



The Board of the Logan County Health District (LCHD) met in regular session Wednesday, April 14, 2021. 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. Collins, and Mrs. Watkins. Administration present at the LCHD were Health Commissioner Dr. Boyd C. Hoddinott, Deputy Health Commissioner Donna Peachey, Director of Environmental Health Timothy M. Smith, Director of Nursing Kelly Reaver, and Director of Business Operations Christina Bramlage. The guests present at the LCHD were Andrew Ritz with Crable Builders and reporter Mandy Loehr of the *Bellefontaine Examiner*.

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

It was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the minutes of the March 10, 2021, regular meeting as e-mailed. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, and Dr. Varian. Nays: none. Motion carried.

#### **IN THE MATTER OF BOARD MEMBER APPOINTMENT - DISTRICT ADVISORY COUNCIL**

Board President Mr. Harrison congratulated Mrs. Watkins on her reappointment by the Health District Advisory Council on March 25, 2021, to another five (5) year term on the Board of Health for the period April 1, 2021, to March 31, 2026.

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

No one was present for the public forum portion of the meeting.

#### **IN THE MATTER OF BOARD EDUCATION**

The segment *American Public Health Association Public Health Code of Ethics*, by Kent State University College of Public Health Ambassador and retired Mahoning County Health Commissioner Matthew Stefanak, was emailed to Board members to watch. Once completed, the Board members were asked to e-mail the Director of Business Operations Christina Bramlage for record-keeping.

#### **IN THE MATTER OF ENVIRONMENTAL HEALTH UPDATE**

The latest ODH Director's Order was released on April 5, 2021, which condensed down all previously issued COVID orders with most being rescinded. Therefore, the Environmental staff are now having to again address many questions regarding gatherings, meetings, and seasonal facilities that were suspended or canceled last year but wish to meet or re-open again for this year.

#### **IN THE MATTER OF NUISANCE UPDATES FROM PREVIOUS BOARD MEETINGS**

##### ***Charles Disbennett, PO Box 274, Lakeview***

Mr. Disbennett's property at 255 Grove Avenue, Lakeview, has an abandoned house that allows animal harborages and has two non-working vehicles. David Miller, SIT, issued a sanitarian's order on November 3, 2020. A follow-up site visit was conducted on December 2, 2020, and little change had been made. On December 9, 2020, the Board of Health issued a seven-day order to correct the violations by repairing or securing the structure to prevent animals from entering and removing all non-working vehicles or obtain registration for each. On January 12, 2021, the certified order was returned as unclaimed/unable to forward, so the order was resent through regular mail. A reinspection revealed no change so the violation of the Board of Health is being filed in Municipal Court. The owner has passed away, so his children will be cleaning up the property.

##### ***Nancy Niebuer, 9614 Cottage Grove Avenue, Orchard Island, Lakeview***

Ms. Niebuer's property has an infestation of cockroaches inside her dwelling and trash and debris in her yard. On November 6, 2020, David Miller, SIT, sent a Sanitarian's Order to correct the conditions by November 20, 2020. At that time, Children's Services (Job and Family Services) was contacted to aid in addressing the unsanitary living conditions since children were involved. On December 7, 2020, Mr. Miller was informed by Children's Services that the interior conditions were improved and a pest control contract had been initiated so their office had closed the case. Then on December 10, 2020, Children's Services reported that they were reopening the case and would be

getting the County Prosecutor involved. As of January 25, 2021, no receipt for proof of a pest control contract had been received by either agency. On February 10, 2021, the Board declared that the conditions constituted a public health nuisance and issued an order to clean the inside of the dwelling to be able to enter into a contract with a certified pest control operator to rid the home of cockroaches, and then provide proof of such a contract, and remove all solid wastes from the yard to a licensed solid waste disposal facility within seven (7) days of receipt of the order. Receipt of the order was returned on February 25, 2021, so a reinspection is being scheduled for after March 4, 2021. The case investigation has now been referred to Children's Services for compliance.

