

The Board of the Logan County Health District met in regular session on Wednesday, May 6, 2009. President Spath called the meeting to order at 1:00 p.m. followed by recitation of the Pledge of Allegiance. The following members were present on roll call: Mr. Spath, Mr. Henschen, Mr. Hines, Mrs. Price, Dr. Varian and Mr. Alloway. Staff members present were Health Commissioner Boyd C. Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Reporter Mandy Hochstedler of the *Bellefontaine Examiner* was also in attendance, along with Logan County Public Information Officer James (Joe) Berger.

IN THE MATTER OF MINUTES

It was moved by Mr. Henschen and seconded by Mrs. Price that the Board approve the minutes of the April 8, 2009, regular meeting as mailed. Ayes: Mr. Hines, Dr. Varian, Mr. Alloway, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

It was moved by Mrs. Price and seconded by Mr. Henschen that the Board approve the minutes of the April 15, 2009, special meeting as mailed. Ayes: Dr. Varian, Mr. Alloway, Mr. Hines, Mr. Henschen, Mrs. Price. Nays: None. Motion carried.

IN THE MATTER OF MONTHLY BILLS

It was moved by Dr. Varian and seconded by Mr. Hines that the Board approve the monthly bill vouchers and order the bills paid. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines, Dr. Varian. 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 H1N1/SWINE FLU UPDATE

Health Commissioner Dr. Boyd C. Hoddinott brought the Board up to date on the status of the H1N1/Swine Flu virus, noting no suspect, probable or confirmed cases thus far in Logan County. He outlined the current case definition from the Centers for Disease Control (CDC) and recommendations for those with symptoms, stating the CDC is no longer recommending school closure for suspected or confirmed cases. The Health Commissioner also reviewed the health district's response through press releases, joint briefing with the Logan County Emergency Management Agency, and outreach to local medical offices. The situation will continue to be monitored closely, with local status changes communicated promptly to local health providers and the media.

IN THE MATTER OF ANNUAL EVALUATION – L. ENGLE

Environmental Health Director Craig D. Kauffman presented the annual performance evaluation of Lisa Engle, R.S., Laboratory Supervisor. Noting a job development inventory score in the *Achieves* range, it was moved by Mr. Hines and seconded by Mrs. Price that the Board accept the evaluation and approved a 3.0% COLA for Mrs. Engle to \$20.41 hourly for 70 biweekly hours retroactive to May 2, 2009. Ayes: Mr. Henschen, Mr. Alloway, Dr. Varian, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF REQUESTS FOR VARIANCE

Mr. Kauffman presented the following requests for variance from established codes.

Michael Bosworth, 75 Forest Ridge Drive, Columbus

Mr. Bosworth requested variance from Ohio Administrative Code 3701-28 to place a well five (5) feet from property line at 7866 North Street, Russells Point; the code requires 10 feet. Sanitarian Kim Casady recommended approval of the site as the best option on the property.

Charles Roby, 7753 Maple, Waterbury, Russells Point

Mr. Roby requested variance from Ohio Administrative Code 3701-28 to place a well 10 feet from Maple Street; the code requires 25 feet. Sanitarian Lisa Engle recommended approval as there is a fence between the well site and the street.

Greg Wallace, 1005 Aster Drive, Wapakoneta

Mr. Wallace requested variance from Ohio Administrative Code 3701-28 to place well five (5) feet from a property line; 22 feet from a roadway; and zero feet in the driveway at 9503 Sassafras Drive, Lakeview. Sanitarian Kim Casady recommended approval on condition that the well casing is protected with some type of barrier.

Following review of each request, it was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve each individual variance subject to any conditions, all to become invalid with the availability of central water supply. Ayes: Mr. Alloway, Mr. Hines, Mrs. Price, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF NUISANCE VIOLATIONS

The Environmental Health Director presented the following nuisance violations for Board orders following citizen complaints and non-compliance with sanitarian orders following investigation.

