



The Board of the Logan County Health District met in regular session on Wednesday, November 7, 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, Mrs. Collins. Administration present were Health Commissioner Dr. Boyd Hoddinott, Administrator Lisa G. Brown, Director of Nursing Kelly Reaver, and Environmental Health Director Timothy M. Smith. Staff present were Christina Bramlage, David Miller, and Ashley Kunkel. Guests included Michael Rabalais, Mark A. Kingsley, Neil Yoder, Keith Brown, and Rich Allgire. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vektorino of *WPKO/WBLL Radio* were also in attendance.

IN THE MATTER OF MINUTES

It was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the minutes of the October 3, 2018, meeting as mailed. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, 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 October 5, 12, and 26, and November 2, 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 NEW STAFF INTRODUCTION

Director of Nursing Kelly Reaver introduced the newest health district staff nurse, Ashley Kunkel, who is working part-time in the public health sector.

IN THE MATTER OF PUBLIC FORUM

No members of the public were present for this portion of the meeting.

IN THE MATTER OF REQUESTS FOR VARIANCE

Environmental Health Director Timothy M. Smith presented the following requests for variance from established codes.

Justin Keys, 7624 Bellepoint Place, Dublin, Ohio

Mr. Keys requested variance for properties he owns at 8938, 8946, 8952, and 8960 Maple Street, Orchard Island, Lakeview, from OAC 3701-28-07 (D) and (G) for a replacement well drilled specifically at 8952 Maple Street that will be only eight (8) feet from the home's foundation and only 14 feet to Maple Street, with 10 feet and 25 feet required, respectively. Sanitarian Lisa Engle recommended approval because any location on any of the four properties would still require a variance and this location was deemed the best. These are existing dwellings with a stated usage of eight (8) individuals. It was moved by Mrs. Watkins and seconded by Dr. Varian that the Board approved the variance. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

Mark Kingsley, 312 Forest Lawn Blvd., Marion, OH

Mr. Kingsley requested variance for the property he owns at 11132 Powhatten Path, Chippewa Park, Lakeview, from OAC 3701-28-07 (D) for an existing disapproved well (was drilled but never had a final inspection and water sample before permit expired and well now serves three structures but was designed for only a single-family dwelling) to be one (1) to two (2) feet to a proposed structure with a foundation, 10 feet is required. Sanitarian Lisa Engle recommends approval if owner can prove hardship due to cost of tree removal. Both the owner and contractor were present and addressed questions from the Board regarding accessibility, service to other dwellings, and the issue of the original well never receiving final approval by obtaining a safe water sample. Mr. Smith also noted that no alteration permits to extend service to other structures were obtained. Mr. Smith further stated he was willing to

resolve the issue with the past permits if the applicant can demonstrate hardship. Following lengthy discussion, it was moved by Dr. Varian and seconded by Mrs. Collins that the sanitarian's recommendation be rejected and the variance denied due to failure to show hardship. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

Michael Rabalais, of 10595 Buckeye Drive (SR 286), Tecumseh Island, Huntsville

Mr. and Mrs. Rabalais were present, and requested variance for their property from OAC 3701-28-07 (D) for an existing well to be two (2) feet to a proposed garage with a foundation where 10 feet is required. Sanitarian Lisa Engle recommended approval if the owner can prove hardship. Mrs. Rabalais questioned the purpose of the distance requirements from the new proposed garage to the well, and Mr. Smith provided them a copy of the state water well code. Following discussion which included other locations for the proposed garage, it was moved by Mrs. Watkins and seconded by Dr. Varian that the variance be denied due to failure to show hardship. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

**IN THE MATTER OF AMENDING LCHD REGULATION #40
FOOD VENDING FEES – EMERGENCY ADOPTION**

Mr. Smith recommended an emergency adoption of an amendment to Logan County Health District Regulation #40 to allow the local portion of the license fee for a food vending location or commissary from the previous year to be adjusted annually in the month of January to reflect any increase in the Consumer Price Index (CPI). It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board adopt the following Resolution.

RESOLUTION 2018-07

A resolution amending Regulation No. 40, a regulation establishing fees for the Public Swimming Pool, Public Spa, Special Use Pool, Recreational Vehicle Park, Recreation Camp, Combined Park Camp, Food Safety, Sewage Treatment, Private Water System, and Infectious Waste environmental health programs in the health district.

