

The Board of the Logan County Health District met in regular session on Wednesday, September 7, 2011. President Spath called the meeting to order at 1:30 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Spath, Mr. Henschen, Mr. Hines, Mrs. Price, Dr. Varian and Mr. Alloway. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Guests included Lisa Engle, Christina Bramlage, John Clary, Kim Bolt, Joel Kranenburg, and reporter Mandy Loehr of the *Bellefontaine Examiner*.

#### **IN THE MATTER OF MINUTES**

It was moved by Dr. Varian and seconded by Mr. Henschen that the Board approve the minutes of August 3, 2011, regular meeting as mailed. Ayes: Mr. Hines, Mrs. Price, Mr. Alloway, Mr. Henschen, Dr. Varian. Nays: none. Motion carried.

#### **IN THE MATTER OF MONTHLY BILLS**

Administrator Lisa G. Downing stated that she presented vouchers for recurring and time-sensitive bills to the county auditor on August 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

#### **IN THE MATTER OF PUBLIC FORUM**

No members of the public were present for this portion of the meeting.

#### **IN THE MATTER OF BOARD OF HEALTH EDUCATION**

Health Commissioner Dr. Boyd Hoddinott offered statistics on staff wages as compared to other local entities and the Association of Ohio Health Commissioners annual salary survey of Ohio health districts. He also offered facts about the Home Health division and the advantages to the health district of having a certified home health agency.

#### **IN THE MATTER OF ANNUAL EVALUATION – C. BRAMLAGE**

Director of Nursing Kay Schroer introduced WIC Director Christina Bramlage, and presented an annual performance evaluation with a score in the *Achieves* range. It was moved by Dr. Varian and seconded by Mr. Henschen that the Board accept the review. Ayes: Mr. Hines, Mrs. Price, Mr. Alloway, Mr. Henschen, Dr. Varian. Nays: none. Motion carried.

#### **IN THE MATTER OF QUARTERLY IMMUNIZATION FEES ADJUSTMENT**

Mrs. Schroer presented the current schedule private pay (non-VFC or ODH provided) vaccines for quarterly adjustment based on actual costs. It was moved by Mr. Henschen and seconded by Mr. Hines that the Board approve the following adjustments effective October 1, 2011. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Hines, Mr. Henschen. Nays: none. Motion carried.

- Rotarix from \$110.00 to \$115.00
- Influenza from \$20.00 to \$25.00
- Flu Mist from \$20.00 to \$30.00
- High Dose Influenza (new) \$45.00

#### **IN THE MATTER OF NURSING REPORT**

The Nursing Director explained the new high dose flu vaccine for adults age 65 years and older, and announced plans for the first ever drive through flu clinic for ages 19 years and older on Saturday, September 24 from 10:00 a.m. to 2:00 p.m. at the Bellefontaine Regional Airport. Mrs. Schroer also reported that community flu shot clinics will be offered this year at Rushsylvania, Russells Point, West Liberty and Quincy. She then offered the following nursing division statistics for the month of July:

Home Health: 42 patients; 15 admissions; 180 RN visits; 25 HHA visits; 85 PT visits; 40 OT visits

Public Health: 2 RN visits; 3 blood pressure clinics/38 clients; 7 blood sugar checks; 2 TB clinics/15 skin tests; 1 ARC client/1 test; 10 BCMH visits/35 contacts; 5 newborn home visits; 1 bereavement contact

Communicable Disease: 6 confirmed- Chlamydia (3); Hepatitis C (3)

Immunization Program: 74 child clients/204 injections; 26 adult clients/27 injections

Women, Infants and Children: 33 new clients; 138 recertifications; 1125 total participants

#### **IN THE MATTER OF SCHEDULED HEARINGS**

##### ***Jay Krzeminski, South Carolina***

On August 3, 2011 the Board of Health ordered Jay Krzeminski to appear before the Board to show cause why the Board should not abate the nuisances on his properties at 104, 110A, 110B, and 110C Grand Ave, Russells Point by removing all structures and debris. Mr. Krzeminski did not appear, however Environmental health Director Craig D. Kauffman stated that he expressed verbally that he did not oppose the action. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board approve condemnation of the properties and abatement of all nuisances at the discretion of the Village of Russells Point at village expense. Ayes: Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

##### ***Kevin Sloas, 6788 SR 235, Lewistown***

On August 3, 2011 the Board of Health ordered Kevin Sloas to appear before the Board to show cause why the Board should not abate the nuisance at his property at 153 Clermont, Russells Point by removing the structure and debris. Mr. Sloas did not appear, however Mr. Kauffman stated he had requested an additional 30 days by telephone. It was moved by Mr. Alloway and seconded by Mr. Henschen that the Board approve a 30 day extension to abate the nuisance. Ayes: Mr. Hines, Mrs. Price, Dr. Varian, Mr. Henschen, Mr. Alloway. Nays: none. Motion carried.

