

The Board of the Logan County Health District met in regular session on Wednesday, March 4, 2009. President Spath called the meeting to order at 1:04 p.m. followed by recitation of the Pledge of Allegiance. The following members were present on roll call: Mr. Spath, Mr. Henschen, Mrs. Price and Mr. Stolly, constituting a quorum. Staff members present were Health Commissioner Boyd C. Hoddinott, Administrator Lisa G. Downing, Environmental Health Director Craig D. Kauffman, Director of Nursing Kay Schroer, and Home Health Supervisor Jennifer Wren. Reporter Mandy Hochstedler of the *Bellefontaine Examiner* was also in attendance, along with John Simon of Bellefontaine Physical Therapy LLC, and BSN student Lori Ludwig.

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

It was moved by Mr. Stolly and seconded by Mrs. Price that the Board approve the minutes of February 4, 2009, as previously mailed. Ayes: Mr. Henschen, Mr. Spath, Mrs. Price, Mr. Stolly. Nays: none. Motion carried.

#### **IN THE MATTER OF MONTHLY BILLS**

It was moved by Mrs. Price and seconded by Mr. Henschen that the Board approve the monthly bill vouchers and order the bills paid. Ayes: Mr. Stolly, Mr. Spath, Mr. Henschen, Mrs. Price. 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 STAFF INTRODUCTIONS**

Plumbing Inspector John Clary and Vital Statistics Registrar/Environmental Clerical Specialist Cheryl Burch were introduced by their prospective supervisors. Both offered comments regarding duties and responsibilities, and Mrs. Burch expressed her appreciation to the staff members who have been so helpful to her in the front office during this period of jobs abolishment and medical leaves.

**Dr. Varian joined the meeting at this time, 1:10 p.m., replacing Mr. Spath for the quorum.**

#### **IN THE MATTER OF FINANCIAL ANALYSIS PRESENTATION – HOME HEALTH AGENCY**

Tuin Sen, CPA, of Sen & Associates, Inc., presented a financial analysis of the health district's Home Health Agency for the years ending December 31, 2008 and 2007. This analysis was requested by Health Commissioner Boyd C. Hoddinott following a 2008 fiscal year in which home health expenses exceeded revenue by more than \$100,000. Mr. Sen's presentation included a review of patient census, annual home visits by payor source and discipline, cost per unit comparisons, and billings vs. actual receipts. His calculations revealed outstanding accounts receivable of \$269,283 for 2008 and \$85,658 for 2007, representing 52.13% and 14.35% respectively of percentage of total revenue. He is confident the majority of this money will be collected. Main factors contributing to this deficit included staff changes, a new Medicare payment system, computerization of records, a software glitch that has since been resolved, and lack of staff knowledge in advanced OASIS data entry and diagnosis coding for optimum reimbursement. Mr. Sen strongly recommended a staff member dedicated solely to billing and working claims, a certified medical billing coder, and detailed scrutiny of all OASIS data prior to submission. At the Board's direction, the health commissioner and the agency's Leadership Team will consider the situation in-depth, and bring back recommendations to the next meeting.

#### **IN THE MATTER OF ANNUAL EVALUATION – T. DENNIS**

Director of Nursing Kay Schroer presented the annual performance evaluation of Tara Dennis, R.N., noting job development inventory score in the *Achieves* range. It was moved by Mr. Henschen and seconded by Dr. Varian that the Board accept the evaluation and approved a 3.0% COLA for Mrs. Dennis to \$20.73 hourly for 70 biweekly hours retroactive to February 21, 2009. Ayes: Mr. Stolly, Mrs. Price, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

#### **IN THE MATTER OF RESIGNATION – T. DENNIS**

It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the resignation of Home Health Nurse Tara Dennis effective March 17, 2009. Ayes: Mr. Stolly, Mr. Henschen, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF CONFIRMATION OF HIRING – R. SIMMONS**

