

The Board of the Logan County Health District met in regular session on Wednesday, July 10, 2013. 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. Alloway, Mrs. Price, Dr. Varian, Mr. Harrison. 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 Jennifer Wren, Christina Bramlage, Mandy Loehr of the *Bellefontaine Examiner*, and Mike Vettori of *WPKO/WBLL*.

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

It was moved by Mr. Harrison and seconded by Mrs. Price that the Board approve the minutes of the June 5, 2013, meeting as mailed. Ayes: Mr. Alloway, Dr. Varian, Mrs. Price, Mr. Harrison. 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 June 7, 21, and 28, it was moved by Mr. Alloway and seconded by Dr. Varian that the Board approve the monthly bill vouchers and order the bills paid. Ayes: Mr. Harrison, Mrs. Price, Dr. Varian, Mr. Alloway. Nays: none. Motion carried.

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

WIC Director Christina Bramlage explained the six month pilot no-appointment clinic format that has been given permanent approval by State WIC.

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

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

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

As order by the Board at their regular meeting on June 5, 2013, a scheduled condemnation hearing commenced for properties owned by Helen Neeley and Lucy Neeley at CR 39, Huntsville, Logan County Parcels 230491303995 and 23048000062001. It is noted that neither party nor any representatives were present. It was moved by Mrs. Price and seconded by Mr. Alloway that Board authorize both demolitions under Ohio Revised Code 3707.02 using Move Ohio Forward funds. Ayes: Dr. Varian, Mr. Harrison, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

#### **IN THE MATTER OF CONDEMNATION REQUESTS – CDC OF OHIO**

Environmental Health Director Craig D. Kauffman presented a request from Community Development Consultants of Ohio (CDC) that the following properties be considered for demolition authorization.

*Earl Kinstle, Jesup, Georgia*, has property at 7187 Indian Drive in Russells Point that has been vacant for more than one (1) year. The owner has been unresponsive to previous demolition orders. There are dangerous openings in flooring, no sewer connection, and open crawlspace access to humans and animals. The property meets the housing condemnation procedure.

*Wilbert Hoskins, whereabouts unknown*, has property at 7181 Hardin Drive in Russells Point that has been vacant for more than a year with collapsing walls, unresponsive owner, dangerous openings in flooring, no sewer service, and an open shed. The property meets the housing condemnation procedure.

It was moved by Mr. Harrison and seconded by Mr. Alloway that the Board issue citations to the owners and any interested parties to appear before the Board of Health on August 7, 2013, to show cause why the Board should not authorize the demolition of the properties pursuant to Ohio Revised Code 3707.02. Ayes: Mrs. Price, Dr. Varian, Mr. Alloway, Mr. Harrison. Nays: none. Motion carried.

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

Mr. Kauffman presented the following requests for variance from established codes.

##### ***Teresa Handshoe, 8848 Crescent Street, Lakeview***

Ms. Handshoe requested variance from Ohio Administrative Code 3701-28 to place a well in a parking area, six (6) feet from the property line, and 21 feet from the road at this address. The code requires five (5) feet from parking areas, ten feet from property lines and 25 feet from roadways. Sanitarian Kim Casady recommended approval due to

unusual and unnecessary hardship in that there are no other technically feasible and economically reasonable means of obtaining water for the existing dwelling. Contamination will not occur with proper construction and protection of the well casing; therefore the health of the persons using the water will not be endangered. He also recommended a protective barrier such as posts to protect the well from being struck by vehicles.

***Douglas C Morris, 5524 CR 21, DeGraff***

Mr. Morris requested variance from Ohio Administrative Code 3701-28 to improve an existing well in a pit that is 21 feet from the road at this same address where the code requires 25 feet. Sanitarian Lisa Engle recommended approval since unusual and unnecessary hardship exists in that there are no other technically feasible and economically reasonable means of obtaining water for the existing dwelling. Contamination will not occur with proper construction and protection of the well casing; therefore the health of the persons using the water will not be endangered.

***Daryl Ballinger, 11524 Pocahontas Path, Lakeview***

Mr. Ballinger requested variance from Ohio Administrative Code 3701-28 to place a well seven (7) feet from the house and property line at this same address where the code requires 10 feet. Sanitarian Lisa Engle recommended approval since unusual and unnecessary hardship exists in that there are no other technically feasible and economically reasonable means of obtaining water for the existing dwelling. Contamination will not occur with proper construction and protection of the well casing; therefore the health of the persons using the water will not be endangered.

