

The Board of the Logan County Health District met in regular session on Wednesday, August 1, 2012. President Spath called the meeting to order at 1:00 p.m. followed by the pledge to the flag. Members present on roll call: Mr. Spath, Mr. Henschen, Mr. Hines, Mrs. Price, Dr. Varian, Mr. Alloway. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Assistant Director of Nursing Cindy Mabrey, and Environmental Health Director Craig D. Kauffman. Guests included Lisa Engle, John Clary, Leica McGill, Kelly Reaver, Alberta Hartshorn, Kathleen Davis, and Tracy Davis. Reporter Mike Vectorino of *WPKO/WBLL Radio* was also in attendance.

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

It was moved by Mr. Henschen and seconded by Mr. Alloway that the Board approve the minutes of the July 11, 2012, meeting as mailed. Ayes: Mrs. Price, Mr. Hines, Mr. Alloway, Mr. Henschen. Nays: none. Abstain: Dr. Varian. Motion carried.

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

Noting that the Administrator presented vouchers for recurring and time-sensitive bills to the county auditor on July 13, 20, and 27, it was moved by Mr. Hines and seconded by Dr. Varian that the Board confirm payment of those bills presented on their behalf, and approve the current bill vouchers and order the bills paid. Ayes: Mr. Henschen, Mr. Alloway, Dr. Varian, Mr. Hines, Mrs. Price. Nays: none. Motion carried.

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

Health Commissioner Dr. Boyd Hoddinott requested members to ponder enforcement of bed bug remediation for discussion at the next meeting, particularly in regards to rental properties and multi-family dwellings.

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

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

#### **IN THE MATTER OF ANNUAL EVALUATION – K. CASADY**

Mr. Kauffman presented the annual performance evaluation of Sanitarian Kim Casady, noting an *Achieves* job development inventory score. It was moved by Mr. Henschen and seconded by Mr. Hines that the Board accept the evaluation. Ayes: Dr. Varian, Mrs. Price, Mr. Alloway, Mr. Hines, Mr. Henschen. Nays: none. Motion carried.

#### **IN THE MATTER OF NUISANCE PROPERTIES – WASHINGTON TOWNSHIP**

Washington Township officials requested authorization to abate the following nuisances as their expense. These are not *Moving Ohio Forward Demolition Grant* requests; the Township wishes to proceed without waiting for the county funding.

##### ***Carl Nichols, 8546 T R 29, Zanesfield***

Property at Midway Drive, Five Parks, Russells Point, with a vacant, open and collapsing house; Logan County parcel #510321622001

##### ***Carl Nichols, Midway Drive, Five Parks, Russells Point***

Property with a vacant, open, and collapsing house; Logan County parcel #510321622002

##### ***Carl Nichols, 7102 Hancock Drive, Russells Point***

Property with a vacant and dilapidated house full of solid waste; Logan County parcel #510321622004

##### ***Janice Rogers, 136 Wilgus Drive, Russells Point***

Property at Midway Drive, Five Parks, Russells Point, with a vacant and collapsing manufactured home full of solid waste; Logan County parcel #510321622003

It was moved by Mr. Alloway and seconded by Mr. Hines that the Board issue citations to the individual owners to appear before the Board of Health at the next regular meeting on September 5, 2012, to show cause why the Board should not authorize these abatements. Ayes: Mrs. Price, Mr. Henschen, Dr. Varian, Mr. Hines, Mr. Alloway. Nays: none. Motion carried.

**IN THE MATTER OF NUISANCE COMPLAINTS**

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.

***Brenda Vicory, 11351 Big Bear Path, Lakeview***

Ms. Vicory's property contains a pile of filled trash bags on the ground in the yard and by a shed. Mr. Kauffman recommended an order to remove all solid waste within three (3) days.

***Norman Kinney, 3770 Harrison Road, Bellefontaine***

Mr. Kinney has not connected to the available sanitary sewer. This in violation of Ohio Administrative Code 3701-29 that requires every dwelling accessible to sanitary sewer to abandon any household sewage system and connect to the sewer. Mr. Kauffman recommended an order to connect within 30 days.

