



The Board of the Logan County Health District met in regular session on Wednesday, February 6, 2019. President Harrison called the meeting to order at 1:03 p.m. followed by the pledge to the flag. Members present on roll call: Mr. Harrison, Mrs. Price, Dr. Varian, Mrs. Watkins, and Mrs. Collins. Health District administration present was Health Commissioner Dr. Boyd C. Hoddinott, Director of Business Operations Christina Bramlage, Director of Nursing Kelly Reaver, Environmental Health Director Timothy M. Smith, and Deputy Health Commissioner Donna Peachey. Staff member included Bailey McGill, along with guests Jan Rhoades, Ben Stahler, Sean Rank, Tammy Nicholl, Jason Martinez, Doug Rank, and reporters Mandy Loehr of the *Bellefontaine Examiner* and *Mike Vetorino of WPKO/WBLL Radio*.

IN THE MATTER OF MINUTES

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board approve the minutes of the January 9, 2019, regular meeting as mailed. Ayes: Mrs. Price, Dr. Varian, Mrs. Watkins, Mrs. Collins. 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 January 9, 18, 25, and February 1 and 6, it was moved by Mrs. Price and seconded by Mrs. Collins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF PROPOSED BLOODBORNE INFECTIOUS DISEASE PREVENTION PROGRAM

Dr. Varian read the proposed resolution and briefly discussed the reasons for supporting a bloodborne infectious disease prevention program in Logan County, noting the increasing rates of infectious disease cases along with the lack of prevention and treatment services currently available in the community. Community members were present to show their support for a bloodborne infectious disease prevention program: Jan Rhoades, Ben Stahler, Tammy Nicholl, and Jason Martinez. Dr. Varian also presented several letters of support from community members. (See Notes to Minutes for letters of support.) After lengthy discussion concerning the impact of such a program to the community, it was moved by Dr. Varian and seconded by Mrs. Price to accept the following resolution.

RESOLUTION 2019-04

Whereas, the Logan County Board of Health finds the sharing of intravenous injection apparatus among injecting drug users a threat to public health. Sharing injection apparatus is a significant factor in the transmission of infectious diseases, including HIV and Hepatitis B and C. Providing clean injection apparatus and biohazard containers through a sanctioned needle exchange program, educating injecting drug users as to the dangers of sharing injection apparatus and continued drug abuse, has been shown to reduce the incidence of infectious disease transmission among injecting drug users. Repeated offerings of drug rehabilitation services have also been demonstrated to increase the likelihood that injecting drug users will enter treatment, and through one or more attempts, become drug-free; and

Whereas, there is increasing use of injected opiates in part due to decreasing availability of prescription opiates; and
Whereas, in Logan County, there is an increasing incidence of bloodborne infectious disease such as Hepatitis C, Hepatitis B, and human immunodeficiency virus among persons who inject drugs; and

Whereas, the Logan County Board of Health through the Medical and Harm Reduction Committee of the Coalition for Opiate Relief Efforts has consulted with law enforcement representatives, prosecutors, representatives of community addiction services providers, persons recovering from substance abuse, residents of the health district, the Mental Health Drug and Alcohol Services Board of Logan and Champaign Counties, and representatives of the City of Bellefontaine and County of Logan; therefore,

BE IT RESOLVED pursuant to Revised Code 3707.57, the Logan County Board of Health hereby establishes a "bloodborne infectious disease prevention program;" and

BE IT FURTHER RESOLVED that the program shall do all of the following:

- (1) If resources are available, provide on-site screening for bloodborne pathogens;
- (2) Provide education to each program participant regarding exposure to bloodborne pathogens;
- (3) Identify health and supportive services providers and substance abuse treatment programs available in the area served by the prevention program and, as appropriate, develop and enter into referral agreements with the identified providers and programs;
- (4) Encourage each program participant to seek appropriate medical care, mental health services, substance abuse treatment, or social services and, as appropriate, make referrals to health and supportive services providers and substance abuse treatment programs with which the prevention program has entered into referral agreements;
- (5) Use a recordkeeping system that ensures that the identity of each program participant remains anonymous;
- (6) Comply with applicable state and federal laws governing participant confidentiality;
- (7) Provide each program participant with documentation identifying the individual as an active participant in the program.

On roll call the vote was as follows: Mrs. Price- aye; Dr. Varian- aye; Mrs. Watkins- aye; Mrs. Collins- aye. Motion carried.

Robert G. Harrison, President

Boyd C. Hoddinott, Secretary

IN THE MATTER OF INTRODUCTION OF ENVIRONMENTAL CLERICAL SPECIALIST/ DEPUTY REGISTRAR

Bailey McGill was introduced to the Board members. Bailey started on January 7, 2019. The Board warmly welcomed Bailey to the Health District staff.

