



The Board of the Logan County Health District (LCHD) met in regular session Wednesday, August 18, 2021. President Harrison called the meeting to order at 1:02 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Harrison, Mrs. Price, Mrs. Watkins, and Mrs. Collins. 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. Staff present at the LCHD was Environmental Health Specialist In-Training Arie Pequignot. The guests present were Andrew Ritz from Crale Builders, Michael Rabalais, Roger Reeves, Debbie Reeves, and IT Generalist Assistant Justin Noble, along with Mandy Loehr of the *Bellefontaine Examiner* and Scott Humphry of *WPKO/WBLL Radio*.

IN THE MATTER OF MINUTES

It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board approve the minutes of the July 14, 2021, regular meeting as e-mailed. Ayes: Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

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

IN THE MATTER OF ENVIRONMENTAL HEALTH UPDATE

The Ohio EPA concluded their annual solid waste survey and the health district remains on their approved list. ODH's annual recreational survey was scheduled for August 17 and 18, 2021.

IN THE MATTER OF NUISANCE UPDATE FROM THE PREVIOUS BOARD MEETING

Lea Neer, 6309 Co. Rd. 29, West Liberty

Ms. Neer had miscellaneous solid waste and around a dozen scrap tires on the property. David Miller, EHSIT, issued a sanitarian's order on May 17, 2021. A follow-up site visit was conducted on June 1, 2021, and little improvement was observed. A 7-day Board of Health order was mailed on June 16, 2021. No receipt of delivery of the certified Board order was returned so the order was mailed in a plain envelope.

Timothy Allen, 7333 Center Ave., Russells Point

Mr. Allen owns property at 11068 Chickasaw Path, Chippewa Park, Lakeview, that contains an open structure with no doors or windows with the interior ceiling falling, miscellaneous solid waste in the back patio area such as one couch and other small furniture, and general household trash. Arie Pequignot, EHSIT, issued a sanitarian's order on June 21, 2021. A follow-up site visit was conducted on July 7, 2021, with no changes observed. A 7-day Board of Health order was mailed on July 15, 2021. The certified letter was returned unclaimed on August 9, 2021. The Board order was remailed in a plain envelope on August 10, 2021.

IN THE MATTER OF NUISANCES

Kevin and Polly Board, formerly of 8890 Twp. Rd. 239, Lot 22, Colonial Mobile Estates, Lakeview, Ohio

Mr. and Mrs. Board own property at the southwest corner of TR 239 and Main Street, Midway, Lakeview, that previously received a Board order for solid wastes which was abated, but now the accumulation of solid wastes has returned. It was moved by Mrs. Collins and seconded by Mrs. Watkins to declare that the conditions again constitute a public health nuisance and issue an order to correct the violation by removing all solid wastes to a licensed solid waste facility within seven (7) days of receipt of the order. Ayes: Mrs. Price, Mrs. Watkins, and Mrs. Collins. Nays: none. Motion carried.

Dan Miller, 9073 SR 235 N, Lakeview

Mr. Miller owns property at 11406 Hiawatha Path, Chippewa Path, Lakeview, that contains a rental home that has interior mold and water damage. Arie Pequignot, EHSIT, issued a sanitarian's order on March 29, 2021. A follow-up complaint by the occupant on August 11, 2021, revealed that no improvements had been made. It was moved by Mrs. Price and seconded by Mrs. Watkins to declare that the conditions constitute a public health nuisance and issued an order to correct the violation by repairing all water leaks and the reasons for their development and

treating the interior surfaces to remove the mold within seven (7) days of receipt of the order. Ayes: Mrs. Collins, Mrs. Watkins, and Mrs. Price. Nays: none. Motion carried

IN THE MATTER OF VARIANCES

Todd Watson, Mt. Top RV Park owner, and acting as agent for Lyle J. Croy, 111333 Sunset Dr., Ottawa

