

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, November 28, 2017 in the Hardin County Human Services First Floor Training Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Mr. Roger Crates, Ms. Jamie Hunsicker, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Dr. Kalyan Das, Ms. Jackie Prater, Ms. Cindy Keller, Mr. Shane Lotts, Ms. Arin Tracy, and Ms. Pamela Romanko. Guests present: Goshen Township Trustee, Mr. Daryl Flowers, Hardin County Commissioner, Mr. Roger Crowe, Kenton Times Reporter, Mr. Dan Robinson and 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. October 24, 2017
- B. November 20, 2017

Ms. Jeryl Kissling moved to approve the October 24, 2017 minutes as presented and the November 20, 2017 as corrected, replacing the word, “off” with “offer”. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

## **2.0 Committee Reports**

### **2.01 Sanitarian/Environmental**

Mr. Shane Lotts presented his written report, and asked if there were any questions. The report indicated that Mr. Lotts performed 4 site inspections, 3 sewage finalns and 4 well permits.

Mr. Lotts reported that he has turned over all of the information regarding the two Amish homes that were condemned at the previous meeting to the prosecutor’s office for them to proceed accordingly. The Amish families are still living in those properties.

Mr. Lotts presented the Environmental Health Fee Projections for 2018 for the second reading. There is a meeting scheduled for December 8, 2017 at 12:30pm for Public opinion. and explained what the District Advisory Council approved for the 2018 rates. Dr. Larry Oates made a motion to accept the first reading of the Environmental Health Fee Projections for 2018. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts reported that there is another Amish family living in a home with no septic who are planning to move out of the house until the Bishops work out how they are going comply with the Health Department requirements.

Mr. Lotts then referred the Board members to Derek Dunson’s written report. Mr. Dunson reported that he inspected routine in-process food establishments, 2 Plan Reviews for new food licenses and 1 store remodel inspection. He also reviewed and approved 1 temporary food application and performed 1 temporary food event inspection.

In addition, Mr. Dunson reported that he responded to 3 nuisance complaints, 8 animal bite reports, and pulled 9 water samples.

Mr. Lotts then requested that the Board of Health give the Health Department employees Friday, December 22, 2017 as an additional day off for Christmas as their Christmas gift. Dr. Larry Oates made a motion to grant the Employees the additional day off on Friday, December 22, 2017. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

## **2.02 Nursing**

Director, Ms. Cindy Keller reported 248 Immunizations plus 672 flu shots, 2 Lead tests, 8 TB screens, 107 patients on BCMH, 14 Help Me Grow families plus 2 referrals, and Family Planning saw 54 patients. Ms. Keller referred the Board to her written report and asked if there were any questions.

Ms. Keller reported that the Healthy Lifestyles Coalition is beginning its 501(c)(3) application.

The Succession Plan was tabled during the last Board of Health meeting. Ms. Keller explained that this is a general Succession Plan and will have appendices for each position and will include job descriptions. It is required for Accreditation. Ms. Jeryl Kissling made a motion that the Board of Health accept the Succession Plan, with the correction on page 2, replacing “Executive Committee” with “Hiring Committee”. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Keller then presented Addendums to the Drug Free Workplace policy and the Employment & Criminal Background Check. These Addendums will require a new employee to pay for the Background Check and the Drug Screen upon employment. Once the employee has completed their probationary period of 120 days, they can submit the receipts and be reimbursed for these costs. Mr. Roger Crates made a motion to accept these two addendums that require a new employee to pay these costs and be reimbursed after 120 days. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Ms. Keller further reported that the new nurse is Polly Downing. She has public health experience, and has worked in Help Me Grow in Allen County and Logan County. She has almost completed her Bachelor’s Degree in Bluffton. She will begin working on December 6, 2017.

Ms. Keller then presented the Quality Improvement Plan for approval. Mr. Roger Crates made a motion to adopt the Quality Improvement Plan. Dr. Oates seconded the motion. The motion passed with unanimous roll call vote.

