

The Board of the Logan County Health District met in regular session on Wednesday, September 3, 2014. 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, Mrs. Watkins, Mr. Harrison, and Mrs. Collins. Staff members present were Administrator Lisa G. Downing, Environmental Health Director Craig D. Kauffman, and Director of Nursing Kay Schroer. Guests included Pete Gerace, Flo Gerace, Zachary Bayless, Tim Clay, and Lisa Engle. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vetorino of *WPKO/WBLL Radio* were also in attendance.

IN THE MATTER OF MINUTES

It was moved by Mrs. Price and seconded by Mr. Harrison that the Board approve the minutes of the August 6, 2014, regular meeting as mailed. Ayes: Mrs. Watkins, Mrs. Collins, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted by the Administrator to the County Auditor on August 8th, 15th, 22nd, and 29th, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board confirm payment of those bills paid on their behalf, and approve the current bill vouchers and order the current bills paid. Ayes Mrs. Collins, Mrs. Watkins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No matters were brought before the Board by members of the public.

IN THE MATTER OF SCHEDULED HEARING

Phyllis King (deceased), property at 8866 SR 368, Huntsville

On August 6, 2014, the Board of Health issued a citation for Timothy Clay and any interested party to appear on September 3, 2014, to show cause why the Board should not authorize the abatement of the nuisance by removing all structures from the property. Present for the hearing were Timothy Clay and his attorney, Zachary Bayless, and Pete and Flo Gerace representing neighboring property owners. Environmental Health Director Craig D. Kauffman presented the history of the health district's involvement with the property, including complaints and inspections, and noted the original nuisance abatement order was sent to Timothy Clay and also to the property address on October 9, 2013. On June 24, 2014, a new contact number was received for Mr. Clay, and during contact with his wife it was indicated that the outside work would be completed within 30 days. Mr. Bayless addressed the Board stating the property is part of an estate with five (5) heirs, and that his client, Mr. Clay, has begun repairs and has retained a contractor to address the issues. He requested the Board to work with his client on a timeline of 30 days for securing the outside, and an additional 60 days to clean up the property. Mr. Kauffman reiterated that the electrical is the most immediate issue, and Mr. Gerace spoke to this concern as well as issues with the gas and water service and foul odors. Following lengthy debate, it was moved by Mr. Harrison that all utilities be shut off within seven (7) days with proof provided to the health district; and that the property be completely cleaned up by the next meeting on October 1, 2014, or it will be condemned at that time. Mrs. Price seconded the motion, and the roll call vote was as follows: Mr. Spath- no; Mrs. Watkins- abstain; Mrs. Price- aye; Mrs. Collins- aye; Mr. Harrison- aye. Motion carried.

IN THE MATTER OF NUISANCE VIOLATION

Edita Ankrom, Mechanicsburg

Ms. Ankrom owns property at 11362 Oneida Path, Lakeview, with a large burn pile of garbage in the yard and a pickup truck full of garbage in bags. A citation was issued in July and no improvement has been made. Pursuant to ORC 3707.01, it was moved by Mrs. Watkins and seconded by Mr. Harrison that the condition at this premises be declared a public nuisance and a hazard to the health and safety of the citizens of the health district; and that *Edita Ankrom* be ordered to abate the nuisance by immediately ceasing open burning and removing all solid waste within three (3) days, and maintaining the property in a sanitary manner in the future; and that the Health Commissioner be directed to issue orders on behalf of the Board. Ayes: Mrs. Collins, Mrs. Price, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF REQUEST FOR VARIANCE**Maria Sanko, 1737 Allentown Road, Lima**

Ms. Sanko requested variance from Ohio Administrative Code 3701-28 to place a new well five (5) feet from the property line and two (2) feet from the parking lot at 8203 SR 366, Russells Point. Sanitarian Lisa Engle recommended approval due to small lot size, and also cited undue hardship. It was moved by Mrs. Price and seconded by Mr. Harrison that the Board grant the variance, to become invalid with the availability of central water supply. Ayes: Mrs. Collins, Mrs. Watkins, Mr. Harrison, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – C. BRAMLAGE

Director of Nursing Kay Schroer presented annual performance evaluation for Women, Infants and Children Director Christina Bramlage. Noting a job development inventory score of *Achieves*, it was moved by Mrs. Collins and seconded by Mrs. Price that the Board accept the review. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF QUARTERLY IMMUNIZATION FEES ADJUSTMENT

Mrs. Schroer presented the current fee schedule for private pay (non-VFC or ODH provided) vaccines, noting that no quarterly adjustment is required based on actual costs.