***Jonathon W. Middaugh, PO Box 246, Huntsville***

Mr. Middaugh owns a vacant, dilapidated house at 4700 Napoleon Street, Huntsville, that has holes in the roof and a damaged porch with open cellar doors providing a harborage for animals and pests. On February 3, 2021, Health Commissioner Boyd Hoddinott, issued a condemnation order against the structure. On February 10, 2021, the Board declared that the conditions constituted a public health nuisance and issued an order that confirmed that the Board of Health agreed with the earlier condemnation order of the Health Commissioner to keep the structure vacant and to have it made habitable or removed within thirty (30) days of receipt of the Board's order. The Board order was returned as undeliverable so the order was resent on March 5, 2021, in a plain envelope to an address used by the property owner for paying sewer bills. Since the order was not returned and now more than 30 days have passed since the presumed receipt of the order, the village will now be directed to proceed with demolition.

**IN THE MATTER OF NUISANCES**

***Polly Board, 8890 TR 239, Lot 22, Colonial Mobile Estates MHP, Midway, Lakeview***

Ms. Board owns property at the southwest corner of TR 239 and Main Street, Midway, Lakeview, with miscellaneous solid waste throughout the lot. Arie Pequignot, SIT, issued a sanitarian's order on March 17, 2021. A follow-up site visit was conducted on April 7, 2021, and no changes were observed. It was moved by Mrs. Collins and seconded by Mrs. Watkins to declare that the conditions constitute a public health nuisance and issue an order to correct the violations by removing all solid wastes to a licensed solid waste facility within seven (7) days of receipt of the order. Ayes: Mrs. Price, Dr. Varian, Mrs. Watkins, and Mrs. Collins. Nays: none. Motion carried.

**IN THE MATTER OF VARIANCES**

***David Ellis of Clayton Homes acting as agent for Barbara Weil, 1730 Sulky Trail, Miamisburg***

Ms. Weil requests a variance from OAC 3701-28-07 (G), for a replacement well for a new home at 9555 Cottage Grove, Orchard Island, Lakeview, that will be only seven (7) feet to a road right-of-way when ten (10) feet is required. This is the third attempt on the property. The first well drew sand and the second hole became deflected in the bedrock which cracked the casing making it unretrievable. It was moved by Dr. Varian and seconded by Mrs. Collins to approve the variance because this remaining area only requires a variance from a short, dead-end road with no homes on it. All other well locations would require variances to possible sources of contamination. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, and Dr. Varian. Nays: none. Motion carried.

***Kathy Gorby, 1714 Fenway St., St. Marys***

Ms. Gorby requests a variance from OAC 3701-28-07 (J) (1) for an existing well to be connected to a new home at 9730 Lakeshore Drive E., Shawnee Island, Huntsville, that is less than a foot to a property line. Andrew Ritz with Crable Builders was present at the meeting. The issue was identified when the present property owner requested a building review from the health district. It was moved by Mrs. Price and seconded by Dr. Varian to approve the variance because it appears that the property line may not have been properly identified when the well was drilled as an emergency in 2010 and was approved at its present location by the health district. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian, and Mrs. Price. Nays: none. Motion carried.

***Todd Watson acting as agent for Lyle J. Croy, 111333 Sunset Dr., Ottawa***

Mr. Croy requests a sewage variance from OAC 3701-29-02 (C), for lot 13, Sugarbush Way, Mt. Top RV Park, Village of Valley Hi, for a 1,000-gallon holding tank equipped with a high-water alarm. Holding tanks have been utilized in the past for all of the existing lots that are occupied. The state sewage code requires that holding tanks be at least 1,000 gallons, meet manufacturing specifications, and be equipped with both audible and visual high-water alarms. It was moved by Mrs. Collins and seconded by Mrs. Watkins to approve the variance because the RV park is not connected to sanitary sewer and the lots are individually owned and too small for a standard sewage system. Ayes: Mrs. Price, Dr. Varian, Mrs. Watkins, and Mrs. Collins. Nays: none. Motion carried.



