

The Board of the Logan County Health District met in regular session on Wednesday, January 7, 2015. 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, Dr. Varian, Mr. Harrison, Mrs. Watkins, Mrs. Collins. Health District administration in attendance were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vettori of *WPKO/WBLL Radio* were present, along with LCHD staff members John Clary and Lisa Engle.

IN THE MATTER OF BOARD REORGANIZATION/ELECTION OF OFFICERS

This being the first meeting of 2015, the Board proceeded to reorganize. Mr. Harrison moved that Mr. Spath be reelected as board president, seconded by Dr. Varian. Mrs. Price then moved the nominations be closed, second by Mrs. Watkins. Consent was unanimous, and Mr. Spath was reelected President of the Board. Mrs. Watkins moved that Mr. Harrison be reelected as board vice president, seconded by Dr. Varian. Dr. Varian then moved the nominations be closed, second by Mrs. Price. Consent was unanimous, and Mr. Harrison was reelected Vice President of the Board.

IN THE MATTER OF MINUTES

It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board approve the minutes of the December 3, 2014, regular meeting as mailed. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, Mrs. Watkins, 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 December 5th and 12th, it was moved by Dr. Varian and seconded by Mrs. Collins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No one was present for the public forum.

IN THE MATTER OF BOARD EDUCATION

The DVD *Effective Governance and Open Meetings* was viewed and discussed, featuring Joe Durham of Eastman & Smith Ltd. Topics Board of Health organization and powers; codes and statutes governing health districts; successful practices of an effective board member; Sunshine Laws; notices for and types of meetings; and executive sessions.

IN THE MATTER OF DECEMBER BOARD ORDERS

Environmental Health Director Craig D. Kauffman updated the Board on the status of orders they issued last month as a matter of information.

IN THE MATTER OF SCHEDULED NUISANCE ABATEMENT HEARING

7471 Walnut Street, North Fork Addition, Belle Center

The scheduled hearing commenced for this property, now owned by the State of Ohio, to show cause why the Board should not authorize and pay for the abatement of the nuisance and certify the cost as a tax lien. Mr. Kauffman affirmed that the hearing was properly posted, and read a letter from Logan County Treasurer Dara Wren expressing no opposition to the demolition. He recommended accepting the one (1) proposal received from his solicitation from Reichert Excavating in the amount of \$4300.00. It was moved by Dr. Varian that the Board authorize the demolition by Reichert Excavating once a 'will not exceed \$4300.00' quote is received, seconded by Mr. Harrison. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, 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.

Tonya Lewis, 421 West Street, Apartment 1, Bellefontaine

Ms. Lewis's apartment has no water, animal feces on the floor of the children's bedroom with a strong odor, and other debris cluttering the room. Mr. Kauffman recommended an order to immediately restore water service and clean and sanitize the bedroom floor.

Teresa Mershon, 312 West High Street, Bellefontaine

Ms. Mershon owns vacant property at 329 Lawrence Street, Bellefontaine, littered with furniture and other debris. Mr. Kauffman recommended an order to remove all solid waste within three (3) days.

Eric Bigler, Fairborn

Mr. Bigler owns property at 345 North Oak Street, Lakeview, with sewage in the yard and tires and trash in the yard. Mr. Kauffman recommended an order to remove the solid waste within three (3) days and repair the sewer within 14 days.

Following review of individual case documents, it was moved by Mr. Harrison 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 *Tonya Lewis, Teresa Mershon, and Eric Bigler* 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: Dr. Varian, Mrs. Collins, Mrs. Watkins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF REQUESTS FOR VARIANCE

The Environmental Health Director presented the following requests for variance from established codes.

Connie Kress, 9415 McBeth Park Road (CR 254), Belle Center

Mrs. Kress requested a variance to Ohio Administrative Code 3701-28 to place a well seven (7) feet from the garage at this address where the code requires 10 feet. Sanitarian Lisa Engle recommended approval citing limited space and the hardship of lack of water.

Robert Lescalleet, 1109 Alpine Cove, Zanesfield (Valley Hi)

Mr. Lescalleet requested a variance to Ohio Administrative Code 3701-28 to place a well 80 feet from the dry well on this property where the code requires 100 feet. Mr. Kauffman recommended approval citing hardship reasons and the fact that wells in the area are around 180 feet in depth.

