



The Board of the Logan County Health District met in regular session on Wednesday, November 2, 2016. President Harrison called the meeting to order at 1:03 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Harrison, Dr. Varian, Mrs. Price, Mrs. Collins, Mrs. Watkins. Staff members present were Health Commissioner Dr. Boyd Hoddinott, Administrator Lisa G. Brown, Director of Nursing Kay Schroer, and Safety/Sanitation Coordinator Timothy Smith for vacationing Environmental Health Director Craig D. Kauffman. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vettori of *WPKO/WBLL Radio* were also in attendance, along with guests Don Lewis, Rick Core, Syble Drake, Matt Jarvis, and Lisa Miller.

IN THE MATTER OF MINUTES

It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board approve the minutes of the October 5, 2016, regular meeting as reviewed. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Abstain: Dr. Varian. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on October 7th, 14th, 21st, and 28th, 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: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF SCHEDULED HEARING

Janice Rogers, 8223 Midway Drive, Russells Point

Janice Rogers was issued a citation to appear today to show cause under Ohio Revised Code 3707.02 why the Board should not authorize Washington Township officials to remove the travel trailer and structure and waste from her property at this address. The Board had given Ms. Rogers until October 5, 2016, to abate the nuisance without compliance, and she was not in attendance for the start of the hearing. Safety and Sanitarian Coordinator Timothy Smith presented photographs taken November 1, 2016, showing continued deterioration and the situation still existing as in the past. Washington Township trustee Don Lewis, fiscal officer Lisa Miller, and police chief Rick Core offered comments regarding the health and safety hazard imposed by the nuisance, as did neighboring property owners Syble Drake and Matt Jarvis. Ms. Rogers arrived during the hearing, and made a plea for more time to handle the dismantling of the trailer herself and to remove items within to storage. Following all testimony and inspection of case documents, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board authorize Washington Township to abate the nuisance by removing the structure. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. 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 BOARD EDUCATION

The DVD *Succession Planning for your Health Commissioner* was viewed, featuring Hans Schmalzried, PhD, Professor Emeritus of Public Health, Former Chair, Department of Public and Allied Health, Bowling Green State University. Topics included objectives; definition; why it's important; replacement hiring vs. succession; motivating factors behind a succession plan; priority; process; barriers; flexible planning; search and selection process; internal vs. external candidates; developing an exit strategy, and theory. Health Commissioner Dr. Boyd Hoddinott offered comments on his vision for succession of not only his position but also the three department heads, with good discussion on the matter.

IN THE MATTER OF FEE INCREASE PROPOSALS

Acting on a request by Environmental Health Director Craig D. Kauffman, Mr. Smith presented the following proposed local fee increases based on cost methodology, to become effective January 1, 2017.

- Sewage Treatment System (Household and Small Flows) Installation and Alteration Permits \$150 to \$276
- Sewage Treatment System Design \$75 to \$120

It was moved by Mrs. Price and seconded by Mrs. Collins that the Board set a public hearing on the proposed increases as presented for the next regular meeting, December 7, 2016. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF REQUEST FOR VARIANCE

Robert and Marilyn Freeman, 11464 Horseshoe Channel, Lakeview

The Freeman's requested a variance to drill a well five (5) feet from a storm drain tile, seven (7) feet from a proposed foundation, and seven (7) feet from their property line. The code requires 10 feet in all instances. Presently their existing well is under the house, and sanitarian Lisa Engle recommended approval as no other option exists without a variance. It was moved by Mrs. Collins and seconded by Mrs. Watkins that the Board grant the variance, to become invalid with the availability of central water supply. Ayes: Mrs. Price, Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kay Schroer reported on the following nursing matters:

- Norwegian scabies outbreak consuming much infectious disease staff hours
- Flu shot season underway with two off site clinics to date
- Electronic billing for the BCMH program which will result in faster receipt of payment
- 2% increase in WIC breastfeeding rates from August to September
- Pre-diabetes survey underway utilizing a Chamberlain School of Nursing intern
- Chlamydia rates decreasing

She then reviewed the following statistics for the month of September.