IN THE MATTER OF ESTABLISHING SEASONAL FLU VACCINE FEES

The nursing director then presented cost recommendations for seasonal flu vaccine including flu mist. It was moved by Mr. Harrison and seconded by Mrs. Collins that the Board maintain the prices established in 2013. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Mr. Harrison. Nays: none. Motion carried.

- VFC age 18 and under \$30.00
- Flu Mist \$30.00
- Adult Quadrivalent \$30.00
- Adult Trivalent (high dose) \$40.00

IN THE MATTER OF NURSING REPORT

The Nursing Director stated that BCMH visits have increased this summer with school vacation, and that the county currently has 12 active cases of whooping cough. Mrs. Schroer then offered the following July 2014 nursing division statistics:

Home Health: 43 patients; 18 admissions; 217 RN visits; 49 HHA visits; 83 PT visits; 53 OT visits; 7 ST visits

Public Health: 7 active lead cases; 1 pediatric nurse assessment; 13 TB skin tests; 14 BCMH visits/90 contacts; 4 newborn home visits; 1 bereavement contact; 1 HIV/Hep C clinic/0 tests; 3 head lice checks

Immunization Program: 63 child clients/161 injections; 17 adult clients/21 injections

Women, Infants and Children: 59 new clients; 95 recertifications; 816 total participants

Communicable Disease: 26 confirmed- chlamydia (3); gonorrhea (1); Hep C (4); pertussis (12); campylobacter (1); cryptosporidium (1); influenza (1); salmonella (2); yersiniosis (1)

Health Education: 5 staff trainings/meetings- 29 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing reviewed health district financial reports for the month of July, noting receipt of second half tax revenue funding from inside millage and third quarter landfill monitoring funds from the Logan County Solid Waste Management District. It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes: Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

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

Intrafund Transfer of Appropriated Funds***Public Health Infrastructure Fund***

- \$100.00 from 055-450-01110 Workers Compensation to 055-450-01070 Travel Expenses
- \$100.00 FROM 055-450-01110 Workers Compensation to 055-450-01072 Education/Training

Women, Infants, Children Fund

- \$1500.00 from 061-010-01000 Other Expenses to 061-010-01025 Supplies
- \$500.00 from 061-010-01072 Education/Training to 061-010-01025 Supplies

District Health Fund

- \$100.00 from 063-450-01090 Advertising/Printing to 063-450-01033 Burial Permits
- \$500.00 from 063-450-01040 Capital Improvements to 063-450-01080 Repairs/Service
- \$4000.00 from 063-450-0140 Capital Improvements to 063-450-01080 Repairs/Service

Home Health Fund

- \$1200.00 from 066-450-01050 Workers Compensation to 066-450-01040 Travel Expenses

Permanent Transfer of Appropriated Funds – WIC Fund to Accumulated Benefits Fund

- \$6885.35 from 061-010-01040 Transfers Out to 057-800-00001 Transfers In

IN THE MATTER OF ANNUAL EVALUATION – K. HOUCHIN

Ms. Downing presented the annual evaluation for Vital Statistics Registrar/Environmental Clerical Specialist Kimberly Houchin. Noting a job development inventory score in the *Achieves* range, it was moved by Mrs. Price and seconded by Mrs. Collins that the Board accept the evaluation and approve identified updates to the position description. Ayes: Mrs. Watkins, Mr. Harrison, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF POSITION DESCRIPTION CHANGES/UPDATES

The pending retirement of Cynthia Mabrey, RN has provided for necessary restructuring of nursing division position classification numbers (PCN), as well as a change in supervision for several clerical support positions. It was moved by Mrs. Watkins and seconded by Mr. Harrison that the Board approve the following actions as recommended by the Leadership Team. Ayes: Mrs. Price, Mrs. Collins, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

- Abolish PCN 13100.0 Assistance Director of Nursing effective 12/1/14
- Reinstate PCN 13001.2 Full Time Public Health Nurse 2
- Reinstate PCN 13205.0 Full Time Public Health Nurse 2 Home Health
- Update the duties of PCN 13001.1 Full Time Public Health Nurse 2 to match the duties of PCN 13000.1 Full Time Public Health Nurse 2
- Reinstate PCN 13204.0 Part Time Public Health Nurse 2 Home Health
- Change supervision for PCN 11004.0 Home Health Clerical Specialist to Home Health Supervisor
- Change supervision for PCN 11005.0 Nursing Services Clerical Specialist/Health Education Coordinator to Director of Nursing
- Change supervision for PCN 11009.0 Medical Billing Specialist to Home Health Supervisor

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for October 1, 2014, at 1:00 p.m., and noting that Mrs. Watkins will be absent, President Spath adjourned the meeting at 1:50 p.m. without opposition.

Don W. Spath, President

Lisa G. Downing, Recording Secretary
for Boyd C. Hoddinott, Secretary