



The Board of the Logan County Health District met in rescheduled regular session on Wednesday, September 13, 2017. President Harrison called the meeting to order at 1:04 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Harrison, Mrs. Price, Dr. Varian, Mrs. Watkins, Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd Hoddinott, Administrator Lisa G. Brown, Environmental Health Director Craig D. Kauffman, and Director of Nursing Kay Schroer. Guests included Cathy Summers, Lisa Engle, Steve Cummings, Timothy Smith, and reporter Mandy Loehr of the *Bellefontaine Examiner*.

#### **IN THE MATTER OF MINUTES**

It was moved by Mrs. Price and seconded by Mrs. Collins that the Board approve the minutes of the August 2, 2017, regular meeting as mailed. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, 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 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>, and September 1<sup>st</sup> and 8<sup>th</sup>, it was moved by Mrs. Watkins and seconded by Mrs. Collins 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. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

#### **IN THE MATTER OF PUBLIC FORUM**

No members of the public were in attendance.

#### **IN THE MATTER OF BOARD EDUCATION**

The DVD, *Public Health Accreditation: An Introduction* was viewed and discussed, featuring Susan Tilgner, Health Commissioner, Franklin County Public Health. Topics included What it Takes; EPHAB; What it Looks at; Why seek Accreditation; Process Steps; Accreditation Coordinator; Online Orientation; Statement of Intent; Application; Prerequisites; Plans; Standards and Measures; Structural Framework; Twelve Domains; Document Submission; Site Visit; Decision; PHAB/Technical Assistance; Resources.

#### **IN THE MATTER OF REQUESTS FOR VARIANCE**

Environmental Health Director Craig D. Kauffman presented the following requests for variance from established codes.

##### ***Matthew Hughes, 1481 SR 81, Ada***

Mr. Hughes requested variance from Ohio Administrative Code 3701-28 to maintain an existing well inside a newly constructed building, and 18 feet five (5) inches from the street at 11443 Tecumseh Path, Lakeview. The Code requires a well be at least 10 feet from a building foundation and not inside a building and 25 feet from roadways, and inspecting Sanitarian Lisa Engle offered no recommendation. It was moved by Dr. Varian and seconded by Mrs. Collins that the Board deny the variance request due to lack of hardship demonstration under Ohio Administrative Code 3701-28, and order Mr. Hughes to abandon the well. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

##### ***Richard Petty, 3090 Township Road 182, Bellefontaine***

Mr. Petty requested variance from Ohio Administrative Code 3701-29 to place a bedroom addition five (5) feet six (6) inches from the existing septic tank. Sanitarian Matthew Stonerock recommended approval as the existing septic system was originally designed for a three bedroom house; and the addition has a crawl space foundation, thus reducing any threat of a leaking septic tank into a basement. It was moved by Dr. Varian and seconded by Mrs. Price that Board grant the variance request. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

***Steve Grewe, 11513 Horseshoe Channel Drive, Lakeview***

Mr. Grewe requested variance from Ohio Administrative Code 3701-28 to place a new well one (1) foot from the property line where Ohio Administrative Code requires 10 feet. Sanitarian Lisa Engle recommended approval with the condition that the sewer line be relocated to 10 feet away from the new well installation. It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board grant the variance with relocation of the sewer line, to become invalid with the availability of central water supply. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

***Shari Atchley, 209 South Miami Avenue, Bradford***

Tony and Shari Atchley requested variance from Ohio Administrative Code 3701-28 to maintain an existing water well 33 inches from a newly placed dwelling and seven (7) feet two (2) inches from a new sewer pipe at 11375 Cooper Drive, Lakeview. The Code requires 10 feet from a dwelling and 10 feet from sewer pipes. Following recommendations by Mr. Kauffman, the Board took the following actions.

It was moved by Mrs. Collins and seconded by Dr. Varian that the Board deny the sewer pipe request. Ayes: Mrs. Price, Mrs. Watkins, Dr. Varian, Mrs. Collins. Nays: none. Motion carried.

It was moved by Dr. Varian and seconded by Mrs. Collins that the Board approve the request to maintain the well 33 inches from the dwelling. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board issue an order to move the sewer pipe to at least 10 feet from the well; or legally abandon the well within seven (7) days. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

***Edwin E Orahod III, PO Box 173, Middleburg***

Mr. Orahod requested variance to maintain an illegally installed sewer and water connections to a recreational vehicle parked at a vacant house at 7829 "A", State Route 559, Zanesfield. Sanitarian Matthew Stonerock cited that Mr. Orahod is not registered as a sewage installer or private water systems contractor, in violation of the Code in this instance. It was moved by Mrs. Price and seconded by Mrs. Watkins that Board deny the variance request and issue an order to remove all water service and sewer connections from the recreational vehicle within seven (7) days.

