

The Board of the Logan County Health District met in regular session on Wednesday, August 7, 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, Mrs. Price, Mr. Alloway, Mrs. Watkins, 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 Dave Rogers, Dave Haw, Penny Hoskins, Randy Reminder, Timothy Smith, Kelly Reaver, and Tracy Davis. Reporter Mandy Loehr of *The Examiner* was also in attendance.

IN THE MATTER OF MINUTES

It was moved by Mrs. Price and seconded by Mr. Alloway that the Board approve the minutes of the July 10, 2013, rescheduled regular meeting as mailed. Ayes: Mr. Harrison, Mrs. Watkins, Mr. Alloway, Mrs. Price. Nays: none. 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 12, 19, and 26, it was moved by Mrs. Price and seconded by Mrs. Watkins 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. Alloway, Mr. Harrison, Mrs. Watkins, Mrs. Price. 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 SCHEDULED HEARING – W. HOSKINS

As order by the Board at their regular meeting on July 10, 2013, a scheduled condemnation hearing commenced for property owned by Wilbert Hoskins at 7181 Hardin Drive, Russells Point, Logan County parcel 510321617015. Mr. Hoskins' daughter, Penny Hoskins, was present for the hearing. Ms. Hoskins stated the structure is a mobile home that is repairable and a sale is pending. Following review of case documents, it was moved by Mrs. Watkins and seconded by Mr. Harrison that Board postpone action on the condemnation until the September 4, 2013, regular meeting; and further, that Ms. Hoskins inform the potential buyer to appear at that time to address his plans for the property to include a time frame for clean-up. Ayes: Mrs. Price, Mr. Alloway, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF REQUEST FOR VARIANCE – D. ROGERS

David Rogers, 59 Ankara Avenue, Brookville

Mr. Rogers was present at the meeting, requesting variance from Ohio Administrative Code 3701-28 to maintain an existing well one (1) foot from a foundation and five (5) feet from the property line at 9016 Walnut Street, Orchard Island, Lakeview. Following debate of options, review of case records, and recommendations of the Environmental Health Director, it was moved by Mr. Alloway that the Board approve the variance with the following conditions, to become invalid with the availability of central water supply: 1) the existing foundation is used for the new home construction along the well area; 2) no excavation occurs within five (5) feet of the well except inside the existing crawl space and from the existing back corner away from the well. Mr. Harrison seconded the motion. Ayes: Mrs. Price, Mrs. Watkins, Mr. Harrison, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF BOARD EDUCATION – LOGAN COUNTY CONCUSSION PROGRAM

Health Commissioner Dr. Boyd Hoddinott presented a PowerPoint outlining the new Logan County Concussion Program developed collaboratively with the Mary Rutan Hospital Rehab Center in response to Ohio House Bill 143 recently signed into law by the governor.

IN THE MATTER OF SCHEDULED HEARING – E. KINSTLE

As order by the Board at their regular meeting on July 10, 2013, a scheduled condemnation hearing commenced for property owned by Earl Kinstle at 7187 Indian Drive, Russells Point, Logan County parcel 510321618015. It is noted that neither Mr. Kinstle nor any representatives were present, and that the hearing notice mailed to the last known address was returned as undeliverable. It was moved by Mrs. Watkins and seconded by Mr. Harrison that the

Board authorize demolition under Ohio Revised Code 3707.02 using Move Ohio Forward funds. Ayes: Mrs. Price, Mr. Alloway, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – K. CASADY

Environmental Health Director Craig D. Kauffman presented the annual performance evaluation of Sanitarian Kim Casady, noting an *Achieves* job development inventory score. It was moved by Mr. Harrison and seconded by Mr. Alloway that the Board accept the evaluation. Ayes: Mrs. Watkins, Mrs. Price, 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.

Donald and Wanda Rohrs, PO Box 254, McGuffey

The Rohrs' have relocated a proposed well and requested variance from Ohio Administrative Code 3701-28 to place the well six (6) feet from the house, nine (9) feet from the road, and two (2) feet from the driveway at 14096 Collingwood, Lakeview. Sanitarian Lisa Engle recommended approval. Note: A request to place the well one (1) foot from the property line was denied by the Board in June.

Charles Line, 716 Woodridge Drive, Cridersville

Mr. Line has relocated a proposed house and requests variance from Ohio Administrative Code 3701-28 to place the house three (3) feet from the existing well at 11019 Park Drive, Lakeview. The well is also three (3) feet from the property line. The Environmental Health Director recommended approval as the existing structure is the same distance therefore the new dwelling will be the same distance from the existing well. Note: A request to place the house one (1) foot from the well was denied in June.

Following discussion, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board approve the individual variances, both to become invalid with the availability of central water supply. Ayes: Mr. Alloway, Mrs. Watkins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF LICENSED FOOD SERVICE VIOLATIONS

Loretta LeVan, license holder; Michaels Pizza of Bellefontaine

On July 25, 2013, Sanitarian Timothy Smith documented repeated violations of the following: OAC 3717-1-02.3 improper hair restraint; 3717-1-04.8 packages stored less than 6" above the floor; 3717-1-04.8 pizza circles stacked food side up and plastic forks jumbled in tray; 3717-1-04.1 no metal stem food thermometer available. It was moved by Mr. Alloway and seconded by Mrs. Watkins that the Board issue an order to correct all violations immediately, with continued violation after August 9, 2013, to result in license suspension hearing. Ayes: Mr. Harrison, Mrs. Price, Mrs. Watkins, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF NUISANCE COMPLAINTS

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

William Woodward, 527 CR 25 South, Bellefontaine

This property has open dumping of 20+ scrap tires, a pile of TVs and other electronics, and a pile of bricks and trash. There was non-compliance to a sanitarian citation, and Mr. Kauffman recommended an order to remove all solid waste within seven (7) days.

