

The Board of the Logan County Health District met in regular session on Wednesday, October 7, 2009. President Spath called the meeting to order at 1:03 p.m. followed by the pledge to the flag. All 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 Dr. 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.

IN THE MATTER OF MINUTES

It was moved by Mrs. Price and seconded by Mr. Hines that the Board approve the minutes of the September 2, 2009, regular meeting as mailed. Ayes: Mr. Alloway, Dr. Varian, Mr. Henschen, Mr. Hines, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

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

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

Kurt Fout, 5815 CR 21, Lewistown

Mr. Fout has a sewage discharge to the surface of the ground. Mr. Kauffman recommended an order to cease the discharge within 14 days.

Joseph E. Parker II, 3187 CR 12, Bellefontaine

Mr. Parker has neglected a notice of violation to remove an open dump at his CR 12 property and provide the Board of Health with receipts of legal disposal. Upon inspection, it appears as of October 6, 2009, that the waste was buried on site. Mr. Kauffman recommended an order to comply with the requirement of the order to provide landfill receipts within 14 days.

Lena Murray, 615 West Sandusky Avenue, Bellefontaine

Ms. Murray has solid waste with papers, boxes, rotten food, cabinets, and plastic and metal containers on her property. Mr. Kauffman recommended an order to remove all solid waste to an approved facility within three (3) days.

Following review of individual case documents and recommendations, it was moved by Mr. Hines and seconded by Mrs. Price 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 *Kurt Fout*, *Joseph E. Park II*, and *Lena Murray* each 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: Dr. Varian, Mr. Alloway, Mr. Henschen, Mr. Hines, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF REQUESTS FOR VARIANCE

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

Jeremy Barthauer, 3922 CR 66, Quincy

Mr. Barthauer requested variance from Ohio Administrative Code 3701-29 and Logan County Health Regulation 26 to operate a newly constructed sewage system that was not installed according to the approved plans and installation permit: namely, approximately 1/3 of the sewage trenches exceed the 18" depth. Sanitarian Darin Cozatt recommended approval with condition that the sewage system be replaced upon any system failure and/or public nuisance occurrence.

Carl Ault, 320 Claranna Avenue, Dayton

Mr. Ault requested variance from Ohio Administrative Code 3701-28 to place a well 15 feet from the road at 11174 Elm Drive, Avondale, Lakeview. Sanitarian Kim Casady recommended approval as the best option on the property.

Jack Dunn, 8665 King Avenue, Lakeview

Mr. Dunn requested variance from Ohio Administrative Code 3701-28 to place a well seven (7) feet from the property line at this address. Sanitarian Kim Casady recommended approval as the best option on the property.

Following review of all requests, it was moved by Mr. Henschen and seconded by Dr. Varian that the Board approve the individual variances, with the wells to become invalid with the availability of central water supply where applicable. Ayes: Mrs. Price, Mr. Alloway, Mr. Hines, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF WELCOME WOODS CAMPGROUND VIOLATIONS

As a matter of information, the Environmental Health Director reported that he and David Gasmire, owner/operator of Welcome Woods Campground, have reached a verbal agreement in regard to cited violations for unapproved lots and substantial alteration. He is awaiting a signature from Mr. Gasmire on the written agreement.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kay Schroer stated that 345 flu shot were given at the Saturday, October 3 public clinic, a disappointing turn out. She also reviewed the current planning, ordering and priorities for H1N1 vaccine clinics, and offered the following nursing division statistics for August 2009:

Home Health: 36 patients; 14 admissions; 153 RN visits; 32 HHA visits; 57 PT visits; 27 OT visits, 2 SW visits

Public Health: 5 blood pressure clinics with 71 clients; 9 blood sugar screenings; 1 TB clinic with 27 skin tests; 9 BCMH visits and 35 contacts

Communicable Disease: 14 confirmed- Chlamydia (2); Gonorrhea (1); Hepatitis C (2); Campylobacter (3); Giardia (1); Salmonella (3); MOTT (1); H1N1 (1)

Immunization Program: 104 child clients with 253 injections; 58 adult clients with 60 injections

Women, Infants and Children: 45 new clients; 207 recertifications; 1046 total participants

School Health: 3 school visits (Riverside)

IN THE MATTER OF FINANCIAL REPORT REVIEW

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

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Mr. Henschen and seconded by Dr. Varian that the Board confirm the following financial transactions completed by the Administrator to meet current financial obligations. Ayes: Mr. Hines, Mr. Alloway, Mrs. Price, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

Additional Appropriation PHI Fund 055- \$40,000.00 for H1N1 Activities

- \$20,000.00 to 055-450-01020 Salaries
- \$2,800.00 to 055-450-01100 OPERS
- \$290.00 to 055-450-01115 Medicare
- \$3960.00 to 055-450-01055 Contracts
- \$12,950.00 to 055-450-01025 Supplies