Vivian Logan, 2740 CR 18, Bellefontaine

Ms. Logan requested a variance to Ohio Administrative Code 3701-28 to maintain an existing well six (6) feet from the house at this address where the code requires 10 feet from a foundation and five (5) feet from a driveway. The well was improved by extending the casing above the ground, and Sanitarian Matthew Stonerock recommended approval citing hardship reasons.

Ed Wallace, 1716 CR 11, Bellefontaine

Mr. Wallace requested a variance to Ohio Administrative Code 3701-28 to maintain an existing well seven (7) feet from his house at this address where the code requires 10 feet. Sanitarian Matthew Stonerock recommended approval citing the alternative of installing a new well as a hardship.

Judith Regula, 21326 Lock Two Road, Jackson Center

Ms. Regula requested a variance to Ohio Administrative Code 3701-28 to place a new well 16 feet from the road and one (1) foot from the property line at 7434 West Street, Russells Point, where the code requires 25 feet and 10 feet, respectively. Sanitarian Lisa Engle recommended approval citing limited lot size and the old well producing sand.

Keith Fisher, 524 Glenmont Avenue, Columbus

Mr. Fisher requested a variance to Ohio Administrative Code 3701-28 to place a new well five (5) feet from the property line at 7707 Edgewater Avenue, Huntsville, where the code requires 10 feet. Sanitarian Lisa Engle recommended approval citing limited lot size and hardship reasons.

It was moved by Dr. Varian and seconded by Mr. Harrison that the Board grant all variances, to become invalid with the availability of central water supply. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF REQUEST FOR VARIANCE

Christine Burkett, 1122 Ann Street, Parkersburg WV

Ms. Burkett requested a variance to Ohio Administrative Code 3701-28 for a new dwelling placed three (3) feet from an existing well at 10845 CR 286, Huntsville. The code requires 10 feet, and Sanitarian Lisa Engle recommended approval stating that the existing well will be otherwise brought to code. Hardship has not been demonstrated, and the Environmental Health Director was instructed to have a discussion regarding water well rules with the Logan County Building Authority who issued the building permit. It was moved by Dr. Varian and seconded by Mrs. Collins that the Board approve the variance, to become invalid with the availability of central water supply. Ayes: Mr. Harrison, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: Mrs. Watkins. Motion carried.

IN THE MATTER OF ANNUAL EVALUATIONS – L. KITE/C. BRANNON/K. TEVIS

Director of Nursing Kay Schroer presented the annual performance evaluations for Home Health staff nurse Linda Kite, Billing Specialist Kelli Tevis, and WIC Breastfeeding Peer Helper Christie Brannon, as completed by their supervisors Jennifer Wren and Christina Bramlage, respectively. Noting job development inventory scores in the *Achieves* range for all, it was moved by Dr. Varian and seconded by Mrs. Collins that the Board accept the annual review of each employee. Ayes: Mrs. Watkins, Mrs. Price, Mr. Harrison, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Mrs. Schroer discussed much needed dental services that will be available through newly awarded grant funding. Mobile dental units will visit various locations in Logan County throughout the year, four (4) times for children and once for adults. The Nursing Director also requested Board direction on development of a policy for collection of immunization fees remaining after insurance has paid, prompting much discussion. The following nursing statistics for November, 2014, were then reviewed.

Home Health: 32 patients; 3 admissions; 130 RN visits; 25 HHA visits; 68 PT visits; 35 OT visits; 9 ST visits

Public Health: 1 home visit; 9 lead case management/1 screening; 8 TB skin tests; 8 BCMH visits/32 contacts; 2 newborn home visits; 1 HIV/Hep C clinic/4 tests; 5 head lice checks

Immunization Program: 64 child clients/68 injections; 25 adult clients/30 injections; 88 flu shots

Women, Infants and Children: 53 new clients; 70 recertifications; 844 total participants

Communicable Disease: 14 confirmed- Chlamydia (9); Gonorrhea (2); Hepatitis C (3)