***Jeff Swank, 9910 Rockport Road, Bluffton***

Mr. Swank requested variance from Ohio Administrative Code 3701-28 to place a well three (3) feet six (6) inches from the property; six (6) feet from the propane tank; and six (6) feet from the manufactured home 11429 Cooper Avenue, Lakeview. Sanitarian Lisa Engle recommended approval due to the extremely limited area for access by well drilling equipment. It was moved by Mrs. Collins and seconded by Mrs. Price that the Board approve the variance request, to become invalid with the availability of central water supply. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

***Gary Arthur, 810 East Cleveland, Delphos***

Mr. Arthur requested variance to connect a new building to an existing well that is seven (7) feet from the public road. The Code requires 25 feet, and Sanitarian Lisa Engle recommended approval as the well is existing. It was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the variance, to become invalid with the availability of central water supply. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF BOARD INFORMATION**

Sanitarian Timothy Smith, Safety and Sanitation Coordinator, presented the new *Building Site Plan Approval Request* form developed for inspections involving the Logan County Building Authority. The Board will be asked to set a fee for this service after a few inspections are completed and the time involvement is determined. He explained that township and village zoning officers will also be recruited to be on board with using this form, in the effort to avoid building permits being issued in areas where there might otherwise be Code violations.

**IN THE MATTER OF NUISANCE VIOLATION*****James Francis, 7694 County Road 91, Lewistown***

Mr. Francis has a pickup truck full of garbage for more than three (3) weeks; and trash, litter, garbage and other solid waste in the yard at his residence. He is a frequent offender of the solid waste regulations prohibiting storage of

garbage for more than seven (7) days. It was moved by Dr. Varian and seconded by Mrs. Collins that pursuant to Ohio Revised Code 3707.01 the conditions 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 *James Francis* be ordered to remove all garbage and solid waste from the property within three (3) days of receipt of the order, and maintain the property in a sanitary manner in the future. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF LICENSEE REPEAT VIOLATIONS**

***Michael K. Durnell, Statutory Agent, Durnell Properties, LLC, Licensee, Four Seasons Campground Swimming Pool, 11047 State Route 366, Lakeview***

On July 27, 2017, Sanitarian Lisa Engle documented a third sequential violation of Ohio Administrative Code 3701-31-04 (A) where the licensee has not obtained Ohio Department of Health approval for the protective fence installation. It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board Issue an order to obtain Ohio Department of Health approval before October 4, 2017; and appear before the Board of Health at the next regular meeting for a license suspension hearing if the order is not complied with. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

***James Broad, Licensee, Indian Head Roadhouse, 509 West Main Street, Russells Point***

On August 7, 2017, Sanitarian Timothy Smith documented third sequential violations of various Ohio Administrative Code 3717-1 requirements, code sections 3717-1-04.2; 3717-1-04.4; 3717-1-06.1; 3717-1-06.1; and an additional 15 first documentations of violations of 3717-1 (otherwise known as the Ohio Food Code). It was moved by Mrs. Price and seconded by Mrs. Collins that the Board issue an order to immediately correct all documented critical violations and correct all non-critical violations within three (3) days of receipt of the order; and to appear before the Board of Health at the next regular meeting for a license suspension hearing if the order is not complied with. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF AWARDING BID – WATER POLLUTION CONTROL LOAN FUND**

The Environmental Health Director presented three (3) bids from an application for assistance with a failing household sewage system, noting all are from reputable licensed contractors. It was moved by Mrs. Watkins and seconded by Dr. Varian that the Board award the contract to the lowest bidder as follows. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

<b>Applicant</b>	<b>Contractor</b>	<b>Bid</b>	<b>Bid Award</b>
Robin LeVan- 100% funding	Bobcat Multi-Works	\$14,750.00	JC's Backhoe Service \$10,500.00
	EarthWorks Excavating	\$12,000.00	
	JC's Backhoe Service	\$10,500.00	

**IN THE MATTER OF REVISION – RESOLUTION #2003-08**

Revision of the wording in this resolution was a recommendation from the most recent Food Safety Program audit by the Ohio Department of Health. It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board remove the word *revoke* and change the applicable Ohio Revised Code number to **3717.29 (D) (I)**, and adopt the following revision.

RESOLUTION #2003-08  
09/13/17 Revision

A Resolution providing for the protection of the Public Health and Safety of the Citizens of the Logan County Health District.

BE IT RESOLVED by the Board of Health of the Logan County Health District, a majority of the members concurring, that authorization is hereby given to the Health Commissioner to suspend retail food establishment licenses under authority of Ohio Revised Code 3717.29(D)(1) and food service operation licenses under authority of Ohio Revised Code 3717.49(B)(1) on behalf of the Board in cases of violations that present an immediate danger to the public health.

On roll call the vote was as follows:

Mrs. Price- aye; Dr. Varian- aye; Mrs. Watkins- aye; Mrs. Collins- aye

This revision is hereby adopted on this 13th day of September in the year 2017, and shall be in full force and effect immediately.