Mr. Watson requested on June 9, 2021, to amend the previously granted sewage variance to install a 1,000-gallon holding tank equipped with a high-water alarm on lot 13, Sugarbush Way, Mt. Top RV Park, Village of Valley Hi, as acted on by the Board on April 14, 2021. Holding tanks have been utilized in the past for all the existing lots that are occupied but not all have been properly sited to meet the required setback distances to the lot lines. Due to the small width of the lots at only 39 feet, which necessitates the holding tank to be placed near the center of the lot and with the intent to install a plastic holding tank, Mr. Watson proposed pouring a cement pad over the tank to allow for vehicular parking above the tank and to prevent any possibility of the tank floating when empty. A riser to above grade was to be included to allow for accessibility and cleaning of the tank. Mr. Watson further requested a variance of OAC 3701-29-12 (F) which states in part that "Tanks shall be ... installed ... in accordance with the manufacturer's specifications and the product approval to assure the structural strength integrity of the tank." Director Tim Smith recommended and the Board granted the variance provided that proper documentation from an engineer or architect could be provided that the added weight of the concrete pad above the tank would not create an issue. In response for an inspection of the tank after its installation, it was revealed that no documentation could be obtained so the tank was relocated from the center of the lot, but with only seven (7) feet from the lot line to allow for access by a recreational vehicle so that it would not pass directly over the tank and to allow for a parking area also not directly above the tank. At least ten (10) feet is required from the holding tank to a lot line but the original permit application did state that it would be eight (8) feet to the lot line. It was moved by Mrs. Collins and seconded by Mrs. Watkins to approve the placement of the holding tank due to the Board's original concerns regarding the use of a plastic holding tank and its structural issues but to not allow any more plastic holding tanks to be installed in the campground. Ayes: Mrs. Price, Mrs. Watkins, and Mrs. Collins. Nays: None. Motion carried.

Andrew Ritz of Crale Builders, Inc., agent for Michael and Terrye Rabalais, 9058 Latherous Place, Powell

Mr. and Mrs. Rabalais own property at 10595 Buckeye Drive, Huntsville, for which is requesting a variance from OAC 3701-28-07 (J) (8) for a replacement well that will be only three (3) feet three (3) inches to a sealed water well when five (5) feet is required. It was moved by Mrs. Price and seconded by Mrs. Collins to approve the variance request because needing access to and receiving possible contamination from the original well will no longer be an issue once it is abandoned. The well driller will be aware of the original well's location before drilling and this also provides for a first-floor master bedroom for the owner. Ayes: Mrs. Watkins, Mrs. Collins, and Mrs. Price. Nays: none. Motion carried.

Andrew Ritz of Crale Builders, Inc., agent for Roger and Debbie Reeves, 448 W. Nationwide Blvd., Apt 211, Columbus

Mr. and Mrs. Reeves request a variance for their property at 10223 Seminole Shore Dr., Huntsville, from OAC 3701-28-07 (J) (13) to place a new well only seventeen (17) feet two (2) inches from Indian Lake when twenty-five (25) feet are required to "permanent bodies of water such as streams, lakes, and ponds." It was moved by Mrs. Price and seconded by Mrs. Watkins to approve the variance with the stipulation that the existing well must be properly abandoned because only the boat slip creates the isolation distance issue for being too close with the shoreline for the lake actually being at twenty-nine (29) feet. Ayes: Mrs. Collins, Mrs. Watkins, and Mrs. Price. Nays: none. Motion carried.

Judy Carter, 11559 Cooper Avenue, Lakeview

Ms. Carter requests a variance from OAC 3701-28-07 (H) and (J) (1) for a replacement well that will be only four (4) feet ten (10) inches from a concrete driveway and two (2) feet nine (9) inches to a property line when five (5) and ten (10) feet are required. It was moved by Mrs. Price and seconded by Mrs. Watkins to approve the variance because the lot size is limited for proper well location (the original well was inside the house) and this was deemed the best location for an emergency well by the well driller and former employee David Miller, SIT. Ayes: Mrs. Collins, Mrs. Watkins, and Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF OPERATION AND MAINTENANCE (O&M) PROGRAM UPDATE

Environmental Health Director Timothy M. Smith provided a recent table of the updated township results for the Sewage O&M Program. A mailing timeline has been created and is also provided which will facilitate the completion of the mailing of the O&M applications to the remaining unassessed townships (Monroe, Miami/Pleasant, Jefferson, and Richland/Washington). The actual dates of the mailings on the timeline will be

pushed back as time goes to allow staff to handle the workload. This will allow for the implementation of the annual mailing of notices for all applicable 1-year and 5-year O&M permit renewals on February 25, 2022. Mr. Smith also reported that the 2021 list of property owners that did not pay their permit fees will be forwarded to the Auditors Office to have the amounts assessed to the property taxes.