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented health district financial reports for the month of November, reflecting total revenue at 92% of budget estimates, expenses 9% under projections, and adequate cash balances to meet obligations in all funds. It was moved by Dr. Varian and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes: Mrs. Watkins, Mrs. Collins, Mr. Harrison, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

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

Transfer of Appropriated Funds

Sewage Treatment Fund 054

- \$225.00 From 054-400-01020 Salaries To 054-400-01100 OPERS
- \$250.00 From 054-400-01020 Salaries To 054-400-01060 Remittance to State

District Health Fund 063

- \$100.00 From 063-450-01026 SW Supplies To 063-450-01025 Supplies
- \$25.00 From 063-450-01051 Lab Fees To 063-450-01033 Burial Permits
- \$5000.00 From 063-450-01150 Nuisance Abatement To 063-450-01020 Salaries

IN THE MATTER OF POLICY ADOPTION – LCHD-AD-0001

The health district accreditation process will identify the need for many new written policies. An initial policy is required establishing the process by which all future policies will be created. It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board approve as presented *Policy Number LCHD-AD-0001, Creating Policies*, retroactive to January 1, 2015. Ayes: Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried. (See policy in *Notes to Minutes*.)

IN THE MATTER OF GRANT FUNDING ACCEPTANCE

It was moved by Mrs. Watkins and seconded by Mr. Harrison that the Board accept the following grant awards for the purposes of Improvement of Oral Health in Logan County, and Accreditation Readiness and Continuous Quality Improvement Support, respectively. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

- Delta Dental Foundation *Brighter Futures* \$2500.00
- Centers for Disease Control and Prevention/Ohio Department of Health \$6000.00

IN THE MATTER OF CONFIRMATION OF HIRING – S. BOONE

It was moved by Mrs. Price and seconded by Mrs. Collins that the Board confirm the hiring of Samantha Boone in the position of Public Health Nurse 2/Home Health at the rate of \$21.17 hourly for weekend/on call duties, with a guarantee of 24 weekly hours following training completion, effective December 8, 2014, and subject to a 180-day probationary period. Ayes: Dr. Varian, Mr. Harrison, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF 2015 APPROPRIATIONS RESOLUTION #2015-01

The District Board of Health of Logan County, Ohio, met in regular session on the 7th day of January, 2015, at the office of the Logan County Health District with the following members present: Mr. Spath, Mrs. Price, Dr. Varian, Mrs. Watkins, Mr. Harrison, Mrs. Collins. Dr. Varian moved the adoption of the following resolution:

BE IT RESOLVED by the District Board of Health of Logan County, Ohio, that to provide for the current expenses and other expenditures of said District Board of Health during the fiscal year ending December 31, 2015, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, vis.:

Water Well Fund 050	
050-400-01020 Salaries	\$24,000.00
050-400-01025 Remittance to State	\$ 9,250.00
050-400-01030 Lab Fees	\$ 3,250.00
050-400-01040 Lab Supplies	\$ 5,000.00
050-400-01050 Refunds	\$ -
050-400-01060 Lab Equipment	\$ -
050-400-01070 Travel	\$ 1,030.00
050-400-01080 Remit ODNR	\$ 1,260.00
050-400-01100 OPERS	\$ 3,360.00
050-100-01115 Medicare	\$ 350.00
Total	\$47,500.00

Solid Waste Fund 051	
051-400-01020 Salaries	\$ 1,455.00

051-400-01050 Refunds	\$ -
051-400-01060 Remittance to State	\$ 57,500.00
051-400-01070 Travel	\$ 815.00
051-400-01100 OPERS	\$ 205.00
051-400-01115 Medicare	\$ 25.00
Total	\$ 60,000.00

Marina Sanitation Fund 052	
052-400-01020 Salaries	\$ -
052-400-01060 Remittance to State	\$ -
Total	\$ -

Swim Pool Fund 053	
053-400-01020 Salaries	\$ 7,000.00
053-400-01030 Remittance State	\$ 2,500.00
053-400-01050 Refunds	\$ -
053-400-01070 Travel	\$ 800.00
053-400-01100 OPERS	\$ 995.00
053-400-01115 Medicare	\$ 105.00
Total	\$11,400.00

