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The Board of the Logan County Health District met in regular session on Wednesday, April 3, 2019. President Harrison called the meeting to order at 1:02 p.m. followed by the pledge to the flag. Members present on roll call: Mr. Harrison, Dr. Varian, Mrs. Watkins, and Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Deputy Health Commissioner Donna Peachey, Director of Nursing Kelly Reaver, Environmental Health Director Timothy M. Smith, and Director of Business Operations Christina Bramlage. Guests present were Kerry Forbes and Jeramie Sollmann, along with reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vettori of *WPKO/WBLL Radio*.

IN THE MATTER OF BOARD MEMBER APPOINTMENT - DISTRICT ADVISORY COUNCIL

Board President Mr. Harrison congratulated Mrs. Collins on her reappointment by the Health District Advisory Council on March 28 to another five (5) year term on the Board of Health for the period April 1, 2019, to March 31, 2024.

IN THE MATTER OF MINUTES

It was moved by Dr. Varian and seconded by Mrs. Collins that the Board approve the minutes of the March 6, 2019, regular meeting as mailed. Ayes: Mrs. Watkins, Dr. Varian, 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 March 8, 15, 22, and 29, it was moved by Mrs. Collins and seconded by Mrs. Watkins that the Board approve the monthly bill vouchers and order the bills paid. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF BOARD EDUCATION

The DVD *Six Governing Functions* was viewed, featuring Susan Tilgner, MS, RD, LD, RS, Executive Director, Ohio Public Health Partnership. Topics included the three core functions of public health, the ten essential public health services, the twelve public health accreditation domains, and the six functions of public health governance which are policy development, resource stewardship, legal authority, partner engagement, continuous improvement, and oversight. Board members commented that this was a new way of putting the basic functions of the board in one package. Health Commissioner Dr. Boyd C. Hoddinott commented that the Board President Mr. Harrison occasionally attends the Leadership Team Meetings in order to be aware of events happening at the Health District and to be available for guidance on determining whether an internal policy or a board resolution is needed.

IN THE MATTER OF PUBLIC FORUM

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

IN THE MATTER OF ENVIRONMENTAL HEALTH UPDATES

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

- The 2019/2020 Water Pollution Control Loan Fund (WPCLF) Grant from the Ohio EPA has been accepted for \$150,000 to be used to repair and replace failed sewage treatment systems within Logan County.
- The four-month, Manufactured Home Park Inspection Agreement with the Ohio Department of Commerce has been approved through July 2019.
- Sanitarian-in-Training Alexis Zaborniak has received her certification as a Laboratory Analyst to work in the Health District's Ohio EPA-approved lab.

IN THE MATTER OF NUISANCE UPDATE

Gilbert C. Myers II, 313 Linden St., Bellefontaine

Mr. Myers II owns an open, vacant house and garage at 124 S. Sandusky St., Rushsylvania, with the house containing animal feces and odor, a tub that drains into the basement, broken waterlines in the bathroom, broken out windows and other exterior openings. Registered Sanitarian Matthew Stonerock reports the structure is scheduled for demolition around April 14, 2019.

IN THE MATTER OF NUISANCES***Roger J. and Becky D. Kendall, 308 Pickrelltown Road, West Liberty***

Mr. and Mrs. Kendall own property at 9058 TR 166, West Liberty, that contains old tires, a metal frame, trash, multiple animal cages, a burn pile, and a truck topper. Alexis Zaborniak, SIT, issued a Sanitarian's Order on December 5, 2018. On January 8 and April 1, 2019, Sanitarian Zaborniak conducted follow up inspections and observed insufficient compliance. It was moved by Mrs. Collins and seconded by Dr. Varian to declare that the conditions constitute a public health nuisance and issue an order to correct the violation by immediately ceasing open burning and removing the solid wastes to a licensed disposal facility within seven (7) days of receipt of the order. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins. Nays: none. Motion carried.

Carol McColloch, 13999 Oakwood Drive, Lakeview

Ms. McColloch has on her property garbage and solid wastes piled up in the backyard. Alexis Zaborniak, SIT, issued a Sanitarian's Order on January 10, 2019. On February 28 and March 30, 2019, Sanitarian Zaborniak conducted follow up inspections and observed insufficient compliance. It was moved by Mrs. Watkins and seconded by Dr. Varian to declare that the conditions constitute a public health nuisance and issue an order to correct the violation by removing the solid wastes to a licensed disposal facility within seven (7) days of receipt of the order. Ayes: Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF VARIANCE REQUESTS