Skip R Shafer, 816 South Detroit, Bellefontaine

This property has open dumping of appliances, furniture, garbage, and much more. A clean up agreement with sanitarians has been ignored, and Mr. Kauffman recommended an order to remove all solid waste and store all wanted items inside within seven (7) days.

Pursuant to ORC 3707.01, it was moved by Mr. Harrison and seconded by Mr. Alloway that conditions at these properties be declared public nuisances and a hazard to the health and safety of the citizens of the health district; and that *William Woodward* and *Skip Shafer* be ordered to abate their nuisances as recommended and 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: Mrs. Watkins, Mrs. Price, Mr. Alloway, Mr. Harrison. Nays: none. Motion carried.

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

Director of Nursing Kay Schroer presented annual performance evaluations for Public Health Nurse Kelly Reaver and WIC Nurse Tracy Davis, both of whom were present. Noting *Achieves* scores for both employees on the job development inventory, the following approvals were confirmed by the Board.

Kelly Reaver

Moved by Mr. Alloway, seconded by Mrs. Price; Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

Tracy Davis

Moved by Mrs. Price, seconded by Mr. Harrison; Ayes: Mrs. Watkins, Mr. Alloway, Mr. Harrison, Mrs.; Price. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Mrs. Schroer addressed the increase of pertussis cases in the county, now numbering 10 across all age groups where a typical year is four to five. She also referenced World Breastfeeding Week, and praised the Women, Infants, and Children staff for their breastfeeding promotion efforts (note chalk slogans in the parking lot). A reminder was also given of the annual Baby and Toddler Fair scheduled for August 30 in cooperation with Help Me Grow. She then offered the following June 2013 nursing division statistics:

Home Health: 40 patients; 13 admissions; 186 RN visits; 52 HHA visits; 86 PT visits; 42 OT visits

Public Health: 2 nursing visits; 3 lead case management; 3 pediatric nurse assessments; 2 TB clinics/10 skin tests; 9 BCMH visits/25 contacts; 8 newborn home visits; 1 bereavement contact; 1 HIV/HEP C clinic/2 tests

Immunization Program: 46 child clients/134 injections; 22 adult clients/26 injections

Women, Infants and Children: 23 new clients; 97 recertifications; 853 total participants

Communicable Disease: 14 confirmed- Chlamydia (10); Hepatitis C (4)

Health Education: 1 healthcare provider classes/4 attendees; 6 other agency classes/11 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented financial reports for the month of June, explaining that Home Health revenue reflects repayment of loan debt as identified in the recent financial audit. It was moved by Mr. Harrison and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes: Mr. Alloway, Mrs. Watkins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board confirm the following bookkeeping matters as completed by the Administrator to meet current obligations. Ayes: Mr. Alloway, Mr. Harrison, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

Fund to Fund Transfer

- \$10,754.90 from 061-010-01040 WIC Transfers Out to 057-800-00001 Contingency Transfers In

Transfer of Appropriated Funds

Women, Infants, Children Fund 061

- \$ 3600.00 From 061-010-01040 Transfers out To 061-010-01025

Water Well Fund 050

- \$ 900.00 From 050-400-01020 Salaries To 050-400-01040 Lab Supplies

IN THE MATTER OF OPERATING AGREEMENT – WOMEN, INFANTS, CHILDREN PROJECT

As required by the Women, Infants, and Children grant, it was moved by Mr. Harrison and seconded by Mr. Alloway that the Board enter into an agreement with W.I.C. Administration Project #04610011WA0314 to provide housing for the project for the grant period October 1, 2013, through September 30, 2014, at the rate of \$3265.25 payable in one payment in health district's fiscal year 2014. Ayes: Mrs. Price, Mrs. Watkins, Mr. Alloway, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF POSITION DESCRIPTION CHANGES

It was moved by Mrs. Price and seconded by Mr. Alloway that the Board approve identified changes to the position descriptions of Public Health Nurse 4/Assistant Director of Nursing (PCN No. 13100.0) and Public Health Nurse 2/Public Health Nurse (PCN No 13001.1 as identified in recent reviews and recommended by the Director of Nursing. Ayes: Mrs. Watkins, Mr. Harrison, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF CONFIRMATION OF HIRING – HOME HEALTH CLERICAL SPECIALIST

It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board confirm the hiring of Brenda Landis as Home Health Clerical Specialist retroactive to August 5, 2013, with placement at Grade 13, Step 4 on the salary schedule, being \$12.78 hourly for 70 biweekly hours, subject to the customary 180-day probationary period. Ayes Mrs. Price, Mr. Alloway, Mrs. Watkins, Mr. Harrison. 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 Mr. Harrison that the Board accept the evaluation. Ayes: Mrs. Price, Mrs. Watkins, Mr. Harrison, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting at 1:00 p.m. on Wednesday, September 4, 2013, Mr. Spath adjourned the meeting at 2:50 p.m. without opposition.

Don Spath, President

Boyd C. Hoddinott, M.D., Secretary