

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, January 23, 2018 in the Kenton-Hardin Health Department Conference 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, Ms. Cindy Keller, Mr. Derek Dunson, Ms. Arin Tracy, and Ms. Pamela Romanko. Guests present: Tim Striker, Township Trustee Daryl Flowers, Commissioner 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. December 19, 2017**

After review of the minutes from the December 19, 2017 meeting, Ms. Jeryl Kissling moved to approve the December 19, 2017 minutes as presented. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

**2.0 Committee Reports**

**2.01 Sanitarian/Environmental**

Mr. Derek Dunson presented the written reports for both Mr. Shane Lotts and himself. Mr. Dunson reported that he performed 26 routine inspections of the county's food establishments. In addition, he performed two pre-opening inspections for Kenton Dollar Tree and re-evaluated the updated food plans for Kenton Head Start facility. In addition, Mr. Dunson reported that he attended training for Temporary and Mobile Food Inspections, filed 6 animal bite reports, pulled 4 water samples and 4 well inspections. He updated the Board that the nuisance complaint reported last month at 624 E. Carrol St., Kenton is now abated.

Mr. Shane Lotts' written report indicated that he performed 2 well permits and 7 food inspections. The Ohio Department of Health will be in our office to conduct a Swimming Pool Program Survey.

In updating the Board about the Willie Petersheim property, Mr. Dunson reported that due to a clerical error on the address, the Board will need to rescind the condemnation for 23255 CR 202 and vote for condemnation on 23287 CR 202. The information given to the health department was wrong. As stated in the letter sent to Mr. Petersheim, they will now have until February 20, 2018 to comply with all of the well and septic issues for this property. Ms. Jeryl Kissling moved to rescind the condemnation at 23255 CR 202, LaRue, Ohio. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote. Ms. Jeryl Kissling then moved to condemn the property at 23287 CR 202, LaRue, Ohio. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Dunson informed the Board that the status of the water shutoff at 529 S. Main Street, Apartment 3, Kenton, has not been remedied and requested that the Board condemn that property due to failure to pay the water bill and no potable water supply to the apartment. Ms. Jeryl Kissling moved to condemn the property at 529 S. Main Street, Apartment 3, Kenton. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

Mr. Dunson updated the Board on the status of the trash notices that were sent to 14688 & 14712 SR 235. The complaint at 14712 SR 235 has been abated. The property at 14688 SR 235 was inspected and scattered trash and debris were discovered. They were given another thirty days to remedy this issue. The Board will be updated on the status of this complaint at the next Board of Health meeting.

Mr. Dunson presented a Variance Request submitted by Jessica Bridenstine to convert an existing agricultural well on property they purchased at 17603 TR 217, Mr. Victory to a private water system well. The existing well is one foot from the pole barn foundation. Mr. Lotts and Mr. Dunson recommended approval of the variance for that well with the understanding that if problems arise, the current well is sealed and a new well drilled that fits within the distance specifications. Mr. Roger Crates made a motion that the Board approve the Variance for 17603 TR 217, Mr. Victory based upon Mr. Lotts' recommendation. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

## **2.02 Nursing**

Director, Ms. Cindy Keller reported 138 Immunizations, 1 Lead test, 13 TB screens, 107 patients on BCMH, 18 Help Me Grow families and Family Planning saw 46 patients in January to date. Ms. Keller referred the Board to her written report and asked if there were any questions.

Ms. Keller presented the Employee Immunization policy for review. The Board discussed changes and additions and asked that Ms. Keller make the changes and bring back the policy next month for approval.

Ms. Keller reported that the Healthy Lifestyles Coalition has submitted its 501(c)(3) application. Six cribs were placed in homes in December. Planning for Bike Program has started. Breanna Krummery will be working on the nutrition portion of the program and Mike Styer, will be doing the Bike Safety and Maintenance portion of the program.

Ms. Keller and Ms. Romanko reported on the cost/benefit of the Healthy Child Clinic. Based upon Hardin County's population of 7,302 children 18 years old and under, only 17 children were served which is 0.023% of the target population. Based upon average costs for nurses, administration and Dr. Das, after payments are collected, the net cost to serve each patient is \$85.70. In addition, of the 22 patients scheduled for the year, 5 were no-shows. This service is available in various places throughout the county. Approximately four years ago, we reduced this clinic to once per month because the community was not utilizing this service. The question is if we want to continue to use our resources to offer this service to the community. Mr. Roger Crates moved to discontinue the Healthy Child Program. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Ms. Keller further reported that the new nurse, Polly Downing is doing an awesome job.

## **3.03 Health Commissioner**

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

Ms. Jeryl Kissling moved to renew and accept Dr. Das' contract for 2018. Ms. Jackie Brown seconded the motion. Dr. Larry Oates requested that the Board discuss this in closed session later in the meeting. The motion was not carried.

## **2.04 Emergency Preparedness**

Coordinator, Ms. Arin Tracy reported that she and Fiscal Officer, Pamela Romanko attended the PHEP 2019 Fiscal Meeting with the Union County Health Department on January 5, 2018. They discussed the transition from pre-paid funds to payments at the end of each quarter for the deliverables completed. Ms. Tracy also informed the Board that she and Rick will have the application for the PHEP 2019 Grant by January 19, 2018. The preliminary numbers show that the award and administrative fees should be the same as they are for the current year for a net amount received of approximately \$59,000.00.

