



**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  
March 11, 2020 at 3:00 P.M.

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

**Call to Order:** President David Petty 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

Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director; Merrilee Taylor, PHEP Coordinator; Jen Valentine, R.S.

### Others Present

No public participants were present

### Approval of Minutes

**Dr. Steven Kapetansky** moved to approve the February 12, 2020 board meeting minutes as presented. **Tina Childers** seconded the motion. The motion passed by a unanimous voice vote.

### Election of Officers

President - **Brian Oliver** nominated **Tina Childers**. **Dr. Steven Kapetansky** seconded the motion. Discussion ensued. Board member Oliver suggested that the board members move to a rotation basis for the roles of President and President Pro-Temp. Board members agreed. **Mr. Petty** asked for a vote on the nomination. **Tina Childers** was voted as the 2020 Board of Health President by a unanimous voice vote.

President Pro-Tempore – **Brian Oliver** nominated **Dr. Steven Kapetansky**. **Tina Childers** seconded the motion. The motion passed by a unanimous voice vote.

**Tina Childers** is the 2020 Board of Health President and **Dr. Steven Kapetansky** is the President Pro-Temp.

Board members discussed the committees that board members serve on at FDH. Board By-Laws stated that the President appoints ad-hoc committees as needed and all board members are encouraged to attend committee meetings. Board Member Childers asked Dave Petty to continue to work on the Environmental Review Committee and the Finance Committees.

Tina Childers suggested the time of the meeting be changed to 9:00 a.m. After discussion it was decided that the meetings will still be held at 3:00 p.m.

### **Financial Division**

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department collected 18% of the revenue, while spending 19% of the budget.

Resolution 2020-12 – The purpose of Resolution 2020-12 is for a cash transfer in the amount of \$20,000.00 from the District Health fund to the Public Health Nursing fund.

Resolution 2020-13 – The purpose of Resolution 2020-13 is for a cash transfer in the amount of \$3,500.00 from the District Health fund to the Public Health Nursing Fund.

Approval of Resolutions 2020-12 & Resolution 2020-13 – **Tina Childers made the motion to approve Resolutions 2020-12 and Resolution 2020-13. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-15 – Resolution 2020-15 is the 2021 Annual Appropriation Resolution. **Tina Childers moved to approve Resolution 2020-15. Dr. Teresa Wood seconded the motion.**

**Roll Call Vote: Tina Childers - aye  
Dr. Steven Kapetansky - aye  
Brian Oliver - aye  
Dave Petty - aye  
Dr. Teresa Wood – aye**

**The motion carried.**

### **Miscellaneous**

- Mrs. Ehorn discussed the expenses not budgeted or unexpected expenses (over \$1,000.00)
  - o None for February 2020
- The invoices paid during the month over \$3,000.00 were discussed.
  - o Admin Logistical Support – Accreditation \$3,450.00
  - o CFLP Solid Waste District – Return unspent 2019 funds \$3,647.85
  - o Daily Services – Temporary Employees \$3,718.50
  - o Dell Marketing – 2 Laptops \$3,023.84
  - o Glaxosmith Kline – Vaccine \$7,807.63
  - o Jefferson Health Plan – Jan/Feb Health Ins. Premium \$93,210.09

- Merck Sharp & Dohme – Vaccine \$9,508.70
- Treasurer, State of Ohio – C&DD State Fees - \$7,842.09

Health Insurance/Dental Updates as of January 31, 2019 – The health insurance ending balance deficit is \$10,986.49. The dental insurance ending balance deficit is \$790.37.

Cash Balance – The cash balance as of February 29, 2020 for all programs is \$1,951,084.10. District health balance (not including District Health Subfunds) is \$1,086,934.27.

Life Insurance Update – Mrs. Ehorn discussed the life insurance that is provided to employees. The Health Department's portion went up by \$0.78. The employee life and AD&D is \$1.90, the spouse is \$4.00, and the dependents are \$0.78. CareFactor thought the \$4.00 included the rates for children (children are covered until age 23 if they are a full-time student). At the beginning of the year, Miller-Lewis told us the premium was \$5.90 for each employee. That is not the case. The premium will start at \$1.90 per employee and will be increased if there is a spouse/or and dependents. This change will decrease the rate we pay for some and increase the rate we pay for others. Overall, the change should have a very small impact.

