



**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 Special Meeting  
March 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 (Present at 3:05)  
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; Kelly Donley, Fiscal Specialist; Kevin Barlow, Interim Environmental Director/ Food Supervisor; Stephanie Fyffe, Nursing Director; Tiffany Nash.

### Others Present

John Kochis, EMA Director

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

### Election of Officer

Election of Officers to be voted on for 2021.

**Brian Oliver made a motion to nominate the same officers this year as last year, as the health department goes through its transition. Tina Childers, Chairman and Dr. Steven Kapetansky, Vice Chair. Dr. Teresa Wood seconded the motion. The motion passed by 4" Ayes, 0" Nays, 0" Abstained (Dr. Steven Kapetansky arrived at meeting at 3:05pm)**

### Approval of Minutes

***Amended Feb 10, 2021 meeting minutes-Nursing section-*** Dr. Teresa Wood asked about schoolteachers getting vaccinated and if the health department would be involved. Mrs. Fyffe mentioned that Fairfield Medical Center would be doing schools at the River Valley Campus holding their own Point of Dispense (POD). Dr. Teresa Wood worked with some of the clinics at the Fairfield County Fairgrounds. She spoke of the flexibility, accuracy, and efficiency from everyone who has been working the clinics at the fairgrounds. Dr. Teresa Wood witnessed how the operations flowed. She stated there was no waiting, volunteers went above and beyond filling out paperwork, which, in turn, showed no wasted time. Dr. Teresa Wood also pointed out that Garrett Blevins, with the EMA, was very communicative. She thanked everyone for the great experience working at the clinics with dedicated people for their exceptional work.

***Amended Feb 24, 2021 Special meeting minutes-***Changes were made for the entire document as such, Ms. Wood was changed to Dr. Teresa Wood. This amendment would keep the document consistence with the same name.

**Brian Oliver made a motion to approve the Amended February 10,2021 and February 24, 2021 board meeting minutes. Dr. Teresa Wood 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. Kelly Donley, Fiscal Specialist went over the highlights of the summary report. Ms. Donley stated we are **16%** of the way through 2021, and we have collected **16%** of our revenue, while spending **13%** of our budget.

Ms. Donley discussed Resolution 2020-09 and 2021-11 that was presented to the board.

**Resolution 2021-09: \$643.97 Memo Expense for OPERS payment for former employee now working at the Fairfield Community Health Center**

**Resolution 2021-11: \$322,795.00 Amend Certificate, Appropriate Unappropriated Monies, Update Receipt Line for the Enhanced Operations Subfund (71732160)**

**Dr. Teresa Wood moved to approve Resolutions 2021-09 and 2021-11. Brian Oliver seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained.**

- **Ms. Donley went over additional highlights on the summary report with the board. She also discussed COVID related-revenue and expenses that were listed on the report. There was a discussion regarding payment to the Contact Tracer employees from the Contact Tracing Grant. When the Contact Tracing Grant expires then the Contact Tracer employees will then be moved to the Enhanced Operations Grant. South Central Ohio Insurance Consortium (SCOIC) will not be in a deficit once the Jefferson Health Plan (JHP) balance rolls over to SCOIC. The balance will then turn to a surplus. Discussion ensued.**
- Expenses not budgeted or unexpected (over \$1,000)
  - None for February
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
  - CFLP Solid Waste District - Unused Solid Waste Grant - \$7,578.63
  - Daily Services – Contact Tracer Supervisors - \$7,697.63
  - Sarah Grim – Contact Tracer - \$5,062.50
  - South Central Ohio Insurance Consortium - Med/Dental/Life/Flex Spending - \$45,312.33
  - Spohn Excavating- WPCLF Project - \$9,475.00
  - Staples - Supplies including vaccine campaign supplies - \$3,048.39
  - Treasurer, State of Ohio - C&DD State Fees \$5,948.81 and C&DD Landfill License \$57,500.00
- COVID-19 Grant as of 2/28/21
  - Revenue - \$394,952.66
  - Expenses – \$334,081.41
- Contact Tracing Grant as of 2/28/21
  - Revenue - \$368,643.49
  - Expenses - \$422,143.58
- Enhanced Operations Grant as of 2/28/21
  - Awarded \$322,795 - not used yet, anticipate using in March/April when CT21 funds are fully expended

- Health Insurance/Dental Update – as of January 31, 2021

JHP - Health Insurance Ending Balance (deficit)/surplus	\$115,067.92
SCOIC – Health, Dental, Life Insurance Ending Balance (deficit)/surplus	\$(27,417.05)

- Cash balance as of February 28, 2021
  - All programs - \$2,535,556.71
  - District Health (not including District Health Subfunds) - \$1,476,640.00

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

**Dave Petty 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-**

Kevin Barlow introduced himself as the Acting Environmental Director. Mr. Barlow shared his board report with the Board of Health. He shared that Jen Valentine had three resolutions she wanted to discuss with the board and he had one carry in resolution to go over with the board.