The nursing director requested Board confirmation of the hiring of Rebecca Simmons, R.N., as Ms. Dennis's replacement. Following explanation that Ms. Simmons is a well respected former health district employee whose previous position was abolished at the end of 2008 and is being recalled in accordance with lay-off protocol, it was moved by Mr. Henschen and seconded by Mr. Stolly that the Board confirm the hiring of Rebecca Simmons effective March 23, 2009, at the rate of \$20.73 hourly for 70 biweekly hours, pending a satisfactory pre-employment physical examination and subject to the customary 180-day probationary period. Ayes: Dr. Varian, Mrs. Price, Mr. Stolly, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF HOME HEALTH PHYSICAL THERAPIST**

Home Health Supervisor Jennifer Wren presented a request to bring a full-time physical therapist on staff as a cost cutting measure, and distributed a new position description for consideration. Mrs. Wren reviewed the cost of this service contracted to Bellefontaine Physical Therapy LLC over the past few years, ranging from \$100,000 to \$150,000 annually. Local physical therapist salaries were discussed, with the realization that even with full staff benefits the cost savings could be in the tens of thousands. Noting that Bellefontaine Physical Therapy LLC is still willing to provide occupational therapy services under contract, and to provide emergency physical therapy coverage if necessary, it was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the position description as presented, establish the pay grade for the new position of Licensed Physical Therapist at 32 on salary schedule, and authorize advertising the position. Ayes: Mr. Henschen, Mrs. Price, Dr. Varian. Nays: none. Abstain: Mr. Stolly. Motion carried.

**IN THE MATTER OF MARY RUTAN HOSPITAL MATERNITY UNIT LICENSURE**

The annual license renewal for the Mary Rutan Hospital maternity unit was next considered. Director of Nursing Kay Schroer participated in the entrance and exit conferences for the annual survey conducted by the Ohio Department of Health in February, and her comments noted that it was a review complimentary of the staff and facility with no citations. It was moved by Mrs. Price and seconded by Mr. Henschen that the Board approve the maternity licensure recertification, and on roll call the vote was as follows: Mr. Stolly- aye; Dr. Varian- abstain; Mr. Henschen- aye; Mrs. Price- aye. Nays: none. Motion carried.

**IN THE MATTER OF QUARTERLY IMMUNIZATION FEES ADJUSTMENT**

Director of Nursing Kay Schroer presented the current schedules of adult and child private pay (non-VFC or ODH provided) vaccines for quarterly adjustment based on actual costs. It was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve the following adjustments effective April 1, 2009. Ayes: Mrs. Price, Mr. Stolly, Mr. Henschen, Dr. Varian. Nays: none. Motion carried.

- Menactra: from \$105.00 to \$110.00
- Tubersol: from \$10.00 to \$20.00

**IN THE MATTER OF NURSING REPORT**

Mrs. Schroer spoke about the effect the economy is having on many programs of the health district, most notably the Women, Infants and Children program. As more and more people lose their jobs and health insurance, she reported increasing requests for assistance with medical needs, medications, food, and even housing. With little to no resources for helping them, it is a stressful time for staff members. She also reported that home visits made to newborns and first time mothers by staff nurses under contract with the Family and Children First Council will no longer be made after June due to loss of funding. The following nursing division statistics were presented for January 2009:

Home Health: 43 patients; 27 admissions; 176 RN visits; 17 HHA visits; 97 PT visits; 48 OT visits

Public Health: 2 RN visits; 2 blood pressure clinics with 23 clients; 1 TB clinic with 10 skin tests; 3 BCMH visits and 40 contacts; 8 Welcome Home newborn visits

Communicable Disease: 22 confirmed- Chlamydia (4); Gonorrhea (6); Hepatitis C (5); Influenza (3); Salmonella (1); Strep Pneum ISP (2); Legionella (1)

Immunization Program: 28 child clients with 118 injections; 15 adult clients with 17 injections; 32 flu shots

Women, Infants and Children: 44 new clients; 117 recertifications; 1150 total participants

School Health; 4 school visits; 21 vision screenings/0 referrals; 10 hearing screenings/0 referrals

**IN THE MATTER OF SCHEDULE HEARING – R. ALLEN**

On November 5, 2008, the Board of Health issued an order to Robert Allen of Grove City to demolish his condemned house at 6725 Lima Street in Huntsville which has not been complied with. On February 4, 2009, Mr. Allen was ordered to appear before the Board on this date to show cause why the Board should not contract for the demolition and debris removal, and he failed to appear. It was moved by Mr. Henschen and seconded by Dr. Varian that the Board authorize the Health Commissioner to attempt to contract for demolition by a reputable contractor at no cost to the Board. Ayes: Mr. Stolly, Mrs. Price, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF ANNUAL EVALUATION – J. CLARY**