***William and Marsha Gilius, 1324 Park Avenue, Piqua***

Mr. and Mrs. Gilius requested variance from Ohio Administrative Code 3701-28 to improve an existing well in a pit that is 14 feet from the alley and seven (7) feet from the house at 8921 Park Street, Lakeview. The Environmental Health Director recommended approval since unusual and unnecessary hardship exists in that there are no other technically feasible and economically reasonable means of obtaining water for the existing dwelling. Contamination will not occur with proper construction and protection of the well casing; therefore the health of the persons using the water will not be endangered.

It was moved by Mrs. Price and seconded by Mr. Harrison that the Board approve the requested variances with noted restrictions, to become invalid with the availability of central water supply. Ayes: Mr. Alloway, Dr. Varian, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

***Don Rohrs, PO Box 254, McGuffey***

Mr. Rohrs requested variance from Ohio Administrative Code 3701-28 to place a well one (1) foot from the property line, one (1) foot from the driveway, and 19 feet from the road at 11096 Collingwood, Lakeview. The code requires five (5) feet from driveways, 10 feet from property lines, and 25 feet from roadways. Mr. Kauffman recommended denial of the request as it is too close to the property line and other options exist.

***Charles Line, 716 Woodridge Drive, Cridersville***

Mr. Line requested variance from Ohio Administrative Code 3701-28 to place a house foundation 10 inches from the existing well at 11019 Park Drive, Lakeview. Mr. Kauffman recommended denial of the request as it is too close to the well.

It was moved by Dr. Varian and seconded by Mrs. Price that the Board deny both requests based on the Environmental Health Director's recommendations. Ayes: Mr. Alloway, Mr. Harrison, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF NUISANCE VIOLATIONS**

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

***Steve Akers***, Bellefontaine, owns property at 302 North Center Street, Belle Center, with a refrigerator, mattresses, and other solid waste on the back porch. There has been no response to a sanitarian citation issued May 30, 2013, and Mr. Kauffman recommended an order to remove all solid waste within seven (7) days.

*Christy Golden*, Wapakoneta, owns property at 11259 Kickapoo Path, Lakeview, with an open vacant house with solid waste inside and an animal harborage. She has not responded to a sanitarian citation issued April 19, 2013, and Mr. Kauffman recommended an order to remove solid waste and secure the house against human and animal entry within seven (7) days.

It was moved by Mr. Alloway and seconded by Mr. Harrison 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 *Steve Akers* and *Christy Golden* each be ordered to abate their individual nuisances by the means recommended and maintain the premises in a sanitary manner in the future; and that the Health Commissioner be directed to issue the order on behalf of the Board. Ayes: Mrs. Price, Dr. Varian, Mr. Harrison, Mr. Alloway. Nays: none. Motion carried.

#### **IN THE MATTER OF ANNUAL EVALUATION – J. WREN**

Director of Nursing Kay Schroer presented the annual performance evaluation of Home Health Supervisor Jennifer Wren, RN, who was present at the meeting. Noting a job development inventory score in the *Achieves* range for the six year employee, it was moved by Dr. Varian and seconded by Mr. Alloway that the Board accept the evaluation. Ayes: Mrs. Price, Mr. Harrison, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

#### **IN THE MATTER OF PROBATIONARY EVALUATION – C. BRANNON**

Mrs. Schroer presented the 180-day probationary evaluation of WIC Breastfeeding Peer Helper Christie Brannon. Noting a job development inventory score in the *Achieves* range and upon recommendation of her supervisor, Christina Bramlage, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board recognize completion of the probationary period and authorize Mrs. Brannon's permanent hire with a 2% cost of living adjustment effective July 22, 2013. Ayes: Mr. Alloway, Dr. Varian, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

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

The Nursing Director announced the new family-friendly immunization schedule is going well, and walk-in TB clinics are being well received. She then offered the following May 2013 nursing division statistics:

Home Health: 48 patients; 15 admissions; 198 RN visits; 56 HHA visits; 114 PT visits; 65 OT visits

Public Health: 3 lead case management; 4 pediatric nurse assessments; 2 TB clinics/15 skin tests; 13 BCMH visits/40 contacts; 4 newborn home visits; 1 HIV/Hepatitis C clinic/3 clients