**Resolution 2021-12**

Walnut C&DD LLC, 8675 Lancaster Newark Road, Thurston, has requested a license modification, allowing them to change from 4:1 slopes to 3:1 slopes. This license modification will allow the facility to capture more airspace with a vertical expansion. The final height of the facility will not change.

**Brian Oliver made the motion to approve Resolution 2021-12. Dr. Steven Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

**Resolution 2021-14**

A resolution to grant a variance for Ben Toops, 4212 Sitterley Road, Canal Winchester from Ohio Administrative Code 3701-29-15(N)(2), which describes the requirements determining length along contour.

**Resolution 2021-16**

A resolution to grant a variance for Kirsti and Tim Wolfe, 935 Rainbow Drive, Lancaster from Ohio Administrative Code 3701-29-15(N)(2), which describes the requirements determining length along contour.

**Brian Oliver made the motion to approve Resolutions 2021-14 and 2021-16. Dr. Steven Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

**Resolution 2021-15**

A Resolution authorizing Kevin Barlow, RS, Acting Environmental Health Director to apply for, accept and enter a Water pollution control loan fund agreement on behalf of the Fairfield Department of Health for the repair and replacement of home sewage treatment systems.

**Dr. Teresa Wood made the motion to approve Resolution 2021-15. Dave Petty seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

Mr. Barlow continued his report of the Environmental Division programs. He discussed the operations of the Food Program with continuous efforts from the Food Sanitarians doing inspections. The month of April is when the Pools and Campground licenses are renewed. Mr. Barlow updated the board on a new Food Sanitarian, Kelsey Nein, Sanitarian in Training (SIT) started April 8<sup>th</sup>. He also made the Board aware that an Environmental employee has notified him that they will be leaving but have not officially put in their notice yet. There were questions from the Board regarding the position that will become vacant, asking for the correct title and experience that the position requires. Mr. Barlow discussed in detail what the position requires. They can be a Sanitarian in Training (SIT) or a Registered Sanitarian (RS). SIT needs to have training and take an exam to become an RS. A SIT needs to pass the exam within 5 years, or they cannot continue the position and need to resign from the position.

Mr. Barlow briefly discussed House Bill 442. State is changing the credentialing for Sanitarians. Sanitarians were titled as Sanitarians in Training (SIT) or Registered Sanitarians (RS). The new titles are Environmental Health Specialist in Training (EHST) and a Registered Environmental Health Specialist (REHS). Registration fees have been lowered for employees to continue to hold their registrations.

Mr. Barlow updated the board after speaking with Amy Thompson, Fairfield County Prosecutor about the Tschopp Road property.

This property was before the Board at the February meeting to be sent to prosecution to be condemned. Mr. Barlow said Ms. Thompson was working with the legal process as much as she can. Until the memorandum on the foreclosure and evictions that has been placed under the pandemic goes away, there is no way of moving forward to condemn. Discussion ensued.

**Tina Childers made a motion to approve the advertising for the vacant Sanitarian Position in the Environmental Division once the two-week notice has been submitted. Brian Oliver seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

Tina Childers asked that the job posting be submitted to her so she may have Fairfield County Human Resources help with posting the position.

Mr. Barlow gave a description of the current employees in the Environmental Division as to how many years of experience the current employees have. It was noted that two employees have 15+ years' experience and the rest of the sanitarians were at a year or under. The Environmental Division has a new sanitarian starting next week.

