

The Board of the Logan County Health District met in regular session on Wednesday, December 4, 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 were Mr. Spath, Mrs. Price, Dr. Varian, Mr. Alloway, Mr. Harrison, and Mrs. Watkins. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Environmental Health Director Craig D. Kauffman, and Director of Nursing Kay Schroer. Reporter Mandy Loehr of the *Bellefontaine* was in attendance, along with guest Leica McGill.

IN THE MATTER OF MINUTES

It was moved by Mr. Harrison and seconded by Dr. Varian that the Board approve the minutes of the November 6, 2013, regular meeting as mailed. Ayes: Mr. Alloway, Mrs. Price, Mrs. Watkins, Dr. Varian, 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 November 8, 15, and 22, it was moved by Mrs. Price and seconded by Mrs. Watkins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mr. Alloway, Dr. Varian, Mr. Harrison, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No one was present for this portion of the meeting.

IN THE MATTER OF PUBLIC HEARING – PROPOSED FOOD SERVICE LICENSE FEE INCREASES

The scheduled hearing commenced for proposed food service license/retail food establishment license/food vending location license fee increases as required by the Ohio Administrative Code (OAC). No one was present for the required hearing, and Environmental Health Director Craig D. Kauffman stated all licensees had been notified of the hearing by regular U.S. mail.

IN THE MATTER OF AMENDING LCHD REGULATION NO. 40

The Environmental Health Director presented the second reading of an amendment to Logan County Health District Regulation No. 40, increasing the local fee for food service and establishment licenses and decreasing fees for RV Parks/Camps and Public Spa Pools as follows. He further explained that the proposed fees were calculated using the formula provided by the Ohio Department of Health, and that the food license increases reflect approximately the remaining 50% of the proposed 2013 fee increase that was postponed to 2014. It was moved by Mr. Harrison and seconded by Dr. Varian that the Board approve the second reading of the amendment. Ayes: Mrs. Watkins, Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

Food License

COMMERCIAL		NON COMMERCIAL		VENDING	MOBILE	TEMP
<25,000 sq ft	>25,000 sq ft	<25,000 sq ft	>25,000 sq ft	\$18.55	\$60.00	\$25.00/day
Level 1 \$126.00	Level 1 \$196.00	Level 1 \$63.00	Level 1 \$98.00			
Level 2 \$146.00	Level 2 \$208.00	Level 2 \$73.00	Level 2 \$104.00			
Level 3 \$310.00	Level 3 \$828.00	Level 3 \$155.00	Level 3 \$414.00			
Level 4 \$402.00	Level 4 \$880.00	Level 4 \$201.00	Level 4 \$440.00			

RV Park/Camp License \$110.00

Public Spa Pool License \$280.00

IN THE MATTER OF LICENSEE VIOLATIONS – COUNTRY VARIETY STORE AND BAKED GOODS

Marion Schrock, Licensee, 6263 US 68 North, Bellefontaine

On November 14, 2013, Sanitarian Timothy Smith documented a fifth consecutive violation of Ohio Administrative Code 3717-1-3.5 where some food labels did not provide a complete listing of ingredients; and a sixth consecutive violation of Ohio Administrative Code 3717-1-06.4 where the area around the doors of the older wooden walk-in cooler have exposed insulation board. It was moved by Dr. Varian and seconded by Mr. Harrison that the Board issue an order to immediately correct labeling violations, and to correct the cooler surface within 14 days. Ayes: Mr. Alloway, Mrs. Price, Mrs. Watkins, Mr. Harrison, 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 following investigation.

Charles Koman Jr., Texas

Mr. Koman owns property at 9516 SR 368, Shawnee Island, Huntsville, with an open garage with a collapsing roof and full of solid waste and an open barrel of garbage in the back yard. No response was received to a sanitarian citation, and Mr. Kauffman recommended an order to remove the garage and all debris from the property within 30 days.

Dennis Kelly, 434 East Street, Ridgeway

Mr. Kelly's property at this address has raw sewage ponding in the back yard. No response was received to a sanitarian citation, and Mr. Kauffman recommended an order to install an approved sewage system within 60 days.

Following review of individual case documents, it was moved by Mrs. Watkins and seconded by Dr. Varian 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 *Charles Koman* and *Dennis Kelly* be ordered to abate their individual nuisances as instructed and maintain their property in a sanitary manner in the future; and that the Health Commissioner be directed to issue the orders on behalf of the Board. Ayes: Mr. Harrison, Mr. Alloway, Mrs. Price, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF PROPOSED OHIO SEWAGE REGULATION

At the request of Mr. Kauffman and Health Commissioner Dr. Boyd Hoddinott, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board adopt the following resolution. Ayes: Mr. Alloway, Mrs. Price, Mr. Harrison, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

RESOLUTION 2013-05

WHEREAS the second draft of the proposed sewage regulation was received by the Logan County Health District on November 12, 2013, with a deadline for comments of December 12, 2013;

AND WHEREAS the document appears too complex for accurate application and environmental health colleagues concur that more time is need to prepare comments;

BE IT RESOLVED, a majority of members concurring, that the Logan County District Board of Health hereby authorizes the Environmental Health Director to request of the proper authorities an additional month to submit comments.

