



# KENTON-HARDIN

## HEALTH DEPARTMENT



**Public Health**  
Prevent. Promote. Protect.

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The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, March 27, 2018 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Mr. Roger Crates, Ms. Jeryl Kissling, Ms. Jamie Hunsicker, Dr. Larry Oates and Mr. Chase Doll. Employees present: Dr. Kalyan Das, Ms. Jackie Prater, Ms. Cindy Keller, Ms. Kelsey Ralston and Ms. Pamela Romanko. Guests present: Epidemiologist Mary Salimbene Merriman, Township Trustees Mr. Daryl Flowers and Mr. Kevin Ridgeway, Commissioner Mr. Roger Crowe, and Kenton Times Reporter Mr. Tim Thomas.

### **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. February 27, 2018**

After review of the minutes from the February 27, 2018 meeting, Dr. Larry Oates moved to approve the February 27, 2018 minutes as presented. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

### **2.0 Committee Reports**

#### **2.01 Sanitarian/Environmental**

Ms. Jackie Prater presented the written reports on behalf of both Mr. Shane Lotts and Mr. Derek Dunson. Ms. Prater Andrew Hiester to install a 1500 gallon holding tank on their property at 2859 County Road 20, Ada, Ohio 45810. His parents will be placing a park model camper on the property and using the camper from 4 to 5 months per year and wish to use a holding tank instead of a complete system. Stipulations to the Variance include that a service contract for pumping as needed is required and once the need for the tank is discontinued, the tank will be collapsed and filled in. In addition, if the parents stay at the location full-time, an onsite treatment system must be installed. Mr. Roger Crates stated that we should add a time frame to review this variance or further stipulate that if the property is sold, the tank would be collapsed and filled in. Mr. Roger Crates moved that the Board of Health approve and allow the variance with the additional stipulation of a time period of two years or that it cannot be transferred to another individual with the property. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Roger Crates questioned the condemnation of the property at 14465 TR 199 Dudley Township. The minutes from the February meeting state that the property was condemned so that the township could destroy the house. He has heard that the property has been sold. The report submitted by Mr. Lotts states that both properties discussed last meeting were condemned for the purpose of clean up. Ms. Pam Romanko said she would go back and listen to the meeting recording to see what was actually voted on. Mr. Crates further questioned what happens to the homes that we do condemn? Is there some type of certificate that the home is no longer condemned? This question will be posed to Mr. Lotts.

Mr. Shane Lotts' written report indicated that he performed 2 site inspections, 2 well permits and 4 food plan reviews. Mr. Derek Dunson's written report stated that he performed 5 pre-licensing inspections for food operations, 2 mobile pre-licensing inspections, 1 temporary food inspection and 4 food plan reviews. In addition, Mr. Dunson reported that he filed 4 animal bite reports, pulled 3 water samples.

## **2.02 Nursing**

Director, Ms. Cindy Keller reported 221 Immunizations, 2 Lead tests, 9 TB screens, 107 patients on BCMH, 20 Help Me Grow families and Family Planning saw 55 patients in March to date. The deaths of 4 children who were residents in Hardin County was reviewed during the Child Fatality Review. Ms. Keller then referred the Board to her written report and asked if there were any questions.

Ms. Keller's written report indicated that 4 cribs have been placed in the Cribs for Kids program and the Bike Program Innovative Funding Project is progressing. Melissa and Kelsey are working on promotional ideas for Family Planning and the staff will be reviewing the fee schedule. She and her staff are reviewing the outreach immunization clinics and may make some changes once we are through the spring and school shots. Community Project Dawn will be held on April 16<sup>th</sup> in McGuffy.

Ms. Keller presented the new Policy on Policies for review and approval. After reviewing and discussing the policy, Mr. Roger Crates moved to accept the Policy on Policies Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

## **2.03 Continuing Education / Accreditation**

Ms. Cindy Keller reported that Accreditation Coordinator, Arin Tracy has completed the application process and is ready to submit to PHAB. It required a letter of support from President Bob Wood, which has been completed.

## **2.04 Health Commissioner**

Health Commissioner, Dr. Kalyan Das introduced Epidemiologist, Mary Merriman from Union County to present the monthly report for February as well as the 2017 Annual Communicable Disease Report. There have been 36 reports of Communicable Diseases in Hardin County for the month of February which is an increase of 1 case from January.

