

FAIRFIELD DEPARTMENT OF HEALTH  
MINUTES  
January 20, 2015  
1550 Sheridan Drive, Suite 100  
Lancaster, Ohio 43130  
3:00 P.M.

Vice-President Jim Massey called the regular Board of Health meeting to order at 3:00 p.m. Roll call was taken:

Roll Call: Tina Childers – Present  
Charlie Engen – Present  
Dr. Darryl Koop – Absent  
David Petty – Absent  
Jim Massey – Present

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

Staff Present: Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Gwen Shafer, Nursing Director; Paulette Tiller, Fiscal Officer; Merrilee Taylor, Public Health Emergency Preparedness Coordinator; Jen Valentine, R.S.

Others Present – Alan Cleary, Ohio Cast Stone Company; Paul Kemmer; Laurie Cotton

Public Comments – Paul Kemmer addressed the Board of Health members. He had comments and suggestions about Resolution 2014-67. Resolution 2014-67 is to establish fees for the new sewage rules. Mr. Kemmer discussed gray water recycling systems. He felt that homeowners in Fairfield County would benefit from using gray water recycling systems.

Approval of Minutes – **Mr. Massey asked for a motion to approve the *December 10, 2014* meeting minutes. Tina Childers moved to approve the *December 10, 2014* meeting minutes as presented. Charlie Engen seconded the motion. The motion passed by a majority vote.**

Environmental Review Committee - The written report was submitted and filed appropriately in health department files. Mr. Hanna highlighted the written report.

Resolution 2014-67 - The purpose of Resolution 2014-67 is to establish new sewage fees for the 2015 licensing period. Discussion ensued on the application for a site review of an HSTS, SFOSTS or GWRS fee. After discussion, it was decided to keep the fee as listed on the proposal. **Mr. Massey read Resolution 2014-67 with the change into the record as the third reading. This is also the public hearing for Resolution 2014-67 and he asked for any comments from the public. None were noted. Mr. Massey**

asked for a motion. Tina Childers moved to approve Resolution 2014-67 and Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2015-01- The purpose of Resolution 2015-01 is to refer Daniel Gregory 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 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."*

Discussion ensued. Mr. Massey asked for a motion. Tina Childers moved to approve Resolution 2015-01. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2015-02 – The purpose of Resolution 2015-02 is to condemn the property owned by Leverta Carroll, [REDACTED] for unsanitary and unsafe conditions. Discussion ensued. Mr. Massey asked for a motion. Tina Childers moved to approve Resolution 2015-02. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2015-03 – The purpose of Resolution 2015-03 is to condemn the garage owned by Laurie Cotton, [REDACTED] for unsanitary and unsafe conditions. Jennifer Valentine highlighted the situation. Mrs. Cotton attended an ERC meeting in December, 2014, and was given one year to tarp the hole in the garage and fix the roof by May, 2015; but there has been very little improvements made.

Mrs. Cotton addressed the Board of Health. She stated that she has moved the trailer and mowed the grass and tried to tarp the roof of the garage. No one is living in the garage. Board members noted that the garage is relatively sound it just has the issue with the roof. They also felt that since Mrs. Cotton was originally given until May of 2015 to replace the roof or tear down the garage, we should give her that time. Discussion ensued. Mr. Massey asked for a motion. Resolution 2015-03 was discussed and the board decided to not approve the resolution but; Tina Childers moved that Mrs. Cotton is to either have the roof of the garage repaired or the garage has to be removed by May 13, 2015 or the Board of Health will condemn the garage at the May 13, 2015 board meeting. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2015-04 – The purpose of Resolution 2015-04 is to grant a variance for Chris Ruckman, [REDACTED]. [REDACTED]. The variance request is to use a holding tank in lieu of a traditional sewage treatment system. The Environmental Review Committee recommended that a variance not be granted. Discussion ensued. **Mr. Massey asked for a motion. Tina Childers moved to disapprove Resolution 2015-04 (the variance was not granted). Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-05 – The purpose of Resolution 2015-05 was to refer Kenneth Stebelton to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1, Section 4; and failure to comply with ORC 3707.01. UPDATE: **This situation has been abated.**

Approval of the Environmental Review Committee Report – **Mr. Massey asked for a motion. Charlie Engen moved to approve the ERC reports and recommendations as presented. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Division Report – The Environmental Division written report was submitted and filed appropriately in health department files. No questions were asked about the written report.

Finance – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the report. The department received 96% of the revenue at year end. The transfers were listed on the bill list. The Year-to-Date balances and program balances were discussed.

Resolution 2014-78– The purpose of Resolution 2014-78 is for an amended certificate for the Solid Waste Fund in the amount of \$862.00

Resolution 2014-79 – The purpose of Resolution 2014-79 is for cash advance repayments to the Immunization Action Plan grant fund in the amount of \$4,500.00.

Resolution 2014-80 – The purpose of Resolution 2014-80 is to memo expense the District Health fund for the OPERS payment in the amount of \$2,373.90 to pay retirement for two former employees now working at the Fairfield Community Health Center

Approval of Resolutions – **Mr. Massy asked for a motion. Tina Childers moved to approve Resolution 2014-78; Resolution 2014-79 and Resolution 2014-80. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Mrs. Tiller distributed the 2016 budget for the department. The budget reflects no fee increases in any of the health department programs and the increase in hours the employees are working. The budget also reflects a 3.5 increase for the DAC. Discussion ensued. The budget will be presented to the District Advisory Council at the next meeting.

