

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, October 24, 2017 in the Hardin County Human Services First Floor Training Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Ms. Jackie Brown, Mr. Roger Crates, Ms. Jamie Hunsicker, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Dr. Kalyan Das, Ms. Jackie Prater, Mr. Derek Dunson, Ms. Cindy Keller, Mr. Shane Lotts, Ms. Arin Tracy, Ms. Stefanie Leffler and Ms. Pamela Fox. Guests present: Representatives from the Amish Community, Levi Bontrager and Daniel Borntrager, Goshen Township Trustee, Mr. Daryl Flowers, Kenton Times Reporter, Mr. Dan Robinson, Ms. Pam Robinson.

## **1.0 Convention**

### **1.01 Call to Order**

President, Mr. Bob Wood called the meeting to order at 7:00 pm.

### **1.02 Pledge of Allegiance recited**

### **1.03 Acceptance of Agenda**

### **1.04 Approval of Minutes**

#### **A. September 26, 2017**

Ms. Jamie Hunsicker moved to approve the minutes as presented. Ms. Jackie Brown seconded the motion. The motion passed with yes votes by Ms. Jackie Brown, Mr. Roger Crates, Ms. Jamie Hunsicker and Dr. Larry Oates. Ms. Jeryl Kissling abstained from voting.

## **2.0 Committee Reports**

### **2.02 Nursing**

Prior to the Nursing report, President, Mr. Bob Wood introduced the new employee, Ms. Stefanie Leffler who has been hired as the new nurse for the Health Department. Ms. Leffler stated she was excited to be back working in Hardin County.

Director, Ms. Cindy Keller reported 187 Immunizations plus 463 flu shots, 6 Lead tests, 13 TB screens, 107 patients on BCMH, 15 Help Me Grow families plus 4 new referrals, and Family Planning saw 55 patients. Ms. Keller referred the Board to her written report and asked if there were any questions.

The Succession Plan was tabled until the next Board of Health meeting due to some questions on it that need to be cleared up.

The Community Baby Shower will be held on November 10<sup>th</sup>. This is funded by a \$500 grant from Cribs for Kids that pays for the food and prizes. We will have six tables there to promote some of our programs. Other organizations from community will also be participating.

### **2.01 Sanitarian/Environmental**

Mr. Dunson referred the Board members to his written report. He reported that he inspected 20 routine in-process food establishments and 13 food vending operations. He also reviewed and approved 3 temporary food applications/plans and performed 1 temporary food event inspection. He has begun the process of reviewing food

plan reviews, performed a consultation/walk through at Kenton Head Start, a pre-licensing inspection at Dollar General in Mt. Victory and a closing inspection for the Kenton Meat Market.

In addition, Mr. Dunson reported that he responded to 1 nuisance complaint, 7 animal bite reports, 1 kitten that was tested for rabies and pulled 11 water samples.

Mr. Dunson informed the Board of Health that the Kenton Meat Market is no longer in business. The facility is empty and closed. The owners gave no notice to the Kenton Hardin Health Department staff that they were leaving.

Mr. Shane Lotts reminded the Board of Health that last month, the Board had voted to condemn the three Amish properties where the families are residing without water or sewer unless they come forward to comply or have a good reason why they have not complied by October 16, 2017. Mr. Petersheim has moved out. Mr. Glick and Mr. Lambright continue to occupy the properties.

The Board of Health also voted that the Bishops must approve the Board's proposal to have two people be responsible for taking the test and overseeing the future expansion of the Amish Community by October 16, 2017. Mr. Lotts referred to the letter he received from the Amish rejecting the proposal.

