

The Board of the Logan County Health District met in regular session on Wednesday, July 8, 2009. President Spath called the meeting to order at 1:02 p.m. followed by the pledge to the flag. The following members were present on roll call: Mr. Spath, Mr. Hines, Mrs. Price, and Mr. Alloway, constituting a quorum with the President voting. Staff members present were Health Commissioner Boyd C. Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, Environmental Health Director Craig D. Kauffman, and Home Health Supervisor Jennifer Wren. Reporter Mandy Hochstedler of the *Bellefontaine Examiner* was also in attendance, along with guests Leonard Ream, Dave Leitter, Terry Posey, George Dowling, and William Martin.

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

It was moved by Mr. Alloway and seconded by Mrs. Price that the Board approve the minutes of the June 3, 2009, regular meeting as mailed. Ayes: Mr. Hines, Mr. Spath, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

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

It was moved by Mrs. Price and seconded by Mr. Hines that the Board approve the monthly bill vouchers and order the bills paid. Ayes: Mr. Spath, Mr. Alloway, Mr. Hines, Mrs. Price. Nays: none. Motion carried.

#### **IN THE MATTER OF PUBLIC FORUM**

Dave Leitter, trustee for Richland Township, was present to seek assistance with a nuisance property on SR 235 across from Geronimo's Campground. Environmental Health Director Craig D. Kauffman confirmed that the property in question is located at 15659 SR 235, Belle Center, and is owned by Mr. Danny Woodard. He further stated that a condemnation order for the property was signed this morning by the Health Commissioner, and the issue is in the process of resolution. Mr. Leitter also reported that a home on Walnut Street in the Williams Addition in North Fork is being occupied with no sewage hook-up. Mr. Kauffman agreed to investigate the matter when provided a good address.

#### **IN THE MATTER OF REQUESTS FOR VARIANCE**

##### ***Leonard Ream, 11035 Cherokee Path, Lakeview***

Mr. Ream was in attendance and was recognized by Mr. Spath to address the Board. He requested a variance to construct a garage over the existing well on his property, stating the well is very good and he wished not to abandon it. Environmental Health Director Craig D. Kauffman stated the code prohibits a well inside a building, however recommended approval on condition that an impervious berm be constructed around the garage floor to prevent contamination. It was moved by Mr. Hines and seconded by Mr. Alloway to grant the variance with the recommended berm, to become invalid with the availability of central water supply. Ayes: Mrs. Price, Mr. Spath, Mr. Alloway, Mr. Hines.

##### ***Anchor Lodge Association/Anchor Lodge Condominiums Pool; George Dowling, President 9539 SR 368, Huntsville OH 43324***

Mr. Terry Posey, attorney for the Anchor Lodge Association, was recognized by President Spath to address the Board on behalf of Association president George Dowling and vice-president William Martin. Mr. Posey explained that the association recently completed substantial alteration to the public swimming pool which serves the condominiums, and requested variance from Ohio Administrative Code 3701-31-04.1 which requires that the pool be completely enclosed with a barrier and/or fence of 48 inches height, and that all access doors to the pool be made self-latching at 45 inches height. Mr. Posey offered the history of Anchor Lodge which has been a landmark at Indian Lake since the 1960's, noting the pool in question is completely surrounded on three sides by residential structure, with one end open to Indian Lake. He reasoned that the 60 inch sea wall by the shore of the lake more than meets the requirement of a barrier, and that the self-closing doors of the individual condominium units are sufficient without being self-latching at 45 inches height. Environmental Health Director Craig D. Kauffman stated that he had not taken into consideration the height of the sea wall and the difficulty it would be to breach, recommending that the condominium doors not be made to self-latch at 45 inches height as the structure suffices as a barrier as long as the doors remain self-closing. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board grant a variance for the self-latching doors at 45 inches height. Ayes: Mrs. Price, Mr. Spath, Mr. Alloway, Mr. Hines. Nays: none. Motion carried. Following discussion after the vote, Mr. Hines requested to rescind his motion, seconded by Mrs. Price. Ayes: Mr. Alloway, Mr. Spath, Mrs. Price, Mr. Hines. Nays: none. Motion carried. Mr. Hines then made the motion that Board considers the existing barriers to meet the rules, and waives the requirement for self-latching doors at 45 inches height. The motion was seconded by Mr. Alloway. Ayes: Mrs. Price, Mr. Spath, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

***Tamara Wascovich, Cedar Hill, TX***

Mr. Wascovich requested variance from Ohio Administrative Code 3701-28 to place a well five (5) feet from the home and five (5) feet from the property line at 11068 Shawnee Path, Lakeview, and inspector Kim Casady, R.S. recommended approval.

