

The Board of the Logan County Health District met in regular session on Wednesday, October 12, 2011. President Spath called the meeting to order at 1:00 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Spath, Mr. Henschen, Mr. Hines, Mrs. Price 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. Guests included Lisa Engle, and reporter Mandy Loehr of the *Bellefontaine Examiner*.

IN THE MATTER OF MINUTES

It was moved by Mrs. Price and seconded by Mr. Alloway that the Board approve the minutes of the September 7, 2011, regular meeting as mailed. Ayes: Mr. Henschen, Mr. Hines, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that the Administrator presented vouchers for recurring and time-sensitive bills to the county auditor on September 16, 23, and 30, and October 7, it was moved by Mr. Henschen and seconded by Mr. Hines that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mrs. Price, Mr. Alloway, Mr. Hines, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No members of the public were present for this portion of the meeting.

IN THE MATTER OF BOARD OF HEALTH EDUCATION

Health Commissioner Dr. Boyd C. Hoddinott outlined the rules of authority and methods of progressive enforcement available to the Board of Health for nuisance abatement. Environmental Health Director Craig D. Kauffman reviewed the history of the nuisance complaint process within the health district. He then summarized Ohio Revised Code sections governing this process, including actions available to the Board in regards to orders and enforcement. Mr. Kauffman also explained EPA requirements for landfills, infectious waste, and other accumulations of solid waste.

IN THE MATTER OF PUBLIC HEARING – K. SLOAS

Kevin Sloas, 6788 SR 235, Lewistown

On August 3, 2011, the Board of Health ordered Kevin Sloas to appear at the September meeting to show cause why the Board should not abate the nuisance at his property at 153 Clermont, Russells Point, by removing the structure and debris. Mr. Sloas requested and was granted postponement of the hearing until today; however, he was not present. Recognizing that the scheduled hearing commenced at 1:35 p.m., it was moved by Mr. Hines and seconded by Mr. Alloway that the Board authorize the complainant, the Village of Russells Point, to abate the nuisance as recommended at their expense. Ayes: Mr. Henschen, Mrs. Price, Mr. Hines, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF NUISANCE VIOLATION

Danny Hinkle, 430 Buckeye Street, Russells Point

Mr. Hinkle owns a burned out house at this address with water damage, mold growth and animal manure. There has been no response to repeated citations/letters. It was moved by Mr. Hines that the Board order Mr. Hinkle to appear on November 9, 2011, and show cause why the Board of Health should not abate the nuisance. Mr. Henschen seconded the motion. Ayes: Mrs. Price, Mr. Alloway, Mr. Henschen, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER LICENSE VOILATION – S. SLEMMONS

Sharon Slemmons, Licensee, Canterbury Coffee Inc., 135 West Columbus Avenue, Bellefontaine

On August 30, 2011, Sanitarian Timothy Smith documented a fourth violation of Ohio Administrative Code 3717-1-05.1 that requires water at least 100 degrees Fahrenheit at hand washing sinks. Noting there is no hot water at either the restroom or the front hand wash sink, it was moved by Mr. Henschen and seconded by Mr. Hines that the Board order correction of the violation within seven (7) days.

IN THE MATTER OF REQUEST FOR VARIANCE***Clarence Boshears, 4225 Penny Pike, Springfield***

Mr. Boshears requested variance from Ohio Administrative Code 3701-28 to place a well four (4) feet from the house and property line at 9174 Breezy Way Drive Unit #3, Belle Center. Sanitarian Lisa Engle recommended approval as only possible location that will achieve 10 feet from the sewer line. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board approve the variance, to become invalid with the availability of central water supply. Ayes: Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kay Schroer reported on the recent drive-through flu shot clinic held at the Bellefontaine Regional Airport. Numbers were small, likely due to flu vaccine being plentiful and widely available; however, it was a successful emergency preparedness exercise. She also noted that STD information with cling-ons has once again been distributed to local physicians and community establishments. Mrs. Schroer then offered the following nursing division statistics for the month of August:

Home Health: 41 patients; 8 admissions; 196 RN visits; 39 HHA visits; 96 PT visits; 55 OT visits

Public Health: 2 RN visits; 1 lead case management; 1 pediatric nurse assessment; 5 blood pressure clinics/43 clients; 14 blood sugar checks; 2 TB clinics/15 skin tests; 13 BCMH visits/45 contacts; 13 newborn home visits; 1 bereavement contact/1 visit; 14 head lice checks

Communicable Disease: 20 confirmed- Chlamydia (12); Gonorrhea (1); Hepatitis C (3); Campylobacter (3); Meningitis aseptic/viral (1)

Immunization Program: 163 child clients/415 injections; 36 adult clients/46 injections

Women, Infants and Children: 43 new clients; 174 recertifications; 1136 total participants

Health Education: 1 community class/126 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

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

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Mr. Henschen and seconded by Mrs. Price that the Board confirm the following bookkeeping transactions necessary to meet operating expenses completed by the Administrator since the last meeting. Ayes: Mr. Alloway, Mr. Hines, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

Fund to Fund Transfer

- Transfer \$15,402.52 from 061-010-01040 Transfers Out WIC to 057-800-00001 Transfers In Contingency

Intrafund Transfer of Appropriated Funds***Public Health Infrastructure Fund 055***

- \$16,650.01 From 055-450-01130 Hospital/Life Insurance TO 055-450-01050 Reimburse State
- \$2060.00 FROM 055-450-01110 Workers Compensation TO 055-450-01050 Reimburse State
- \$164.00 FROM 055-450-01030 Equipment TO 055-450-01050 Reimburse State

Women, Infants, Children Fund 061

- \$50.00 FROM 061-010-01030 Equipment TO 061-010-01050 Contracts

Home Health Fund 066

- \$6000.00 FROM 063-450-01050 Workers Compensation TO 066-450-01025 Supplies

District Health Fund 063

- \$100.0 FROM 063-450-01051 Lab Fees TO 063-450-01033 Burial Permits
- 400.00 FROM 063-450-01000 Other Fees TO 063-450-01070 Travel Expenses
- \$500.00 FROM 063-450-01093 Business Insurance TO 063-450-01070 Travel Expenses

IN THE MATTER OF ANNUAL EVALUATION – S. CUMMINGS

Health Commissioner Hoddinott presented the first annual performance evaluation of Steve Cummings, IT/Project Manager/Development Officer, noting an achieves score in all categories. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board accept the review. Ayes: Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF LEAVE OF ABSENCE – A. WALKER

Following explanation by the Administrator that the employee's length of service makes her ineligible for Family Medical Leave, it was moved by Mr. Henschen and seconded by Mrs. Price that the Board authorize an unpaid leave of absence for the purpose of maternity for Angelena Walker, Home Health Clerical Specialist, commencing on or about November 11, 2011, not to exceed 12 weeks. Ayes: Mr. Alloway, Mr. Hines, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF RESIGNATION – L. MCGILL

With regret, it was moved by Mr. Hines and seconded by Mr. Alloway that the Board accept the resignation of Environmental Clerical Specialist/Deputy Registrar Leica McGill effective October 14, 2011, and authorize the Administrator to post and re-fill the position. Ayes: Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF FUNDING ACCEPTANCE – FY12 WIC GRANT

It was moved by Mr. Henschen and seconded by Mrs. Price that the Board accept the FY12 Women, Infants and Children Grant Notice of Award in the amount of \$259,435.00 for the project grant year of October 1, 2011, to September 30, 2012. Ayes: Mr. Hines, Mr. Alloway, Mrs. Price, Mr. Henschen. Nays: none. Motion carried.

