



The Board of the Logan County Health District met in regular session on Wednesday, March 6, 2019. President Harrison called the meeting to order at 1:01 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. Guests present were reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vektorino 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 February 6, 2019, regular meeting as mailed. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF APPRECIATION

Dr. Hoddinott received a letter of appreciation from Tammy Nicholl, Executive Director of Mental Health, Drug and Alcohol Services Board of Logan and Champaign County. Ms. Nicholl expressed her appreciation for the Board's decision in passing the bloodborne infectious disease prevention program (BBPP) resolution at the February board meeting. She is aware how beneficial the BBPP is for our community.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on February 8, 15, 22, and March 1 and 6, it was moved by Dr. Varian and seconded by Mrs. Collins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF BOARD EDUCATION/ NARCAN ADMINISTRATION TRAINING

Public Health Nurse Ashley Kunkel gave a presentation on how to administer NARCAN. Mrs. Kunkel also presented the packet of local resources that is given to everyone that attends the NARCAN administration training. Discussion followed the presentation about the dangers of skin-to-skin contact with fentanyl and why several doses of NARCAN has to be used sometimes in order to revive a person from an overdose.

IN THE MATTER OF PUBLIC FORUM

No one was present for this portion of the meeting.

IN THE MATTER OF NUISANCES

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

Mr. Myers 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 issued a Sanitarian's Order on February 7, 2019. On March 4, 2019, Mr. Stonerock, RS, conducted a follow up inspection and observed no change. It was moved by Mrs. Watkins and seconded by Mrs. Price to order the house and garage secured within seven (7) days of receipt of the order and either repair the house to habitable condition and obtain all applicable plumbing permits and inspections or remove the structures to a licensed disposal facility within thirty (30) days of receipt of the order. Ayes: Dr. Varian, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF REQUESTS FOR VARIANCE

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

Harold and Roberta Appleton, 958 Minerva Ave., Columbus, C/O Teri Frymyer, Choice Properties Real Estate

Mr. and Mrs. Appleton request a variance for their property at 8886 SR 368, Huntsville (north of Lake Ridge Island), from OAC 3701-28-07 (D) and (H) for a replacement well that will be only four (4) feet from the house foundation and less than one (1) foot from a paved parking area. Ten (10) and five (5) feet are required for each, respectively. Sanitarian Lisa Engle recommends approval due to the existing well is drawing sand and an existing gas line runs along the south property line in front of the house. With no room along the sides of the property, this leaves as the only available space for the well to be just to the left (north) of the front door which provides at least nine (9) feet from the existing sewer line, from which no variance is now required since this is for a new well (meets the ten percent allowance). It was moved by Dr. Varian and seconded by Mrs. Collins to approve the variance with a mandate to add some type of protection to the well from parking and/or getting damaged. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Dr. Varian. 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.

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

On February 5, 2019, on a follow up inspection, Environmental Health Director Timothy M. Smith, RS, observed the critical violation of OAC 3717-1-05.1(D) for an ice machine installed without a proper air gap on the drain line still remained. On February 26, 2019, Environmental Health Director Timothy Smith observed the air gap violation had been corrected and the roof was completely repaired.

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. On March 5, 2019, Sanitarian Stonerock reported that the operator had achieved his certification.

IN THE MATTER OF OHIO DEPARTMENT OF COMMERCE MANUFACTURED HOME PARK INSPECTION CONTRACT

The Ohio Department of Commerce is transitioning to a fiscal year that runs from July to July. Therefore, local health districts that conduct the Manufactured Home Park inspections for their agency are being offered a four (4) month contract so inspections can begin now and not have to wait until the next annual inspection contract is presented for renewal in July. It was moved by Mrs. Collins and seconded by Mrs. Price to accept the four (4) month contract now and then bring the annual contract before the board when it is received. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mrs. Collins. Nays: none.

Operation and Maintenance (O&M) Program Update

The "pilot" O&M Program was initiated as planned by beginning in Lake Township with property owners that have private sewage disposal systems. The new operation permit applications were mailed on March 2, 2019, and have a portion that is to be cut off, 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 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. The O&M Program will next be expanded in stages to the entire county.