#### **IN THE MATTER OF NUISANCE VIOLATIONS**

Environmental Health Director Craig D. Kauffman presented the following nuisances in violation of Ohio Revised Code 3707.01 for Board action following citizen complaints and non-compliance with sanitarian orders.

##### ***Edgar Van Autreve, Delphos***

Mr. Van Autreve owns property at 441 Westview Street in Russells Point with trash bags in the yard and a pile of carpet at the back of the house. A sanitarian citation was issued August 11, 2011.

##### ***Joy Tavenner, Russells Point***

Ms. Tavenner owns property at 8853 Pike Street in Lakeview with trash bags in a truck and by the door, and a barrel of used oil. A sanitarian citation was issued August 11, 2011.

##### ***Ron Stayman, 168 North Sandusky Street, Rushsylvania***

Mr. Stayman property at this address has an old hot tub beside the garage and a trailer with tires and other debris. A sanitarian citation was issued July 27, 2011.

##### ***Herbert Little, 2385 TR 247, DeGraff***

There is a collapsing house open in the front to the basement at this address owned by Mr. Little. A sanitarian citation was issued March 18, 2011.

##### ***William Stevens Sr., 304 Clagg Street, Bellefontaine***

Mr. Stevens owns property at 304 Clagg Street in Bellefontaine with a large accumulation of solid waste and a pile of tires along the east property line. A sanitarian citation was issued July 27, 2011.

##### ***James Pyles, Russells Point***

Mr. Pyles owns property at 118 North Miami Street in Rushsylvania with a vacant house with a collapsing front porch roof and solid waste on the front porch. A sanitarian citation was issued July 27, 2011.

##### ***Edward Lane, 915 Rush Avenue, Bellefontaine***

Mr. Lane's property at this address has solid waste around the garage; wood and two (2) five-gallon buckets by the house; and two (2) old grills by the south property line. A sanitarian citation was issued July 15, 2011.

Following review of individual case documents and recommendations, it was moved by Mr. Hines and seconded by Mrs. Price that pursuant to Ohio Revised Code 3707.01 the conditions at these premises be declared a public nuisance and a hazard to the health and safety of the citizens of the health district; and that *Edgar Van Autreve, Joy Tavenner, Ron Stayman, Herbert Little, William Stevens Sr., James Pyles, and Edward Lane* be ordered to abate their individual nuisances by the means recommended and maintain their premises in a sanitary manner in the future; and that the Health Commissioner be directed to issue individual orders on behalf of the Board. Ayes: Mr. Alloway, Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Hines. Nays: none. Motion carried

#### **IN THE MATTER OF REQUEST FOR VARIANCE**

##### ***Lee Foos, 14941 Price-Mather Road, Richwood OH***

Mr. Foos requested variance from Ohio Administrative Code 3701-28 to place a well five (5) feet from the property line and five (5) feet from the house at 11069 Kootenay Path, Lakeview. Sanitarian Lisa Engle recommended approval, as any location on the lot (50' x 60') would require a variance. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board approve the variance, to become invalid with the availability of central water supply. Ayes: Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

#### **IN THE MATTER OF FINANCIAL REPORT REVIEW**

Administrator Lisa G. Downing presented health district financial reports for the month of July, noting routine expenditures and receipt of second half tax revenue from inside millage. It was moved by Mr. Henschen and seconded by Hines that the Board authorize President Spath to approve review of the reports. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Hines, Mr. Henschen. Nays: none. Motion carried.

