

The Board of the Logan County Health District met in regular session on Wednesday, November 7, 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 were Mr. Spath, Mr. Henschen, Mr. Hines, Mrs. Price, Dr. Varian, and Mr. Alloway. Staff members present were Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Guests included Jack Woods, Chris Watkins, Bob Harrison, Joel Kranenburg, John Clary, Paige O'Neil Tester, and Renee Hartley. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vectorino of *WPKO/WBLL Radio* were also in attendance. Health Commissioner Dr. Boyd Hoddinott was not present due to personal reasons.

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

It was moved by Mrs. Price and seconded by Mr. Henschen that the Board approve the minutes of the October 3, 2012, regular meeting as mailed. Ayes: Mr. Hines, Mr. Alloway, Dr. Varian, Mr. Henschen, Mrs. Price. Nays: none. Motion carried.

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

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on October 5, 12, 19, and 26, it was moved by Mr. Henschen and seconded by Mr. Alloway that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mrs. Price, Mr. Hines, Mr. Alloway, Mr. Henschen. Nays: none. Motion carried.

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

Corinne Riegler, the health district's Emergency Preparedness Coordinator/Public Information Officer, offered a PowerPoint presentation on emergency preparedness. Mrs. Riegler outlined the weaknesses in public health infrastructure revealed by the September 11, 2001, terrorists attacks on America, and subsequent federal grant awards to assist the country in preparing for and responding to large scale emergencies. The Logan County Health District has received an average of \$100,000 annually from these grants, which has been utilized for planning and personnel expenses as well as equipment, supplies and computerization upgrades.

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

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

#### **IN THE MATTER OF SCHEDULED HEARING – MIDDLEBURG APARTMENTS**

*Ronald Landefeld, Trustee, CPR; 1081 Brookpark Road, Marion OH*

As order by the Board at their regular meeting on October 3, 2012, a hearing commenced to show cause why the Board should not proceed with abatement of the nuisance at the Middleburg Apartments on CR 153 in Zane Township, Logan County Parcel 531400801009, by removing the building, debris, and solid waste. Owner Ronald Landefeld submitted a written letter of appeal to the Board's demolition order issued July 11, 2012, which prompted this hearing. Mr. Landefeld was served notice of the hearing but failed to appear today. It was moved by Mr. Henschen that the Board deny the appeal, seconded by Mr. Alloway. Ayes: Mr. Hines, Mrs. Price, Dr. Varian, Mr. Alloway, Mr. Henschen. Nays: none. Motion carried.

#### **IN THE MATTER OF AMENDING LCHD REGULATION NO. 40**

Environmental Health Director Craig D. Kauffman presented the first reading of an amendment to Logan County Health District Regulation No. 40, increasing the local fee for food service licenses as follows based on cost methodology. Noting that a public hearing on the fee increases will be scheduled for the next meeting, it was moved by Dr. Varian and seconded by Mr. Alloway that the Board approve the first reading of the amendment. Ayes: Mr. Henschen, Mr. Hines, Mrs. Price, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

<b>COMMERCIAL</b>		<b>NON COMMERCIAL</b>		<b>VENDING</b>
<b>&lt;25,000 sq ft</b>	<b>&gt;25,000 sq ft</b>	<b>&lt;25,000 sq ft</b>	<b>&gt;25,000 sq ft</b>	
Level 1 \$130.00	Level 1 \$194.00	Level 1 \$65.00	Level 1 \$97.00	\$18.24
Level 2 \$148.00	Level 2 \$204.00	Level 2 \$74.00	Level 2 \$102.00	
Level 3 \$296.00	Level 3 \$758.00	Level 3 \$148.00	Level 3 \$379.00	
Level 4 \$378.00	Level 4 \$804.00	Level 4 \$189.00	Level 4 \$402.00	

**IN THE MATTER OF NUISANCE VIOLATION*****Mike Devine, 1474 CR I, Bellefontaine***

Mr. Kauffman reported that Mr. Devine owns property at 400 South Main Street, Bellefontaine, with a collapsing porch ceiling and gutters and an accumulation of solid waste behind the house. Following review of case documents, it was moved by Mr. Henschen 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 Mr. Devine be ordered to abate the nuisance by either repairing or removing the gutters and ceiling and removing all solid waste within 30 days and maintaining the property in a sanitary manner in the future; and that the Health Commissioner be directed to issue the order on behalf of the Board. Ayes: Mr. Alloway, Mr. Hines, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF REQUESTS FOR VARIANCE*****Christopher Marlow, 3504 TR 56, Bellefontaine***

Mr. Marlow requested variance from Ohio Administrative Code 3701-29 to place a garage floor footer 18" from an existing leaching trench. Mr. Kauffman recommended approval to allow for moving the current septic tank without disturbing the current leach bed.