Transfer of Appropriated Funds – WIC Fund 061

- \$4157.12 from 061-010-01100 Workers Compensation to 061-010-01030 Equipment
- \$1342.88 from 061-010-01160 Hospital & Life to 061-010-01030 Equipment
- \$1448.00 from 061-010-01160 Hospital & Life to 061-010-01025 Supplies

IN THE MATTER OF 2007-2008 FINANCIAL AUDIT REPORT

The administrator reviewed the report of the regular audit of the Logan County Health District for the fiscal years ended December 31, 2008 and 2007, as completed by the office of the Auditor of State. Ms. Downing explained that the audit tested compliance with certain provisions of laws, regulations, contracts, and grant agreements, and that no deficiencies were found in internal control over financial reporting that would be considered material weaknesses, and there were no audit recommendations. It was moved by Dr. Varian and seconded by Mr. Henschen that the Board confirm review of the audit report. Ayes: Mrs. Price, Mr. Hines, Mr. Alloway, Mr. Henschen, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ADDITIONAL PHEP GRANT AWARD FOR H1N1

It was moved by Mr. Henschen and seconded by Dr. Varian that the Board accept an additional award to the Public Health Emergency Preparedness (PHEP) Grant in the amount of \$169,300.00 for H1N1 response, for the project grant year of August 10, 2009, to August 9, 2010. Ayes: Mrs. Price, Mr. Alloway, Mr. Hines, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF GRANT FUNDING ACCEPTANCE – WIC FY10

Ms. Downing presented the Notice of Award for the WIC Administration grant for the period 10/1/09 to 09/30/10, in the same amount as the current grant year. It was moved by Mr. Alloway and seconded by Mrs. Price that the Board accept the grant funding in the amount of \$180,116.00. Ayes: Dr. Varian, Mr. Hines, Mr. Henschen, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF OPERATING AGREEMENT – WOMEN, INFANTS, CHILDREN PROJECT

As required by the Women, Infants, and Children grant, it was moved by Mr. Henschen and seconded by Dr. Varian that the Board enter into an agreement with W.I.C. Administration Project #04610011WA0310 to provide housing for the project for the grant period October 1, 2009, to September 30, 2010, at the rate of \$3000.00 payable in quarterly installments. Ayes: Mrs. Price, Mr. Alloway, Mr. Hines, Dr. Varian, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF SERVICE CONTRACT RENEWALS

At the request of the Administrator and with concurrence of the Health Commissioner, it was moved by Mr. Hines and seconded by Dr. Varian that the Board authorize renewal of the following annual service contracts at the negotiated rates listed. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Dr. Varian, Mr. Hines. Nays: none. Motion carried.

- *Cynthia S. Pulfer, RN*, PRN registered nursing services at the rate of \$18.80 per hour not to exceed 19 hours weekly for the period October 3, 2009 to October 2, 2010
- *Marcella Burroughs*, janitorial services for the period October 2, 2009 to October 1, 2010, at the rate of \$70.00 per cleaning not to exceed two cleanings per week
- *Bellefontaine Physical Therapy, LTD*, physical and occupational therapy services to clients of the Home Health Agency for the period October 1, 2009 to October 1, 2010, at the rate of \$72.00 per hour and \$10.00 travel compensation for each patient who refuses treatment or is not home for a scheduled visit, with the new hourly rate retroactive to September 24, 2009
- *Sen & Associates, Inc.*, certified public accounting services for the Home Health Agency at a rate of \$500.00 per on-site half day (up to five hours); \$900.00 per on-site full day (five to nine hours); \$80.00 per hour for off site work; and preparation of the annual Medicare cost report at a flat rate of \$1650.00 for the period October 1, 2009 to September 30, 2010
- *Ben-El Child & Family Center*, social work services to clients of the Home Health Agency for the period October 1, 2009 to September 30, 2010, at the rate of \$90.00 per hour for home visits/direct services, \$20.00 per occurrence for not home/no call, and \$35.00 per hour for case conferences, consult, and in-service programs
- *Delaware County General Health District*, epidemiology services for the period August 9, 2009 to August 10, 2010, at the rate of \$32.00 hourly to a maximum of 16 hours per week with overtime per agreement.

IN THE MATTER OF CONFIRMATIONS OF HIRING/POSITION CHANGES

It was moved by Dr. Varian and seconded by Mr. Hines that the Board confirm the following personnel actions to fill vacant positions and better meet the clerical needs of the health district. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines, Dr. Varian. Ayes: all. Nays: none. Motion carried.