Credit Card Machines – The health department has three credit card machines (Vital Statistics, Nursing and Environmental all use credit card machines). The health department pays the fees associated with the usage of the credit card machines. Other county agencies charge this fee back to the client. Mrs. Ehorn stated that if we would make this change, we would need to upgrade the credit card machines. This would cost \$299.00 per machine. We will sign a three-year contract with Elavon with no penalty to cancel if we give a 60-day notice. We would be charged \$25.00 for any per charge back fees and a \$79.00 per month fee if not PCI compliant. This fee comes off if we are compliant. Elavon would be charging the credit card fee of 2.5% of each transaction to the customer. Discussion ensued. **Dr. Teresa Wood moved to purchase three new credit card machines. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report & Out-of-County Travel – **Tina Childers moved to approve the Financial Report and Out-of-County travel as presented. Dr. Teresa Wood 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.

Update on Coronavirus – Dr. Mark Aebi, Health Commissioner, discussed the coronavirus. Last week the focus was on testing and the health department had sent out a Health Alert Network (HAN) message to all physicians regarding testing which lays out a good protocol. The goal is to slow down the number of cases so the healthcare systems can absorb it and not get overwhelmed. Discussion ensued on testing. Closures and gatherings were discussed. Dr. Aebi stated that there will be a meeting held with superintendents of schools to get plans in place if schools are closed.

Mrs. Nash stated that it was very important that the Board of Health be kept up to date on this outbreak. Mrs. Nash stated that at this time, nursing homes will go down to 1 visitor per day. All mass gatherings will be canceled. Everyday this is changing. This outbreak was recognized as a pandemic today.

The health department currently has initiated its Incident Command System (ICS) Monday morning. Merrilee Taylor, Emergency Preparedness Coordinator, stated that staff are getting ready to move into their emergency response roles versus their day-to-day responsibilities. Conference calls from the state are constantly occurring right now. Mrs. Taylor stated that coordination with the multiple agencies has been very good with this event and we are getting lots of support from other agencies. Emergency Management is helping with the PIO support. Staff are documenting the time spent on the coronavirus outbreak to determine the costs to the agency.

#### Environmental Division

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

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 this has been ongoing since last August. They haven’t connected to public sewer and there is still sewage running out. Discussion ensued. Mrs. Spindler recommended sending this to prosecutor. **Tina Childers made the motion to send this to Prosecution. Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-19 – The purpose of Resolution 2020-19 is to refer William Juris to prosecution for failure to comply with the Ohio Revised Code 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.”* Mrs. Spindler stated that this situation has gotten worse. **Dr. Teresa Wood moved to approve Resolution 2020-19. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Update on Food Service Licensing – Mrs. Spindler reported that the food service license renewal period has 545 establishments that have received their licenses. Twenty-three establishments have not renewed their licenses. This means numerous phone calls and letters to get these establishments to renew their licenses. Licensees paying their fees by mail must have the envelope postmarked by March 2, 2020. Board members discussed what can be done if establishments do not pay. The alternative is that the board shuts them down. After discussion, **Dave Petty made the motion that if the 23 unpaid food establishments are not paid by next week, they will be sent a letter stating that “if their food service establishment is not paid by April 6<sup>th</sup> their establishment will be shut down”.** Tina Childers seconded the motion. The motion passed with 4 “ayes” and 1 “nay”.

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

**Administrator Report**

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

Teleworking Policy – Merrilee Taylor explained the teleworking policy. The teleworking policy supplements the FDH Continuity of Operations Plan (COOP). The Ohio Department of Health required all local health departments to standardize their COOP plans. Teleworking has been a component of the COOP for a few years and has been a work in progress for FDH. FDH staff began working to finalize this policy in December. This was in draft form and was being reviewed prior to this outbreak. The telework policy also supports workforce development by providing an option to maintain productivity by allowing staff to work from home during an emergency. This is a situational based policy. This started out as a mandate but now, in reference to the coronavirus outbreak, this policy would come in to play if anyone is quarantined. The Teleworking Policy is used on an as needed basis. Discussion ensued. **Dr. Teresa Wood moved to adopt the Teleworking Policy as presented. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

**Miscellaneous**

- Governors Summit on Coronavirus – Mr. Hanna reported that he and Tiffany Nash attended the summit.
- Tire Collection Day – The tire collection day has been scheduled for March 28<sup>th</sup> from 9:00 – 12:00.
- Operation & Maintenance Forum – A second Operation and Maintenance forum has been scheduled for March 18<sup>th</sup> from 6:00 – 8:00 p.m.

**Public Comments** – There was no public comments noted.

**Adjournment**

The meeting adjourned at 4:31 p.m. on **motion by Tina Childers. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**



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Dave Petty, President  
Fairfield Department of Health



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