



**Public Health**  
Prevent. Promote. Protect.

Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH

MINUTES

February 11, 2015

1550 Sheridan Drive, Suite 100

Lancaster, Ohio 43130

3:00 P.M.

President Dave Petty, 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 – Absent  
Dr. Darryl Koop – Absent  
David Petty – Present  
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;; Jen Valentine, R.S.; Rachél Martindale

Others Present – No public participants were present

Public Comments – No public participants were noted.

Approval of Minutes – Mr. Petty asked for a motion to approve the *January 20, 2015 meeting minutes*. Tina Childers moved to approve the *January 20, 2015 meeting minutes as presented*. Jim Massey seconded the motion. The motion passed by a majority vote.

Nursing Division – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report. The Immunization Action Plan site visit was held and went well. Mrs. Shafer is currently working on the CFHS grant which is due at the end of the month.

Mr. Hanna commended the Nursing staff on their performance during an incident with a visitor at the department. The staff took care of the person and did an excellent job.

Approval of MOA for Mass Prophylaxis Dispensing – The agreement is with the Fairfield Medical Center and the health department. In the event of an emergency situation such as a catastrophic biological incident, the Fairfield Department of Health would transfer a predetermined quantity of medical supplies and/or medication to the Fairfield Medical Center as needed to respond to a particular public health emergency.

**Mr. Petty asked for a motion. Tina Childers moved to approve the MOA for Mass Prophylaxis Dispensing as presented. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Division – The written report was submitted and filed appropriately in health department files.

Resolution 2015-10 - The purpose of Resolution 2015-10 is to grant a variance to Mary Ann Pence, [REDACTED] to permit the temporary use of a holding tank as stated in the Ohio Administrative Code 3701-29-18 (c): *"A holding tank shall be permitted on a temporary basis during inclement weather and/or during the non-installation season when the property owner must take occupancy until soil conditions are suitable for complete system installation"*. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-10. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-11 – The purpose of Resolution 2015-11 is to grant a variance to Eric Shoneberger, [REDACTED] to permit the temporary use of a holding tank as stated in the Administrative Code 3701-29-18 (c): *"A holding tank shall be permitted on a temporary basis during inclement weather and/or during the non-installation season when the property owner must take occupancy until soil conditions are suitable for complete system installation."* **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-11. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Finance – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the report. The department is 8% of the way through 2015 and collected 4.7% of the revenue while spending 7.1% of the budget. The transfers were listed on the bill list. Mrs. Tiller discussed the year-to-date fund balances.

Resolution 2015-07– The purpose of Resolution 2015-07 is for a cash advance to the Solid Waste district in the amount of \$100.00. This advance will be repaid or reclassified by December 15, 2015.

Resolution 2015-08 – The purpose of Resolution 2015-08 is for a memo expense to the District Health fund for the OPERS payment in the amount of \$2,390.86 to pay retirement for two former employees now working at the Fairfield Community Health Center.

Approval of Resolutions – **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2015-07; and Resolution 2015-08. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2015-09 – The purpose of Resolution 2015-09 is to approve the Annual Appropriation Resolution. The total of all funds is \$2,567,850.00. **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2015-09. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Miscellaneous – The Auditor of the State has chosen Charles E. Harris and Associates, for the health department audits. Mrs. Tiller has been in touch with the Auditing Company but no dates have been confirmed as to when the audit will begin. The GAPP audit will begin the week of February 23<sup>rd</sup>.

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. Petty asked for a motion. Tina Childers moved to approve the finance report as submitted. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

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

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

Work Experience Program – The Work Experience Program is through Job & Family Services to provide experience for clients who receive financial aid. This is an annual renewal of the contract. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Job & Family Services for the Work Experience Program. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Emergency Plans – Mr. Hanna discussed the plans. There are four plans that are up for renewal. The plans have some minor name changes and updates. These plans are: Strategic National Stockpile Plan; Mass Prophylaxis Plan; Distribution Plan and Corporate Dispensing Plan. Discussion ensued. Mr. Petty asked for a motion. **Tina Childers moved to approve the Strategic National Stockpile Plan; the Mass Prophylaxis Plan and the Corporate Dispensing Plan as presented. Jim Massey 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 and read an email from Tony Vogel, Director, Fairfield County Utilities, thanking the Health Department for their assistance in this process.

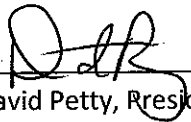
Executive Session – **Mr. Petty asked for a motion to go into Executive Session. Tina Childers moved to go into Executive Session to discuss disciplinary action on an employee. Jim Massey seconded the motion.**

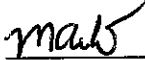
Roll Call: Tina Childers – aye  
Charlie Engen – Absent  
Dr. Darryl Koop – Absent  
David Petty – aye  
Jim Massey – aye

The board convened to Executive Session at 3:30 p.m. **The board reconvened from Executive Session at 3:50 p.m. on motion by Tina Childers and seconded by Jim Massey. The motion passed by a unanimous voice vote.**

**Mr. Petty asked for a motion. Tina Childers made the motion that the Board of Health agrees with the recommendations made by the County Human Resource Disciplinary Hearing Officer regarding the employee receiving a three day suspension. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Adjournment – There being no further business, the meeting adjourned at 3:50 p.m. **on motion by Tina Childers and seconded by Jim Massey. The motion passed by a unanimous voice vote.**

  
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David Petty, Resident  
Fairfield Department of Health

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