## **2.05 Continuing Education / Accreditation**

Coordinator, Arin Tracy reported that we now have a Sign-In sheet for the Board Members to sign when they visit the Health Department. It is a now part of the Strategic Plan. Ms. Tracy distributed the Board Member Agreements to each Board Member for their review. Each Board Member signed their agreement. Ms. Jackie Brown requested a meeting with the Board of Health President to discuss the requirements in the membership.

Next, Ms. Tracy distributed the copies of the Strategic Plan. Ms. Jamie Hunsicker has been working on the Orientation Packet. Ms. Hunsicker had sent changes to the Packet and discussed training and core-competencies. She will make the discussed changes and email them. The Performance Management Survey needs to be completed by Bob Wood, Dr. Kalyan Das and Jackie Prater.

Ms. Tracy presented the completed Performance Management Policy for Board Adoption. This is the last big item on our Accreditation Check-off list. Dr. Larry Oates moved to adopt the Performance Management Policy & Procedure. The motion was seconded by Jeryl Kissling. The motion passed with unanimous roll call vote.

Ms. Pam Romanko is responsible to complete the spreadsheets to track Board of Health Actions, Resolutions and Contracts. These spreadsheets will be utilized to summarize and track actions taken during each Board Meeting beginning in January, 2018. She will complete this as she types the minutes each month.

Ms. Tracy reported that we need to develop a Matrix for our Communication Plan with our Community Stakeholders. Kelsey is doing a great job of getting information out to the public.

Mr. Daryl Flowers informed the Board of Health that Dr. Oates approached him about attending various Township Meetings in the county. Dr. Oates will be attending the Township Association meeting on February 8, 2018. Mr. Flowers suggested that someone knowledgeable in Septic Systems attend with Dr. Oates to answer specific questions asked by Trustees. Mr. Roger Crates thinks it is good P.R. for Dr. Oates to attend any Township meetings and suggested that the Township Trustees come to the Board of Health Meetings with their questions as well.

The review of Anniversary Dates for Staff Plan and purchasing of plaques will be discussed later during closed session. The presentation of the Employee of the Year Award will be during the Annual Trustee Meeting in March. Ms. Jeryl Kissling said that we are to make a section on our bulletin board for the "Caught Being Good" award. We will discuss this during our next full staff meeting.

Ms. Tracy reported that the quarterly CHIP meeting was held. There were seven individuals present during the meeting. She will be typing the meeting minutes for the Board to review.

## **2.06 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In December, 56 death certificates were made, 11 burial permits were filed and 19 new death certificates were filed. In addition, 85 certified copies of birth certificates were made, 10 birth verifications for government offices were made and 4 birth certificates were created for home births.

## 2.07 Administrative/Financial

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

Ms. Romanko reported that in the 2018 Infrastructure Fund Budget, no appropriations were made to compensate the EPI Contract with Union County. She requested that the Board sign the new Purchase Order and letter to the Auditor requesting a transfer of appropriations from Infrastructure - Salaries to Infrastructure – Contracts.

Ms. Romanko then requested a finance committee meeting to complete the Budget for 2019.

Ms. Romanko also brought attention to the Monthly Board Member Visitation Sign-In Sheet for January to-date that was attached to the packet with the Agenda.

## 3.0 Old Business

Commissioner, Roger Crowe reported that they are still negotiating a for the purchase of a building. There is nothing new to report.

## 4.0 New Business

Tim Striker spoke to the Board regarding his background and candidacy for Hardin County Commissioner.

## 5.0 Anniversary Recognition

Ms. Jeryl Kissling presented gift cards to recognize employees who began service with the Health Department in January. Mr. Derek Dunson began working on January 1, 2012 and Dr. Kalyan Das began working on January 1, 2011.

## 6.0 Board President

Dr. Larry Oates moved to go into closed session to discuss personnel and contracts. Ms. Jamie Hunsicker seconded. Motion passed with unanimous roll call vote. The BOH went into closed session at 8:47 p.m. The Board of Health came out of closed session at 8:57 p.m.

Ms. Jeryl Kissling made a motion to accept and present Dr. Das with the Health Commissioner Contract for 2018. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

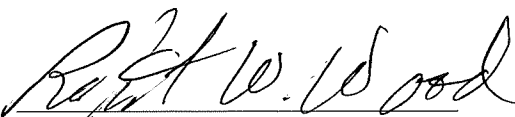
Ms. Jamie Hunsicker made a motion to re-elect and keep the officers the same as in 2017. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

## 7.0 Adjournment

As there was no further business, Dr. Larry Oates made the motion to adjourn the meeting. Ms. Jackie Brown seconded the motion. The meeting was adjourned at 9:00 p.m. The next meeting is February 27, 2018 at 7:00 pm.

ATTEST:

  
Kalyan Das, MD  
Health Commissioner

  
Robert Wood  
Board President