Environmental Health Director Craig D. Kauffman presented the annual performance evaluation of Plumbing Inspector John Clary, noting job development inventory score in the *Achieves* range. It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the evaluation and approved a 3.0% COLA for Mr. Clary to \$18.08 hourly for 70 biweekly hours effective March 21, 2009. Ayes: Mr. Stolly, Mr. Henschen, Mrs. Price, Dr. Varian, Nays: none. Motion carried.

**IN THE MATTER OF REQUEST FOR VARIANCE**

*Nicholas Zuk, 10511 Buckeye Drive, Huntsville*

Mr. Zuk requested variance from Ohio Administrative Code 3701-28 to construct a well six (6) inches from the drive, three (3) feet from the property line, and 21 feet from Buckeye Drive. It was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve the variance as the best site alternative as recommended by Sanitarian Darin Cozatt. Ayes: Mr. Stolly, Mrs. Price, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF NUISANCE VIOLATION**

*Isabelle Pusey; property at 9893 Maplewood Drive, Orchard Island*

Noting non-compliance with a sanitarian citation issued February 12, 2009, and no progress as of February 25, 2009, it was moved by Mrs. Price and seconded by Mr. Stolly that the Board order removal all solid waste including mattresses, hot water heater and general trash, within three (3) days of receipt of the order. Ayes: Dr. Varian, Mr. Henschen, Mr. Stolly, Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF LICENSING VIOLATION ORDERS**

Mr. Kauffman reported that the following food service operations and retail food establishments have expired licenses, and either have not applied for renewal or owe a penalty for late renewal (postmarked after March 2). It was moved by Mr. Stolly and seconded by Dr. Varian that all violators be notified that operation without a license on or after March 9, 2009, will result in legal action through Bellefontaine Municipal Court. Ayes: Mrs. Price, Mr. Henschen, Dr. Varian, Mr. Stolly. Nays: none. Motion carried.

151 Club  
 68 Grill  
 Billy's World Famous Cranberry Resort  
 Blue Jacket Dairy  
 Calvary Christian School  
 Campbell House  
 Carter Street Warehouse  
 Cornerstone Pizza & Gas  
 Days Inn of Bellefontaine  
 Eagles 2166 Bar  
 Eagles 2166 Kitchen  
 Elks Lodge 2792  
 Firehouse Pizza  
 House of Szechwan  
 Huntsville Marastop

Indian lake Rollarena  
 Jac-n-Do's Pizza  
 La Pizzeria  
 Lakeview Party Store  
 Logan County Friendly Senior Center  
 Main Street Tavern  
 Majors Beer Docks  
 Marathon 1504  
 Maries Homemade Candies  
 Padrones Pizza  
 S G Oil  
 TP Bowling Lanes  
 Taco Bell 4135  
 The Hungry Farmer  
 Thirsty Turtle  
 We're Rolling Pretzels

**IN THE MATTER OF FINANCIAL REPORT REVIEW**

It was moved by Mr. Henschen and seconded by Mr. Stolly that the Board authorize President Spath to approve review of the January health district financial reports as presented by Administrator Lisa G. Downing. Ayes: Mrs. Price, Dr. Varian, Mr. Stolly, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF 2010 ANTICIPATED BUDGET**

Ms. Downing and Dr. Hoddinott reviewed the 2010 anticipated operating budget, based on the same level of funding as the current fiscal year and with no further staff cuts. Following reiteration that this budget is required to be submitted to the county budget commission in March of each year, it was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the anticipated budget as presented. Ayes: Mr. Stolly, Mr. Henschen, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF ANNUAL EVALUATION – C. BURCH**

