



## BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health  
Minutes of the Board of Health  
October 14, 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  
Dr. Teresa Wood

### Board Members Absent

Dave Petty

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

### Staff Present

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Sheri Ledgett, Clerk Specialist; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Jen Valentine, R.S.; Colt Bush, R.S.; Amy Gabriel, Accreditation Coordinator; Stephanie Fyffe, Nursing Director; Kevin Barlow, Env. Food Supervisor;

### Others Present

Mike Shankle

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

### Approval of Minutes

**Brian Oliver moved to approve the September 9, 2020 board meeting minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Board President, Tina Childers made aware that the meeting was being recorded.

### Environmental Division

Resolution 2020-59 – The purpose of Resolution 2020-59 is to grant a variance for Mike and Lisa Shankle, 13486 Beaver Drive, Thornville from Ohio Administrative Code 3701-28-0(G), which describes the distance requirements for a private water system from a road right-of-way, utility easement or road.

Kelly Spindler asked Jennifer Valentine, registered sanitarian, to speak to the board about Mr. Shankle's issue. Mr. Shankle was asking for a variance from regulation OAC 3701-28-07 (G) which describes distance requirements for private water systems from right-of-ways, utility easements and roads.

The property owner, Mr. Shankle, is turning an existing barn into a residence and wants a variance to drill the well close to the road on the Beaver Drive side of the property. There is room on the opposite side of the house to accommodate a well without requiring a variance. However, Mr. Shankle has stated that placing the well there would be inconvenient for him.

Walnut Township has verified that there is a road right-of-way 20 feet from the road center line that must be maintained. A variance from the township would also be needed to place the well in the location Mr. Shankle prefers. The homeowner has indicated he will attend the Board meeting to plead his case.

It was also noted that OAC 3701-28-07 (K)(6) states: *"When a private water system is to be constructed where the system cannot meet all of the isolation distances of this rule, then the isolation distances shall be maintained at the greatest practical distances from sewage systems, petroleum tanks, roads and right of ways, waste application staging areas, and landfills, in this order. When an isolation distance priority is not specified here, then the board of health shall use their best professional judgment for system placement."*

Mrs. Spindler noted that because of this section of code, the ten-foot distance should be maintained from the right-of-way easement and would make the well six feet from the house. She also reminded the board that there is space available on the property to maintain all distances.

Mr. Shankle discussed his concerns on cost and time with this issue. Discussion ensued.

**Brian Oliver moved to approve the motion going forward with OAC 3701-28-19 (B) (1) for Resolution 2020-59 due to there will be unusual and unnecessary hardship in complying with the rules. Dr. Steven Kapetansky second the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-55— The purpose of Resolution 2020-55 is to refer Joann Stephenson 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."*

Mrs. Spindler gave details on property. In June of this year, we received a complaint regarding this property. The existing house is in bad shape and there are a couple of old mattresses in a collapsing lean-to. Around 20 tires are in the back yard. Orders were sent to clean up the property, but no response has been received and nothing has been removed.

**Dr. Teresa Wood moved to approve the motion for Resolution 2020-55. Brian Oliver second the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-61 – The purpose of Resolution 2020-61 to grant a variance for Todd Jordan, 1610 Lancaster-Kirkersville Rd, Lancaster from Ohio Administrative Code 3701-29-15(N)(2), which describes the requirements determining length along contour and OAC 3701-29-06(G)(3), which describes the minimum isolation distance between a sewage treatment system and a driveway.

Mrs. Spindler read from the summary and highlighted areas as follows:

Mr. Jordan has an unoccupied home that is connected to the neighbor's sewage treatment system. Todd Jordan must install a new sewage treatment system on the property. Upon investigation, it does not appear that length along contour can be maintained due to the small space available for the sewage treatment system. The driveway is on both sides of the lot and the sewage system must be installed between them due to the lack of available space. Based on the soil test hole, the system should be one hundred feet long. The longest length that can fit while maintaining a ten-foot isolation distance from each driveway is 48 feet.