***Daniel Lee, 11275 Oak Street, Avondale, Lakeview***

Mr. Lee requested variance from Ohio Administrative Code 3701-28 to install a new water line five (5) feet from the house and bring the well above ground. The code requires a well be at least 10 feet from the foundation. Sanitarian Lisa Engle recommended approval.

Following presentation of both requests, it was moved by Mr. Hines and seconded by Mrs. Price that the Board grant the individual variances, with the well variance to become invalid with the availability of central water supply. Ayes: Mr. Alloway, Mr. Henschen, Dr. Varian, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF ANNUAL EVALUATION – M. STONEROCK**

Environmental Health Director Craig D. Kauffman presented the annual performance evaluation of Sanitarian-in-Training Matthew Stonerock, noting an *Achieves* score in all categories. It was moved by Mr. Hines and seconded by Mr. Henschen that the Board accept the evaluation. Ayes: Dr. Varian, Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF MEMORANDUM OF UNDERSTANDING (MOU) – OMHC**

Mr. Kauffman informed the Board that with the passage of H.B. #487, all manufactured home park operators will be licensed and regulated by the Ohio Manufactured Homes Commission (OMHC) effective December 1, 2012. As part of the statute, local health districts have the first right of refusal to conduct the annual manufactured home park inspections within their jurisdiction. The MOU has been reviewed and approved by both the Ohio Attorney General's office and the Logan County Prosecutor, and Mr. Kauffman recommended approval for calendar year 2013 with an estimated income of \$3000.00 per the inspection fee schedule. It was moved by Mr. Henschen and seconded by Dr. Varian that the Board authorize the MOU for the period January 1, 2013 to December 31, 2013. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Henschen. Nays: Mr. Hines. Motion carried.

*Health Commissioner Dr. Boyd Hoddinott joined the meeting at this time, 2:00 p.m.*

**IN THE MATTER OF NURSING REPORT**

Mrs. Schroer reviewed statistics for flu shots given to date, stating 320 adults and 115 children have been vaccinated so far this season as compared to 527 adult vaccines at this time last year. The availability of flu shots at virtually every pharmacy and many retail establishments in the county has heavily impacted vaccine clinics. The following statistics were then presented for the month of September.

Home Health: 38 patients; 9 admissions; 180 RN visits; 35 HHA visits; 61 PT visits; 31 OT visits; 5 ST visits

Public Health: 5 nursing visits; 1 pediatric nursing assessment; 2 TB clinics/12 skin tests; 1 ARC client/3 tests; 12 BCMH visits/40 contacts; 8 newborn home visits; 2 head lice checks

Communicable Disease: 20 confirmed- Chlamydia (13); Hepatitis C (1); Campylobacter (1); Meningitis aseptic/viral (1); Pertussis (2); Salmonella (2)

Immunization Program: 96 child clients/270 injections; 39 adult clients/47 injections; 9 flu shots

Women, Infants and Children: 44 new clients; 124 recertifications; 998 total participants

#### **IN THE MATTER OF ANNUAL EVALUATIONS – R. HARTLEY/P. O’NEIL-TESTER**

Director of Nursing Kay Schroer presented the annual performance evaluations of WIC Breastfeeding Peer Helper Renee Hartley, and Paige O’Neil Tester in her split duties as WIC Breastfeeding Peer Helper and Home Health Clerical Specialist. Noting an *Achieves* score in all categories for both employees, the following action was taken.

It was moved by Dr. Varian and seconded by Mr. Alloway that the Board accept the evaluation of Renee Hartley. Ayes: Mr. Hines Mr. Henschen, Mrs. Price, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

It was moved by Mr. Hines and seconded by Mr. Henschen that the Board accept the evaluation of Paige O’Neil Tester. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Henschen, Mr. Hines. Nays: none. Motion carried.

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

Administrator Lisa G. Downing presented the health district financial reports for the month of September, stating higher than anticipated expenses in the Home Health Fund will likely necessitate an increase in appropriations before then end of the fiscal year. It was moved by Dr. Varian and seconded by Mr. Henschen that the Board authorize President Spath to approve review of the reports. Ayes: Mr. Hines, Mr. Alloway, Mrs. Price, Mr. Henschen, Dr. Varian. Nays: none. Motion carried.

