

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, December 19, 2017 in the Kenton-Hardin Health Department Conference 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, Mr. Derek Dunson, Ms. Arin Tracy, Ms. Polly Downing and Ms. Pamela Romanko. Guests present: 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. November 28, 2017**

Ms. Jeryl Kissling moved to approve the November 28, 2017 minutes as presented. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

## **2.0 Introduction of New Employee**

President, Bob Wood introduced Ms. Polly Downing, the new nurse hired to replace Mindy Hensel. Ms. Downing thanked the Board and stated that she was happy to be working here.

## **3.0 Committee Reports**

### **3.01 Sanitarian/Environmental**

Mr. Shane Lotts presented his written report, and asked if there were any questions. The report indicated that Mr. Lotts performed 3 site inspections, 4 sewage finals, 2 well permits, 1 tattoo inspection and 1 pool inspection.

Mr. Lotts reported that Willie Petersheim is living at 23255 County Rd 202 without septic and well approvals. He asked the Board for a condemnation order for this property. If it was condemned, he will turn over all of the information regarding this property to the prosecutor's office for them to proceed along with the other two Amish homes that were condemned at the previous meeting. The Amish families are still living in those properties. Ms. Jeryl Kissling moved to condemn the property. Ms. Jamie Hunsicker seconded the motion. Mr. Roger Crates made a motion to amend the motion to add the date and condemn the property as of January 3, 2018. Ms. Jeryl Kissling seconded the motion to add the date to her original motion. The vote was counted to accept the amendment. The motion passed with unanimous roll call vote. President, Bob Wood then called for a vote on the original motion to condemn the property. The motion passed with unanimous roll call vote. So the property at 23255 will be condemned on January 3, 2018.

Mr. Lotts presented the Environmental Health Fee Projections for 2018 for the third and final reading. Ms. Jeryl Kissling made a motion to accept the third and final reading of the Environmental Health Fee Projections for 2018. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts then presented the new Nuisance Complaint Policy for the Board members' information. This outlines the process of how nuisances will be tracked through the front office and will correspond with the CQI for the nuisance program.

Mr. Derek Dunson presented his written report. Mr. Dunson reported that he continues to perform routine and ongoing inspections of the county's food establishments. In addition, he reviewed Arnold Vending's new location at 211 W. Geneva Street, Dunkirk, performed a food plan review for Sweet Note Café in Kenton and investigated a new complaint of a person in Ada who was catering out of her home and selling food without a license. In addition, Mr. Dunson reported that he responded to 3 nuisance complaints, 7 animal bite reports, and pulled 10 water samples.

### **3.02 Nursing**

Director, Ms. Cindy Keller reported 184 Immunizations, 4 Lead tests, 15 TB screens, 107 patients on BCMH, 18 Help Me Grow families and Family Planning saw 40 patients. Ms. Keller referred the Board to her written report and asked if there were any questions.

Ms. Cindy Keller reported that there is a new plan to work with the Fiscal Officer to complete a cost-benefit analysis of the different programs within the Health Department. We will begin with the Healthy Child Program because it is not widely utilized. In addition, the outreach clinics are on a respite for the winter months because they are underutilized during that time. We will present these reports by month so we have a better understanding of the program effectiveness throughout the year.

Ms. Keller reported that the Healthy Lifestyles Coalition has completed its incorporation papers and is waiting for the certified letter from the State of Ohio to begin its official 501(c)(3) application.

Ms. Keller then reported that because the Continuous Quality Improvement Plan has been approved, the Board of Health must utilize the provisions adapted through that plan. Ms. Keller presented two Team Charters that must be approved by the Board of Health to be able to move forward with them. The first is the Nuisance Complaint Policy as presented by Mr. Lotts. The second team charter is a to develop a Decision Tree Tool that will be utilized to determine the procedures in the event of an incident. Each Team Charter informs the Board what CQI project we are doing, the topic it is addressing, the anticipated end product, the project timeline and the list of team members involved in each project. Approvals are required by the Board of Health because there is a cost of staff time involved. Ms. Jeryl Kissling made motion to approve Team Charters for Project Number CQI-P317 and Project Number CQI-P217. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Our staff Christmas Party is scheduled on Thursday, December 21, 2017 from 11:30am - 12:30pm. The members of the Board of Health are also invited.

### **3.03 Health Commissioner**

Health Commissioner, Dr. Kalyan Das submitted his written report prior to the meeting. There have been 30 reports of Communicable Diseases in Hardin County for the month of November.