Immunization Program: 48 child clients/165 injections; 15 adult clients/21 injections; 1 flu shot

Women, Infants and Children: 42 new clients; 97 recertifications; 900 total participants

Communicable Disease: 20 confirmed- Chlamydia (13); Gonorrhea (3); Hepatitis C (1); Strep Pneum (3)

Health Education: 5 health care provider classes/6 attendees; 1 other agency class/2 attendees; 1 community class/123 attendees

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

Administrator Lisa G. Downing presented financial reports for the month of May, with routine expenditures noted and revenue in line with projections. It was moved by Dr. Varian and seconded by Mr. Harrison that the Board authorize President Spath to approve review of the reports. Ayes: Mrs. Price, Mr. Alloway, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

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

It was moved by Mr. Harrison and seconded by Mrs. Price that the Board confirm the following matters of routine bookkeeping as completed by the Administrator during the month of May. Ayes: Dr. Varian, Mr. Alloway, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

**Transfer of Appropriated Funds***Swimming Pool Fund 053*

- \$ 80.00 From 053-400-01020 Salaries To 053-400-01030 Remittance to State

*Public Health Infrastructure Fund 055*

- \$ 2250.00 From 055-450-01040 Reimburse Advances To 055-450-01025 Supplies
- \$ 1250.00 From 055-450-01040 Reimburse Advances To 055-450-01030 Equipment

**Additional Appropriation**

- Increase the 2013 health district operating budget in District Health Fund 063 by \$54,043.00 appropriated in account 01180 Transfers Out for a total budget of \$1,036,903.00

**Fund to Fund Transfer**

- \$54,043.00 from District Heath Fund 063 to Home Health Fund 066

**IN THE MATTER OF GRANT AWARDS**

It was moved by Mrs. Price and seconded by Mr. Harrison that the Board accept the following grant awards. Ayes: Dr. Varian, Mr. Alloway, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

- \$250.00 Logan County Electric Cooperative/Community Connection to benefit the bereavement program
- \$76,497.00 Ohio Department of Health to fund the Public Health Emergency Preparedness program for the period 7/1/13 to 6/30/14

**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 \$42.25 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 Dr. Varian and seconded by Mr. Alloway that the Board renew the agreement for the period July 1, 2013, to June 30, 2014. Ayes: Mr. Harrison, Mrs. Price, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF RESIGNATION – A. WALKER**

It was moved by Mrs. Price and seconded by Mr. Harrison that the Board accept with regret the resignation of Environmental Clerical Specialist/Deputy Registrar Angelena Walker effective August 17, 2013. Ayes: Dr. Varian, Mr. Alloway, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF POSITION TRANSFER – P. ONEIL-TESTER**

It was moved by Mr. Harrison and seconded by Dr. Varian that the Board approve the transfer of Paige O'Neil-Tester from Home Health Clerical Specialist to Environmental Clerical Specialist/Vital Statistics Deputy Registrar at her current rate of pay, and authorize replacement of her home health position. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

**IN THE MATTER OF POSITION DESCRIPTION CHANGES**

It was moved by Mrs. Price and seconded by Mr. Harrison that the Board approve the following position description changes as recommended by the Administrator. Ayes: Dr. Varian, Mr. Alloway, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

- Back-up for the Nursing Services Clerical Specialist removed from the Clerk 2, Home Health Clerical Specialist position description and added to the Clerk 2, Environmental Clerical Specialist/Deputy Registrar position description

**IN THE MATTER OF 2011-2012 FINANCIAL AUDIT**

The Administrator distributed and reviewed the regular audit completed by the office of the Auditor of State for the years ended December 31, 2011 and 2012, noting two (2) findings: 1) a portion of debt payment made from special revenue fund 066, which was not an allowable use for this fund; 2) failure to implement GASB 54 presentation (classification of fund balances) on the 2011 financial report. Ms. Downing explained that an adjustment was posted

to the health district's records to correct the improper payments and the financial statements were adjusted, and that she will ensure proper classification of fund balances in the future.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting for 1:00 p.m. on Wednesday, August 7, 2013, Mr. Spath adjourned the meeting at 2:02 p.m. without opposition.

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Don Spath, President

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Boyd C. Hoddinott, M.D., Secretary