**IN THE MATTER OF HEALTH COMMISSIONER APPLICANTS**

Deputy Health Commissioner Donna Peachey explained that several applicants have applied for the advertised Health Commissioner position. It was decided that a committee will be formed to interview the applicants. After the committee has narrowed the applicants to 2-3 possibilities, then the Board will interview the applicants and make the final decision. Bob Harrison, Chris Watkins, Donna Peachey, Tim Smith, and Christina Bramlage will be the committee members first interviewing the applicants.

**IN THE MATTER OF COVID-19 EMPLOYEE COMPENSATION**

Deputy Health Commissioner Donna Peachey explained that after reviewing the Ohio Grant Administrative Policy and Procedure manual and checking with both the local Auditors office and Prosecutor, it was determined that the Vaccine Needs Grant from ODH could be used to provide compensation to current permanent employees (as of today's Board meeting) for work completed during the current pandemic (from March 6, 2020, to February 19, 2021, at a rate of approximately \$.50 to \$.55 for each extra hour worked). It was moved by Dr. Varian and seconded by Mrs. Price to approve this one-time pandemic payment to current permanent employees for extra hours worked on COVID-19 from March 6, 2020, to February 19, 2021, at a rate of approximately \$.50 to \$.55. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, and 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 March 12, 19, 26, and April 2 and 9, it was moved by Mrs. Collins and seconded by Dr. Varian that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mrs. Price, Mrs. Watkins, Dr. Varian, and Mrs. Collins. Nays: none. Motion carried.

**IN THE MATTER OF FINANCIAL REPORT REVIEW**

Director of Business Operations Christina Bramlage presented health district financial reports for the month of February. She noted that funding was received in the Federal grants of \$4,561.06 to Public Health Infrastructure, \$13,737.09 to Women Infants Children, \$42.00 in the Get Vaccinated Ohio grant, and \$27,959.47 to the Contact Tracing COVID-19 grant. The District Health Fund received \$410.38 for vaccinations provided, \$5,123.80 for Ohio Children's Trust Fund grant, and \$10,853.64 for Medicaid Administrative Claiming (MAC). Mrs. Bramlage explained that the advertising expense in District Health was billboards for Narcan promotion and \$2,835.58 was spent on vaccination supplies. All other expenditures were routine in personnel, fringes, travel, and supplies. It was moved by Mrs. Collins and seconded by Dr. Varian that the Board authorizes President Harrison to approve review of the reports. Ayes: Mrs. Price, Mrs. Watkins, Dr. Varian, and Mrs. Collins. Nays: none. Motion carried.

**IN THE MATTER OF ROUTINE BOOKKEEPING**

There were no bookkeeping matters this month to report.

**IN THE MATTER OF 2022 FINAL PRELIMINARY BUDGET**

Director of Business Operations Christina Bramlage presented the 2022 final preliminary budget for review. Since there were minor adjustments made to the 2022 budget at the March 2021 Board meeting, Ms. Bramlage presented the Board members with the corrected numbers. No action was necessary since the Board members accepted the 2022 preliminary budget at the March 2021 Board meeting.

**IN THE MATTER OF 2019- 2020 AUDIT REPORT**

Director of Business Operations Christina Bramlage presented and explained the 2019-2020 audit report. It was moved by Mrs. Price and seconded by Dr. Varian to accept the Audit Report conducted by BHM CPA Group, Inc. over fiscal calendar years of 2019-2020. (see Notes to Minutes)

**IN THE MATTER OF THE 2020 ANNUAL FINANCIAL REPORT**

Director of Business Operations Christina Bramlage presented and reviewed the 2020 Annual Financial Report that was completed by Jared Cottrell from Rea and Associates, Inc. It was moved by Dr. Varian and seconded by Mrs. Collins to accept the 2020 Annual Financial Report. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, and Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF PHEP AND COVID-19 GRANT UPDATES**

Director of Business Operations Christina Bramlage presented the newest grant Notice of Awards. The PHEP grant #04610012PH1322 was awarded at \$72,894.00. The Coronavirus Response Supplemental grant #04610012CO0121 is for \$318,515.00. The Coronavirus Response grant #04610012CO0120 is awarded for \$58,269.00. The COVID-19