Ms. Jeryl Kissling asked if the Health Department currently has a program for STD general education for Hardin County. Then asked if there a program we could sponsor or have to provide this general education for STD's. Dr. Das agreed that we should look into some type of pro-active program. Ms. Cindy Keller said she would have our Family Planning nurse, Melissa Humble and our Public Relations person, Kelsey Ralston design some type of brochure or campaign to provide pro-active teaching on this important issue.

### **3.04 Emergency Preparedness**

Coordinator, Ms. Arin Tracy reported that the Notice of Intent to Apply for the 2019 PHEP Grant the Board of Health Member Agreement was due today. Jason Orcena from Union County Health Department signed and submitted that with the State of Ohio Department of Health. Dr. Das signed our Notice of Intent for the FY2019 PHEP Grant. Although the ODH hasn't received their Notice of Award yet, they are telling us that everything will be the same making our award amount \$70,101.00.

Ms. Tracy reported that she received information today that we will be receiving another \$3,017.00 for the FY2018 PHEP Grant. Ms. Tracy informed the Board of Health that after discussion with Dr. Das and Union County, these funds will be used toward the exercise that we will be having on February 22, 2018.

Ms. Tracy also reported that she and Fiscal Officer, Pamela Romanko will be attending the PHEP 2019 Fiscal Meeting with the Union County Health Department on January 5, 2018.

### **3.05 Continuing Education / Accreditation**

Coordinator, Arin Tracy reported the survey questions for the Advisory Team meeting in March still need to be developed. The survey will address the team's knowledge of the Health Department's rolls and value to the community.

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

Ms. Tracy reported that Ms. Pamela Fox will forward a list of Employment Anniversary dates to each Board Member in two days. Anniversary recognition should be at the monthly Board Meeting of the anniversary and the Employee of the Year award will be presented at the March Advisory Meeting.

Ms. Tracy also reported that she has located Performance Management Assessments & Policies from several health departments and will be reviewing those to create the Performance Management Policy for the Kenton-Hardin Health Department.

Sample spreadsheets to track Board of Health Actions, Resolutions and Contracts were distributed to the Board Members for their review. These spreadsheets will be utilized to summarize and track actions taken during each Board Meeting beginning in January, 2018. This will be a "cliff-notes" version of our board actions and will be a substantial improvement to our current system.

Ms. Jeryl Kissling requested that the Board of Health Member Agreement be presented and executed by each Board of Health Member in the January meeting.

Ms. Jamie Hunsicker stated that she has been working to gather the orientation information for new board members. She will bring everything she has for that packet to the January Board of Health meeting.

Ms. Jeryl Kissling asked about tracking the Board Visitation that is part of the Board of Health Member Agreement and requested that Ms. Pamela Fox create a sign-in sheet for the Board Members to sign when visiting.

### **3.06 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In October, 39 death certificates were made, 9 burial permits were filed and 14 new death certificates were filed. In addition, 65 certified copies of birth certificates were made, 7 birth verifications for government offices were made and 3 birth certificates were created for home births.

### **3.07 Administrative/Financial**

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

Ms. Romanko then presented the Revised Budget for 2018. She explained that the revised budget amounts are her closest estimates of income from all sources and expenses. The 2017 wages were tracked by employee and the fund from which they are paid. This percentage was used to determine an approximate amount of 2018 health insurance expense to allocate to each fund so that the General Fund does not have to carry the entire increase in health insurance costs.

She also stated that money will be transferred from Help Me Grow Home Visiting and BCMH to the General Fund.

Dr. Larry Oates made a motion to approve the revised 2018 Budget as presented. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote. The Board Members signed new 2018 Purchase Orders for the Board Members to sign.

### **4.0 Old Business**

### **5.0 New Business**

Ms. Jamie Hunsicker moved to go into closed session to discuss evaluations and possible raises for personnel, Ms. Jeryl Kissling seconded. Motion passed with unanimous roll call vote. The BOH went into closed session at 8:15 p.m. The Board of Health came out of closed session at 9:09 p.m.

Mr. Roger Crates made a motion to give the employees a 2% raise for 2018. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

### **6.0 Board President**

### **7.0 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 9:12 p.m. The next meeting is January 23, 2018 at 7:00 pm.

**ATTEST:**

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Kalyan Das, MD  
Health Commissioner

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Robert Wood  
Board President