IN THE MATTER OF NURSING REPORT

Nursing Director Kelly Reaver presented the monthly nursing report.

- Staff has given 164 Hepatitis A & B (Twinrix) vaccinations to inmates and Hepatitis A vaccinations to staff at the Logan jail since 7/10/18. Our most recent clinic was held 2/25/19. We will continue to return for booster doses as state cases continue to rise.
- Staff will continue to offer Narcan trainings which include education on the risk factors, signs of an overdose, information on Narcan and how to administer. Information on how to obtain Narcan will be provided. Resources will be available.

- The Logan County Health District, Dr. Robson and Logan County Community Health and Wellness Partners are collaborating to provide a dental clinic to be held on April 24, 2019 from 8-Noon. 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 January 2019 were 112 compared to January 2018 at 86 and visits were 9 for January 2019 and were 6 in January 2018.
- Newborn home visits are steady at 7 in January 2019 compared to 6 in January 2018.
- Immunizations remain on a steady decline with children and an increase in adults.
- WIC total participants are down for January 2019 at 560 compared to 637 for January 2018.
- Infectious disease numbers are still up compared to last year. The infectious disease stat sheet was presented (see Notes to Minutes).
- Chlamydia and Gonorrhea educational materials were provided (see Notes to Minutes).

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

Public Health: 6 active elevated lead cases; 5 TB skin tests; 9 BCMH visits/112 contacts; 7 newborn home visits; 1 bereavement contact/0 visits; 0 HIV clinics

Immunization Program: 16 child clients; 44 adult clients; 15 flu shots

Women, Infants and Children: 34 new clients; 53 recertifications; 560 total participants

Communicable Disease: 25 confirmed- chlamydia (13); gonorrhea (0); hepatitis B (1); hepatitis C (0); influenza (3); other (8)

Health Education: 5 public classes held

IN THE MATTER OF ADDENDUM TO MEMORANDUM OF UNDERSTANDING WITH MENTAL HEALTH, DRUG & ALCOHOL SERVICE BOARD OF LOGAN & CHAMPAIGN COUNTIES

Nursing Director Kelly Reaver presented the proposed addendum to the memorandum of understanding for the Narcan training that staff has been performing. The Mental Health Drug and Alcohol Board of Logan and Champaign County would like to increase the funding amount from \$1,480 to \$5,000 and will include travel time/mileage. It was moved by Mrs. Price and seconded by Mrs. Watkins to approve the addendum as presented. Ayes: Dr. Varian, Mrs. Collins, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF PLANNING UPDATES

Deputy Health Commissioner Donna Peachey reviewed the report of the Strategic Plan 2018 annual review. The Strategic Planning committee consists of seven employees and one board member who review the accomplishments of the past year and determine the final strategies for the upcoming year. The committee met January 23, 2019 to update work plans, review 2018 accomplishments, and set final strategies for 2019. Most strategies have been completed in the 5-year strategic plan. A few new or continued actions were identified to wrap up and finalize this process cycle before re-evaluating a new strategic plan. The largest challenge was implementing an advanced public health education due to funding. Existing staff continue to fill in and provide health education as time and funds allow. A new strategic plan process will begin in the fall of 2019 or the first quarter of 2020. Mrs. Peachey also presented the 2018 Annual Report. Discussion followed about all the work that employees have done to move forward on the Strategic Plan and the nice design of the Annual Report.