Enhanced Operations grant #14610012EO0121 grant is \$126,668.00. The newest COVID-19 grant called Vaccine Equity grant #04610012VE0121 is awarded for \$50,000.00. It was moved by Mrs. Price and seconded by Dr. Varian to accept the PHEP grant at \$72,894; Coronavirus Response Supplemental at \$318,515; Coronavirus Response at \$58,269; Enhanced Operations at \$126,668; and Vaccine Equity at \$50,000. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian, and Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF PROBATIONARY EVALUATIONS**

Director of Business Operations Christina Bramlage presented Sonya Eaton's and Arie Pequignot's 6-month evaluations for the Board. Both employees received great probationary evaluations from each of their supervisors and both are recommended for permanent hire. It was moved by Dr. Varian and seconded by Mrs. Collins to accept Arie Pequignot and Sonya Eaton as permanent hires for the health district. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, and Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF ELIMINATION OF CONTACT TRACER POSITIONS**

Director of Business Operations Christina Bramlage discussed the new ODH grant requirements that as of May 1, 2021, the local health departments are not supposed to be doing contact tracing at the local level. ODH is providing this service at the State level; therefore, we can not keep the contact tracers. The Board thanks the contact tracers that have worked at the Logan County Health District for their service to help our community. With a thankful heart, it was moved by Mrs. Watkins and seconded by Mrs. Price to eliminate the Contact Tracer positions at the health district. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

**IN THE MATTER OF NEW JOB DESCRIPTIONS FOR PART-TIME INTERMITTENT CLERICAL ASSISTANT(S) AND PART-TIME TEMPORARY PUBLIC HEALTH NURSE 1**

It was moved by Dr. Varian and seconded by Mrs. Watkins to approve and accept the new job descriptions and hiring of one or two (as needed) part-time intermittent clerical assistant(s) and one part-time temporary public health Nurse 1. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, and Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF RETIREMENT/RESIGNATIONS**

It was moved by Dr. Varian and seconded by Mrs. Price to accept the following retirements/resignations: Kate Brentlinger- resignation- effective: 4-15-2021, Kim Hassel- resignation- effective: 4-16-2021, David Miller- resignation- effective: 6-1-2021, and Leica McGill- retirement- effective: 6-25-2021. The Board expressed their appreciation for Kate's, Kim's, David's, and Leica's dedication to the health district, especially during the COVID-19 pandemic. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, and Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF AN EMPLOYEE/VOLUNTEER APPRECIATION LUNCHEON**

Director of Business Operations Christina Bramlage explained that Don and Barb Spath donated \$5,000.00 to the Health District that was specifically given to be spent on employees and volunteers to provide an appreciation luncheon and gifts to reward them for all of their hard work during this long and ever-changing COVID-19 pandemic. The Board expressed their appreciation to Don and Barb Spath for such a lovely gift for the staff and volunteers of the health district. It was moved by Mrs. Watkins and seconded by Dr. Varian to accept the \$5,000.00 donation and to approve the spending of the donation on employees and volunteers for an appreciation luncheon and gifts. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, and Mrs. Watkins. Nays: none. Motion carried.

**IN THE MATTER OF CLOSING THE OFFICE AT 12:30 P.M. ON APRIL 28, 2021**

It was moved by Dr. Varian and seconded by Mrs. Price to close the office at 12:30 on April 28, 2021, for staff to attend the employee/volunteer appreciation luncheon/program and to pay staff for the three hours while in attendance at this event. Ayes: Mrs. Watkins, Mrs. Collins, Mrs. Price, and Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Dr. Boyd C. Hoddinott explained that the ionization in the health district's HVAC system is working wonderfully. We can have large volumes of people in the building while receiving their COVID-19 vaccinations, and we can do this safely and effectively.

**IN THE MATTER OF ADJOURNMENT**

Confirming the next regular meeting for May 12, 2021, at 1:00 p.m. at the Logan County Health District, President Harrison adjourned the meeting at 3:10 p.m. without opposition.

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Robert G. Harrison, President

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Boyd C. Hoddinott, M.D., Secretary