BE IT RESOLVED by the Board of Health of the Logan County Health District that Section 1, 1.5 of Regulation Number 40 be amended to wit:

SECTION 1

1.5 Food Service, Food Establishment, and Food Vending operators shall be charged a license fee according to the following categories:

VENDING

The local portion of the fee for a vending location or commissary from the previous year will be adjusted annually in the month of January to reflect any increase in the Consumer Price Index (CPI). Any increase will not exceed the maximum fee allowable.

On roll call the vote was as follows:

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

This Resolution is hereby declared an emergency adoption by majority vote on this 7th day of November in the year 2018, and shall be in full force and effect January 1, 2019.

IN THE MATTER OF FOOD SERVICE LICENSE VIOLATIONS

Tumbleweed, Inc., 2241 South Main Street, Bellefontaine

On October 15, 2018, Sanitarian-in-Training David Miller documented a fourth sequential violation of OAC 3717-1-06.1 (A) for flooring visibly soiled with grease and food particles, mold growth visible in various areas of the facility's flooring but especially under the ice bin, and grease-covered ceiling tiles. An action plan was received requesting six (6) months to replace the center tile in the walk-in and ceiling tiles throughout. Keith Brown, District Operator, and Rich Allgire, General Manger, were both present at the meeting and outlined actions taken to date to correct the listed violations. Inspector Miller offered a history of past inspections, and the violations that remained as of his last visit on October 15, 2018. It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board issue an order to correct the flooring violations within 60 days; and further, that an additional 30 days be allowed to correct the ceiling tile issue. Ayes: Mrs. Collins, Dr. Varian, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

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

The Environmental Health Director presented bids for an application for assistance, noting all are from reputable licensed contractors.

Applicant	Contractor	Bid
Vincent and Emily Wulf	Earthworks Excavating LLC	\$ 8250.00
System Replacement 50%	Burkholder & Sons Excavating LLC	\$ 8000.00
	JCs Backhoe	\$ 8950.00

It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board award the contract to Burkholder & Sons Excavating LLC. Aye: Mrs. Collins, Dr. Varian, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

**IN THE MATTER OF AMENDING LCHD REGULATION #26
SEWAGE OPERATION AND MAINTENANCE PROGRAM – PUBLIC HEARING/SECOND READING**

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 scheduled public hearing commenced on a proposal 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. No one from the public was present for the hearing.

The Board of Health then considered the second reading of the proposed amendment. 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 Dr. Varian that the Board approve the second reading. The vote on roll call: Mrs. Price- aye; Dr. Varian- aye; Mrs. Watkins- aye; Mrs. Collins- aye. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kelly Reaver reported on the following nursing matters:

- Immunization of Logan County jail inmates for hepatitis A and B
- Allocation of the remaining doses of Narcan to local law enforcement provided by the Ohio Health and Addiction Services (Ohio MHAS)
- Annual Child Fatality Review (CFR) scheduled for December 12, 2018
- Updates on the dental clinic held October 31
- Current Children with Medical Handicaps (CMH) contacts are at 525 compared to 320 in 2017, and visits are at 44 compared to 45 this time last year
- Newborn home visits are down at 55 this year compared to 85 a year ago
- Immunizations remain on a steady decline with children but an increase with adults
- WIC total participants were 696 in 2017 and 626 to date for 2018
- Infectious disease numbers in total are still up (see statistics)

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

Public Health: 6 active lead cases; 9 TB skin tests; 76 BCMH contacts/2visits; 5 newborn home visits; 2 bereavement contacts; 1 HIV clinic; 1 head lice check

Immunization Program: 59 child clients; 26 adult clients; 17 flu shots

Women, Infants and Children: 36 new clients; 73 recertifications; 626 total participants

Communicable Disease: Chlamydia (16); Gonorrhea (4); Hepatitis C (12); Other (3)

Health Education: 1 health fair/150 participants; 3 staff trainings/meetings; 3 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 84% of annual projections, adequate cash balances in all funds, 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 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. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

Intrafund Transfer of Appropriated Funds

District Health Fund 063

- \$505.00 from 063-450-01103 SW Workers Compensation to 063-450-01021 SW Salaries
- \$5800.00 from 063-450-01060 SW Contracts to 063-450-01021 SW Salaries
- \$1150.00 from 063-450-01060 SW Contracts to 063-450-01102 SW OPERS
- \$500.00 from 063-450-01026 SW Supplies to 063-450-01021 SW Salaries
- \$1000.00 from 063-450-01031 SW Equipment to 063-450-01021 SW Salaries
- \$200.00 from 063-450-01103 SW Workers Compensation to 063-450-01021 SW Salaries
- \$100.00 from 063-450-01034 Refunds to 063-450-01000 Other Expenses