IN THE MATTER OF BOARD EDUCATION/OPEN MEETINGS

The DVD *Open Meetings* was viewed, featuring Joe Durham, Legal Counsel, Eastman and Smith. Topics included effective governance and the open meetings act, organization of board of general health district, powers of the board, successful and effective board meetings, board member duties and responsibilities, and types of meetings. Board members commented it was nice to have a refresher on executive sessions: permissible reasons, how to go into executive session, and how to properly state the motion for discussing personnel matters.

IN THE MATTER OF PUBLIC FORUM

No one was 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.

Bill and Melissa Doner, 11255 Wilderness Way Court, Belle Center

Mr. and Mrs. Doner requests a variance from OAC 3701-28-07 (D) to build a proposed addition that will only be six (6) foot eight (8) inches to their existing water well. Alexis Zaborniak, SIT, recommended approval if the applicant can prove hardship due to the dwelling not having a proper front door and financial hardship if made to drill a new well. Sean Rank and Doug Rank from D&S Construction were present to answer questions. Doug Rank explained Mr. and Mrs. Doner wanted to build the addition to their vacation house to accommodate their expanding family. Doug Rank also stated that there is another site available that could be used for a well. It was moved by Mrs. Watkins and seconded by Mrs. Collins to not accept the variance request due to the hardship not being proven. Ayes: Mrs. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

Jack Kroger, 1704 Rosina Drive, Miamisburg

Mr. Kroger, who owns a seasonal residence that is without water, located at 10862 Hull Drive, Lakeview, requests a variance from OAC 3701-28-07 (D), (H) and (J) (1) for a replacement well that will be only eight (8) feet from the foundation, two (2) feet from the driveway, and five (5) feet from the property line with ten (10), five (5) and ten (10) required for each, respectively. Sanitarian Lisa Engle recommended approval because the only accessible location for a well rig as confirmed by the well driller is at this location due to the small lot size. It was moved by

Mrs. Price and seconded by Mrs. Collins that the Board grant the new variance. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF FOOD SERVICE UPDATES

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

68 Grill, 1141 S. Main Street, Bellefontaine

On December 27, 2018, Alexis Zaborniak, SIT, observed a third violation of OAC 3717-1-05.1(D) for a cup rinse station and an ice bin directly drained into an open floor drain without providing a proper air gap. Plumbing Inspector John Clary confirmed that a state-licensed plumber had corrected all air gaps.

Little Caesar's #446, 1722 S. Main Street, Bellefontaine

On December 17, 2018, David Miller, SIT, observed third notices of violation OAC 3717-1-06.1(A) for a stained wall behind the triple sink and OAC 3717-1-04.5(D) baking pans with dough buildup. The operator's seven (7) days from the receipt of the Board of Health's order occurred on January 24. Environmental Health Director Timothy Smith observed on February 5, 2019, a new FRP wall covering behind the triple sink and old baking pans had been replaced with new ones.

2G's, 116 N. Main Street, Bellefontaine

On December 20, 2018, Tim Smith, RS, observed a fifth violation of OAC 3717-1-04.4(A) for chest freezers with damaged lids, a fourth violation of OAC 3717-1-03.2(Q) for a ceiling leaking onto the chest freezers from a rooftop walk-in compressor, a third violation of OAC 3717-1-05.1(S) for a damaged men's restroom sink, and a critical violation of OAC 3717-1-05.1(D) for an ice machine installed without a proper air gap on the drain line. The operator's thirty (30) days from the receipt of the Board of Health's order will occur on February 12, 2019. On February 5, 2019, Environmental Health Director Timothy Smith observed all damaged chest freezers were removed, the roof-top walk-in condensing unit had been relocated and the refrigerant line rerouted through the wall and not the roof with half of the roofing replaced. The men's restroom sink had been replaced and proof of food certification training had been received. Failure to comply with proper air gapping of the ice machine drain and finishing the roofing will require the licensee to appear before the Board of Health at the next regular meeting.

Michael's Pizza of West Liberty, 110 S. Detroit Street, West Liberty

On October 31, 2018, Sanitarian Mathew Stonerock, documented a third notice of violation OAC 3717-1-02.4(A)(2) for not having a Level Two "Manager's" certification in food protection. The operator's thirty (30) days from the receipt of the Board of Health's order occurred on January 12. Although the operator has provided evidence of attendance of a first class on February 5 at OSU Extension in Clark County, failure to comply by the deadline given has brought action against the licensee before the Board of Health for a license suspension hearing. It was moved by Mrs. Price and seconded by Dr. Varian to amend the January Board order for Michael's Pizza of West Liberty to allow time to finish the Level Two Food Service class. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian, Mrs. Price. Nays: none. Motion carried.