***Doug Reed, 9839 Buckeye Drive, Huntsville***

Mr. Reed requested variance from Ohio Administrative Code 3701-28 to place a well one (1) foot from a property line and eight (8) feet from a proposed house, and inspector Kim Casady, R.S. recommended approval.

It was moved by Mr. Hines and seconded by Mr. Alloway that the Board grant each variance as recommended. Ayes: Mrs. Price, Mr. Spath, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF LICENSING VIOLATIONS*****Michael Durnell, operator, Northwoods Campground, 16049 SR 235, Belle Center***

Mr. Kauffman reported repeated violations of Ohio Administrative Code 3701-26-07 (no lots except 11 and 13 have lot numbers visible from the street) and 3701-26-10 (no record of water system backflow prevention device for 2008 or 2009). It was moved by Mr. Hines and seconded by Mrs. Price that the Board issue an order to correct all violations within 14 days of receipt. Ayes: Mr. Spath, Mr. Alloway, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF NUISANCE VIOLATION*****Benji Evans, 302 North Center Street, Apt. 2, Belle Center***

The Environmental Health Director reported non-compliance with sanitarian orders for Mr. Evans to remove more than eight bags of garbage piled at the back of this property, and recommended an order to remove all within three (3) days of receipt. Following review of case documents, it was moved by Mr. Hines and seconded by Mr. Alloway that pursuant to Ohio Revised Code 3707.01 the conditions at this premises be declared a public nuisance and a hazard to the health and safety of the citizens of the health district; and that Benji Evans be ordered to abate the nuisance by the means recommended and maintain the premises in a sanitary manner in the future; and that the Health Commissioner be directed to issue orders on behalf of the Board. Ayes: Mr. Spath, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF HOME HEALTH AGENCY FINANCIAL UPDATE**

Home Health Supervisor Jennifer Wren offered an update on the recommendations made to the Board back in February by Mr. Tuhin Sen, CPA, in regards to the financial status of the Home Health Agency. Mrs. Wren reported that the agency is now billing for all medical supplies, the computer glitches have been resolved, outstanding claims are being worked, and their cash balance is up by over \$60,000.00. She further stated that Mr. Sen's recommendation to consider a full-time medical billing position has been explored and will be addressed later in the meeting by the Administrator.

**IN THE MATTER OF NURSING REPORT**

Director of Nursing Kay Schroer reported that the nursing division is gearing up for special immunization clinics for students entering college in the fall and for kindergarteners, and that preparation is under way for flu shots and possible H1N1 shot clinics. She offered the following nursing division statistics for May 2009:

Home Health: 43 patients; 15 admissions; 195 RN visits; 23 HHA visits; 97 PT visits; 39 OT visits

Public Health: 1 RN visit; 2 pediatric nursing assessments; 4 blood pressure clinics with 46 clients; 12 blood sugar screenings; 1 TB clinic with 16 skin tests; 6 BCMH visits and 25 contacts; 9 Welcome Home newborn visits; 1 head lice check

Communicable Disease: 17 confirmed- Chlamydia (6); Hepatitis B (1); Influenza (1); Bacterial Meningitis (2); Aseptic/Viral Meningitis (1); Pertussis (4); Strep Pneum ISP (1); Varicella (1)

Immunization Program: 56 child clients with 116 injections; 21 adult clients with 22 injections; 2 pneumonia shots

Women, Infants and Children: 48 new clients; 163 recertifications; 1160 total participants

School Health: 5 school visits; 62 vision screenings/17 referrals; 62 hearing screenings/0 referrals

Health Education: 2 community classes/430 attendees

**IN THE MATTER OF FINANCIAL REPORT REVIEW**

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

**IN THE MATTER OF REIMBURSING TEMPORARY CASH ADVANCEMENTS**

It was moved by Mr. Alloway and seconded by Mrs. Price that the Board confirm action by the Administration to return the following temporary cash advances from the WIC and PHI funds to the District Health fund. Ayes: Mr. Spath, Mr. Hines, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

- \$8,600.00  
From: 061-010-01170 Reimburse Advances WIC  
To: 063-800-00003 Reimburse Advances DH
  
- \$3,500.00  
From: 055-450-01040 Reimburse Advances PHI  
To: 063-800-00003 Reimburse Advances DH

**IN THE MATTER OF COLA – C. IRICK**

Following explanation by Ms. Downing that health district employee Cynthia Irick remains on sick leave and therefore is still in active employee status, it was moved by Mr. Hines and seconded by Mrs. Price that the Board authorize the approved annual 3% cost of living adjustment for Mrs. Irick effective July 25, 2009. Ayes: Mr. Spath, Mr. Alloway, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

**IN THE MATTER OF LEAD TESTING MOU**

Following discussion of costs and confirmation that the majority of tests are billable to the Medicaid program, it was moved by Mr. Alloway and seconded by Mrs. Price that the Board to authorize the annual renewal of a Memorandum of Understanding between Council on Rural Services, Inc., Logan County Health District, and Logan County WIC to provide lead testing for identified at risk children. Ayes: Mr. Spath, Mr. Hines, Mrs. Price, Mr. Alloway; Nays: none. Motion carried.