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

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

Mr. Rabalais, represented by Chad New of Shreves Construction, on November 7, 2018, requested a variance for his property from OAC 3701-28-07 (D) for an existing well to be two (2) feet to a proposed garage with a foundation when ten (10) feet is required. The prior recommendation by Sanitarian Lisa Engle recommended approval if owner could prove hardship. The prior board decision was to deny the request because the new construction was not determined to be a hardship. Mr. Rabalais returns to the Board of Health with another variance request proposal to now only be six (6) feet to a proposed garage with a foundation when ten (10) feet is still required. The Environmental Health Director Timothy M. Smith still does not believe that new construction is a valid reason for hardship such that a variance should be granted. Perhaps Mr. Rabalais would be willing to consider drilling a new water well at another location on the property that does not require a variance. Mr. Kerry Forbes, the designer for Mr. Rabalais, was present at the meeting. Mr. Forbes explained that there were two other sites on the property that a new well could be placed, but that would be an extra cost to Mr. Rabalais. Environmental Health Director Timothy M. Smith read the definition of hardship from the Ohio Revised Code. It was moved by Mrs. Collins and seconded by Mrs. Watkins to deny the variance request because the hardship is due to new construction. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

Jeramie and Kara Sollmann, 504 E. Hoewisher Rd., Sidney

Mr. and Mrs. Sollmann request a variance from OAC 3701-28-07 (J)(1) to drill an emergency well at 7771 Park Dr., Russells Point that will only be four (4) foot six (6) inches to the property line/easement when ten (10) feet is required. David Miller, SIT, recommends granting the variance because there is no other site on the property which would not create even more spacing violations to items with even greater risks of potential contamination to the well. The reason for the emergency drilling request is that the existing well has a hole in the casing and it is allowing silt and sand into the well. A second option was discovered that would be a slightly better choice. It would place the well at a distance of 3 feet 6 inches, and ten feet to the property line/ easement. It was moved by Dr. Varian and seconded by Mrs. Collins to accept the second option of the well distance being 3 feet 6 inches, and ten feet to the property line/ easement. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

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

The results of the first round of the Lake Township-only "pilot" O&M Program are as follows:

- 291 O&M applications mailed.
- 166 O&M permits paid for (57% return rate, \$8,300 received).
- 18 Removed from the billing list.
- 107 No reply so a second notice will be mailed April 3, 2019.

The next first notice mailing of O&M applications will occur on April 17, 2019, and be addressed to the 485 property owners in Zane Township that have private sewage disposal systems. Zane Township is a more rural area of the county than Lake Township and contains the unsewered village of Middleburg. The next mailing will have an entire invoice page (no cut off portion) to be completed and returned with the \$50 O&M fee. The fee can also be paid by check or credit card but the requested information, which is used to help assess the type of system, must accompany the payment in order to have the correct 1, 5, or 10-year O&M Permit issued. The health district's website (loganhealth.org) has further information about this state-mandated program and the different types of sewage systems that are common in Logan County and their maintenance needs.

IN THE MATTER OF NURSING REPORT

Nursing Director Kelly Reaver discussed activities of the nursing division over the past month.

- There have been 164 Hepatitis A & B vaccines given to inmates and Hepatitis A vaccines to staff at the Logan County jail since July 10, 2018.
- The Narcan administration trainings are scheduled through July 11, 2019.
- The adult dental clinic on April 24 still has openings
- The annual 5K Mardi Gras Walk for Wellness is on Saturday, April 27 at 9 a.m
- Children with Medical Handicaps (CMH) numbers are steady. There were 46 contacts in February 2019 compared to 60 contacts in February 2018, and there were 5 visits in 2019 compared to 6 visits in 2018.
- Newborn home visits are slightly up at 6 in February 2019 compared to 9 in February 2018.
- Immunizations are slightly increased with children: 24 in February 2019 compared to 17 in February 2018. Adults had an increase also to 46 in February 2019 compared to 9 in 2018.
- WIC total participants are down to 548 for February 2019 compared to 668 in February 2018.
- Infectious disease numbers have declined compared to February last year. The new infectious disease stat sheets were distributed (see Notes to the Board Minutes). Chlamydia cases are steady, but there has been an increase in Gonorrhea cases.
- Bacterial and Viral Meningitis educational materials were provided (see Notes to the Board Minutes).

Public Health: 0 home visit; 6 active lead cases; 10 TB skin tests; 60 BCMH contacts/5 visits; 6 newborn home visits

Immunization Program: 24 child clients; 46 adult clients; 13 flu shots

Women, Infants, and Children: 37 new clients; 49 recertifications; 548 total participants

Communicable Disease- 55: Chlamydia (11); Gonorrhea (2); Hepatitis C (6); Influenza (3); Other (6)

Health Education: 5 public classes

IN THE MATTER OF FINANCIAL REPORT REVIEW

Director of Business Operations Christina Bramlage presented the health district financial reports for the month of February. She noted funding for Food Safety from food establishment license fees, Women, Infants, and Children (WIC) monthly payment received, and Public Health Emergency Preparedness (PHI) monthly payment received. Expenses were routine: salaries, benefits, contracts and utilities, supplies, travel, and trainings. It was moved by Mrs. Collins and seconded by Dr. Varian that the Board authorize President Harrison to approve review of the reports. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins. Ayes: none. Motion carried.