Desperados, 6857 Lima Street, Huntsville

On December 10, 2018, David Miller, SIT, observed third violations of OAC 3717-1-04.4(B) for a non-smooth cutting surface on a food preparation table, and OAC 3717-1-06.1(A) for grease buildup around the hood and ceiling of the grill area and cracked floor tiles in the kitchen. The operator's seven (7) days from the receipt of the Board of Health's order occurred on January 27. Although a new cutting board was obtained and the hood area was cleaned, failure to comply with all of the cracked floor tiles has brought the licensee before the Board of Health for a license suspension hearing. After discussing the cracked floor tile being considered part of the January Board order or being a new find, the Board decided that the remaining cracked floor tile will be considered a new find. Therefore, no board decision was needed.

Resolution 2019-05 – EMERGENCY Amended

Environmental Health Director Timothy M. Smith explained **Resolution 2019-02**, which was approved at the January Board meeting, was a resolution to comply with the Ohio Department of Health's review of the recently submitted food code cost methodology. ODH is requiring that all noncommercial local food fees, when a fee reduction has been adopted by the Board of Health, must be exactly fifty percent (50%) less than the corresponding commercial local food fees of the same risk class. The proposal is for the following commercial risk class categories of C1S, C3S, C2L and C3L to have their local food fee amounts lowered one dollar to allow for whole dollar

amounts to remain after the fifty percent (50%) reduction has been applied to the corresponding noncommercial local food fees. This change also affected the plan review fees which are also to be set at the same fifty percent (50%) rate. The matter required an emergency resolution at last month's meeting because the applications for the annual food license renewal had to be mailed prior to February 1, which occurred before this month's Board of Health meeting. It was moved by Dr. Varian and seconded by Mrs. Price to declare this change required an emergency approval vote at this board meeting. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

A Resolution amending Resolution 2019-02 for 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 program in the health district.

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

SECTION 1

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

COMMERCIAL		
<u><25,000 sq. ft.</u>		<u>>25,000 sq. ft.</u>
Level 1 \$160.00		Level 1 \$234.00
Level 2 \$182.00		Level 2 \$246.00
Level 3 \$350.00		Level 3 \$884.00
Level 4 \$446.00		Level 4 \$938.00
VENDING	MOBILE	TEMPORARY
\$18.94	\$98.00	\$37.00/day

Operators of Non-commercial Food Services shall be charged local license and Plan Review fees that are 50% of the local commercial food license fee according to the following categories:

1. Plan Review and Water Samples
2. Plan Review Fee

<u>Level</u>	<u>Comm. < 25,000 sf</u>	<u>Non-Comm./Plan Review</u>	<u>Comm. > 25,000 sf</u>	<u>Non-Comm./Plan Review</u>
1	\$160.00	\$80.00	\$234.00	\$117.00
2	\$182.00	\$91.00	\$246.00	\$123.00
3	\$350.00	\$175.00	\$884.00	\$442.00
4	\$446.00	\$223.00	\$938.00	\$469.00

It was moved by Dr. Varian and seconded by Mrs. Price to adopt this emergency amended resolution. On roll call the vote was as follows: Mrs. Watkins- aye; Mrs. Collins- aye, Mrs. Price- aye, Dr. Varian- aye.

This Resolution is hereby declared adopted on this 6th day of February in the year 2019, and shall be in full force and effective retroactive to February 1, 2019.

Robert G. Harrison, President

Boyd C. Hoddinott, Secretary

Operation and Maintenance (O&M) Program Applications

Beginning this month, a pilot O&M program will be introduced only for property owners in Lake Township that have private sewage disposal systems. The new operation permit applications are being mailed and have a tear off portion that is to be completed and returned with the \$50 O&M fee. The fee can be paid by check or credit card but the completed application, which will be used to help assess the type of system, must accompany the payment in

order to have the O&M permit issued. The health district's website (loganhealth.org) has further information about this state-mandated program that will next be expanded to the entire county.

IN THE MATTER OF NURSING REPORT

Nursing Director Kelly Reaver presented the monthly nursing report.

- Staff has given 138 Hepatitis A & B (Twinrix) to inmates and Hepatitis A to staff at the Logan jail since July 2018. Currently Ohio has 1531 cases in 67 counties.
- The Logan County Health District will offer Narcan trainings starting January 31, 2019, which includes education on the risk factors, signs of an overdose, information on Narcan, and how to administer.
- The Logan County Health District, Dr. Robson and Community Health and Wellness are collaborating to provide a Dental Clinic in the spring of 2019. It will be open for adults that have no dental insurance and have not been seen by a dentist in the last year.
- CMH numbers have increased. CMH contacts for 2018 were 752 compared to 424 in 2017; visits were 55 for 2018 and 53 in 2017.
- Newborn home visits are down at 71 in 2017 compared to 118 in 2018.
- Immunizations remain on a steady decline with children and an increase in adults.
- WIC total participants are down from 657 in 2017 and 614 in 2018.
- Infectious disease numbers are still up compared to last year. The infectious disease stat sheet was presented (see Notes to Minutes).
- Hepatitis A and Hepatitis B educational materials were provided (see Notes to Minutes).

