



The Board of the Logan County Health District met in regular session on Wednesday, November 1, 2017. President Harrison called the meeting to order at 1:00 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 Environmental Health Director Timothy Smith. Guests included Kelly Reaver, John Clary, Steve Cummings, and Lewis Price. Reporters Joel Mast of the *Bellefontaine Examiner* and Mike Vektorino of *WPKO/WBLL Radio* were also in attendance.

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 11, 2017, rescheduled meeting as mailed. Ayes: Mrs. Collins, Dr. Varian, Mrs. Price, 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 October 13th and 27th, it was moved by Mrs. Collins and seconded by Mrs. Watkins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mrs. Price, Mrs. Watkins, Mrs. Collins. 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 *Quarantine and Isolation in Ohio and Beyond - Part 2* was viewed and discussed, featuring Terry O'Sullivan, University of Akron, and Katharine Van Tassel, Creighton University. Topics included Public Health vs. Public Health Disaster Law; Moral, Legal and Practical Implications of Extraordinary Public Health Measures; What is Needed for a Fair, Effective, Legally Sound System; and Limiting Disparate Impact.

IN THE MATTER OF REQUEST FOR VARIANCE

Chad Hurley, 14004 Woll Drive, Chippewa Park, Lakeview

Mr. Hurley requested variance from Ohio Administrative Code section 3701-28-07 (G) to place a well 12 feet from the edge of the normal road driving surface. The Code requires 25 feet in the absence of a road right-of-way. Sanitarian Lisa Engle recommends approval citing hardship of no access to the back yard by the well driller. It was moved by Dr. Varian and seconded by Mrs. Price that the Board grant the variance. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF BOARD ORDER UPDATES

Environmental Health Director Timothy M. Smith updated the Board on the progress of orders issued at the last meeting.

- Four Seasons Campground has obtained Ohio Department of Health approval for a protective fence around their pool area.
- A receipt was received for the Board order sent to James Francis for a solid waste nuisance at 7694 CR 91. The sanitarian will be re-inspecting the property and filing in Municipal Court if it is found unabated.
- Shari Atchley, 11375 Cooper Drive, Lakeview, has met the requirements of the Private Water System Rules for her well.

- Matthew Hughes, 11443 Tecumseh Path, Lakeview, has not requested any plumbing or well permits, so resolution of the new structure having been built above an existing well is still in progress. An inquiry to the Indian Lake Water Pollution Control office has been made to see if sewer access has been requested. If no application for a new well is received, a sanitarian's order will be issued for the well to be abandoned.

IN THE MATTER OF BOARD ORDER

Edwin Orahood III, 7829 SR 559, Zanesfield

Mr. Orahood was denied a variance for maintaining illegally installed sewer and water connections to a recreational vehicle. It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board issue a notice of violation and an order to obtain the proper well and septic alteration permits for work that was done, or remove the illegal recreational vehicle being used as the primary residence from the premises within seven (7) days of receipt of the order. Ayes: Mrs. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF LICENSE SUSPENSION – INDIAN HEAD ROADHOUSE

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

Mr. Broad was given 30 days at the last meeting to obtain all applicable plan reviews and permits to correct serious food service violations or face license suspension at this meeting. The Environmental Health Director reported that no such applications have been made to the health district. Kitchen manager Louis Price was present at the meeting. He stated that remodeling plans were just received from the architect early today, all contractors are lined up, and that the facility is set to closed November 24 to December 2 to complete all the work. It was the consensus of the Board to grant an additional 30 day extension to their original order.

IN THE MATTER OF NURSING REPORT

At her last meeting before retirement, Director of Nursing Kay Schroer reported on the following nursing matters:

- Fewer TB skin tests are being completed, likely due to the fact that tests are now only offered twice weekly.
- Newborn Visits are steady and on target to meet with 2017 goal of 95.
- WIC remains steady, as do immunization clinics.
- 17 infectious disease cases were investigated in September.
- The national STD report listed more than 2 million cases of the top three (3) diseases of gonorrhea, syphilis, and chlamydia for 2016.
- Adult dental clinic saw 33 clients last week.