Sewage Treatment Fund 054	
054-400-01020 Salaries	\$ 18,500.00
054-400-01025 Supplies	\$ -
054-400-01030 Equipment	\$ -
054-400-01050 Refunds	\$ -
054-400-01060 Remittance to State	\$ 1,100.00
054-400-01070 Travel	\$ 1,000.00
054-400-01080 Transfers Out	\$ -
054-400-01100 OPERS	\$ 2,590.00
054-400-01115 Medicare	\$ 270.00
Total	\$ 23,460.00

PH Infra. Fund 055	
055-450-01000 Other	\$ -
055-450-01020 Salaries	\$ 55,000.00
055-450-01025 Supplies	\$ 2,862.00
055-450-01030 Equipment	\$ -
055-450-01040 Reimburse Advances	\$ 13,500.00
055-450-01050 Reimburse State	\$ -
055-450-01055 Contracts	\$ 9,000.00
055-450-01070 Travel	\$ 784.00
055-450-01072 Education/Training	\$ 100.00
055-450-01100 OPERS	\$ 7,700.00
055-450-01110 Workers Compensation	\$ 1,100.00
055-450-01115 Medicare	\$ 800.00
055-450-01130 Hospital/Life Insurance	\$ 8,000.00
Total	\$ 98,846.00

Accumulated Benefits Fund 057	
057-010-01020 Salaries	\$ -
Total	\$ -

W.I.C. Fund 061	
061-010-01000 Other Expenses	\$ -
061-010-01020 Salaries	\$ 139,912.00
061-010-01025 Supplies	\$ 9,507.00
061-010-01030 Equipment	\$ -
061-010-01040 Transfers Out	\$ 9,727.00
061-010-01050 Contracts	\$ 2,716.00
061-010-01060 Repairs/Service	\$ -
061-010-01070 Travel	\$ 1,600.00
061-010-01072 Education/Seminars	\$ 1,600.00
061-010-01091 OPERS	\$ 19,588.00
061-010-01100 Workers Comp	\$ 8,394.00
061-010-01110 Medicare	\$ 2,029.00
061-010-01160 Hospital/Life Insurance	\$ 30,995.00
061-010-01170 Reimburse Advances	\$ 20,000.00
061-010-01171 Reimburse State	\$ -
Total	\$ 246,068.00

C&D Waste Fund 062	
062-450-01020 Salaries	\$ 1,520.00
062-450-01025 Remit to State	\$ 720.00
062-450-01030 Remit State/ ODNR	\$ 12,000.00
062-450-01040 Remit to City	\$ -
062-450-01050 Remit to Township	\$ 960.00
062-450-01070 Travel	\$ 560.00
062-450-01100 OPERS	\$ 215.00
062-450-01115 Medicare	\$ 25.00
Total	\$ 16,000.00

District Health Fund 063	
063-450-01000 Other Expenses	\$ 1,000.00
063-450-01010 Salaries Officials	\$ 55,000.00
063-450-01020 Salaries District Health	\$ 516,000.00
063-450-01021 Solid Waste Salaries	\$ 33,600.00
063-450-01025 Supplies	\$ 55,000.00
063-450-01026 Solid Waste Supplies	\$ 1,000.00
063-450-01030 Equipment	\$ 15,000.00
063-450-01031 Solid Waste Equipment	\$ -
063-450-01032 Remit State Child Abuse	\$ 11,400.00
063-450-01033 Remit State Burial	\$ 350.00
063-450-01034 Refunds	\$ 500.00
063-450-01035 Remit State VS Improve	\$ 34,200.00
063-450-01036 Family Violence Fees	\$ 5,700.00
063-450-01040 Capital Improvements	\$ 10,000.00
063-450-01050 Contracts	\$ 32,800.00