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

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

#### **Fund to Fund Transfer**

- \$ 9094.30 From WIC 061-010-01040 To Contingency 057-800-00001

#### **Transfers of Appropriated Funds**

##### *Public Health Infrastructure Fund 055*

- \$ 500.00 From 055-450-01025 Supplies To 055-450-01070 Travel
- \$ 635.00 From 055-450-01055 Contracts To 055-450-01025 Supplies
- \$ 445.00 From 055-450-01055 Contracts To 055-450-01020 Salaries
- \$ 150.00 From 055-450-01070 Travel to 055-450-01020 Salaries
- \$ 187.92 From 055-450-01030 Equipment To 055-450-01020 Salaries
- \$ 1250.00 From 055-450-01040 Reimburse Advances To 055-450-01020 Salaries
- \$ 600.00 From 055-450-01040 Reimburse Advances To 055-450-01100 OPERS
- \$ 20.00 From 055-450-01040 Reimburse Advances To 055-450-01115 Medicare

##### *District Health Fund 063*

- \$ 2500.00 From 063-450-01020 Salaries To 063-450-01100 OPERS
- \$ 8200.00 From 063-450-01020 Salaries To 063-450-01130 Health & Life Insurance
- \$ 500.00 From 063-450-01026 SW Supplies TO 063-450-01060 SW Contracts

##### *Home Health Fund 066*

- \$ 12,000.00 From 066-450-01020 Salaries To 066-450-01060 Health & Life Insurance
- \$ 100.00 From 066-450-01000 Other Expenses To 066-450-01080 Contracts
- \$ 48.00 From 066-450-01030 Equipment To 066-450-01080 Contracts
- \$ 900.00 From 066-450-01040 Travel Expenses To 066-450-01080 Contracts
- \$ 600.00 From 066-450-01041 Education/Seminars To 066-450-01080 Contracts

- \$ 4000.00 From 066-450-01000 Other Expenses To 066-450-01020 Salaries
- \$ 2000.00 From 066-450-01030 Equipment To 066-450-01020 Salaries
- \$ 1000.00 From 066-450-01031 Repairs/Service To 066-450-01020 Salaries
- \$ 2500.00 From 066-450-01081 Refunds To 066-450-01020 Salaries

*MHP/RVP Fund 069*

- \$ 3550.00 From 069-410-01030 Remittance to State To 069-410-01020 Salaries
- \$ 400.00 From 069-410-01025 Supplies To 069-410-01020 Salaries
- \$ 400.00 From 069-410-01025 Supplies To 069-410-01100 OPERS
- \$ 50.00 From 069-410-01025 Supplies To 069-410-01115 Medicare

**IN THE MATTER OF RESIGNATION – R. HARTLEY**

It was moved by Dr. Varian and seconded by Mr. Hines that the Board accept with regret the resignation of WIC Breastfeeding Peer Helper Renee Hartley effective December 1, 2012, and authorize her replacement. Ayes: Mr. Alloway, Mr. Henschen, Mrs. Price, Mr. Hines, Dr. Varian. Nays: none. Motion carried.

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

Ms. Downing presented the annual evaluation of Nursing Services Clerical Specialist/Health Education Coordinator Catherine Summers, noting an *Achieves* score in all categories. It was moved by Mr. Hines and seconded by Mr. Henschen that the Board accept the evaluation. Ayes: Dr. Varian, Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF 2013 OPERATING BUDGET**

The Administrator and the Health Commissioner reviewed the proposed 2013 final budget which was mailed to members for review. As in the previous three years, revenue projections include continued funding of \$500,000.00 from inside millage confirmed by the County Budget Commission. Building loan principal and interest payments are included in the anticipated expenses, as well as a 2% cost of living adjustment in January and a 2% hourly increase in July for all permanent employees. Noting that the budget is balanced with projected use of December 31, 2012, carryover from multiple funds of \$402,791.00, it was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve submission of the 2013 operating budget in the amount of \$2,296,593.00 to the Board of County Commissioners, and that Ms. Downing be authorized to make the required appropriations request of the County Auditor. Ayes: Mrs. Price, Mr. Alloway, Mr. Hines, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Dr. Hoddinott addressed the transfer of licensing and regulation of manufactured home park operators from local health districts to the Ohio Manufactured Homes Commission effective December 1, 2012, and the impact to Board of Health membership pursuant to the passage of H.B. 487. Health District Licensing Council-appointed Board member Charles W. (Bill) Hines, currently representing manufactured home park operators, will be replaced next month by Mary C. (Chris) Watkins representing pool and spa operators. Mr. Hines was extended thanks for his years of service on the Board of Health as the original Licensing Council member. Mrs. Watkins was in attendance and was introduced to the membership. The Health Commissioner also announced that Board member John Henschen will not seek reappointment when his term expires in March 2013, and announced that West Liberty resident Bob Harrison will seek Mr. Henschen's seat. Mr. Harrison observed the proceedings today, and offered a summary of his professional background which he believes will serve him well in the roll.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting for December 5, 2012, at 1:00 p.m., and noting that Mrs. Price will likely not be in attendance, President Spath adjourned the meeting at 2:35 p.m. without opposition.

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Don W. Spath, President

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Boyd C. Hoddinott, M.D., Secretary

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Lisa G. Downing, Recording Secretary