Confirmations of Hiring

- Dawn Givens, Environmental Clerical Specialist/Deputy Registrar, Grade 13/Step 6, \$12.04 hourly for 70 biweekly hours effective 10/14/09, subject to the standard 180-day probationary period
- Kimberly Bolt, Home Health Clerical Specialist, Grade 13/Step 6, \$12.04 hourly for 70 biweekly hours effective 10/21/09, subject to the standard 180-day probationary period

Position Changes

- Kelli Tevis from Home Health Clerical Specialist to Medical Billing Specialist at her current Grade/Step, effective 10/21/09 with no change in hourly rate
- Catherine Summers from Nursing Services Clerical Specialist to Nursing Services/WIC Specialist at her current Grade/Step, effective 10/21/09 with no change in hourly rate

IN THE MATTER OF TRAINING AGREEMENT – MEDICAL BILLING SPECIALIST

It was moved by Mrs. Price and seconded by Mr. Alloway that the Board approve a training agreement with employee Kelli Tevis, Medical Billing Specialist, for the Logan County Health District to compensate her for actual fees and travel expenses per department policy to attend the HC Pro Certified Coder Boot Camp in Cincinnati from November 30, 2009, to December 4, 2009, and to complete the Certified Professional Coder exam; and further, that reimbursement is contingent upon Ms. Tevis' consent to repay the investment by means of a work commitment of 12 consecutive months to begin upon completion of the course. The Administrator confirmed that the county prosecutor has approved the agreement as to form, and that Ms. Tevis concurs with the terms. (*See agreement in Notes to Minutes.*) Ayes: Dr. Varian, Mr. Henschen, Mr. Hines, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF NURSING SERVICES TRIP FEE

Revisiting a matter discussed at the August 5, 2009, regular meeting, it was moved by Mr. Hines and seconded by Dr. Varian that the Board establish a \$40.00 per trip charge for off site public health nursing services during regular business hours for all services involving a fee, effective this date. Ayes: Mr. Henschen, Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – L. ROWAN

Dr. Hoddinott presented the annual performance evaluation of part-time IT Manager/Development Officer Lesley Rowan, noting an *Achieves* score. It was moved by Mr. Hines and seconded by Dr. Varian that the Board accept the evaluation and authorize a 3% COLA to \$25.61 hourly for 20 biweekly hours retroactive to October 3, 2009. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Dr. Varian, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF 2010 OPERATING BUDGET

Administrator Lisa G. Downing and Health Commissioner Dr. Boyd Hoddinott reviewed the proposed 2010 final budget that was previously mailed to members for review. Revenue projections include continued funding of \$500,000.00 from inside millage confirmed by the County Budget Commission, and carryover of H1N1 funding in the PHEP grant. Building loan principal and interest is again excluded from anticipated expenses by deferment, as is \$23,000.00 in operating expenses that will be paid by the Board of Logan County Commissioners from the county general fund. Noting that the budget is balanced with use of projected December 31, 20089, carryover from multiple funds projected at \$218,388.00, it was moved by Mr. Henschen and seconded by Mr. Hines that the Board approve submission of the 2010 operating budget in the amount of \$2,223,165.00 to the Logan County Commissioners, and that Ms. Downing be authorized to make the required appropriations request of the County Auditor. Ayes: Mrs. Price, Mr. Alloway, Dr. Varian, Mr. Hines, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Hoddinott evaluated the current status of the H1N1 pandemic, and outlined the health district's containment plans for Logan County by means of shot clinics according to priority groups and vaccine availability. An article the Health Commissioner penned entitled "*A Common-sense Look at the Health Care Debate*" was also discussed.

IN THE MATTER OF EXECUTIVE SESSION

At 2:45 p.m. it was moved by Mr. Henschen and seconded by Mrs. Price that the Board enter executive session to discuss an employee compensation matter. Ayes: Mr. Alloway, Mr. Hines, Dr. Varian, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF RETURN TO OPEN SESSION

At 3:04 p.m. it was moved by Dr. Varian and seconded by Mr. Hines that the Board return to open session. Ayes: Mr. Alloway, Mr. Henschen, Mrs. Price, Mr. Hines, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF VACATION COMPENSATION – C. IRICK

It was moved by Mrs. Price and seconded by Mr. Henschen that the Board uphold the original payroll transaction which gave Cindy Irick vacation pay for the period 7/1/09 to 7/10/09, which was completed by the payroll officer under the provisions of the health district's policy governing accumulated vacation leave in excess of the policy maximum. Ayes: Mr. Alloway, Dr. Varian, Mr. Hines, Mr. Henschen, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF ADJOURNMENT

Confirming no further matters requiring Board action, President Spath adjourned the meeting at 3:06 p.m. without opposition. The next meeting was confirmed as Wednesday, November 5, 2009, 1:00 p.m.

Don W. Spath, President

Boyd C. Hoddinott, M.D., Secretary