IN THE MATTER OF FINANCIAL REPORT REVIEW

Director of Business Operations Christina Bramlage presented financial reports for January 2019. The reports look different due to the new accounting software at the county level. Expenses were typical for the beginning of the year; salaries, fringes, and travel are the majority of expenses paid since we have to wait for the county to be ready to process purchase order requests and to start paying bills in January. Revenue was normal with the WIC and PHI receiving a payment in January. Partial payment was received from State Subsidies. That will double this year since we are now accredited. It was moved by Mrs. Price and seconded by Mrs. Collins that the Board authorize President Harrison to approve review of the reports. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Dr. Varian and seconded by Mrs. Watkins 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 February. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

Transfer of Appropriated Funds

- District Health Fund 7029
 - \$300.00 FROM 7029-401-531049 Solid Waste Contracts TO 7029-401-561019 Solid Waste - Equipment
- Sewage Treatment Fund 7027
 - \$112.00 FROM 7027-401-541010 Supplies TO 7027-401-552370 Other Expenses

IN THE MATTER OF CONFIRMATION OF HIRING – WIC BREAST FEEDING PEER HELPER

It was moved by Mrs. Price and seconded by Dr. Varian that the Board confirm the hiring of Shelby Purk to the position of WIC Breast Feeding Peer Helper effective March 25, 2019, with placement at Grade 11 on the salary scale at the hourly rate of \$11.83 for 40 biweekly hours, subject to the customary 180-day probationary period. Ayes: Mrs. Collins, Mrs. Watkins, Dr. Varian, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF COMPLETION OF PROBATION/PERMANENT APPOINTMENT- S.A. Zaborniak

Following presentation of a very satisfactory six month performance evaluation by Environmental Health Director Timothy M. Smith, it was moved by Mrs. Collins and seconded by Mrs. Price that the Board recognize completion of the 180-day probationary period for Sanitarian In Training Sarah Alexis Zaborniak and authorize her permanent appointment to Sanitarian In Training position at Grade 20 with a 2% increase, being \$17.95 hourly for 70 biweekly hours effective March 8, 2019. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Price, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF CONTRACT RENEWAL- KENNEDY COTTRELL RICHARDS

Kennedy Cottrell Richards provides professional accounting and consulting services in regards to submitting the annual financial report to the Auditor of State in the Hinkle system. The fee increased \$100 after remaining steady for the last four years. It was moved by Dr. Varian and seconded by Mrs. Watkins to accept the contract. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF EXECUTIVE SESSION

At 2:31 p.m., it was moved by Mrs. Watkins and seconded by Mrs. Price that the Board enter executive session for contract negotiation. The vote on roll call: Mrs. Watkins- aye, Mrs. Collins- aye, Mrs. Price- aye, Dr. Varian-aye. Nays: none. Motion carried. The Board returned to open session at 2:47 p.m.

IN THE MATTER OF HEALTH COMMISSIONER CONTRACT RENEWAL

Considering the impending expiration of the health commissioner's annual contract, it was moved by Mrs. Collins that the Board extend a one (1) year contract to **Boyd C. Hoddinott, MD** to serve as Health Commissioner and Medical Director for the Logan County Health District for the period April 1, 2019, to March 31, 2020, at the annual salary of \$47,500.00 and under the same conditions of his current contract. Mrs. Watkins seconded the motion. Ayes: Dr. Varian, Mrs. Price, Mrs. Watkins, Mrs. Collins. Nays: none. Motion carried.

IN THE MATTER OF BACK-UP HEALTH COMMISSIONER CONTRACT RENEWAL

Considering the impending expiration of the back-up health commissioner's annual contract, and with appreciation for his willingness to serve in this capacity, it was moved by Mrs. Price and seconded by Dr. Varian that the Board extend a one (1) year contract to **J. Christopher O'Connor, MD** to provide back-up health commissioner and medical director services for the period April 1, 2019 to March 31, 2020 at the rate of \$1.00 per annum and \$75.00 per hour for all direct services performed. Ayes: Mrs. Collins, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Hoddinott reminded the Board of the annual Health District Advisory Council meeting on Thursday, March 28 at 7:00 p.m., and requested their attendance and support of the reappointment of Mrs. Collins to a five (5) year term.

March 6, 2019

Page 5 of 5

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for April 3, 2019, at 1:00 p.m., President Harrison adjourned the meeting at 3:00 p.m. without opposition.

Robert Harrison, President

Boyd C. Hoddinott, M.D., Secretary