

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, August 22, 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, Ms. Jeryl Kissling and Mr. Roger Crates. Employees present: Dr. Kalyan Das, Ms. Cindy Keller, Ms. Arin Tracy, Ms. Jackie Prater, Mr. Shane Lotts and Ms. Pamela Fox. Guests present: Goshen Township Trustee, Mr. Daryl Flowers, Hardin County Commissioner, Mr. Roger Crowe, Kenton Times Reporter, Mr. Dan Robinson, Ms. Pam Robinson, Mr. Levi Bontreger, Mr. David Hostetler, Mr. Daniel Bontrager, Mr. Elmer Bontrager and Mr. Ferman Hostetler.

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. July 25, 2017

Ms. Jackie Brown moved to approve the minutes as presented. Mr. Roger Crates seconded the motion. Motion passed with unanimous roll call vote.

2.0 Committee Reports

President Robert Wood informed the Board of Health the Corey Scarbrough has moved out of the county and will be submitting his resignation letter to the Board of Health.

2.01 Sanitarian/Environmental

Director Mr. Shane Lotts informed the Board of Health that he had written letters to the three families that are living without sewage or water approvals from the KHHD and are using port-a-johns. Mr. Lotts has been informed that the Petersheims as well as the Lambrights will be moving out of the area. The Petersheims have requested that the Board of Health allow them to stay in their home until September 30, 2017. Mr. Lambright has not given a date that they will be moving. Mr. Glick is the only one staying who has not complied.

Several members from the Amish Community were invited to the Board of Health meeting by Mr. Lotts to discuss any issues that they may be having with the board at this time. They were invited to speak. The homeowners are concerned that each one of them who installs a septic system must take the exam that is required by the State of Ohio. They cannot have one or two installers in their community who do it for all because the State of Ohio will not waive the bond and liability insurance requirement for septic contractors. The State of Ohio will not allow port-a-johns as a permanent septic system.

Mr. Hostetler clarified that if a homeowner passes the test, he can install a septic system with the help of others in the community. In addition, a 20 foot system had been approved several times in the past, so Mr. Lotts explained that septic system requirements are determined by the results of the soil analysis as well as the number of the

bedrooms that are in the house. The purpose of the test is to get the homeowner/installer orientated to the rules and regulations of septic system requirements. The test is required so that the Sanitation Department can be certain that each homeowner is educated and informed in septic installation so that the system won't fail and contaminate the surrounding area. Mr. Hostetler expressed concern that each of them have to pay \$50.00 to take the test in addition to paying the \$399.00 permit fee. Mr. Lotts addressed their concern explaining that the exam fee helps recover the cost of his time in giving and monitoring the test-taker.

In response to the Bond and Insurance requirements for the septic contractor, Mr. Roger Crates asked if the state of Ohio can allow special groups such as the Amish Community to self-insure and put the money in Escrow. That way one person could have to take the test. Mr. Lotts reported that the state of Ohio wants the proper forms filled out and submitted and requires Liability Insurance.

Mr. Lotts agreed to give Mr. Hostetler a code book for their use in reviewing and explaining the process to the Community. The Amish Community does not wish to ignore the requirements, and would be prepared to address the issue of taking the test by the next Board of Health meeting on September 26, 2017.

Ms. Jeryl Kissling made a motion to give the residents of the three properties an extension to September 30, 2017 to move out or to comply. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

The members of the Amish Community left the meeting, and Mr. Lotts accompanied them to give them the code book and answer further questions regarding the code.

2.02 Nursing

Director, Ms. Cindy Keller reported 395 Immunizations, 2 Lead tests, 10 TB screens, 107 patients on BCMH, 15 Help Me Grow families, and 56 Family Planning patients.

Ms. Cindy Keller asked if there were any questions about the written report provided.

Ms. Keller informed the Board of Health that she has received a number of resumes for the open Nursing position. She explained that they will be taking their time in selecting and hiring so that the new nurse will be a good fit with the staff.

Ms. Keller reported that the Project Dawn event that was held on August 7th was very successful for a first event. Sixteen people were present, with fifteen kits given. Since then they have also distributed two kits through Project Dawn clinic visits in our office. People have approached them about training. In addition, two citizens have expressed a desire to be a part of the Healthy Lifestyles Coalition Substance Abuse subgroup. The community has been very supportive of this program with very little negative feedback.

Ms. Keller then invited the Board of Health to review the New Policy on Employment Criminal and Background Checks to add to the Health Department Policy and Procedure Manual. After discussion, Mr. Roger Crates made a motion to accept this background check policy as it was written. The motion was seconded by Ms. Jeryl Kissling and passed with unanimous roll call vote.

Ms. Keller also requested that anyone who has time sign up to work at the fair.

2.03 Health Commissioner

Health Commissioner, Dr. Kalyan Das reported that there were 20 reports of Communicable Diseases reported in Hardin County for the month of July.