Mrs. Schroer then reviewed the following statistics for the month of September.

Public Health: 6 active lead cases; 10 TB skin tests; 35 BCMH contacts/2visits; 9 newborn home visits; 1 bereavement contact; 1 HIV clinic; 1 head lice check

Immunization Program: 39 child clients; 6 adult clients; 6 flu shots

Women, Infants and Children: 56 new clients; 73 recertifications; 696 total participants

Communicable Disease: Chlamydia (7); Gonorrhea (2); Hepatitis C (3); Other (5)

Health Education: 2 health fair/106 participants; 6 staff trainings/meetings; 2 public classes

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 Mrs. Collins and seconded by Mrs. Watkins that the Board authorize President Harrison to approve review of the reports. Ayes: Dr. Varian, Mrs. Price, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF BOOKKEEPING MATTERS

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

Intrafund Transfer of Appropriated Funds***Water Well Fund 050***

- \$1480.00 from 050-400-01020 Salaries to 050-400-01025 Remittance to State ODH
- \$360.00 from 050-400-01020 Salaries to 050-400-01080 Remittance to State ODNR

District Health Fund 063

- \$1000.00 from 063-450-01110 Workers Compensation to 063-450-01070 Travel Expenses

Food Safety Fund 067

- \$300.00 from 067-450-01050 Refunds to 067-450-01020 Salaries

IN THE MATTER OF QUARTERLY BOARD FINANCIAL TRAINING

Mrs. Brown distributed the current Chart of Accounts and offered training on sources of revenue, collection of money and the receipting process, and the roles of the county auditor and treasurer in the health district financial process. Beginning balances, revenue and expenditures, ending cash balances, and encumbrances were discussed for the period July 1, 2017 to September 30, 2017.

IN THE MATTER OF APPOINTMENT – ENVIRONMENTAL HEALTH DIRECTOR

At the recommendation of Health Commissioner Dr. Boyd Hoddinott, it was moved by Mrs. Price and seconded by Mrs. Collins that the Board appoint Safety and Sanitation Coordinator Timothy M. Smith, RS, to the position of Environmental Health Director, with placement at Grade 31, Step 9 on the salary schedule, being \$34.27 hourly for 70 biweekly hours, retroactive to October 21, 2017. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF RESIGNATION – EMERGENCY PREPAREDNESS COORDINATOR/PIO

It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board accept with regret the resignation for the purpose of retirement of Emergency Preparedness Coordinator/PIO Corinne Riegler, effective December 31, 2017. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ESTABLISHING NEW FEES – BUILDING REVIEW AND BUILDING SITE VISIT

Following explanation of the necessity and review of cost analysis by Mr. Smith, it was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board establish the following new fees in Health District Fund 063 to become effective January 1, 2018. Ayes: Mrs. Price, Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

- Building Review \$25.00 ; Building Site Visit \$75.00

IN THE MATTER OF 2017 OPERATING BUDGET

The Administrator and the Health Commissioner reviewed the proposed 2018 final budget, outlining the changes from the anticipated budget approved in April. Revenue projections 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, and sewage grant reimbursement of \$30,000.00. New environmental fees are include, as well as a 2% cost of living adjustment in January for all permanent employees. Expenditures 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 are included for the retiring Emergency Preparedness Coordinator and one (1) additional administrative retirement, and noted that the budget is balanced with projected use of December 31, 2017, carryover from multiple funds of \$80,725.00. It was moved by Mrs. Price and seconded by Mrs. Collins that the Board approve the 2018 operating budget in the amount of \$1,645,045.00, and authorize Mrs. Brown to make the required appropriations request of the County Auditor. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Hoddinott discussed difficulties with succession planning; the burden to the health district imposed by a lack of back up for key positions; and the necessity to reorganize current positions and job descriptions to utilize skills in the most effective way.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for December 6, 2017, at 1:00 p.m., President Harrison adjourned the meeting at 2:25 p.m. without opposition.

Robert G. Harrison, President

Boyd C. Hoddinott, M.D., Secretary