



The Board of the Logan County Health District met in regular session on Wednesday, December 2, 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 were Mr. Spath, Mrs. Price, Dr. Varian, Mr. Harrison, Mrs. Watkins, and Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Environmental Health Director Craig D. Kauffman, Director of Nursing Kay Schroer, and Accreditation Coordinator Donna Glunt. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vetorino of *WPKO/WBLL Radio* were also in attendance. Spath announced changes to the mailed agenda with no opposition.

IN THE MATTER OF MINUTES

It was moved by Mrs. Watkins and seconded by Mr. Harrison that the Board approve the minutes of the November 4, 2015, regular meeting as mailed. Ayes: Dr. Varian, Mrs. Price, Mrs. Collins, Mr. Harrison, Mrs. Watkins. 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 6, 13, 20, and 25, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No one was present for this portion of the meeting.

IN THE MATTER OF CONTINUING EDUCATION COURSE FEE – SEWAGE CONTRACTORS

To meet the new continuing education requirements for sewage contractor registration beginning in 2016, it was moved by Dr. Varian and seconded by Mr. Harrison that the Board authorize the Environmental Health Director to offer the class developed by the State of Ohio at the Logan County Health District, at the fee of \$50 per class per participant. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF LACK OF WATER SERVICE

Jeff Schertzer, 209 East Buckeye Street, Belle Center, is living in the house at this address with a one (1) year old child and the water service is disconnected. Environmental Health Director Craig D. Kauffman recommended an order to restore water service or find suitable housing within 30 days. Following lengthy debate including the involvement of Logan County Children's Services, it was moved by Dr. Varian and seconded by Mrs. Watkins that the board issue the order recommended by Mr. Kauffman, with non-compliance to result in condemnation of the house per established protocol. Ayes: Mrs. Price, Mrs. Collins, Mr. Harrison, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kay Schroer announced that the newborn home visits goal of 90 this calendar year has been surpassed at 96, and that home health visits are down for all disciplines from this time last year. Bureau for Children with Medical Handicaps (BCMH) visits are also down dramatically, and Mrs. Schroer discussed dedicating a public health nurse to the program in 2016 which is a billable source of income. She also discussed the impact loss of staff will have on infectious disease investigations in the future. The following statistics for the month of October were then presented.

Home Health: 31 patients; 18 admissions; 123 RN visits; 9 HHA visits; 47 PT visits; 28 OT visits

Public Health: 5 nursing visits; 4 lead case management; 13 skin tests; 4 BCMH visits/24 contacts; 11 newborn home visits; 1 bereavement contact; 3 head lice checks

Immunization Program: 136 child clients/162 injections; 42 adult clients/42 injections; 189 flu shots

Women, Infants and Children: 40 new clients; 78 recertifications; 802 total participants

Communicable Disease: 16 confirmed- Chlamydia (8); Gonorrhea (3); Hepatitis B (1); Hepatitis C (3); Campylobacter (1)

Health Education: 16 staff trainings/meetings; 2 public classes/33 attendees

IN THE MATTER OF PLANS ADOPTION

Accreditation Coordinator Donna Glunt reviewed and discussed the development of several plans which were previously distributed to the Board for perusal, and updated members on the time sheet/time reduction quality improvement project and resulting outcomes. It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board adopt the following plans in final draft form. Ayes: Mrs. Collins, Mrs. Price, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried.

- Quality Improvement Plan
- Performance Management System
- Community Health Improvement Plan

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented health district financial reports for the month of October. She noted revenue at or above projections for all but the Home Health fund and federal grants; expenses typical with three payrolls for the period and adequate appropriations through the end of the fiscal year; and a net loss in the Home Health fund for the period in excess of \$28,000. 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, Mr. Harrison, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Dr. Varian and seconded by Mr. Harrison 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. Collins, Mrs. Price, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

Transfer of Appropriated Funds

- Water Well Fund 050
 - \$2000.00 FROM 050-400-01040 Lab Supplies TO 050-400-01030 Lab Fees
 - \$200.00 FROM 050-400-01040 Lab Supplies TO 050-500-01080 Remit ODNR
- Public Health Infrastructure Fund 055
 - \$930.00 FROM 055-450-01025 Supplies TO 055-450-01020 Salaries
 - \$490.00 FROM 055-450-01110 Workers Comp TO 055-450-01020 Salaries
 - \$1880.00 FROM 055-450-01130 Hospitalization TO 055-450-01020 Salaries
 - \$100.00 FROM 055-450-01072 Education TO 055-450-01100 OPERS
 - \$75.00 FROM 055-450-01130 Hospitalization TO 055-450-01100 OPERS
 - \$30.00 FROM 055-450-01130 Hospitalization TO 055-450-01115 Medicare
- Women, Infants, Children Fund 061
 - \$255.00 FROM 061-010-01070 Education TO 061-010-01160 Health & Life Insurance
- District Health Fund 063
 - \$4500.00 FROM 063-450-01060 SW Contracts TO 063-450-01021 SW Salaries
 - \$207.00 FROM 063-450-01060 SW Contracts TO 063-450-01102 SW OPERS
 - \$118.00 FROM 063-450-01072 SW Travel TO 063-450-01102 SW OPERS
 - \$40.00 FROM 063-450-01101 SW Hospitalization TO 063-450-01104 SW Medicare

- \$112.00 FROM 063-450-01026 SW Supplies TO 063-450-011101 SW Hospitalization
- \$16.88 FROM 063-450-01031 SW Equipment TO 063-450-011101 SW Hospitalization
- \$88.00 FROM 063-450-01060 SW Contracts TO 063-450-011101 SW Hospitalization
- \$283.12 FROM 063-450-01071 SW Travel TO 063-450-011101 SW Hospitalization