2017 showed 287 total reported cases of Communicable Diseases, which is a 28.7% increase from 2016. The top five reported diseases for both 2017 were Chlamydia, Hepatitis C, Influenza-associated hospitalizations, Gonorrhea and Hepatitis B.

## **2.05 Emergency Preparedness**

Ms. Cindy Keller presented the written report of Coordinator, Ms. Arin Tracy and asked if there were any questions about the report. The Courthouse Annex Blood Drive is scheduled for April 24<sup>th</sup>. The new PDO Grant is out and due to be submitted in April. This is the third year therefore it is an evaluation year. She will need to give a lot more detail on what she submits this year. Diana, Arin and Cindy met with Multi-County Correction Facility in Marion to complete a grant deliverable to give them a packet of information for when they are released back into our community. This packet includes information on our Community Project Dawn Program. Arin had a web conference with Ohio Health to find where we are at with the current Community Health Assessment (CHA) and how we will collaborate with them. Arin and Cindy met with Ohio Northern Public Safety to provide training for Naloxone.

## **2.06 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In February, 56 death certificates were made, 12 burial permits were filed and 19 new death certificates were filed. In addition, 110 certified copies of birth certificates were made and 7 birth verifications for government offices were made. No birth certificates were created for home births.

## **2.07 Administrative/Financial**

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

Ms. Jeryl Kissling suggested that we have a Finance Committee Meeting with the new board member. That will be scheduled soon.

Ms. Romanko also brought attention to the Monthly Board Member Visitation Sign-In Sheet for visits since the last Board of Health meeting that was attached to the packet with the Agenda.

Ms. Romanko updated the Board of Health on the status of the Windstream accounts. Windstream has finally credited the original account for the old phone system so the balance owed is zero. But Ms. Romanko is pursuing a refund of the amount of payments that were made to Windstream from July of 2016 through December 2016. This amount is in excess of \$2,000.00.

## **3.0 Old Business**

Commissioner, Roger Crowe reported that they have sent a letter agreeing to purchase the former Head Start building pending a clear title. It is a building that can be used for one or two purposes and the Health Department is at the top of the list. Once they have possession and resolve an issue with mold in the crawl space, they will have a committee from the Health Department look at the building. The Commissioners are hoping to be able to also use this building to consolidate storage from the county in one place.

## **4.0 New Business**

Public Relations Officer, Kelsey Ralston presented the Board with a report and proposal from Rocket VII for billboard advertising for the next twelve months. The cost of advertising will be \$2,400 per year. Mr. Roger Crates moved to accept the contract for the next twelve months. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Ms. Ralston also reported that she had talked to the company who does the placemats for the Plaza. The cost is \$230.00 to have our ad placed on 32500 placemats. We missed the deadline this time, but will be contacted in four months when the next order is processed.

## **5.0 Anniversary/Employee Recognition**

Ms. Jeryl Kissling presented a gift card to recognize employees who began service with the Health Department in March. Ms. Melissa Humble began working for the Health Department in March, 2015.

Ms. Jeryl Kissling informed the Health Department employees that lunch would be provided for them on Thursday, April 5<sup>th</sup> in honor of Public Health Week.

## **6.0 Board President**

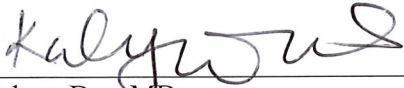
Board President, Bob Wood introduced the new Board of Health Member, Chase Doll. He is filling the position of Township Representative Kevin Ridgeway and fulfilling the rest of his term.

Dr. Larry Oates moved to go into closed session to discuss personnel. Ms. Jamie Hunsicker seconded the motion. The BOH went into closed session at 8:10 p.m. The Board of Health came out of closed session at 8:26 p.m.

**7.0 Adjournment**

As there was no further business, Mr. Roger Crates made the motion to adjourn the meeting. Ms. Jeryl Kissling seconded the motion. The meeting was adjourned at 8:27 p.m. The next meeting is April 24, 2018 at 7:00 pm.

**ATTEST:**



Kalyan Das, MD  
Health Commissioner



Robert Wood  
Board President