Public Health: 6 active lead cases/3 screenings; 16 TB skin tests; 5 BCMH visits; 10 newborn home visits; 1 HIV clinic; 1 head lice check

Immunization Program: 88 child clients; 4 adult clients; 41 flu shots

Women, Infants and Children: 26 new clients; 71 recertifications; 719 total participants

Communicable Disease: Chlamydia (5); Hepatitis B (1); Hepatitis C (1); Other (5)

Health Education: 1 health fair/25 participants; 6 staff trainings/meetings; 3 public classes/65 participants

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Brown presented the health district financial reports for the month of September, noting overall revenue at 83% of projections and routine expenditures. It was moved by Dr. Varian and seconded by Mrs. Price that the Board authorize President Harrison to approve review of the reports. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF QUARTERLY BOARD FINANCIAL TRAINING

Mrs. Brown distributed third quarter 2016 financial statements and offered training on requirements for collection and remittance of state fees for the licensing programs. Beginning balances, revenue and expenditures, ending cash balances, and encumbrances were discussed for the period July 1, 2016 to September 30, 2016.

IN THE MATTER OF BOOKKEEPING MATTERS

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board confirm the following financial transactions completed by the Administrator since the last meeting. Ayes: Mrs. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

Intrafund Transfer of Appropriated Funds

Water Well Fund 050

- \$84.00 from 050-400-01020 Salaries to 050-400-01040 Lab Supplies
- \$50.00 from 050-400-01050 Refunds to 050-400-01040 Lab Supplies
- \$1000.00 from 050-400-01030 Lab Fees to 050-400-01040 Lab Supplies

Sewage Treatment Fund 054

- \$1500.00 from 054-400-01020 Salaries to 054-400-01060 Remittance to State

Public Health Infrastructure Fund 055

- \$700.00 from 055-450-01025 Supplies to 055-450-01020 Salaries
- \$100.00 from 055-450-01025 Supplies to 055-450-01100 OPERS
- \$15.00 from 055-450-01025 Supplies to 055-450-01115 Medicare

District Health Fund 063

- \$1890.00 from 063-450-01130 Health & Life Insurance to 063-450-01120 Phone & Utilities
- \$8000.00 from 063-450-01060 SW Contracts to 063-450-01021 SW Salaries
- \$2300.00 from 063-450-01060 SW Contracts to 063-450-01101 SW Health & Life Insurance
- \$1120.00 from 063-450-01060 SW Contracts to 063-450-01102 SW OPERS
- \$120.00 from 063-450-01060 SW Contracts to 063-450-01104 SW Medicare

IN THE MATTER OF 2016 OPERATING BUDGET

The Administrator and the Health Commissioner reviewed the proposed 2017 final budget, outlining the changes from the copy that was mailed to members for review. Revenue projections without levy funding include \$600,000.00 in inside millage as approved by the Logan County Budget Commission, and assumes federal grant awards for the Women, Infants and Children and Public Health Emergency Preparedness programs. Also taken into account are proposed environmental fee increases, as well as a 2% cost of living adjustment in January for all permanent employees. Expenditures also reflect workers compensation rates as determined by the Board of Logan County Commissioners, as well as employer share of health insurance premiums at approximately 70%. Mrs. Brown reiterated that severance payments for two possible administrative retirements are included, and noted that the budget is balanced with projected use of December 31, 2016, carryover from multiple funds of \$117,175.00. It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board approve the 2017 operating budget in the amount of \$1,701,936.00, and authorize Mrs. Brown to make the required appropriations request of the County Auditor. Ayes: Mrs. Collins, Dr. Varian, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for December 7, 2016, at 1:00 p.m., President Harrison adjourned the meeting at 3:00 p.m. without opposition.

Robert G. Harrison, President

Boyd C. Hoddinott, M.D., Secretary