



The Board of the Logan County Health District met in regular session on Wednesday, December 6, 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. Watkins, Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Brown, Environmental Health Director Timothy M. Smith, and Interim Director of Nursing Kelly Reaver. Guests included new staff member David Miller, and reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vetorino of *WPKO/WBLL Radio*.

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

It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board approve the minutes of the November 1, 2017, regular meeting as mailed. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian. 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 3, 9, 16, and 22, and December 1, 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. Watkins, Mrs. Collins. Nays: none. Motion carried.

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

No one was present for this portion of the meeting.

#### **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.

- James Francis, 7694 CR 91; solid waste nuisance is abated at this time.
- Edwin Orahod III, 7829 SR 559, Zanesfield; Board of Health order has not been returned by the postal service, but have also not received notice that the certified letter had been signed for.
- Indian Head Roadhouse presently remains closed for remodeling with Plumbing Inspector John Clary having already made three (3) site visits.

#### **IN THE MATTER OF FOOD SERVICE LICENSE VIOLATION**

##### ***Lakeview Marathon, 12500 SR 235 N, Lakeview***

Lakeview Marathon has received a third notice for not correcting water-damaged drywall around a mop sink, water heater with mold growth now evident, and a wall missing cove base along the floor. It was moved by Mrs. Collins and seconded by Dr. Varian that the Board issue a notice of violation and order the owner to correct the repeat violations by December 30, 2017, or face suspension of the food service license at the next regular meeting on January 3, 2018. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins. Nays: none. Motion carried.

#### **IN THE MATTER OF 2018 FOOD SERVICE/ESTABLISHMENT FEE INCREASES**

Mr. Smith reviewed cost methodology for the food service program. He noted that risk categories are operating at a \$10,000 deficit, and mobile, vending, and temporary categories at lesser deficit amounts. It was the consensus of the Board to set a fee increase hearing for January 3, 2018, and instruct Mr. Smith to notify all food service licensees of the hearing in writing.

**IN THE MATTER OF NURSING REPORT**

Interim Director of Nursing Kelly Reaver brought the Board up to date on various activities of the nursing division. She announced that the recent biennial audit of the Vaccines for Children program by the Ohio Department of Health passed with a 100% score, and that the sexual health clinic will be ending in March of 2018 due to lack of participation. Mrs. Reaver also relayed that CPR training has been completed in house for all LCHD medical staff, and that we will again apply for the Delta Dental grant next year. The following statistics for the month of October were then reviewed.

Public Health: 7 active lead cases/1 screening; 6 TB skin tests; 1 BCMH visit/30 contacts; 9 newborn home visits; 2 bereavement contacts; 1 HIV clinic; 1 head lice check

Immunization Program: 35 child clients; 6 adult clients; 70 flu shots

Women, Infants and Children: 41 new clients; 52 recertifications; 690 total participants

Communicable Disease: Chlamydia (9); Gonorrhea (1); Hepatitis C (6); Other (5)

Health Education: 2 health fairs/105 participants; 4 staff trainings/meetings; 2 public classes

**IN THE MATTER OF FINANCIAL REPORT REVIEW**

Administrator Lisa G. Brown presented health district financial reports for the month of October. She noted general fund revenue at 97% of projections through the month of October, routine expenses, and adequate cash balances in all funds to meet 2017 appropriations. It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board authorize President Harrison to approve review of the reports. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF ROUTINE BOOKKEEPING**

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

***New Revenue Account***

- C&DD Waste Fund 062, Facility Registration Fee, 062-800-00006

***Transfer of Appropriated Funds***

- Water Well Fund 050
  - \$500.00 FROM 050-400-01030 Lab Fees TO 050-400-01040 Laboratory Supplies
- Public Health Infrastructure Fund 055
  - \$40.00 FROM 055-450-01025 Supplies TO 055-450-01110 Workers Compensation
- Women, Infants, Children Fund 061
  - \$600.00 FROM 061-010-01025 Supplies TO 061-010-01091 OPERS
  - \$100.00 FROM 061-010-01025 Supplies TO 061-010-01160 Hospital & Life Insurance
- District Health Fund 063
  - \$3325.00 FROM 063-450-01130 Hospital & Life Insurance TO 063-450-01141 Loan Interest
  - \$5000.00 FROM 063-450-01110 Workers Compensation TO 063-450-01100 OPERS
  - \$2500.00 FROM 063-450-01101 SW Hospital & Life Insurance TO 063-450-01021 SW Salaries
  - \$350.00 FROM 063-450-01031 SW Equipment TO 063-450-01102 SW OPERS
  - \$475.00 FROM 063-450-01110 Workers Compensation TO 063-450-01141 Loan Interest
  - \$100.00 FROM 063-450-01030 Equipment TO 063-450-01000 Other Expenses

**IN THE MATTER OF CONFIRMATION OF HIRING – S.I.T.**

Having been introduced to the Board earlier in the meeting, it was moved by Dr. Varian and seconded by Mrs. Collins that the Board approve the hiring of David Miller as Sanitarian-in-Training with placement at grade 20, step

three (3) on the salary schedule, being \$18.30 hourly for 70 biweekly hours effective November 27, 2017, subject a 180 day probationary period. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF 2018 HEALTH INSURANCE PREMIUMS**

The Administrator presented Leadership Team's recommendation for 2018 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 Mrs. Collins and seconded by Mrs. Watkins that the Board adopt the proposed rates. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried. (See rate table in Notes to Minutes.)

**IN THE MATTER OF POSITION DESCRIPTION UPDATE/EMPLOYMENT STATUS- EMERGENCY PREPAREDNESS COORDINATOR/PIO**

In preparation for the retirement/replacement of the current Emergency Preparedness Coordinator/PIO, Mrs. Brown outlined proposed updates to the position description and establishment of a part-time description should it become necessary. She reviewed changes to qualifications, licensure/certification requirements, essential job functions, minimum acceptable characteristics, and position directly supervised. It was moved by Dr. Varian and seconded by Mrs. Collins that the Board accept the recommended changes and establish the new part-time position for the table of organization. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF FISCAL YEAR END FUND ENCUMBRANCES**

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board authorize Mrs. Brown to encumber sufficient funds to pay the basic operating expenses of the health district through the fiscal year ending December 31, 2017, in 2018. Ayes: Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried. (See list of encumbrances in Notes to Minutes.)

**IN THE MATTER OF ADDITIONAL HOLIDAY CLOSING**

Following recommendation of the Leadership Team, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board authorize closing of the health district office to the public on Friday, December 22, and authorize an additional one-half day paid holiday on that day, based on the regular weekly hours of each individual employee. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Health Commissioner Dr. Hoddinott explained the huge job of the Emergency Preparedness Coordinator/PIO and deliberations on how to best fill the position. He also discussed plans of the Leadership Team to begin looking in early 2018 at realigning some current positions to better meet the needs of the department.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting for January 3, 2018, at 1:00 p.m., President Harrison adjourned the meeting at 1:48 p.m. without opposition.

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Robert G. Harrison, President

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Boyd C. Hoddinott, M.D., Secretary