Pursuant to ORC 3707.01, it was moved by Dr. Varian and seconded by Mrs. Price that conditions at this property be declared a public nuisance and a hazard to the health and safety of the citizens of the health district; that *Brenda Vicory* and *Norman Kinney* be ordered to abate their individual nuisances as recommended and to maintain their premises in a sanitary manner in the future; and that the Health Commissioner be directed to issue orders on behalf of the Board. Ayes: Mr. Hines, Mr. Henschen, Mr. Alloway, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF REQUEST FOR REFUND – SHAWNEE NATION UNITED REMNANT BAND**

Shawnee Nation United Remnant Band dba Zane Shawnee Caverns requested refund of a temporary overflow camping permit due to weather conditions on June 29 and 30, 2012. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board deny the request due to personnel costs incurred for site inspection and travel. Ayes: Mr. Henschen, Mrs. Price, Dr. Varian, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF LICENSE REVOCATION HEARING– THE CANDLE MAN MOBILE FSO*****Kenneth White, Licensee; The Candle Man mobile food service operation***

On April 28, 2012, Sanitarian Kim Casady documented violation of Ohio Administrative Code 3701-21-03 at the GEM Sportswear flea market where foods were being sold that were not on the approved menu; equipment was present not part of the license approval; and non-prepackaged food was being sold. Mr. White was slicing meat and cheese and selling packaged sliced meat and cheese. A 14-foot display cooler, a residential refrigerator/freezer, an upright freezer, and several grocery shelves were present upon inspection. This is no longer a mobile food service, but appears to be a grocery store operating inside the flea market building. The Board issued notice of the proposed license revocation scheduled for this date, and no one was present. It was move by Mr. Hines and seconded by Mrs. Price that the Board revoke the mobile food service license. Ayes: Mr. Alloway, Dr. Varian, Mr. Henschen, Mrs. Price, Mr. Hines. Nays: none. Motion carried. By consensus of the Board, Mr. Kauffman was then directed to add a clause to all temporary licenses stating *no refund once inspection completed*.

**IN THE MATTER OF PROVIDER ENROLLMENT – VAX CARE INC./FLU STATIONS**

It was moved by Mr. Henschen and seconded by Mr. Alloway that the Board authorize enrollment with Vax Care, Inc. to provide supplies, vaccine and billing services for childhood immunizations through their Flu Stations division. Ayes: Dr. Varian, Mr. Hines, Mrs. Price, Mr. Alloway, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF ANNUAL EVALUATIONS – K. REAVER/K. DAVIS/T. DAVIS**

Assistant Director of Nursing Cindy Mabrey presented annual performance evaluations for Public Health Nurse Kelly Reaver and WIC Nurses Kathleen Davis and Tracy Davis, who were all present and offered comments regarding their positions with the health district. Noting that each employee scored in the *Achieves* range on the job development inventory, it was moved by Mr. Henschen and seconded by Mrs. Price that the Board accept all three evaluations. Ayes: Mr. Hines, Mr. Alloway, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF PROBATIONARY EVALUATION – A. HARTSHORN**

Mrs. Mabrey presented a favorable six month probationary evaluation for Home Health Nurse Alberta Hartshorn, as completed by Home Health Supervisor Jennifer Wren. Ms. Hartshorn was introduced to the Board and offered comments on her experiences to date in her new role. It was moved by Dr. Varian and seconded by Mr. Alloway that the Board recognize completion of Ms. Hartshorn's probationary period and authorize her permanent hire with a

2% cost of living increase. Ayes: Mr. Henschen, Mrs. Price, Mr. Hines, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

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

The Assistant Nursing Director reminded members of the second annual Toddler and Baby Fair sponsored by Logan County WIC on Friday, August 3 from 10:00 am to 2:00 pm at the Logan County Fairgrounds. Mrs. Mabrey then offered the following June 2012 nursing division statistics:

