Option 3, that any new hires that are hired after a certain date, pay 20% of their health insurance premium. Mr. Hanna will check with legal consultants on whether we can leave current employee's premiums the same but increase new hires to 20%. He stated that this fall, we should have an answer on the increase in health insurance from the insurance broker. Board member Childers suggested that the insurance discussion take place in October and a decision could be made at that time.

Approval to Post Position – Mr. Hanna announced that the PHEP Coordinator has submitted her intent to retire. Her last day at FDH will be July 16th. He asked for permission to post and hire. Discussion ensued. Tina Childers moved to approve posting and hiring for the PHEP Coordinator position. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Manufactured Home Park Agreement – The manufactured home park inspection agreement is for Fiscal Year 2021. The health department is responsible to inspect every manufactured home park within its jurisdiction. This is a renewal contract and Mr. Hanna will sign the contract.

Approval of Contract Tracers Supervisor – The board discussed the contract tracers and the contact tracer supervisor positions. The supervisor would work with FDH staff oversee all the contact side of the COVID response. The supervisor position would go through Surge temp agency. The contact tracers would be hired through a contract with FDH. Tina Childers moved to approve hiring three individuals for the contact tracer position and one individual as the supervisor through the Surge Temp agency. Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.

Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 5:48 p.m. on motion by Brian Oliver. Tina Childers seconded the motion.



Tina Childers, President
Fairfield Department of Health



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