



The Board of the Logan County Health District met in regular session on Wednesday, October 3, 2018. 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, Mrs. Price, Dr. Varian, Mrs. Watkins, and Mrs. Collins. Administration present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Brown, Director of Nursing Kelly Reaver, Environmental Health Director Timothy M. Smith, and Assistant to the Health Commissioner Donna Metzler. Staff member Lou Ann Albers was also in attendance along with guests Bob and Donna Dague, Duane Tarleton, and reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vettori of *WPKO/WBLL Radio*.

IN THE MATTER OF MINUTES

It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board approve the minutes of the September 5, 2018, regular meeting as mailed. Ayes: Dr. Varian, Mrs. Collins, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that the Administrator presented vouchers for recurring and time-sensitive bills to the county auditor on September 7, 14, 21, and 28, it was moved by Mrs. Collins and seconded by Mrs. Price that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF BOARD EDUCATION

Lou Ann Albers, R.N., Emergency Preparedness Coordinator/Public Information Officer/Staff Nurse, presented education on the health district's Continuity of Operations Plan (COOP) to provide the Board with general guidance of the plan components. Mrs. Albers reviewed background; the public health role; scope; priority programs and rankings; maintenance of essential services; organizational chart; and goals and objectives. She also discussed the procedures in place for computer network back-up and temporary off-site operations.

IN THE MATTER OF PUBLIC FORUM

Duane Tarelton addressed the Board regarding the efforts of family to clean up property owned by Diane Cummins at 230 Grove Avenue, Lakeview, under a previously extended nuisance abatement order on May 2, 2018. Mr. Tarelton explained that limited financial resources and lack of available help is hindering the progress, and again requested a time extension. Despite the efforts of the family, it was the unanimous consensus of the Board that the property poses a safety risk to the community and that protocol requires the matter to proceed to Logan County Municipal Court.

IN THE MATTER OF BOARD ACTION UPDATES

Environmental Health Director Timothy M. Smith updated the Board on the status of previous matters.

Melissa J. Zellers property at 14215 Oakwood Avenue, Lakeview; follow-up inspection in September revealed that the remaining structure has been razed.

Donnie Williams (c/o Jeff Williams), 11575 Ash Avenue Lakeview; the lot has not been mowed, nor the manufactured home repaired or removed; however, lack of a valid mailing address is preventing the matter from proceeding to court.

Alan F. Sullivan, 4997 Rude Street, Huntsville; dilapidated barn and trash is abated.

IN THE MATTER OF REQUESTS FOR VARIANCE

Mr. Smith presented the following requests for variance from established codes.

Torrie Stover, 3314 Hamilton Street, East Liberty

Ms. Stover requested variance from OAC 3701-28-07 (J) (20) for a new well drilled as an emergency that is only 10 feet from a propane tank where 20 feet is required. Sanitarian-in-Training Alexis Zaborniak recommended approval as the only location the well driller could safely get the drilling rig on the property. It was moved by Mrs. Price and seconded by Dr. Varian that the Board grant the request. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian, Mrs. Price. Nays: none. Motion carried.

Robert L. Dague, Jr., 677 TR 211, DeGraff

Mr. Dague requested variance from the renewal fee for the completion of a sewage system that was already approved and permitted at 885 TR 211, DeGraff. OAC 3701-29-02 (E) (1) lists five (5) conditions that, if met, a Board of Health shall permit the installation of the system at the applicant's request. The one (1) condition that was not met was that the written approval was unexpired. Mr. Dague and his wife, Donna, were present at the meeting and explained the history of their building process and the difficulties they have encountered. Environmental Health Director Timothy M. Smith recommended approval of the variance as the family has endured health issues and the loss of a child while trying to complete the home on their own. Both the Logan County Building Authority and the Logan County Health District's own Plumbing Division have agreed not to require renewal of their permits. It was moved by Dr. Varian and seconded by Mrs. Collins that the Board grant the request. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

Alvin R. Whitehead, 7211 CR 28, Zanesfield

Mr. Whitehead requested variance from OAC 3701-28-07 (J) (2) for a proposed new home at 7745 TR 29, Zanesfield, that has a nonconformity between an existing well that is only 40 feet from an existing septic tank. Present codes now require the distance be at least 50 feet apart. Sanitarian Matthew Stonerock recommended approval as the well and septic have existed in that location since 1967, and a safe water sample was obtained on September 27, 2018. It was moved by Mrs. Collins and seconded by Mrs. Price that the Board grant the request. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF AWARDING BIDS – WATER POLLUTION CONTROL LOAN FUND

The Environmental Health Director presented bids for two (2) applications for assistance, noting all are from reputable licensed contractors.