2.04 Emergency Preparedness

Coordinator, Ms. Arin Tracy asked if there were any questions about her written report.

She reported that the reports have been updated into GMIS. The Community Response Plan was re-done and submitted to our Grant Consultant who advised that it was okay and should be submitted to ODH via GMIS.

2.05 Vital Statistics

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In June, 48 death certificates were made, 9 burial permits were filed and 17 new death certificates were filed. In addition, 67 certified copies of birth certificates were made, 9 birth verifications for government offices were made and 1 birth certificate was created for a home birth.

She also reported that the County IT person, Nate Rodenberger is gathering information and preparing to break the Contract with Windstream due to their breach of the contract. Hardin County Commissioner, Mr. Roger Crowe informed the Board of Health that they have reported this issue to PUCO and have spoken with a new customer service representative to renegotiate the contract.

2.01 Sanitarian/Environmental (continued)

Mr. Lotts returned to the meeting and continued his report.

He informed the Board of Health that he has applied for \$100,000 from the OEPA Water Pollution Control Fund to help Hardin County Residents with failing septic systems who meet poverty guidelines. The department should be notified if we are approved by October of 2017. The funds would be made available by February or March 2018. We will have a year to use it.

Mr. Lotts further presented the Resolution to establish septic installation deadlines and the Resolution that requires Rabies Vaccination as well as the Operation and Maintenance Protocol for their third readings and approval. Ms. Jeryl Kissling made a motion that the Board approve the Resolution Requiring Rabies Vaccination of Unvaccinated Dogs after a Bite Report is Filed after it has been publicized once per week for two weeks also to approve the Resolution Establishing a Deadline for Installation of Sewage Systems in Hardin County and to approve the KHHD Operation and Maintenance Protocols as each is written. Ms. Jackie Brown seconded the motion. Motion carried with unanimous roll call vote.

Mr. Lotts then invited the Board to review Derek Dunson's report and ask any questions that they may have, noting that the Kenton Meat Market has now been approved for a food license.

In response to a question posed by Ms. Jeryl Kissling, Mr. Shane Lotts explained that the carts that are parked in the parking lots can sell fruits and vegetables. Baked goods can only be sold on the seller's property. If they sell baked goods away from their property, they either need to be covered under a Farmer's Market or acquire proper licensing through the Health Department.

Mr. Lotts reported a dog bite case that was reported this morning. The owner wanted the dog released from quarantine so she could take the dog to her home county. Mr. Lotts informed the owner that the dog is required to be quarantined in the county where the bite happened.

Mr. Roger Crates questioned the possibility of administering an oral exam to the Amish Community to help them be able to take the sewage test.

2.06 Administrative/Financial

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

Ms. Fox also requested that a new purchase order be signed for Sewage Program Supplies.

3.0 Old Business

4.0 New Business

President Robert Wood again informed the Board of Health the Corey Scarbrough has moved out of the county and will be submitting his resignation letter to the Board of Health.

Mr. Roger Crowe reported that they have a meeting next Tuesday with Friends Office on the results of their space survey.

5.0 Board President

5.01 Continuing Education / Accreditation

Accreditation: Ms. Arin Tracy reported that the staff held their 2nd quarterly meeting. The 3rd quarterly staff meeting will be September 19 at 1:30pm. It will be a combination Staff/Administration meeting. In order to incorporate the quality improvement initiative into our meeting, the Sherriff's Office will be attending to talk about substances and what they do and to answer any questions.

During the Quality Improvement meeting, it was decided that the Board Members should complete Quality Improvement Project Program Management and Policy Development Training. Dr. Oates will probably discuss this further with the Board next month.

Ohio State University has the ability to receive and review five of our plans for Accreditation to see if we are in compliance for PHAB. It is a free service.

In addition, funds for an Accreditation Support Initiative for small and rural local health departments came through. This could provide up to \$15,000 in assistance for our accreditation costs. We are applying for \$14,500 which would be for 50% of the PHAB fees which is \$7,000. Ms. Tracy reported that she called the Hospital Council for Northwest Ohio and they are willing to contract with us to assist in completing the requirements for the quality improvement and program management plans within a budget amount of \$7,500. The readiness checklist and the timeline are required to be submitted with this application.

Ms. Tracy reported that a meeting needs to be set up with the Personnel Committee to work on and complete the policies needed to fulfill our strategic plan. Ms. Jeryl Kissling volunteered to step in for Mr. Roger Crates during the committee meeting in the event Mr. Crates cannot attend. A meeting was scheduled for September 12, 2017 at 5:00 p.m.

6.0 Adjournment

As there was no further business, Ms. Jackie Brown made the motion to adjourn. The meeting was adjourned at 9:00 p.m. The next meeting is September 26 at 7:00 pm.

ATTEST:

Kalyan Das, MD
Health Commissioner

Robert Wood
Board President