IN THE MATTER OF BOARD EDUCATION

The segment *Air Quality* was presented by EHSIT Arie Pequignot. Mr. Pequignot explained the details of the COVID-19 virus, what information is gathered from testing the air quality, how to improve poor air quality, and how to be prepared for the next pandemic.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kelly Reaver brought the Board up to date on various activities of the nursing division. Infectious disease statistics were presented. COVID-19 vaccine is being administered, and clinics are being held by appointments and walk-ins. Public Health has been working on ways to continue to meet grant requirements while keeping everyone safe. (See Notes to Minutes for Stats and Handouts)

IN THE MATTER OF EXECUTIVE SESSION FOR ADMINISTRATIVE/SICK LEAVE FOR HEALTH COMMISSIONER

Deputy Health Commissioner Donna Peachey explained that the Auditor of Logan County had some questions about the administrative/sick leave for the Health Commissioner. It was moved by Mrs. Watkins and seconded by Mrs. Price to move into executive session at 2:50 p.m. to discuss benefits for the Health Commissioner. Roll Call: Mrs. Collins-aye, Mrs. Price-aye, and Mrs. Watkins-aye. Motion carried.

The executive session ended at 2:56 p.m. No decisions were needed at this time.

IN THE MATTER OF TIME RECORDING PROCEDURE FOR THE HEALTH COMMISSIONER

Deputy Health Commissioner Donna Peachey explained to the Board members that the LCHD needs to establish a system for the full-time health commissioner to record time worked. It was moved by Mrs. Watkins and seconded by Mrs. Price to have the health commissioner record the 70 hours worked bi-weekly on the county worksheet for payment. Ayes: Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF ACCEPTING GRANTS

It was moved by Mrs. Watkins and seconded by Mrs. Collins to accept the new and additional money in the following grants: additional \$5,500 in the Naloxone grant, additional \$75,000 in the Coronavirus Response grant, and the new grant of \$180,000/year for 22 months called Workforce grant. Ayes: Mrs. Price, Mrs. Collins, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF JOB DESCRIPTION, PAY GRADE CHANGES, AND ORGANIZATIONAL CHART CHANGES

Deputy Health Commissioner Donna Peachey explained the following proposed personnel changes for succession planning, agency capacity and to utilize the Workforce grant, inside millage, and O&M money.

- Billing/clerical job description to not include coordination of health education
- IT – change IT generalist position (pay grade 21) to IT Administrator (pay grade 26)
- All Environmental Health staff – name changes to reflect state changes from sanitarian to environmental health specialist
- Temporary Public Health Nurse I to Intermittent Public Health Nurse I with 2% raise
- Contact tracer job description to delete contact tracing duties per state requirement and focus on case management, if needed
- Remove IT Development Manager from the organizational chart

It was moved by Mrs. Watkins and seconded by Mrs. Price to accept the job description changes, organizational chart changes, and pay grade changes as proposed. Ayes: Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF NEW POSITIONS TO BE HIRED

Deputy Health Commissioner Donna Peachey explained the following proposed personnel changes for succession planning, agency capacity and to utilize the Workforce grant, inside millage, and O&M money.