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

Public Health: 6 active elevated lead cases; 14 TB skin tests; 7 BCMH visits/67 contacts; 3 newborn home visits; 0 bereavement contact/0 visits; 1 HIV clinic

Immunization Program: 24 child clients; 12 adult clients; 27 flu shots

Women, Infants and Children: 33 new clients; 58 recertifications; 528 total participants

Communicable Disease: 26 confirmed- chlamydia (17); gonorrhea (1); hepatitis B (0); hepatitis C (4); influenza (1); other (3)

Health Education: 4 public classes

IN THE MATTER OF PLANNING UPDATES

Deputy Health Commissioner Donna Peachey reviewed the 2018 performance measures and the 2019 performance measures. Discussion followed that the staff have picked measures of importance to track and the goals are high. Mrs. Peachey stated that the staff picked their own measures and goals and feel confident that the goals are achievable. Mrs. Peachey also presented the quality improvement projects that have been completed from 2015 to January 2019. The three types of quality improvement tools have been utilized: full project, quick and simple project, and process mapping tool. Timesheet simplification, environmental health mileage project, and the immunization project used the full project tool. The quick and simple projects were de-clutter front lobby and stats simplification. The sewage program flow, credit card implementation, grant process simplification, and the operation and maintenance process used the process mapping tool. It was discussed that staff see the benefit of taking the time to discuss processes to understand the whole picture in order to solve problems or to improve the process for all involved.

IN THE MATTER OF FINANCIAL REPORT REVIEW

Director of Business Operations Christina Bramlage presented financial reports for December 2018. Expenses were typical for year-end; salaries, fringes, and travel are the majority of expenses paid since the county has a cut-off two weeks before December 31 in order to close out their books. Revenue was normal with the WIC payment in December being received. It was moved by Mrs. Collins and seconded by Mrs. Price that the Board authorize President Harrison to approve review of the reports. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

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

Transfer of Appropriated Funds

- Water Well Regulations Fund 7020
 - \$300.00 FROM 7020-401-541010 Lab Supplies TO 7020-401-551340 Laboratory Fees
- Sewage Treatment Fund 7024
 - \$700.00 FROM 7024-401-551010 Travel TO 7024-401-541010 Supplies

IN THE MATTER OF POLICY MANUAL REVISIONS

Deputy Health Commissioner Donna Peachey presented four sections of the policy manual that were revised and approved by Leadership Team and Clemans, Nelson, and Associates, Inc.: Personal Leave Section 5.09, Absenteeism and Notification of Absence Section 7.03, Travel Expense Reimbursement Section 6.01, and Dress Standards/ Personal Appearance Section 7.06. (see Notes to Minutes for revised policies) It was moved by Dr. Varian and seconded by Mrs. Watkins to approve the changes to the policy manual. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF MANAGEMENT CONSULTANT AGREEMENT-
CLEMANS, NELSON & ASSOCIATES, INC.**

Director of Business Operations Christina Bramlage presented a renewal contract for the management consultant firm Clemans, Nelson and Associates, Inc. The fee rate will increase effective April 4, 2019. Discussion followed concerning the high amount of the price increase. The Board advised researching other companies and their prices for the future. It was moved by Mrs. Collins and seconded by Mrs. Watkins to approve this contract, pending prosecutor approval. Ayes: Mrs. Price, Dr. Varian, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF CONTRACT RENEWAL – PLUMBING INSPECTION SERVICES

It was moved by Mrs. Price and seconded by Dr. Varian that the Board renew the contract with Allen County Health District to provide residential and commercial plumbing inspection services on an as-needed basis for the period March 5, 2019 to March 5, 2020 at the rate of \$30.00 per hour plus mileage at the current Logan County Health District rate, pending prosecutor approval. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF CONTRACT RENEWAL- BALDWIN GROUP, INC.

The Baldwin Group, Inc. provides the HDIS software maintenance and support. The fee increased \$200, besides the cost of the new sewage treatment segment. It was moved by Mrs. Price and seconded by Mrs. Collins to accept this contract, pending prosecutor approval. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd C. Hoddinott stated his appreciation for the quality improvement tools that staff now have access to utilize. Quality improvement projects have enabled staff to voice their opinions and concerns in a positive and constructive work environment. It has created easy buy-in from staff over the importance of understanding the whole picture before making a decision.

IN THE MATTER OF ADJOURNMENT

With no further matters to consider, and confirming the next meeting for Wednesday, March 6, 2019, President Harrison adjourned the meeting at 3:20 p.m. without opposition.

Robert Harrison, President

Boyd C. Hoddinott, M.D., Secretary