**IN THE MATTER OF REFUND RESOLUTION**

It was moved by Mr. Hines and seconded by Mr. Alloway that the Board adopt the following Resolution in regards to refunds. Ayes: Mrs. Price, Mr. Spath, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

**RESOLUTION 2009-06  
Refund Policy**

WHEREAS the Logan County Health District collects fees for a variety of services;

AND WHEREAS administrative costs are incurred during the collection and refund of all fees;

BE IT RESOLVED, a majority of members concurring, that the Board of Health of the Logan County Health District will retain \$20.00 of all requested refunds to offset administrative costs.

On roll call the vote was as follows: Mr. Henschen – absent; Mr. Hines – aye; Mrs. Price – aye; Mr. Alloway – aye; Dr. Varian – absent; Mr. Spath – aye

This Resolution is hereby declared adopted on this 8<sup>th</sup> day of July in the year 2009, and shall be in full force and effect immediately.

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Don W. Spath, President

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Boyd C. Hoddinott, M.D., Secretary

**IN THE MATTER OF IDENTITY THEFT PREVENTION PROGRAM/ POLICY/PROCEDURE**

Administrator Lisa G. Downing reviewed the proposed *Logan County Health District Identity Theft Prevention Program* and the *Policy and Procedure for Identity Theft Prevention* for inclusion as Section 6.16 in the Logan County Health District Personnel Policy and Procedure Manual. Ms. Downing explained that both documents were developed under the guidance of Clemans, Nelson and Associates, pursuant to the Federal Trade Commission's Red Flag Rule, which implements Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. She further explained the intent, which is to help protect employees, customers, contractors, and citizens of Logan County from damages related to the loss or misuse of personally identifying information. Noting that an amendment to the policy and procedures will be forthcoming in the near future to cover special circumstances within the Home Health Agency, it was moved by Mrs. Price and seconded by Mr. Alloway that the Board adopt the program as outlined effective this date, and authorize a revision to the personnel policy manual to include the new program policies and procedures. Ayes: Mr. Spath, Mr. Hines, Mr. Alloway, Mrs. Price. Nays: none. Motion carried. (See *Notes to Minutes* for complete Program.)

**IN THE MATTER OF CLERICAL TEAM REALIGNMENT**

The Administrator presented for consideration position descriptions for one (1) new and three (3) revised full-time clerical team positions. She outlined a plan for realigning clerical positions within the health district to more effectively meet the needs of all divisions within the parameters of the current budget, as well as providing the necessary billing support as recommended by the Home Health CPA. Following discussion of the legal requirements for filling positions under the current workforce reduction situation, the following action was taken.

It was moved by Mr. Hines and seconded by Mrs. Price that the Board adopt the new position description *Account Clerk 1/Medical Billing Specialist*, and authorize in-house posting and public advertising as necessary. Ayes: Mr. Spath, Mr. Alloway, Mrs. Price, Mr. Hines. Nays: none. Motion carried. (See *Notes to Minutes* for Position Description.)

It was moved by Mr. Hines and seconded by Mr. Alloway that the Board adopt outlined revisions to the position descriptions of *Account Clerk 2/Home Health Clerical Specialist*; *Account Clerk 2/Environmental Clerical Specialist/Deputy Registrar*; *Account Clerk 2/Nursing Services-WIC Clerical Specialist*, and authorize in-house posting and public advertising as necessary. (See *Notes to Minutes* for Position Descriptions.)

**IN THE MATTER OF HEALTH COMMISSIONER COMMENTS**

Health Commissioner Dr. Boyd C. Hoddinott offered comments on a variety of matters including:

- Discontinuation of Welcome Home Baby newborn home visits as of June 30 due to loss of project funding
- Strategic Planning using MAAPP guidelines
- The need for email addresses for Board members (please give to Ms. Downing)
- A request for Board members to support the staff by volunteering one afternoon or evening in the health district's booth at the Logan County Fair July 14 to 19

**IN THE MATTER OF ADJOURNMENT**

Following confirmation of the next meeting date as Wednesday, August 5, 2009, Mr. Spath adjourned the meeting without opposition at 3:06 p.m.

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Don W/ Spath, President

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Boyd C. Hoddinott, M.D., Secretary