#### **IN THE MATTER OF ROUTINE BOOKKEEPING**

It was moved by Dr. Varian and seconded by Mrs. Price that the Board confirm the following bookkeeping transactions necessary to meet operating expenses completed by the Administrator during the month of August. Ayes: Mr. Alloway, Mr. Henschen, Mr. Hines, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

##### ***New Fund/Additional Appropriation/New Line Item/Fund to Fund Transfer***

- Establish Fund 057 Contingency
- Apply \$15,402.52 supplemental appropriation from previously certified unappropriated funds
- Create new line item 057-061-01020 Salaries
- Transfer \$15,402.52 from 061-010-01040 Transfers Out to 057-800-00001 Transfers In

##### ***Intrafund Transfer of Appropriated Funds***

House Trailer Parks & RV Parks Fund 069

- \$300.00 From 069-410-01020 Salaries TO 069-410-01100 OPERS
- \$500.00 From 069-410-01020 Salaries To 069-410-01025 Supplies

#### **IN THE MATTER OF FUNDING ACCEPTANCE – FY12 PHEP GRANT**

It was moved by Mr. Henschen and seconded by Mr. Alloway that the Board accept the FY11 Public Health Emergency Preparedness (PHEP) Grant Notice of Award in the amount of \$74,725.00 for the project grant year of August 10, 2011, to August 9, 2012, with a required agency match of \$4,643.32. Ayes: Mr. Hines, Mrs. Price, Dr. Varian, Mr. Alloway, Mr. Henschen. Nays: none. Motion carried.

#### **IN THE MATTER OF PROVIDER AGREEMENT – VAXCARE CORPORATION**

It was moved by Dr. Varian and seconded by Mr. Hines that the Board approve an agreement with VaxCare Corporation to provide influenza immunization services for the period September 7, 2011, through May 30, 2012, as outlined in the FluStations Terms of Service. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines, Dr. Varian. Nays: none. Motion carried. (See Terms of Service in *Notes to Minutes*.)

#### **MATTER OF EPIDEMIOLOGY CONTRACT RENEWAL**

A renewal contract with Delaware County General Health District to provide epidemiology services to the Logan County Health District in accordance with the terms of the Public Health Infrastructure Grant was considered. The new contract establishes the rate of \$34.25 hourly for a maximum of 16 hours per week; necessary hours in excess of 40 in any one work week to be paid at time and one-half; and with mileage to be reimbursed at Delaware General

Health District's approved rate. It was moved by Mr. Henschen and seconded by Mrs. Price that the Board renew the agreement for the period August 10, 2011, to August 9, 2012. Ayes: Mr. Hines, Mr. Alloway, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF POLICY REVISION – BEREAVEMENT LEAVE**

The policy authorizing use of sick time for the purpose of bereavement was discussed in light of increasing utilization of flex time and 4-day work weeks. As recommended by the health district's Leadership Team, it was moved by Mr. Hines and seconded by Mr. Alloway that Section 5.05 of the Logan County Health District Personnel Policy and Procedure manual be revised as follows. Ayes: Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

A. Policy

1. Eligibility:

... For the purpose of this policy, a work day shall be considered seven (7) hours.

**IN THE MATTER OF ANNUAL EVALUATIONS –  
K. BOLT/C. RIEGLER/K. SCHROER/L. DOWNING**

The annual evaluations for Vital Statistics Registrar/Environmental Clerical Specialist Kim Bolt and Personnel Specialist Corinne Riegler were presented by the Administrator, and by Health Commissioner Boyd C. Hoddinott for Director of Nursing Kay Schroer, and Administrator Lisa Downing. Ms. Bolt was present and introduced to the Board. Noting job development inventory scores in the *Achieves* range for all, it was moved by Mr. Hines and seconded by Mrs. Price that the Board accept each evaluation. Ayes: Mr. Alloway, Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Dr. Hoddinott discussed feedback from the STD Initiative recently published in the *Bellefontaine Examiner*. He reminded members that the initiative was approved by the Board in 2007, and that condoms may only be obtained following sexually transmitted disease education and counseling.

**IN THE MATTER OF OCTOBER AND NOVEMBER MEETING DATES**

Members were in agreement to change the next two regular meeting dates to October 12, 2011, and November 9, 2011, to accommodate scheduling conflicts. It is noted that Dr. Varian and Mrs. Price will be absent on October 12, and Dr. Varian is questionable for 11/9.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting for October 12, 2011, at 1:00 p.m., President Spath adjourned the meeting at 2:25 p.m. without opposition.

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Don W. Spath, President

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Boyd C. Hoddinott, M.D., Secretary