063-450-01051 Laboratory Fees	\$ 500.00
063-450-01060 Solid Waste Contracts	\$ 23,880.00
063-450-01070 Travel	\$ 18,000.00
063-450-01071 Solid Waste Travel	\$ 4,000.00
063-450-01072 Education/Seminars	\$ 5,000.00
063-450-01080 Repairs/Service	\$ 10,000.00
063-450-01090 Advertising & Printing	\$ 1,000.00
063-450-01093 Business Insurance	\$ 7,500.00
063-450-01100 OPERS District Health	\$ 80,000.00
063-450-01101 Solid Waste Hospitalization	\$ 6,600.00
063-450-01102 Solid Waste OPERS	\$ 4,705.00
063-450-01103 Solid Waste Workers Comp	\$ 725.00
063-450-01104 Solid Waste Medicare	\$ 490.00
063-450-01110 Workers Compensation	\$ 10,000.00
063-450-01115 Medicare District Health	\$ 8,300.00
063-450-01120 Phone & Utilities	\$ 8,800.00
063-450-01130 Hospital & Life Insurance	\$ 90,000.00
063-450-01140 Loan Principal	\$ 23,750.00
063-450-01141 Loan Interest	\$ 3,325.00
063-450-01150 Nuisance Control	\$ 10,000.00
063-450-01160 MH Placement Seals	\$ 1,200.00
063-450-01170 Advances Out	\$ 50,000.00
063-450-01180 Transfers Out	\$ -
Total	\$1,139,325.00

Home Health Fund 066	
066-450-01000 Other Expenses	\$ 1,000.00
066-450-01020 Salaries	\$ 370,000.00
066-450-01025 Supplies	\$ 22,500.00
066-450-01030 Equipment	\$ 5,000.00
066-450-01031 Repairs/Service	\$ 600.00
066-450-01040 Travel	\$ 19,135.00
066-450-01041 Education/Seminars	\$ 3,000.00
066-450-01050 Workers Comp	\$ 6,000.00
066-450-01051 OPERS	\$ 51,800.00
066-450-01055 Medicare	\$ 5,365.00
066-450-01060 Hospital/Life Insurance	\$ 70,000.00
066-450-01070 Phone & Utilities	\$ 9,600.00
066-450-01071 Capital Improvements	\$ -
066-450-01080 Contracts	\$ 200,000.00
066-450-01081 Refunds	\$ -
066-450-01090 Loan Principal	\$ -
066-450-01091 Advances Out	\$ -
Total	\$ 764,000.00

Food Safety Fund 067	
067-450-01020 Salaries	\$ 80,000.00
067-450-01030 Remit to State	\$ 6,500.00
067-450-01040 Remit Dept of Ag	\$ 3,000.00

067-450-01050 Refunds	\$ 300.00
067-450-01070 Travel	\$ 3,700.00
067-450-01100 OPERS	\$ 11,200.00
067-450-01115 Medicare	\$ 300.00
Total	\$ 105,000.00

Infect. Waste Fund 068	
068-400-01070 Travel	\$ 1,500.00
Total	\$ 1,500.00

Parks/Camps Fund 069	
069-410-01020 Salaries	\$ 8,000.00
069-410-01025 Supplies	\$ -
069-410-01030 Remit to State	\$ 4,200.00
069-410-01040 Remit OMHC	\$ -
069-410-01050 Refunds	\$ -
069-410-01070 Travel	\$ 560.00
069-410-01100 OPERS	\$ 1,120.00
069-410-01115 Medicare	\$ 120.00
Total	\$ 14,000.00

TOTAL 2015 APPROPRIATIONS BUDGET \$2,527,099.00

Mr. Harrison seconded the resolution and the roll being called upon its adoption, the vote resulting as follows:
Mrs. Price-aye Dr. Varian-aye Mrs. Watkins-aye Mr. Harrison-aye Mrs. Collins-aye

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Boyd Hoddinott reported on strategic planning, noting that sessions have started and the process is going very well. One area of identified need is public knowledge of the health district's budgeting process and finances, and education of the Board in this area will be addressed with more in-depth presentation of monthly financial reports. The Board was also requested to read the Accreditation Update by Accreditation/QI Coordinator Donna Glunt that they were provided at the beginning of the meeting, and contact her with any questions or comments.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for February 4, 2015, at 1:00 p.m., President Spath adjourned the meeting at 2:50 p.m. without opposition.

Don W. Spath, President

Boyd C. Hoddinott, M.D., Secretary