IN THE MATTER ROUTINE BOOKKEEPING MATTERS

It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board confirm the following transfer of appropriated funds to meet current expenses completed by the Director of Business Operations during the month of April. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

Water Wells Fund 7020

- \$40 FROM: 7020-401-541010 Lab Supplies TO: 7020-401-551460 Refunds

IN THE MATTER OF PUBLIC HEALTH EMERGENCY PREPAREDNESS NOTICE OF AWARD

Director of Business Operations Christina Bramlage explained that the Notice of Award for the Public Health Emergency Preparedness (PHI) Fiscal Year 2020 was recently released. The grant award amount is \$72,612, and the grant year is July 1, 2019 through June 30, 2020. It was moved by Mrs. Collins and seconded by Mrs. Watkins that the Board accept the Fiscal Year 2020 PHI grant for \$72,612. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF COMPLETION OF PROBATION/PERMANENT APPOINTMENT- Ashley Kunkel

Director of Business Operations Christina Bramlage informed the Board that Ashley Kunkel, Public Health Nurse, had a positive six month performance evaluation from Nursing Director Kelly Reaver. Mrs. Kunkel was permanently appointed Public Health Nurse Two (PHN2) hired permanently at Grade 26 with a 2% increase, being \$23.37 hourly for 48 biweekly hours effective April 5, 2019.

IN THE MATTER OF REFUNDS

Director of Business Operations Christina Bramlage explained to the Board that the Indian Lake Community Church (ILCC) – Gathering Grounds Coffee Shop applied and paid for a temporary food service operating permit on March 16, 2019. Because of inclement weather, they did not attend the event. They submitted a letter requesting the funds back (\$74) since they are a church based organization and all of the proceeds go directly back into their community. The Board discussed that a refund policy does not exist. A refund policy was asked to be brought to the next board meeting for approval. It was moved by Dr. Varian and seconded by Mrs. Collins to refund the full \$74 to ILCC. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ADDENDUM TO MEMORANDUM OF UNDERSTANDING

Director of Business Operations Christina Bramlage informed the Board that the Mental Health, Drug & Alcohol Service Board of Logan & Champaign Counties (MHDAS) wants to give the Health District \$30,000 to purchase NARCAN. The LCHD staff would then be able to distribute Narcan during the Narcan trainings. It was moved by Mrs. Collins and seconded by Mrs. Watkins to accept the \$30,000 for purchasing Narcan. Dr. Varian abstained from voting. Ayes: Mr. Harrison, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF A DRUG FREE WORKPLACE POLICY

The Health District would like to adopt a Drug Free Workplace Policy, explained Director of Business Operations Christina Bramlage. Mrs. Bramlage explained that since Ohio now allows medical marijuana and the federal ruling is that marijuana is illegal, federal regulations force any agency receiving federal funding to prohibit any medical marijuana usage. The policy has been reviewed by both Clemans, Nelson, and Associates and the Prosecutor's office. The policy was presented to the Board today (see Notes to the Board Meeting). The Board members will be asked at the next Board meeting to vote on the adoption of this policy.

IN THE MATTER OF 2020 ANTICIPATED BUDGET

Director of Business Operations Christina Bramlage and Health Commissioner Dr. Boyd Hoddinott reviewed the 2020 anticipated health district operating budget, which is required to be submitted to the county budget commission each year at this time. Projections assume a slight increase in the 2019 level of funding from inside millage to \$700,000.00 and is based on current trends for licenses, permits, and other fees. Projections provide for a 2% cost of living adjustment for all permanent staff and hiring of one full-time staff member. Understanding that adjustments based on cash balances will likely be necessary before final approval in November, it was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board approve the anticipated budget as presented. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd Hoddinott discussed the need for more nursing staff. The Public Health Nurses are currently barely able to cover the mandated services required of the Health District. There are other services that the Health District would like to be able to perform for the community, but the funds are not currently available.

IN THE MATTER OF BOARD PACKET MAILINGS

Director of Business Operations Christina Bramlage requested to e-mail the board packet information to Board members instead of mailing the packets. This would reduce cost and simplify the number of agendas printed for each board meeting. The board packets will be printed and on the tables for each board meeting. All present board

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members agreed to receive e-mailed board packets ahead of time and to have printed board packets on the tables for the board meetings.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for May 8, 2019, at 1:00 p.m., President Harrison adjourned the meeting at 2:46 p.m. without opposition.

Robert G. Harrison, President

Boyd C. Hoddinott, M.D., Secretary