IN THE MATTER OF 24 HOUR ON CALL – HOME HEALTH AGENCY

Director of Nursing Kay Schroer requested consideration of 24 hour on call for the Home Health Agency. She explained that referrals of acutely ill patients have been steadily increasing, and moving in this direction has been inevitable. It was moved by Mr. Hines and seconded by Mr. Alloway that the Board institute 24-hour on call for the home health nursing staff after regular operating hours at the rate of \$3.00 per hour, retroactive to October 1, 2011. Ayes: Mr. Henschen, Mrs. Price Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF SERVICE CONTRACT RENEWALS

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

- *Council on Rural Services*, home nursing visits for maternal and infant assessment at the rate of \$100.00 per visit not to exceed \$1237.00 for the period October 1, 2011, through September 30, 2012
- *Enviro-Medical Waste Services, Inc.*, infectious waste disposal services at the rate of \$40.00 per 30 gallon container for the period January 1, 2012 through December 31, 2012
- *Cynthia S. Pulfer, RN*, PRN registered nursing services not to exceed 19 hours weekly at the rate of \$18.80 per hour for the period October 3, 2011 through October 2, 2012
- *Marcella Burroughs*, janitorial services not to exceed two cleanings per week at the rate of \$72.00 per cleaning for the period October 2, 2011 through October 1, 2012
- *Northwest Therapy Service, Inc.*, physical therapy services to clients of the Home Health Agency for the period October 1, 2011 through September 30, 2012, at the rate of \$72.00 per hour and \$25.00 for administrative meetings
- *MidOhio Rehabilitation Specialists, LLC*, occupational therapy services to clients of the Home Health Agency for the period October 1, 2011 through September 30, 2012, at the rate of \$72.00 per hour and \$25.00 for administrative meetings

- *Beach Speech Pathology, Inc.*, speech therapy services to clients of the Home Health Agency for the period October 1, 2011 through September 30, 2012, at the rate of \$90.00 per visit
- *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); \$90.00 per hour for off site work; and preparation of the annual Medicare cost report at a flat rate of \$1700.00 for the period October 1, 2011 to September 30, 2012

IN THE MATTER OF EXECUTIVE SESSION

At 2:32 p.m. it was moved by Mrs. Price and seconded by Mr. Henschen that the Board enter executive session to discuss compensation of an employee. Ayes: Mr. Hines, Mr. Alloway, Mr. Henschen, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF RETURN TO OPEN SESSION

At 2:32 p.m. it was moved by Mrs. Price and seconded by Mr. Alloway that the Board return to open session. Ayes: Mr. Henschen, Mr. Hines, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF PAY GRADE REASSIGNMENT – WIC DIRECTOR

It was moved by Mr. Hines and seconded by Mrs. Price that the Board reassign the WIC Director position to pay grade 28 as long as the position remains supervisory; and further, that current WIC Director Christina Bramlage be placed at Step 2 within that grade, retroactive to October 1, 2011. Ayes: Mr. Alloway, Mr. Henschen, Mrs. Price, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF 2012 OPERATING BUDGET

Ms. Downing and Dr. Hoddinott reviewed the proposed 2012 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 assumes \$23,000.00 in operating expenses that will be paid by the Board of Logan County Commissioners from the county general fund. Building loan principal and interest payments are included in the anticipated expenses, as well as a 2% cost of living adjustment for all permanent employees in January and an additional 2% to be distributed as an hourly increase in July to under-compensated positions yet to be identified. Noting that the budget is balanced with projected use of December 31, 2011, carryover from multiple funds of \$279,955.00, it was moved by Mr. Hines and seconded by Mr. Alloway that the Board approve submission of the 2012 operating budget in the amount of \$2,217,760.00 to the County Commissioners, and that Ms. Downing be authorized to make the required appropriations request of the County Auditor. Ayes: Mr. Henschen, Mrs. Price, Mr. Alloway, Mr. Hines. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Dr. Hoddinott offered comments on the Association of Ohio Health Commissioners fall conference; stated the health district's Leadership Team is in the process of complete review of the LCHD Policy and Procedure Manual; and reviewed the role of health districts in making "tough decisions" as referenced in the recent *Newsbrief* from the National Association of Local Boards of Health.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for November 9, 2011, at 1:00 p.m., President Spath adjourned the meeting at 2:58 p.m. without opposition.

Don W. Spath, President

Boyd C. Hoddinott, M.D., Secretary