### Nursing Division

Stephanie Fyffe started by going over the Contact Tracing. The numbers are going down. We are at 25-30 cases a day. COVID-19 Vaccine Clinics are going well. The Department is vaccinating about 400 a day. Tuesday, Wednesday, and Thursday are at the Fairfield County Fairgrounds. The department has given over 7000 doses of vaccine so far out to the community. The department has received all three vaccines. Johnson & Johnson vaccine is set up to go out on Thursday. Operations for the vaccine clinics have been moved to the River Valley Mall. This move was to expand the amount of vaccine to distribute. This was to meet the needs to the community. Volunteers were increased to expand. A transition will be made to the Vaccine Management System (VMS) that the State is running. This will allow the community to schedule themselves at a vaccine location themselves. This should happen in the next week. Contact Tracers were discussed on whether they are still needed. Tiffany Nash explained to the Board the importance of the Contact Tracing to continue. Question on the scheduling was discussed. Discussion ensued. Stephanie thanked EMA for their huge part in the COVID-19 Vaccine Management with the vaccine clinics.

Dr. Kapetansky asked about the transition from the fairgrounds to the mall. John Kochis explained that the County Commissioners are the ones that handled the arrangements for the space at the mall and that the Health Department had no expenses involved in the space that was provided. Questions on storage for vaccine was asked. Stephanie explained the shelf life on each vaccine. Discussion ensued. Tiers continue to be opened as the department works the clinics each week. Mask mandates are changing some since vaccine has been distributed.

John Kochis shared that Fairfield Medical Center is slowing down their level of administration of the COVID-19 vaccine. Board of Health members stated if FMC were able to help vaccinate more it would help the burden on the Health Department. Discussion ensued.

W.I.C. has seen a decrease in numbers due to COVID-19.

### Administrative Division

Larry Hanna updated the Board on the individual that was going to volunteer to help the Fiscal Department in Jamie Ehorn's absence on medical leave. This person will now be contracted through Surge a temporary agency. The health department will pay Lisa Notestone \$20.00 hr. 2 to 4 days a week until Ms. Ehorn returns off medical leave.

Mr. Hanna shared information about the redesigned FDH Website. Sheri Ledgett and Crissy (Web Chick) were thanked for the nice work and information placed on the site.

Mr. Hanna stated that Violet Twp. Fire Department has agreed to begin vaccinating our homebound residents in Fairfield County. FDH would transfer vaccine to the Fire Department so they can vaccinate the homebound residents.

Mr. Hanna went over the contract between the Fairfield Department of Health and its Board of Health and Violet Twp. Fire Department for this event to vaccinate approximately 50 residents. Mr. Hanna ask the Board of Health for their approval for the contract.

**Dave Petty made the motion to approve the contract to transfer vaccine to Violet Twp. Fire Department to vaccinate Fairfield County Homebound Residents. Dr. Teresa Wood seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

Mr. Hanna finished his report by submitting his retirement date to the Board of Health. Mr. Hanna's last day in office will be April 9, 2021.

**Dave Petty made a motion to accept Larry Hanna's date for retirement. Dr. Teresa Wood seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".**

Tina Childers, BOH President asked the board members how they would like to proceed looking for a Health Commissioner. The board would like to form a committee to go over the applications for interviewing. This committee will consist of two board members. Dave Petty and Dr. Teresa Wood volunteered to sit on the committee. More Discussion went in Executive Session.

**Tina Childers made a motion to go into Executive Session to discuss more details in the interviewing and hiring of a new Health Commissioner at 4:07pm. Dave Petty seconded the motion.**

**Roll Call:**

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

**The motion passed.**

**The Board of Health Reconvened from Executive Session at 4:29pm upon motion by Tina Childers and seconded by Dr. Teresa Wood.**

**Roll Call:**

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

**The motion passed.**

In Executive Session the Board of Health discussed moving Mary Smith into the Acting Administrator role, until the Board of Health has interviewed and hired a Health Commissioner.

**Tina Childers made a motion that in order to continue operations at the Fairfield Department of Health that Mary Smith be set as Acting Administrator until the Health Commissioner position is filled. Dave Petty seconded the motion. Motion passed by 4" Ayes, 0" Nays and 1" Abstained" by Dr. Steven Kapetansky.**

Tina Childers stated that Dr. Teresa Wood and Dave Petty will head the Interview Committee. They will pick a Fairfield County employee and possibly one or two Fairfield Department of Health employee(s) to sit in on the interviewing process.

**Adjournment**

**The meeting adjourned at 4:56 p.m. on motion by Dr. Teresa Wood. Dave Petty 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