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Robert Harrison, President

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Boyd C. Hoddinott, MD, Secretary

**IN THE MATTER OF WORKLOAD/STAFFING DISCUSSION**

Safety and Sanitation Coordinator Timothy Smith presented statistics on the number of water samples taken by environmental staff during the period January to August 2007 vs. the same period in 2017. He noted the increased number of samples, the staff completing this task down to two (2) from seven (7), and the toll the stress and workload is taking on the remaining employees. This evolved into a Board discussion on how to fund more employees with the loss of levy support, with no action taken.

**IN THE MATTER OF STAFF INTRODUCTION – CATHY SUMMERS**

Director of Nursing Kay Schroer introduced staff member Cathy Summers, Nursing Services Clerical Specialist/Health Education Coordinator, explaining the various hats she wears within the health district. Mrs. Schroer applauded Cathy's knowledge and dedication, the thoroughness of her work, and her efforts in being a positive advocate for the health district over her past 18 years of employment.

**IN THE MATTER OF NURSING REPORT**

Nursing Director Kay Schroer praised Infectious Disease Nurse Kelly Reaver who was recently recognized for achieving 100% compliance with infectious disease cases entry into the Ohio Disease Reporting System (ODRS). She also announced that flu vaccine is now available, and that the next Delta Dental grant-funded Adult Dental Clinic is coming up in October. Mrs. Schroer also invited the Board to attend the health district's Public Health Open House tomorrow afternoon from 2:00 to 4:00 p.m. She then offered the following July 2017 nursing division statistics:

Public Health: 7 active elevated lead cases; 13 TB skin tests; 8 BCMH visits/32 contacts; 3 newborn home visits; 1 HIV clinic/0 tests

Immunization Program: 56 child clients; 21 adult clients

Women, Infants and Children: 45 new clients; 94 recertifications; 655 total participants

Communicable Disease: Chlamydia (13); Gonorrhea (1); Hepatitis C (4); Other (7)

**IN THE MATTER OF FINANCIAL REPORT REVIEW**

Administrator Lisa G. Brown reviewed health district financial reports for the month of July. She noted receipt of 2016 BWC premium rebates, and payment of the second installment of the accreditation application fee and 2015-2016 financial audit expenses. It was moved by Mrs. Collins and seconded by Mrs. Price that the Board authorize President Harrison to approve review of the reports. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

**IN THE MATTER OF ROUTINE BOOKKEEPING**

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

***Temporary Cash Advance***

- \$10,000.00 From: District Health Fund 063-450-01170 To: WIC Fund 061-800-00002

***Intrafund Transfer of Appropriated Funds***

***Sewage Treatment Fund 054***

- \$1,500.00 From: 054-400-01040 Contractor Fees To: 054-400-01060 Remit to State

*Food Safety Fund 067*

- \$220.00 From: 067-450-01030 Remit to State To: 067-450-01040 Remit to Department of Agriculture

*District Health Fund 063*

- \$5,000.00 From: 063-450-01040 Capital Improvements To: 063-450-01080 Repairs/Service
- \$4,600.00 From: 063-450-01060 SW Contracts To: 063-450-01101 SW Hospital/Life

**IN THE MATTER OF FUNDING ACCEPTANCE – FY18 WIC GRANT**

It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the FY18 Women, Infants and Children Grant Notice of Award in the amount of \$231,733 for the project grant year October 1, 2017, to September 30, 2018, a 2% decrease from FY17. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF CONTRACT RENEWAL – WIC NUTRITION SERVICES**

Noting that a nutritional services professional became a new grant requirement for the Women, Infants and Children program beginning October 1, 2016, it was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board renew the contract with registered dietician Wendy Owen Miller to provide the required services for the period October 1, 2017, to September 30, 2018, not to exceed five (5) hours per month, at the rate of \$40.00 per hour. Ayes: Mrs. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

**IN THE MATTER OF POSITION DESCRIPTION REVISION – DIRECTOR OF NURSING**

Mrs. Brown reviewed updates the Director of Nursing position description in the areas of *Essential Functions* and *Positions Supervised*. It was moved by Dr. Varian and seconded by Mrs. Price that the Board adopt the revision as presented. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Health Commissioner Dr. Boyd C. Hoddinott offered comments on the interviews currently taking place for the Director of Nursing position; current backup staffing issues and how several employees are willingly stepping up to the plate to assist; and the staff meeting scheduled next week to introduce his new Progressive Intensity Interval Program (PIITs).

**IN THE MATTER OF ADJOURNMENT**

Following discussion of a conflict with the department administrator being unable to attend the October meeting on the regularly scheduled day, and noting no backup to fill her role, it was the consensus of the Board to reschedule the next regular meeting for October 11, 2017, at 1:00 p.m. President Harrison then adjourned the meeting at 3:13 p.m. without opposition.

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Robert G. Harrison, President

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Boyd C. Hoddinott, Secretary