New Revenue Account

- Sewage Treatment Fund 054-800-00021 Course Fees

Additional Appropriation

- \$10,000.00 District Health Fund 063-450-01060 Solid Waste Contracts

IN THE MATTER OF GRANT FUNDING - NALOXONE

It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept an \$1800.00 grant allocation from The Ohio Mental Health and Addiction Services, through its Community Innovation line item, to enhance access to Naloxone to be distributed to local law enforcement, emergency personnel, and first responders in accordance with House Bill 64. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF FISCAL YEAR END FUND ENCUMBRANCES

It was moved by Mrs. Collins and seconded by Dr. Varian that the Board authorize Ms. Downing to encumber sufficient funds to pay the basic operating expenses of the health district through the fiscal year ending December 31, 2015, in 2016. Ayes: Mrs. Price, Mr. Harrison, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried. (See list of encumbrances in Notes to Minutes.)

IN THE MATTER 2013-2014 FINANCIAL AUDIT

The Administrator briefly discussed the recent audit for fiscal years 2013 and 2014 as completed by the office of the Auditor of State. Ms. Downing noted the audit went very well with no citations or findings for recovery, and only one recommendation regarding classification of carry-over restricted funds. She also offered a copy of the management letter to members who may not have received one from the auditor's office.

IN THE MATTER OF 2016 HEALTH INSURANCE PREMIUMS

Ms. Downing presented Leadership Team's recommendation for 2016 health insurance premiums as a cost saving measure. The proposed rates reflect a 30% employee share rounded to the nearest whole dollar, with one employee only option at a cost of \$100.00 monthly as required by the Affordable Care Act. It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board adopt the proposed rates. Ayes: Mrs. Collins, Mrs. Price, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried. (See rate table in Notes to Minutes.)

IN THE MAATTER OF POSITIONS ABOLISHMENT

As the first step in the levy failure lay-off process, it was moved by Mrs. Watkins and seconded by Mrs. Price that the Board abolish the vacant positions listed below, and remove them from the Table of Organization. Ayes: Dr. Varian, Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

- 11007.0 Clerk 2/WIC Administrative Secretary
- 13010.0 Clerk 2/WIC Clerical Specialist
- 10001.1 Clerk 3/Emergency Planning Assistant
- 13001.1 PHN 2/Public Health Nurse
- 13001.2 PHN 2/Public Health Nurse
- 13202.0 PHN 2/Home Health Nurse
- 13204.0 PHN 2 Home Health Nurse
- 13205.0 PHN 2/Home Health Nurse
- 13206.0 PH Aide 1/Home Health Aide
- 13001.0 PHN 3/Public Health Nursing Supervisor
- 13100.0 PHN 4/Assistant Director of Nursing

IN THE MATTER OF LAY-OFF – ENVIRONMENTAL CLERICAL SPECIALIST

Noting that the proper procedure was followed for calculating retention points, and that the clerical position bumping list has been posted, it was moved with regret by Dr. Varian and seconded by Mr. Harrison that the Board

confirm the lay-off of the Clerk 2/Environmental Clerical Specialist position effective January 1, 2016. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: all. Motion carried.

IN THE MATTER OF RESIGNATION – B. LANDIS

Also with regret, it was moved by Mr. Harrison and seconded by Dr. Varian that the Board accept the resignation of Home Health Clerical Specialist Brenda Landis effective December 11, 2015. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF RETIREMENT RESIGNATION – D. BAUGHMAN

With appreciation for her years of service since May of 2002, it was moved by Mrs. Watkins and seconded by Dr. Varian that the Board accept the resignation for the purpose of retirement of Home Health LPN Diana Baughman effective February 1, 2016. Ayes: Mrs. Harrison, Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF HOME HEALTH CONTRACT EXTENSIONS

It was moved by Dr. Varian and seconded by Mr. Harrison that the Board enter into contract extensions with the following home health service contractors for the period December 1, 2015, to January 31, 2016, under the same terms and conditions as the agreement that expired November 30, 2015. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

- Beach Speech Pathology Services, Inc.- Speech Therapy
- MidOhio Rehabilitation Specialists LLC- Occupational Therapy
- Northwest Therapy Service, Inc.- Physical Therapy
- Mary Rutan Hospital- Fluoroscopic Dysphagia Evaluations

IN THE MATTER OF CONTRACT TERMINATION – PRN IMMUNIZATION RN

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board terminate their contract with Cynthia Pulfer, RN for prn immunization nursing services effective December 31, 2015. It is noted that Mrs. Pulfer has worked for the health district in this capacity for 24 years, and this decision is another result of lack of funding. Ayes: Mr. Harrison, Dr. Varian, Mrs. Price, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF HOLIDAY CLOSINGS

Following recommendations by the Leadership Team, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board authorize holiday closings for all staff on December 24 and December 31 in addition to the Christmas Day and New Year's Day holidays. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF BOARD PRESIDENT COMMENTS

Board of Health President Don Spath announced that he will not be seeking reappointment when his 5-year term expires in March 2016, and thus will not be running for chairmanship of the Board at the January reorganizational meeting.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd Hoddinott focused his comments around the challenges of continuing operations of the health district with dwindling staff. He discussed possibilities for restructuring and elimination of services, as well as reduced hours of operation.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for January 6, 2016, at 1:00 p.m., President Spath adjourned the meeting at 2:26 p.m. without opposition.