Home Health: 45 patients; 16 admissions; 201 RN visits; 46 HHA visits; 104 PT visits; 44 OT visits; 8 ST visits

Public Health: 2 nursing visits; 1 pediatric nurse assessment; 2 TB clinics/17 skin tests; 12 BCMH visits/30 contacts; 4 newborn home visits; 2 bereavement contacts/1 visit; 1 HIV clinic/3 clients; 7 head lice checks

Immunization Program: 53 child clients/160 injections; 27 adult clients/31 injections

Women, Infants and Children: 31 new clients; 145 recertifications; 981 total participants

Communicable Disease: 15 confirmed- Chlamydia (8); Hepatitis C (3); Campylobacter (1); Cryptosporidium (1); Salmonella (1); Varicella (1)

Health Education: 1 community class/100 attendees

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

Administrator Lisa G. Downing presented financial reports for the month of June, noting revenue less than projected in the Home Health fund at mid year, continued lack of revenue in the WIC Fund, and typical expenditures. It was moved by Mr. Henschen and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes: Dr. Varian, Mr. Hines, Mr. Alloway, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

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

Ms. Downing relayed that a request to the Board of Logan County Commissioners to temporarily advance additional District Health funds to the Women, Infants and Children project to meet payroll expenses was voided following receipt of third and fourth quarter payments on July 30. It then was moved by Mr. Alloway and seconded by Mr. Hines that the Board confirm the following bookkeeping matters as completed by the Administrator to meet current obligations. Ayes: Mrs. Price, Mr. Henschen, Dr. Varian, Mr. Hines, Mr. Alloway. Nays: none. Motion carried.

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

- District Health Fund 063
  - \$ 9,368.44 FROM 063-400-01110 Workers Compensation TO 063-450-01020 Salaries
  - \$ 5,000.00 FROM 063-450-01120 Utilities TO 063-450-01130 Health/Life Insurance
  - \$ 10,000.00 FROM 063-450-01141 Loan Interest TO 063-450-01170 Advances Out
  - \$ 14,500.00 FROM 063-450-01021 SW Salaries TO 063-450-01060 SW Contracts
  - \$ 5,000.00 FROM 063-450-01031 SW Equipment TO 063-450-01060 SW Contracts
  - \$1,200.00 FROM 063-450-01071 SW Travel TO 063-450-01060 SW Contracts
  - \$ 2,000.00 FROM 063-450-01102 SW OPERS TO 063-450-01060 SW Contracts
  - \$ 375.00 FROM 063-450-01103 SW Workers Compensation TO 063-450-01060 SW Contracts
  - \$ 200.00 FROM 063-450-01104 SW Medicare TO 063-450-01060 SW Contracts

#### **IN THE MATTER OF ADDITIONAL APPROPRIATION – 2012 BUDGET**

It was moved by Mr. Henschen and seconded by Mr. Alloway that the Board authorize a request to the Board of Logan County Commissioners to increase the 2012 health district operation budget by \$40,000.00, appropriated in the capital improvements and personnel accounts of District Health Fund 063, due to unanticipated personnel expenses and office renovation needs. Ayes: Dr. Varian, Mr. Hines, Mrs. Price, Mr. Alloway, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF ANNUAL EVALUATION – C. KAUFFMAN**

Dr. Boyd Hoddinott, Health Commissioner, presented the annual performance evaluation for Environment Health Director Craig Kauffman. Noting an *Achieves* score in all areas, it was moved by Mr. Alloway and seconded by Dr. Varian that the Board accept the evaluation. Ayes: Mrs. Price, Mr. Hines, Mr. Henschen, Dr. Varian, Mr. Alloway. Nays: none. Motion carried.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting at 1:00 p.m. on Wednesday, September 5, 2012, and noting that Dr. Varian will be absent, Mr. Spath adjourned the meeting at 1:58 p.m. without opposition.

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Don Spath, President

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Boyd C. Hoddinott, M.D., Secretary