Mr. Lotts invited the two representatives, Levi Bontrager and Daniel Borntreger to address the Board regarding these issues. They are still trying to work with the group and the Board to see what they can work out. They would like to go back to the rules and agreement that was agreed upon four years ago. Dr. Larry Oates asked the representatives to briefly explain their objections to taking the test, applying for a permit and complying with the details of that permit. They don't feel that they need to take the test to learn how to install the sewer because they already know how to do it. Mr. Roger Crates questioned the two guests, asking them if they had complied with everything in the agreement of four years ago. They thought that they had. Mr. Lotts responded to Mr. Crates, stating that since the state regulations came out in 2015, he has mostly been chasing the Amish from behind. The Amish are doing things first, then he is getting notified and only after Mr. Lotts informs them that they must have a soil evaluation are they doing that.

Mr. Lotts explained another issue that has been a problem with the Amish Community. He gave them an example system four years ago and the Amish are using it for every system that the Amish are installing. This sample cannot be used for every system because the soil evaluation affects the design of the system.

Levi Bontrager and Daniel Borntreger offered to return to their group to see what they can do. Mr. Lotts informed the Board and the Amish that he has done all that he is able to do.

Ms. Jamie Hunsicker moved that we continue what we previously voted on and condemn the two properties. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts presented an order to condemn the property located at 308 N. Mary Street in Forest due to non-payment of the water bill. When the property is condemned, the tenant and the owner both receive notices. Dr. Larry Oates moved to approve the condemnation at 308 N. Mary Street in Forest. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

He then presented a Variance Request submitted by Steve and Amanda Blair and Ms. Heather McCurdy for the property at 2864 County Road 75, Ada. They are requesting the Board to allow the use of a septic tank as a holding tank with a pumping contract so they can move into their new home and install the leaching after March 1<sup>st</sup>. Mr. Roger Crates moved to approve the Variance until April 15, 2017. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts presented the Environmental Health Fee Projections for 2018 and explained what the District Advisory Council approved for the 2018 rates. Ms. Jeryl Kissling made a motion to accept the first reading of the

Environmental Health Fee Projections for 2018. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

In his written report, Mr. Lotts stated that he performed 5 site inspections, 10 sewage finals and 3 well permits. He sent a letter to John Dunson for trash, pest problems and no electrical service.

### **2.03 Health Commissioner**

Health Commissioner, Dr. Kalyan Das submitted his written report prior to the meeting. There have been 18 reports of Communicable Diseases in Hardin County for the month of September.

### **2.04 Emergency Preparedness**

Coordinator, Ms. Arin Tracy presented contracts to the Board for approval. The first contract was the annual contract with Union County Department of Health for the PHEP Grant for Rick's planning services. The motion to accept the contract for the Preparedness Planning Support Service was made by Ms. Jeryl Kissling. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

The second contract was with Union County Department of Health for our administrative services. The total amount was \$70,101.00 less \$2,500 for indirect cost for a net amount of \$67,601.00. Ms. Jamie Hunsicker moved to accept the Public Health Emergency Preparedness Grant Administrative Support Services Contract. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

Ms. Arin Tracy reviewed her written report. The Special Conditions for the 2018 Prescription Drug Overdose Grant have been completed and approved. She has received information from Union County Health Department regarding the \$3,000.00 contract for the Radon Program and is waiting to receive the contract in November.

Ms. Tracy reported that Hardin County is the only County in the region that is not a part of the Regional Healthcare Coalition. She and Ms. Cindy Long will be presenting information to the Hospital/Long Term Care Facility meeting in January to present this grant information to them.

### **2.05 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In September, 39 death certificates were made, 10 burial permits were filed and 11 new death certificates were filed. In addition, 80 certified copies of birth certificates were made, 13 birth verifications for government offices were made and 7 birth certificates were created for home births.

### **2.06 Administrative/Financial**

Fiscal Officer/Accountant, Ms. Pamela Fox presented the financial reports for August.

Ms. Fox also reported that due to increased income and expenses, more funds were needed in the Sewage Salary and PERS/Medicare Accounts. An additional purchase order amount of \$9,000.00 for the Infrastructure Grant is also needed to pay the contract amount.