**Mr. Massey asked for a motion. Tina Childers moved to approve the 2016 budget as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Out-of-County Travel – **Mr. Massey asked for a motion. Tina Childers moved to approve the out-of-county travel as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report– **Mr. Massey asked for a motion. Charlie Engen moved to approve the finance report as submitted. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. Mrs. Shafer stated that the 2015 IAP grant was renewed in December. The 2016 CFHS renewal grant is currently being worked on.

Administrator Report – The written report was submitted and filed appropriately in health department files. Mr. Hanna highlighted the written report.

Approval of Change to Personnel Policy/Vacation – Mr. Hanna stated that Section 4.2: Vacation – The Personnel Committee discussed the vacation policy and recommended that the following sentence be removed: *“An employee who has accrued but unused vacation leave equivalent to one year of accumulation shall not accrue additional vacation leave until their leave balance is reduced to (1) year of accumulation”*. Discussion ensued. **Mr. Massey asked for a motion. Charlie Engen moved to remove the above wording from Section 4:2: Vacation in the personnel policy. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Updated Position Descriptions – Position Descriptions for all employees have been updated in a new format. **Mr. Massey asked for a motion. Charlie Engen moved to approve the updated position description for all employees of the health department. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Limitations on Movement Plans – Ms. Taylor highlighted the plan. The plan has been updated to meet compliance. The purpose of the plan is to define non-pharmaceutical interventions that may be used to limit or slow the spread of disease and set forth general criteria for when non-pharmaceutical interventions might be implemented and for the duration of these interventions.

**Mr. Massey asked for a motion. Tina Childers moved to approve the Limitation on Movement Plan as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Crisis Communication Plan – The Crisis Communication plan has been updated. This is the annual renewal. The Crisis Communication Plan is designed as an operational guideline based on National Incident Management System principles that is intended for a diverse group of local public health, health officials, emergency response organizations and elected officials whose efforts must be coordinated on short notice under intense pressure to respond to a deliberately planned or naturally occurring public health incident or threat. **Mr. Massey asked for a motion. Tina Childers moved to approve the Crisis Communication Plan as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Data Use and Services Agreement – The data use and services agreement enables the health department employees to access the National Retail Data Monitor. The Real-time Outbreak and Disease Surveillance Laboratory (RODS) collects and analyzes over-the-counter drug sales to identify disease outbreaks, either naturally occurring or as a result of bioterrorism. **Mr. Massey asked for a motion. Charlie Engen moved to approve the Data Use and Services Agreement as presented. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

#### Miscellaneous

MS4 Inspections – The health department was approached by the county regarding MS4 inspections that needed to be done right away. Health Department staff created a work plan and completed over 500 inspections in a three week period. Mr. Hanna commended the staff for the timely inspections and the teamwork involved.

Food Cost Methodology – The food cost methodology has been completed and sent.

Operation & Maintenance Program – Environmental staff have had several meetings to discuss the O&M program. The staff will be meeting again on Friday, January 23<sup>rd</sup>.

City of Lancaster Contract – The District Advisory Council Chairman and Vice-Chairman discussed the City of Lancaster contract. The 2015 contract will remain the same with the same amount. The 2015 contract was sent to the City Law Director for their approval and will be discussed and approved at the next DAC meeting. The contract for 2016 will be renegotiated.

Phoenix Tire Facility Clean-Up – The Phoenix Tire Facility recently sold. A few years ago the property was cleaned up due to a massive amount of tires on the property. OEPA, CFLP and the Health Department all contributed financially to the clean-up and the amount was placed on a lien on the

property. Due to the sale, agencies that helped with the clean-up would be reimbursed. Mr. Hanna is still investigating this.

Executive Session – Mr. Massey asked for an Executives Session to discuss the Environmental Director. Prior to the vote, Alan Creary, contractor, addressed the board and stated he didn't get his paperwork completed in 2013 and 2014 in a timely manner and installed a couple systems without obtaining a license through the health department. He assumed all responsibility for this even though he worked with the present Acting Environmental Director on these two properties.


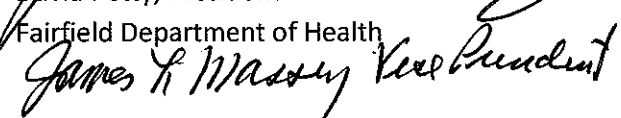
**Mr. Massey asked for a motion to go into Executive Session. Tina Childers moved to go into Executive Session to discuss the Environmental Director. Charlie Engen seconded the motion. A roll call vote was taken.**

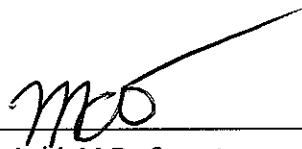
**Roll Call:**  
Tina Childers – aye  
Charlie Engen – aye  
Dr. Darryl Koop – Absent  
David Petty – Absent  
Jim Massey – aye

The board convened to Executive Session at 3:55 p.m. **The board reconvened from Executive Session at 4:25 p.m. on motion by Tina Childers and seconded by Charlie Engen. The motion passed by a unanimous voice vote.**

Resolution 2015-06 was discussed in Executive Session. Resolution 2015-06 moves Steve Deeter from the Acting Environmental Director position back to his Sanitarian position and Jen Valentine into the Acting Environmental Director position. Resolution 2015-06 also appoints Larry Hanna as the permanent Administrator. **Mr. Massey asked for a motion. Tina Childers moved to approve Resolution 2015-06. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Adjournment – There being no further business, the meeting adjourned at 4:25 p.m. **on motion by Tina Childers and seconded by Charlie Engen. The motion passed by a unanimous voice vote.**

  
~~David Petty, President~~  
Fairfield Department of Health  
  
James R. Massey, Vice President

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