Sewage Treatment Fund 054

- \$100.00 from 054-400-01040 Contractor Fees to 054-400-01025 Supplies
- \$200.00 from 054-400-01040 Contractor Fees to 054-400-01115 Medicare

Public Health Infrastructure Fund 055

- \$7500.00 from 055-450-01040 Reimburse Advances to 055-450-01020 Salaries
- \$2500.00 from 055-450-01040 Reimburse Advances to 055-450-01130 Hospital/Life Insurance
- \$200.00 from 055-450-01055 Contracts to 055-450-01100 OPERS

Food Safety Fund 067

- \$170.00 from 067-450-01070 Travel Expenses to 067-450-01115 Medicare
- \$80.00 from 067-450-01050 Refunds to 067-450-01115 Medicare

IN THE MATTER OF ADJUSTED FUNDING AWARD – SFY19 PHEP GRANT

Mrs. Brown explained that funding previously cut from the PHEP grant budget is being restored. It was moved by Mrs. Price and seconded by Mrs. Collins that the Board accept an adjusted funding award of \$1071.00 to the Public Health Emergency Preparedness grant for SFY19, for a total Notice of Award of \$72,612. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF ABOLISHING POSITION – ADMINISTRATOR

At the recommendation of Health Commissioner Dr. Boyd Hoddinott to best meet the needs of the health district in the future, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board abolish the position of Administrator effective December 29, 2018. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF NEW POSITION APPOINTMENT- DIRECTOR OF BUSINESS OPERATIONS

It was moved by Mrs. Price and seconded by Mrs. Collins that the Board appoint current Women, Infants and Children (WIC) Director Christina Bramlage to the new position of Director of Business Operations effective Dec-

ember 29, 2018, with placement at Grade 29 on the salary scale at the hourly rate of \$27.92 for 70 biweekly hours, subject to the customary 180-day probationary period. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF POSITION CHANGE – ASSISTANT TO THE HEALTH COMMISSIONER

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board authorize the position change of part-time Assistant to the Health Commissioner Donna Metzler to full-time Deputy Health Commissioner effective December 29, 2018, with placement at Grade 29, starting step on the salary scale, being \$26.52 hourly for 70 biweekly hours, subject to the customary 180-day probationary period. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF POSITION DESCRIPTION REVISIONS

The Administrator explained that reorganization of positions has necessitated updates to numerous position descriptions in such areas as title, unit, direct supervisor, pay grade, employment status, qualifications, essential job functions, and positions supervised. It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board confirm the changes as outlined by Mrs. Brown to the positions listed below. Ayes: Dr. Varian, Mrs. Collin, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

- PCN 11007.0 WIC Administrative Secretary
- PCN 13006.0 WIC Nurse
- PCN 13007.0 WIC Nurse
- PCN 13400.0 WIC Director
- PCN 13000.0 Director of Nursing
- PCN 11001.0 Personnel Specialist/IT Coordinator
- PCN 11002.0 Vital Statistics Registrar/Environmental Clerk
- PCN 11003.0 Environmental Clerical Specialist/Deputy Registrar
- PCN 11005.0 Nursing Services Clerical Specialist/Health Education Coordinator
- PCN 11000.0 Director of Business Operations
- PCN 10001.5 Emergency Preparedness Coordinator/PIO

IN THE MATTER OF 2017 OPERATING BUDGET

The Administrator and the Health Commissioner reviewed the proposed 2019 final budget, outlining the changes from the anticipated budget approved in April. Revenue projections include \$650,000.00 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 Water Pollution Control Loan Fund grant reimbursement of \$30,000.00. Updated environmental fees are included, 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 80 percent. Mrs. Brown stated that her retirement payout of accumulated but unused vacation and maximum sick leave are included in the calculation, as well as salaries for two new positions approved for hire in January 2019. She noted that the budget is very close to being balanced, with projected use of December 31, 2018, carryover across multiple funds of less than \$3000.00. It was moved by Mrs. Price and seconded by Mrs. Collins that the Board approve the 2019 operating budget in the amount of \$1,671,742.00, 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 ADJOURNMENT

Confirming the next regular meeting for December 5, 2018, at 1:00 p.m., President Harrison adjourned the meeting at 3:15 p.m. without opposition.

Robert G. Harrison, President

Boyd C. Hoddinott, M.D., Secretary