### **3.0 Old Business**

President Bob Wood reported that we still need members for the Board of Health from the City and the Township.

Dr. Oates presented materials and information to the Board of Health so that they may take the Performance Management Training to meet their annual training requirement for this calendar year. Board members discussed this and agreed that they would complete this training.

#### **4.0 New Business**

Dr. Larry Oates motioned to go into closed session to discuss personnel, Ms. Jackie Brown seconded. Motion passed with unanimous roll call vote. The BOH went into closed session at 8:24 p.m.

The Board of Health came out of closed session at 8:39 p.m.

Ms. Jeryl Kissling moved to give Kelsey Ralston an increase of \$1.00 per hour effective October 30, 2017 and Diana Aghdam an increase of \$1.00 in her hourly rate. Ms. Jamie Hunsicker seconded. Motion passed with unanimous roll call vote.

Ms. Jeryl Kissling made a motion to buy a portable recorder with ability to save for anybody in the Health Department to use when needed. Ms. Jamie Hunsicker seconded. Motion passed with unanimous roll call vote.

#### **5.0 Board President**

##### **5.01 Continuing Education / Accreditation**

Coordinator, Arin Tracy announced that we have officially registered with e-PHAB today for Accreditation. Once they approve our registration, we will have approximately 6 months to apply.

She presented the new Time Line for Accreditation and the Ohio LHD Accreditation Readiness & Shared Services Planning Work Plan Template which will be submitted by October 31, 2017.

Ms. Tracy informed the Board that the staff members have been given until March to complete their domain work and are meeting every other Wednesday to complete the work on all of the domains. Mary, the epidemiologist from Union County Health Department is joining the staff to assist in the requirements where documents are needed from the epidemiologist. QCI meetings are also being held twice each month.

Dr. Oates is responsible for leading the Board in completing their requirements for Domain 12, and will be getting with the board members for their assistance.

Ms. Tracy explained that public health has ten essential services that we abide by. There are core competencies that we must have to provide those services. As Public Health Professionals, we must be assessed as to where we are at so that we can complete training to acquire the skills needed.

Ms. Tracy then reviewed the Strategic Planning Meeting notes for priority Number 4. They discussed different retention and recognition policies for our employees. They discussed a policy where anyone can recognize an employee for going "Above and Beyond" when they find someone acting in a positive manner. The next item is a "Day of Recognition" during Public Health week which is the first week of April when the Board Members would give a gift to each staff member or buy lunch one day. Each Board member should also visit the Health department during that week. In addition, Board members should also visit the department other times during the year. These visits can be acknowledged during our monthly Board of Health meetings to indicate to the public that they support the Health Department. Other employee recognitions discussed were to designate an "Employee of the Year" and service awards for five, ten, twenty and twenty-five year anniversaries. Awards will be given during the Advisory Board meeting in March. A new account should be added in our Budget to cover these awards.

Jeryl Kissling volunteered to type an Agreement of Expectations for any new Board members. Expectations are to include serving on different Committees within the Board of Health, visiting the Health Department, participating in public relations and speaking engagements completing continuing education. This Agreement will be signed by the potential Board Member and the President of the Board of Health.

Ms. Tracy asked the Board Members as well as staff to each make a list of both internal and external organizations that they belong to and meetings that they attend. She will then compile a list of these organizations for the purpose finding the people that we are touching. This will enable us to educate the public as to what the Health Department does.

President, Bob Wood informed the Board of Health that the Commissioners have given the Health Department four cubicles as a temporary solution to our need for more room. They are currently looking at the former Dr. Smith building as a permanent solution.

## **6.0 Adjournment**

As there was no further business, Ms. Jamie Hunsicker made the motion to adjourn. Ms. Jackie Brown seconded the motion. The meeting was adjourned at 9:29 p.m. The next meeting is November 28 at 7:00 pm.

### **ATTEST:**

---

Kalyan Das, MD  
Health Commissioner

---

Robert Wood  
Board President