**Brian Oliver moved to approve the motion for Resolution 2020-61. Dr. Teresa Wood second the motion. The motion passed by a unanimous voice vote.**

Resolution 2020-53 – The purpose of Resolution 2020-53 is for the ease for 2021 to have a second reading / Public Hearing. No one attended for the public hearing.

### **Miscellaneous**

#### **-Lake View Campground**

September 29, 2020 the owner of Lakeview RV Park and Campground, Jeremy Primmer, submitted a plan review to ODH for additional sites over the 70 for which he is currently licensed. FDH spoke to Peter Jen, engineer with the ODH Recreation Program. He stated ODH has 30 days to review. The Environmental staff has no further information at this time. Mrs. Spindler sent the board the timeline and explained the campground rules that the health department cannot give variances to the campground rules. Only ODH can grant these types of variances.

#### **-Programs**

Mrs. Spindler went over the graphs and statistics she provided to the board members on the department programs within the Environmental Division.

Mrs. Spindler went over her Environmental Report on her programs. A Summary report was given to board members to review programs.

**Financial Division**

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn stated we are 75% through 2020 and that we have received in 73% of the revenue and spent 62% of budget. Mrs. Ehorn discussed the resolutions that were presented to the board.

Resolution 2020-57– The purpose of Resolution 2020- \$15,000 cash transfer of appropriating and un-appropriating funds for Public Health Nursing.

**Dr. Steven Kapetansky made a motion to approve the transfer as described, Dr. Teresa Wood second the motion. The motion passed by a unanimous voice vote.**

The summary report was given to board members while Mrs. Ehorn went over highlights and expenses listed in the report. Dr. Kapetansky asked a question on vaccine expenses during this time with not doing immunizations. Mrs. Ehorn went over some grants that have been funding the health department. The health department has been awarded funding from the Fairfield County Commissioners for payroll expenses and Mrs. Ehorn will move money from the CO fund over to the Cares Act fund. Mrs. Ehorn highlighted expenses regarding Contact Tracers, High-dose Flu vaccine, WLPCF project, Treasurer's fees, and Audit. Dr. Kapetansky asked a question regarding immunization cost for children vaccine, if it would save money with the department not doing any immunization clinics during the pandemic. Mrs. Fyffe clarified by explaining that the state sends us Vaccine for Children (VFC) vaccine at no cost for children which does not affect the health departments budget. The health department pays for adult vaccine (private vaccine).

Mrs. Ehorn went over the grants: COVID Grants called CO20 and CO21, Contact Tracing Grants CT20 and CT21 and the CARES ACT funding, which is coming from the Fairfield County Commissioners Office. Mrs. Ehorn also went over the amounts for all five grant funds. Mrs. Ehorn stated that we signed a sub-grant agreement regarding the CARES ACT funding with the Commissioners to cover \$67,400.21 to cover salary and expenses that are currently showing in her CO expense line on her report. Once Mrs. Ehorn receives the funding, she will then remove that expense out of the CO grant funding line to the CARES ACT funding line. More discussion ensued on expenses and deficits. All grant funding from the CO grant for CO20 and CO21 needs to be used by December 31,2020

Mrs. Ehorn discussed the health insurance plans. Our balance with Jefferson Health Plan (JHP) \$142,637.39, the amount is decreasing considering the claims that are coming through being paid by JHP. The balance left coming the first of the year 2021 will be turned over to South Central Ohio Insurance Consortium (SCIOC) the current health plan. The balance for SCIOC is \$70,909.23.

Cash Balances were given from the report. Several contracts/agreements were presented and details for the contracts were provided from Mrs. Ehorn. (Survey Monkey, Point N-Pay Credit Card Company Application, SCOIC Medical, Dental and Life Insurance Rates for 2021, The Baldwin Group (HDIS) and South Central Ohio Insurance Consortium Agreement and Bylaws). Dr Teresa Wood had questions regarding Survey Monkey and offered information on another program, Red Cap, that provided the

same tools that Survey Monkey offered but was free of charge. Mrs. Sutter mentioned after speaking with others that Red Cap was not user friendly with IT. Discussion ensued on this software.