- Health educator (pay grade 22) - January 2022

- Hire full-time EH technician – now
- Temporary Outreach Specialist/messaging – now (4 months duration)
- Possible hire temporary EH technician (up to 4 months) if needed (with Leadership team approval)
- Possible Case management/coordination - intermittent if needed (with Leadership team approval)

It was moved by Mrs. Watkins and seconded by Mrs. Collins to accept the addition of new positions as proposed. Ayes: Mrs. Price, Mrs. Collins, and Mrs. Watkins. 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 July 9, 16, 23, 30, and August 6, 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: Mrs. Watkins, Mrs. Price, 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 June. She noted that funding was received in the Federal grants of \$6,283.55 to Public Health Infrastructure, \$15,905.22 to Women Infants Children, \$2,810.00 in the Get Vaccinated Ohio grant, \$15,000 in Coronavirus Response grant, \$21,492.66 in the COVID Enhanced Operations grant, and \$50,000 in COVID Vaccine Equity grant. The District Health Fund received \$8,984.94 for the Medicaid Administrative Claims program and \$6,740.00 for the Children with Medical Handicaps program. The Sewage Treatment Fund received \$6,413 for the Water Pollution Control Loan grant. Mrs. Bramlage explained that the \$11,527.04 in the Supplies-Vaccines line in the District Health Fund included adult and childhood vaccines and supplies for administering vaccines. All other expenditures were routine in personnel, fringes, travel, and supplies. It was moved by Mrs. Price and seconded by Mrs. Collins that the Board authorizes President Harrison to approve review of the reports. Ayes: Mrs. Watkins, Mrs. Collins, and Mrs. Price. 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 appropriation transfers listed below as completed by the Director of Business Operations Christina Bramlage July 2021. Ayes: Mrs. Watkins, Mrs. Collins, and Mrs. Price. Nays: none. Motion carried.

Sewage Treatment Fund 7024

- \$5,000.00
 - FROM 7024-401-531047 Contracts
 - TO 7024-401-541010 Supplies

District Health Fund 7029

- \$1,500.00
 - FROM 7029-401-551010 Travel
 - TO 7029-401-531020 Advertising

IN THE MATTER OF BEREAVEMENT LEAVE POLICY SECTION 5.05

It was moved by Mrs. Collins and seconded by Mrs. Price to approve changing the bereavement leave policy section 5.05 (first paragraph) by removing the statement “For the purpose of this policy, a workday shall be considered seven (7) hours.” Ayes: Mrs. Watkins, Mrs. Price, and Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF MOU WITH LCJFS FOR HOUSING THE WOMEN, INFANTS & CHILDREN PROGRAM

It was moved by Mrs. Watkins and seconded by Mrs. Price to accept the MOU with Logan County Job and Family Services for housing WIC starting October 1, 2021, through September 30, 2022. WIC will pay \$700.00 per month to LCJFS for housing costs. Ayes: Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF APPROPRIATION INCREASES

Director of Business Operations Christina Bramlage explained that appropriations need to be increased to continue spending the new grant money that has been received this year.

District Health Fund 7029

- Increase 7029-401-552370 Other Expenses by \$100,000

Coronavirus Response Fund 7035

- Increase 7035-401-552370 Other Expenses by \$50,000

Enhanced Operations Fund 7038

- Increase 7038-401-552370 Other Expenses by \$50,000

Vaccine Equity Fund 7039

- Increase 7039-401-552370 Other Expenses by \$50,000

It was moved by Mrs. Price and seconded by Mrs. Collins to accept the appropriation increases as proposed. Ayes: Mrs. Watkins, Mrs. Collins, and Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF THE RETIREMENT

Following remarks by the Health Commissioner and with regret and appreciation, it was moved by Mrs. Watkins and seconded by Mrs. Price that the Board accept the resignation for the purpose of retirement of IT Development Manager, effective September 3, 2021. Ayes: Mrs. Collins, Mrs. Price, and Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

There was an announcement of Dr. Boyd C. Hoddinott's retirement party on August 25, 2021, from 1-3 p.m. at the LCHD. Dr. Hoddinott thanked the Board members for the support he received in the past 20 years as Health Commissioner. The Board members thanked Dr. Hoddinott for his hard work and dedication to the LCHD and the Logan County community.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for September 8, 2021, at 1:00 p.m. at the Logan County Health District, President Harrison adjourned the meeting at 3:18 p.m. without opposition.

Robert G. Harrison, President

Travis Irvan, Health Commissioner, Secretary