Charles Rollins, 11314 Mohawk Path, Lakeview

Mr. Rollins' property at this address contains excessive solid waste, a collapsed manufactured home, and an open well. A sanitarian citation of April 3, 2009, was neglected. Mr. Kauffman recommended an order to immediately cap the well and remove all waste and debris within 30 days.

Brenda Vicory, 11351 Big Bear Path, Lakeview

Ms. Vicory owns property at 8848 Auditorium Street on Orchard Island with excessive solid waste. A sanitarian citation of April 2, 2009, was neglected. Mr. Kauffman recommended an order to remove all solid waste within three (3) days.

Following review of individual case documents and recommendations, it was moved by Dr. Varian and seconded by Mr. Henschen that pursuant to Ohio Revised Code 3707.01 the conditions at each of these premises be declared a public nuisance and a hazard to the health and safety of the citizens of the health district; and that *Charles Rollins* and *Brenda Vicory* be ordered to abate their individual nuisances by the means recommended and maintain their premises in a sanitary manner in the future; and that the Health Commissioner be directed to issue individual orders on behalf of the Board. Ayes: Mr. Alloway, Mr. Hines, Mrs. Price, Mr. Henschen, Dr. Varian. Nays: none. Motion carried

IN THE MATTER OF LICENSING VIOLATIONS – WAYSIDE MHP #1

Kamal Shouhayib, President, Choice Properties, Inc., 755 West Big Beaver Road #1275, Troy, MI; licensee of Wayside Mobile Home Park #1, 1000 Garfield Avenue, Bellefontaine

On April 27, 2009, Sanitarian Timothy Smith documented the following repeated violations of Ohio Administrative Code 3701-27:

- 083: Home placed illegally on lot 9 without Ohio Manufactured Home Commission inspection, approval, and seal
- 082: Improper blocking of home on lot 20
- 18/19: No inspection on sewer line replacement on lot 38
- 27: Openings in skirting on lot 44
- 09/27: Pavement damaged/potholed at entrance and alley around Angel Street

It was moved by Dr. Varian and seconded by Mr. Alloway that the Board issue an order to correct all violation within 30 days, with failure to comply to result in action through Bellefontaine Municipal Court. Ayes: Mrs. Price, Mr. Henschen, Mr. Hines, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – D. BAUGHMAN

Director of Nursing Kay Schroer presented the annual performance evaluation of Diana Baughman, LPN/Aide for the Home Health Agency, as prepared by her supervisor Jennifer Wren. Noting a job development inventory score in the *Achieves* range, it was moved by Mr. Hines and seconded by Dr. Varian that the Board accept the evaluation and approved a 3.0% COLA for Mrs. Baughman to \$15.40 hourly for 70 biweekly hours effective May 16, 2009. Ayes: Mr. Henschen, Mr. Alloway, Mrs. Price, Dr. Varian, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF LEAD POISONING CASE MANAGEMENT MOU

Following discussion regarding the necessity of a Memorandum of Understanding for a state mandated service, it was the consensus of the Board to authorize the Health Commissioner to enter into an agreement with the Ohio Childhood Lead Poisoning Prevention Program (OCLPPP) of the Ohio Department of Health to provide case management services for the period July 1, 2009, to June 30, 2011.

IN THE MATTER OF SCHOOL NURSE SERVICES AGREEMENT – RIVERSIDE LOCAL SCHOOLS

It was moved by Dr. Varian and seconded by Mrs. Price that the Board enter into an agreement with Riverside Local Schools to provide the following nursing services for the 2009-10 school year at a cost of \$6,330.00, payable in full within 30 days of the start of the school year. Ayes: Mr. Alloway, Mr. Hines, Mr. Henschen, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