On roll call the vote was as follows:

- Mrs. Price- aye
- Dr. Varian- aye
- Mr. Alloway- aye
- Mrs. Watkins- aye
- Mr. Harrison- aye

This Resolution is hereby declared adopted on this 4th day of December in the year 2013.

Don W. Spath, President

Boyd C. Hoddinott, M.D., Secretary

IN THE MATTER OF QUARTERLY IMMUNIZATION FEES ADJUSTMENT

Director of Nursing Kay Schroer presented the current schedule of adult and private pay (non-VFC or ODH provided) vaccines for quarterly adjustment based on actual costs. It was moved by Mrs. Watkins and seconded by

Mr. Harrison that the Board authorize the following adjustment to vaccine charges effective January 1, 2014. Ayes- Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

- Gardasil from \$165.00 to \$170.00

IN THE MATTER OF NURSING REPORT

Mrs. Schroer discussed the increase in chlamydia cases in the county, noting most are repeat offenders. She then presented the following statistics for the month of October.

Home Health: 40 patients; 10 admissions; 191 RN visits; 33 HHA visits; 103 PT visits; 51 OT visits; 9 ST visits

Public Health: 3 lead case management; 23 skin tests; 12 BCMH visits/38 contacts; 7 newborn home visits; 2 bereavement contacts/1 visit; 1 HIV/Hep C clinic; 1 head lice check

Immunization Program: 146 child clients/277 injections; 51 adult clients/55 injections; 321 flu shots

Women, Infants and Children: 43 new clients; 84 recertifications; 900 total participants

Communicable Disease: 33 confirmed- Chlamydia (23); Gonorrhea (6); Hepatitis C (2); E-coli (1); Bacterial Meningitis (1)

Health Education: 6 other agency classes/18 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

The Administrator presented health district financial reports for the month of October. She noted routine expenditures, and above average revenue in the Home Health Fund due to resolution of the issue with the billing vendor. It was moved by Mr. Harrison and seconded by Dr. Varian that the Board authorize President Spath to approve review of the reports. Ayes: Mrs. Watkins, Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

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

Transfer of Appropriated Funds

Water Well Fund 050

- \$220.00 From 050-400-01025 Remittance to State To 050-400-01030 Laboratory Fees

Sewage Treatment Fund 054

- \$100.00 From 054-400-01050 Refunds To 054-400-01060 Remittance to State

Public Health Infrastructure Fund 055

- \$555.00 From 055-450-01055 Contracts To 055-450-01050 Reimburse to State

Women, Infants, Children Fund 061

- \$800.00 From 061-010-01050 Contracts To 061-010-01171 Reimburse State
- \$300.00 From 061-010-01070 Travel Expenses To 061-010-01171 Reimburse State
- \$245.00 From 061-010-01072 Education/Seminars To 061-010-01171 Reimburse State

District Health Fund 063

- \$50.00 From 063-450-01034 Refunds To 063-450-01033 Burial Permits
- \$200.00 From 063-450-01090 Advertising/Printing to 063-450-01080 Repairs/Service

Home Health Fund 066

- \$4750.00 From 066-450-01090 Loan Principal To 066-450-01080 Contracts
- \$600.00 From 066-450-01000 Other Expenses To 066-450-01080 Contracts
- \$500.00 From 066-450-01031 Repairs/Services To 066-450-01080 Contracts
- \$488.25 From 066-450-01081 Refunds To 066-450-01080 Contracts
- \$100.00 From 066-450-01041 Education/Seminars To 066-450-01040 Travel Expenses

IN THE MATTER OF FISCAL YEAR END FUND ENCUMBRANCES

It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board authorize the Administrator to encumber sufficient funds to meet the basic operating expenses of the health district through the fiscal year ending December 31, 2013. (See list of encumbrances in Notes to Minutes.) Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION—K. TEVIS

Administrator Lisa G. Downing presented the annual performance evaluation for Billing Specialist Kelli Tevis who was present to meet the Board. 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 review. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Price, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF CHRISTMAS HOLIDAY CLOSING

Upon recommendation of the health district's Leadership Team, it was moved by Mr. Alloway and seconded by Mrs. Price that in addition to Christmas Day the Board authorize closing of the health district offices to the public on Christmas Eve and the day after Christmas, and authorize 3.5 hours of additional holiday pay each of those two days for all full-time employees, prorated for part-time employees; and further, that employees be authorized to use available accumulated leave for the remainder of each day, subject to supervisor approval. Ayes: Dr. Varian, Mr. Harrison, Mrs. Watkins, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF OUTGOING BOARD MEMBER

The Board honored member Philip Alloway who was attending his last meeting. Mr. Alloway is stepping down as a result of his November election as a Richland Township trustee, a position that begins in January and is a conflict of interest for sitting on the Board of Health. "Thank you for all that you've done for the Board, it is very much appreciated," President Don Spath said. Mr. Alloway's replacement will be appointed at the March 2014 meeting of the Health District Advisory Council.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for January 8, 2014, at 1:00 p.m., President Spath adjourned the meeting at 1:55 p.m. without opposition.

Don W. Spath, President

Boyd C. Hoddinott, M.D., Secretary