Applicant	Contractor	Bid
Deb Ginn- System Replacement 100%	Bobcat Multi-Works	\$6,800.00
	D&D Enterprises	\$10,960.00

It was moved by Dr. Varian and seconded by Mrs. Collins that the Board award the contract to Bobcat Multi-Works. The vote on roll call: Mrs. Watkins- aye; Mrs. Price- aye; Mrs. Collins- aye; Dr. Varian- aye. Motion carried.

Applicant	Contractor	Bid
Joyce R. Ball- Sewer Line Replacement 85%	The Strayer Company	\$6,000.00

It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board award the contract to The Strayer Company. The vote on roll call: Mrs. Collins- aye; Dr. Varian- aye; Mrs. Watkins- aye; Mrs. Price- aye. Motion carried.

**FIRST READING – AMENDING LOGAN COUNTY HEALTH DISTRICT REGULATION #26
SEWAGE OPERATION AND MAINTENANCE PROGRAM**

To comply with the Ohio Department of Health-mandated sewage code regulations to protect the waters of the state that went into effect on January 1, 2015, the Logan County Board of Health heard the first reading of an amendment to readopt Logan County Health District Regulation #26 that will be revised to include wording to enact a locally administered Sewage Operation and Maintenance (O&M) Program. The O&M Program compliance strategy requires that each property owner with a sewage system in Logan County that produces less than 1,000 gallons per day of wastewater obtain a valid and renewable sewage operation permit and to comply with mandatory assessments and inspections. Under the readopted regulation, sewage operation permits will be divided into three (3) categories

based on permit inspection cycles. Annual operation permits will be required for each system that utilizes mechanical components such as pumps and blowers. Operation permits with five (5) year limits will be required for systems that discharge wastewater off lot (clear water curtain drains are exempt) to match the Ohio EPA's National Pollution Discharge Elimination System (NPDES) permits. All other systems that treat wastewater on lot will have an operation permit with the maximum allowable permit cycle of a 10 year renewal period. Sewage systems that are not creating public health nuisances will not be required to be improved. Following adoption of revised Logan County Health District Regulation #26, operation permit applications will begin to be mailed after the regulation's effective date of January 1, 2019, to all owners of sewage systems installed prior to January 1, 2015. Failure to pay the required \$50.00 operation permit will result in a 25% penalty fee and could eventually be assessed to the property owner's taxes. It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board approve the first reading, and establish a public hearing on the proposed changes for the next regular meeting date of November 7, 2018. The vote on roll call: Dr. Varian, aye; Mrs. Collins- aye; Mrs. Watkins- aye; Mrs. Price- aye. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kelly Reaver updated the Board on activities of the nursing division over the past month.

- LCHD staff has immunized 56 inmates for Hepatitis A & B as of 9/25/18 with vaccine provided by the state. We will continue to return for booster doses as state cases continue to rise. Currently Ohio has 461 cases in 44 counties, ages 19-76, 61% are male, and 282 of those cases have been hospitalized. Logan County still has no active cases.
- Narcan has been received for local law enforcement and first responders with the \$3000 in funds from the Ohio Health and Addiction Services (Ohio MHAS). We are currently reallocating doses with short expirations and will then allocate remaining doses.
- 90 Fentanyl "clean up kits" were received from Mental Health, Drug and Alcohol Service Board. Some of these kits will be provided to our first responders with the plan to have a kit in each vehicle.
- CMH numbers have increased. CMH contacts are at 449 compared to 285 and visits are at 42 compared to 43 this time last year.
- Newborn home visit are down at 50 this year compared to 75 this time last year.
- Immunizations remain on a steady decline: children 401 in 2017/262 in 2018; adults 111 in 2017/176 in 2018.
- Total WIC participants averaged 670 in 2017 and 622 to date for 2018. A total of 75 vouchers for fresh fruits and vegetables of \$20.00 each were distributed at the Logan County farmers market this season.
- Infectious disease numbers in total are still up but with a slight decline in Chlamydia. Gonorrhea is up slightly and Hepatitis B and C are steady. Beginning next January, we will no longer track race/ethnicity or gender in the infectious disease statistics as this is not mandated by any of our programs and is extremely time consuming to obtain. We will continue to enter if those details are provided by the reporters, otherwise those areas will be marked as unknown.