**Dr. Steven Kapetansky made the motion to approve the Survey Monkey HIPAA Compliant for the Contact Tracing. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

**Dr. Teresa Wood made the motion to approve the Point-N-Pay Credit Card Company to sign the application. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

**Brian Oliver made the motion to approve the Bylaws for SCOIC. Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.**

**Dr. Teresa Wood made the motion to approve Health District Information System (HDIS) annual agreement with amendment made from prosecutor that was approved by both parties. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Ehorn finished her report by stating that South Central Ohio Insurance Consortium Insurance for the Dental, Medical and Life was not going to increase any rates for 2021. Mrs. Ehorn was asked how long the contract is and returned information stating that it runs from July to June. It is a 3-year contract and has to have a 6-month notice to cancel (before June of 2023). Health department may investigate other options in June of 2022 for other insurance options. The health department is working towards employees paying 12% of the medical insurance premium. The premium paid by the employee is being increased by .5% each year, with the exception of new hires that start off paying 15% of the premium.

**Brian Oliver made the motion to approve no rate increase from Miller Lewis Insurance. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

**Approval for out-of-county travel and Financial Report – Brian Oliver 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**

Mrs. Fyffe, Nursing Director went over highlights working with the schools in Fairfield County & Lancaster City Schools. Mrs. Fyffe also mentioned that Devin Delgado is currently training a Contact Tracer Supervisor so she may go back to her Sanitarian duties soon. An Immunization Nurse is scheduled for an interview next week. Board member, Dr. Teresa Wood considered using an LPN for the Immunization Nurse position.

#### **Administrator Report**

Administrator Larry Hanna gave his report. He also mentioned the CARES ACT money may help with the COVID Vaccine Campaign and other expenses involved with COVID. He mentioned the Fairfield Department of Health's Flu Clinic. He welcomed any board member that would want to come and volunteer help with the flu clinic. He did mention that Board Member David Petty would be helping at the flu clinic. Mr. Hanna asked for a salary increase for Nursing Director, Stephanie Fyffe. Brian Oliver

ask about the meeting with the Lancaster contract. Mr. Hanna gave some update on the Lancaster Contract as to possibly Lancaster going for a Levy and possibly giving the health department 2.5% to 5% increase to continue the Lancaster Contract. Discussion ensued.

Dr. Teresa Wood ask Mr. Hanna about a conversation that was mentioning the health department advising community to seek immunizations at other neighboring health departments. Dr. Teresa Wood wanted to go on record that she felt that this was unacceptable. Brian Oliver agreed with Dr. Wood on her opinion on this matter. The board members would like the health department to find other resources for the community other than recommending other health department in other counties. Mrs. Fyffe explained that the first recommendation given to community members is always that of the Fairfield Community Health Center.

He updated the COVID-19 in Fairfield County, that the county was still in Orange and could be moving to Red soon. Discussion ensued.

Vaccine for COVID-19 & masks were discussed. Mr. Hanna stated from what he has heard that possibly late spring for a vaccine. Thousands of Vaccine will be distributed out and will work in tiers and Fairfield Department of Health will be responsible to set up PODS (Point of Distribution Sites) all over Fairfield County. Dr. Teresa Wood brought up the statistics on masks on different scientific tests that has been done on the good and bad for wearing mask. Discussion ensued.

**Tina Childers made a motion to increase the Nursing Director salary. Dr. Teresa Wood seconded the motion. The motion passed by a unanimous voice vote.**

**Public Comments** – Mr. Shankle discussed his concerns on cost and time with his issue pertaining to Resolution 2020-59. Discussion ensued.

**Adjournment**

The meeting adjourned at 5:48 p.m. on **motion by Brian Oliver. Dr. Steven Kapetansky seconded the motion.**



Tina Childers, President  
Fairfield Department of Health



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