The Administrator presented the annual performance evaluation for Cheryl Burch, Vital Statistics Registrar and Environmental Clerical Specialist, noting job development inventory score in the *Achieves* range. It was moved by Mr. Henschen and seconded by Mr. Stolly that the Board accept the evaluation and approved a 3.0% COLA for Mrs. Burch to \$15.25 hourly for 70 biweekly hours effective March 21, 2009. Ayes: Dr. Varian, Mrs. Price, Mr. Stolly, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF RETAINER/CONSULTING – CLEMANS-NELSON & ASSOCIATES INC.**

Noting the necessity for continued guidance in the area of civil service law and regulatory compliance in regards to personnel and workforce reduction, it was moved by Mrs. Price and seconded by Mr. Stolly that the Board authorize renewal of a one-year retainer agreement with Clemans-Nelson & Associates, Inc. commencing April 1, 2009, at the monthly rate of \$87.50, with hourly fees of \$90.00 for Consultant, \$115.00 for Senior Consultant, and \$140.00 for Manager/Officer. Ayes: Mr. Henschen, Dr. Varian, Mr. Stolly, Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF BACK-UP HEALTH COMMISSIONER CONTRACT**

With appreciation for his willingness to serve, it was moved by Mr. Henschen and seconded by Mr. Stolly that the Board renew the contract with J. Christopher O'Connor, M.D., to provide back-up health commissioner/medical director services to the Logan County Health District in the physical absence of Health Commissioner Boyd C. Hoddinott, M.D., at the rate of \$1.00 per annum and \$75.00 per hour for direct services for the period April 1, 2009, to March 31, 2010. Ayes: Mrs. Price, Dr. Varian, Mr. Stolly, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF EXECUTIVE SESSION**

At 2:30 p.m. it was moved by Dr. Varian and seconded by Mrs. Price that the Board enter executive session to discuss personnel matters. Ayes: Mr. Henschen, Mr. Stolly, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF RETURN TO OPEN SESSION**

It was moved at 2:50 p.m. by Mr. Henschen, seconded by Mrs. Price that the Board return to open session. Ayes: Mr. Stolly, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

**IN THE MATTER OF WAGE CONTINUATION – C. IRICK**

It was moved by Dr. Varian and seconded by Mr. Stolly that the Board approve wage continuation for Director of Nursing Cynthia Irick for an additional 45 days for the period March 24, 2009, to May 7, 2009. Ayes: Mr. Henschen, Mrs. Price, Mr. Stolly, Dr. Varian. Nays: none. Motion carried.

**IN THE MATTER OF HEALTH COMMISSIONER CONTRACT RENEWAL**

Considering the impending expiration of Boyd C. Hoddinott's one year contract, and as his request, it was moved by Mrs. Price that the Board extend a one year contract to Dr. Hoddinott to serve as Health Commissioner and Medical Director for the Logan County Health District for the period April 1, 2009, to March 31, 2010, at his current annual compensation of \$52,000.00; and that the Board continue to pay the employer's share of costs of P.E.R.S. retirement benefits, Medicare, and Worker's Compensation contributions on behalf of Dr. Hoddinott. Dr. Varian seconded the motion. Ayes: Mr. Stolly, Mr. Henschen, Dr. Varian, Mrs. Price. Nays: none. Motion carried.

**IN THE MATTER OF BOARD PRESIDENT COMMENTS**

Mr. Spath addressed several matters of interest, including:

- The health district's financial audit for the fiscal years ended December 31, 2008 and 2007 being conducted by the office of the Auditor of State beginning next Monday. It is expected to last approximately four (4) weeks.
- The Health District Advisory Council annual meeting on Thursday, March 26 at 7:00 p.m. Mr. Stolly's term on the Board is expiring, and he is not seeking reappointment due to the increasing demands of his law practice. He will attempt to recruit a member of the law community which is a definite asset for the Board.
- A request for Board members to volunteer time at the health district booth at the Logan County Fair in July. Employees are manning this booth strictly on a volunteer basis, and your support of their efforts is crucial.

**IN THE MATTER OF ADJOURNMENT**

Following confirmation of the next meeting as Wednesday, April 8, 2009, it moved at 2:55 p.m. by Mr. Henschen that the Board adjourn, seconded by Mrs. Price. Ayes: Mr. Stolly, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

on file  
\_\_\_\_\_  
Don Spath, President

on file  
\_\_\_\_\_  
Boyd C. Hoddifott, M.D., Secretary