Mrs. Reaver then offered the following nursing division statistics for the month of August:

Public Health: 6 active lead cases; 4 TB skin tests; 6 BCMH visits/45 contacts; 7 newborn home visits; 1 HIV clinic/1 test; 13 head lice checks

Immunization Program: 78 child clients; 28 adult clients

Women, Infants and Children: 36 new clients; 65 recertifications; 607 total participants

Communicable Disease: Chlamydia (20); Gonorrhea (2); Hepatitis C (7); Influenza (1); Other (16)

Health Education: 1 health fair/2000 participants; 4 staff trainings/meetings; 3 public classes/3 participants

IN THE MATTER OF PLANNING UPDATES

Assistant to the Health Commissioner Donna Metzler discussed the new Logan County Health District volunteer program that began late August under the coordination of staff member Cathy Summers. A savings of 35 hours of staff time plus mileage has been realized so far in the areas of clerical duties, distribution of fliers and surveys, assembly of newborn and dental packets, and updates to the Health Alert Network directory. Ms. Metzler also outlined the progress of the branding project granted through ODH/OSU Center for Health Practice, and reviewed statistics from the recent U.S. Small-area Life Expectancy Estimates Project (USALEEP) released by the Centers for Disease Control. Logan County data shows the life expectancy based on census track from a high of 81.4 years in the Belle Center area to a low of 71.1 years in area around Indian Lake and sections of Bellefontaine. This corresponds with and confirms our local Community Needs Assessment data and demonstrates how geography is a social determinant of health and produces health inequities.

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Brown presented health district financial reports for the month of August. She discussed revenue highlights including receipt of second half tax funding from inside millage and funding for the PHEP grant. Mrs. Brown explained an expense in the Sewage Treatment Fund for postage for the anticipated O&M Program mass mailing; payment of the 2018-2019 business insurance renewal premium; and additional workers compensation installments. It was moved by Dr. Varian and seconded by Mrs. Collins that the Board authorize President Harrison to approve review of the reports. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

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

Intrafund Transfer of Appropriated Funds

Women, Infants, Children Fund 061

- \$1688.00 from 061-010-01100 Workers Compensation to 061-010-01040 Transfers Out
- \$1000.00 from 061-010-01050 Contracts to 061-010-01001 OPERS
- \$1450.00 from 061-010-01100 Workers Compensation to 061-010-01160 Hospital & Life Insurance

District Health Fund 063

- \$5000.00 from 063-450-01110 Workers Compensation to 063-450-01070 Travel Expenses

Permanent Transfer

- Women, Infants, Children Fund 061-010-01040 Transfer Out \$9688.00
- Accumulated Benefits Fund 057-800-00001 Transfer In \$9688.00

IN THE MATTER OF MEMORANDUM OF UNDERSTANDING – FRANKLIN CO. PUBLIC HEALTH

It was moved by Dr. Varian and seconded by Mrs. Collins that the Board approve a Memorandum of Understanding (MOU) with Franklin County Public Health to allow either agency to use the other's facilities to store vaccines in the event their storage facilities cease operating. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF CONTRACTUAL AGREEMENT - MHDAS

It was moved by Mrs. Collins and seconded by Mrs. Price that the Board enter into an agreement with Mental Health, Drug & Alcohol Services Board of Logan & Champaign Counties (MHDAS) to provide training for the proper administration of Narcan to overdose victims at an amount not to exceed \$1480.00 through April 30, 2019, contingent upon MHDAS receiving SFY2019 funding to support the program. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF CONFIRMATION OF HIRING – A. KUNKEL

It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board confirm the hire of Ashely Kunkel as part-time PHN2 effective September 24, 2018, at \$22.91 hourly for 48 biweekly hours, subject to the customary 180-day probationary period. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF RETIRMENT RESIGNATION – L. BROWN

Following remarks by the Health Commissioner and with regret and appreciation, it was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the resignation for the purpose of retirement of Administrator Lisa G. Brown, effective December 28, 2018. Mrs. Collins, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ADMINISTRATIVE POSITION REVISIONS

Considering the administrative needs for daily operations of the health district into the future, Mrs. Brown and Health Commissioner Dr. Boyd Hoddinott reviewed proposed changes to the positions of *Administrator* and *Assistant to the Health Commissioner*. It was moved by Mrs. Collins and seconded by Mrs. Price that Board approve replacing the full-time Administrator position with a full-time *Director of Business Operations* at pay grade 29; and further, that the part-time position of Assistant to the Health Commissioner be changed to full-time *Deputy Health Commissioner* at pay grade 29, both effective January 1, 2019. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

**IN THE MATTER OF POSITION REINSTATEMENT –
ENVIRONMENTAL CLERICAL SPECIALIST/DEPUTY REGISTRAR**

Following explanation of the increased clerical workload that will be created with the new Sewage Operation and Maintenance Program, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board authorize reinstatement of the full-time position of Environmental Clerical Specialist/Deputy Registrar at pay grade 15, effective January 1, 2019. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd Hoddinott commented on the many congratulatory messages the Logan County Health District (LCHD) has received following accreditation by the Public Health Accreditation Board, most recently from Directors of the Centers for Disease Control and Prevention. He again recognized the time and effort of the entire LCHD staff towards this extraordinary effort.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for November 7, 2018, at 1:00 p.m., President Harrison adjourned the meeting at 2:35 p.m. without opposition.

Robert G. Harrison, President

Boyd C. Hoddinott, M.D., Secretary