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| ▪ Review of Immunization Records | \$ 1,550.00 |
| ▪ Annual Hearing & Vision Screenings/Documentation | \$ 3,900.00 |
| ▪ Kindergarten Screening Intake | \$ 560.00 |
| ▪ Nuisance/Communicable Disease Investigation & Follow-up | \$ 320.00 |

IN THE MATTER OF NURSING REPORT

Mrs. Schroer presented the following nursing division statistics for March 2009:

Home Health: 43 patients; 14 admissions; 151 RN visits; 13 HHA visits; 70 PT visits; 22 OT visits; 2 SW visits

Public Health: 1 RN visit; 3 blood pressure clinics with 37 clients; 1 TB clinic with 35 skin tests; 7 BCMH visits and 40 contacts; 15 Welcome Home newborn visits; 7 head lice checks

Communicable Disease: 14 confirmed- Chlamydia (4); Gonorrhea (2); Hepatitis C (2); Viral Meningitis (1); Strep Pneum ISP (2); Legionella (1); MRSA (1); MOTT (1)

Immunization Program: 36 child clients with 107 injections; 25 adult clients with 31 injections

Women, Infants and Children: 67 new clients; 166 recertifications; 1151 total participants

School Health; 3 school visits; 45 vision screenings/5 referrals; 45 hearing screenings/0 referrals

Health Education: 1 community class/23 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

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

IN THE MATTER OF PROBATIONARY EVALUATION – K. SCHROER D.O.N.

Health Commissioner Dr. Boyd C. Hoddinott presented a highly favorable probationary evaluation for Kay Schroer, R.N., in the capacity of Director of Nursing. It was moved by Mr. Hines and seconded by Mr. Henschen that the Board accept the evaluation, recognize the end of Mrs. Schroer's 180-day probationary period, and authorize her permanent appointment to the position of Director of Nursing retroactive to April 18, 2009. Ayes: Mr. Alloway, Mrs. Price, Dr. Varian, Mr. Henschen, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF PERSONNEL POLICY MANUAL REVISION – SECTION 5

As recommended by the consulting firm of Clemans-Nelson and Associates under retainer with the Board, it was moved by Mr. Alloway and seconded by Mrs. Price that the Board approve the addition of *Section 5.23, Medical Records of Employees (HIPAA Practices)* to the Logan County Health District Personnel Policy and Procedure Manual, to provide guidance to department heads, supervisors, and employees concerning the privacy of medical records which involve LCHD employees. (See complete Section 5.23 in Notes to Minutes.) Ayes: Mr. Hines, Mr. Henschen, Dr. Varian, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Hoddinott presented the report of the recent survey of the health district's solid and infectious Waste and C&DD Programs conducted by the Ohio EPA, and the survey of the Retail Food Establishment Program conducted by the Ohio Department of Agriculture. He noted both surveys were completed in March of this year and were satisfactory, with both programs in substantial compliance with Ohio Revised and Administrative Codes and classified as "approved". The Health Commissioner commended Mr. Kauffman and his staff on their efforts.

IN THE MATTER OF EXECUTIVE SESSION

At 1:56 p.m. it was moved by Mrs. Price, seconded by Mr. Henschen, that the Board enter executive session to discuss a personnel matter. Ayes: Mr. Hines, Mr. Alloway, Dr. Varian, Mr. Henschen, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF RETURN TO OPEN SESSION

At 2:08 p.m. it was moved by Mr. Henschen, seconded by Mrs. Price, that the Board return to open session. Ayes: Mr. Alloway, Dr. Varian, Mr. Hines, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF WAGE CONTINUATION – C. IRICK

It was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve wage continuation for Director of Nursing Cynthia Irick for an additional 45 days for the period May 8, 2009, to June 21, 2009. Ayes: Mr. Hines, Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF ADJOURNMENT

Following confirmation of the next meeting date as Wednesday, June 3, 2009, Mr. Spath adjourned the meeting without opposition at 2:09 p.m.

Don Spath, President

Boyd C. Hoddinott, M.D., Secretary