## **2.03 Health Commissioner**

Health Commissioner, Dr. Kalyan Das submitted his written report prior to the meeting. There have been 23 reports of Communicable Diseases in Hardin County for the month of October.

## **2.04 Emergency Preparedness**

Coordinator, Ms. Arin Tracy presented the Board of Health Member Agreement. Ms. Jeryl Kissling explained the importance of informing potential board members of their responsibilities as a board member. When a person is interested in becoming a Board Member, we will include this with a packet that would contain our mission and vision statement, the organizational tree and a list of the members. It should be retroactive with the current Board Members. Ms. Jamie Hunsicker moved to accept and approve the Board Member Agreement. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

Ms. Tracy reported that at our Budget Meeting, it was discussed for the Fiscal Officer to present Financial Statements. In addition, we should again become active in quarterly financial committee meetings.

Ms. Tracy presented a Termination of Contract with Union County Department of Health for the \$5,000 Rick's planning services to the Board for approval. Union County is transitioning to a Deliverable Based Contract and will be deducting this amount from their initial contract amount. The motion to accept the Termination of Contract for the Preparedness Planning Support Service was made by Ms. Jamie Hunsicker. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

She then presented an Amendment to the contract with Union County Department of Health for our administrative services. The total amount was \$70,101.00 less \$10,515.15 for administrative fees for a net amount of \$59,585.85. Ms. Jeryl Kissling moved to accept the Amendment to the Independent Contractor Agreement with Union County Department of Health. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Tracy presented the Radon Contract with the Union County Health Department. The amount of the grant is \$3,000.00 for services that we provide Union County. Ms. Jeryl Kissling moved to accept the 2018 Radon Contract with the Union County Health Department. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

## **2.05 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In October, 39 death certificates were made, 10 burial permits were filed and 11 new death certificates were filed. In addition, 106 certified copies of birth certificates were made, 10 birth verifications for government offices were made and 3 birth certificates were created for home births.

## **2.06 Administrative/Financial**

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the financial reports for October.

Ms. Romanko reported that the Finance Committee has had a couple of meetings since the last meeting. Mr. Mark Rush attended a meeting and reviewed 2018 and 2019 budgets. Mr. Mike Bacon reviewed the numbers and gave instructions on how to create new expense accounts and to move money between funds. Ms. Romanko stated she plans to track the income and expenses from each program for 2018.

Ms. Romanko also requested additional amounts for Private Water Wages and Sewage State Fees due to additional activity. Other appropriations were moved around in the General Fund Accounts to cover costs until the end of the year. She then presented new carryover Purchase Orders for December bills due in January.

## **3.0 Old Business**

Commissioner, Mr. Roger Crowe reported that they were looking at Dr. Smith's office and one other option. Job and Family Services are ready for the Health Department Employees to move in.

## **4.0 New Business**

## **5.0 Board President**

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

Coordinator, Arin Tracy reviewed the status on various items regarding Accreditation.

She informed the Board of Health that we will be required to get on a three-year cycle for the CHA. She has applied to the ODH for a grant in the approximate amount of \$40,000 to transition to the three-year cycle to coincide with the Hospital.

Ms. Tracy also stated that staff members will begin attending Open Gate.

Ms. Tracy presented the Employee Recognition policy to be accepted by the Board of Health. The prosecutor has approved the policy as long as the Board of Health recognizes that it is for all health department employees. Ms. Jamie Hunsicker moved to accept the Resolution to adopt the Employee Reward Recognition and Acknowledgement and to approve the Employee Recognition policy. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

Ms. Tracy stated that starting January 1, 2018, every contract, every resolution, everything that the Board of Health acts upon needs to be tracked. This will be on a spreadsheet and completed after each Board Meeting. Policies and Resolutions will need to be numbered from this point forward.

## **6.0 Adjournment**

As there was no further business, Ms. Jeryl Kissling made the motion to adjourn. Dr. Larry Oates seconded the motion. The meeting was adjourned at 8:31 p.m. The next meeting is December 19 at 7:00 pm.

### **ATTEST:**

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Kalyan Das, MD  
Health Commissioner

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Robert Wood  
Board President