

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, September 26, 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, Mr. Roger Crates, Ms. Jamie Hunsicker and Dr. Larry Oats. Employees present: Ms. Jackie Prater, Mr. Derek Dunson, Ms. Kelsey Ralston 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. Steve Blair, Ms. Amanda Blair and Ms. Heather McCurdy.

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. August 22, 2017

Ms. Jackie Brown moved to approve the minutes as presented. Dr. Larry Oats seconded the motion. Motion passed with unanimous roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Mr. Derek Dunson introduced Steve and Amanda Blair and Ms. Heather McCurdy. They were present to request a Variance. A lot split variance was approved in 2010, but was never recorded. Amanda is wanting to build next to her mother to assist with her aged grandmother's care. There is sufficient separation between the properties to install the new septic systems and to establish required distances from private water systems so it will not affect homeowner's health. Mr. Roger Crates made a motion to grant the variance. Dr. Oats seconded the motion. Motion passed with unanimous roll call vote.

Last month, the residents of the three Amish properties were given an extension to September 30, 2017 to move out or to comply with the process to get septic permits. As of this date, these families have not complied or moved out.

In addition, Shane met with the Amish committee members and proposed a solution that is currently under review by the Ohio Department of Health. The proposal is to have the two committee members take and pass the state exam. In return the committee members would be responsible for helping new home owners with the drawings and installation of the septic and well. Also, they would be required to get consistency throughout their community for well and septic permits before any construction is started for new homes. Should committee members leave or be replaced then the new committee member(s) would need to take and pass the state exam. The dialogue has been promising.

Mr. Roger Crates stated that the Health Department has bent over backwards to give these extensions and to work with the Amish Community so that they can comply with state requirements to provide environmentally safe septic system without being required to have a bond.

Mr. Roger Crates moved that the Board of Health condemn these three properties unless they come forward to comply or have a good reason why they have not complied by October 16, 2017. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

Mr. Roger Crates also moved that if the State of Ohio agrees to the provision, the Bishops must have two people be responsible for taking the test and overseeing the future expansion of the Amish Community and the Bishops must approve this proposal by October 16, 2017. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Derek Dunson also reported that September had three events for temporary food license inspections; The Hardin County Fair, The Harvest and Herb Festival in Ada and the Corn Shucking Festival in Alger. There were no long-lasting concerns or issues. He informed the Board that the Resolution Requiring Rabies Vaccination of Unvaccinated Dogs after a Bite Report was published twice without comment so it is an active document of the Kenton-Hardin Health Department.

In his written report, Mr. Lotts stated that he performed 4 site inspections, 4 sewage finals and 3 well permits, he sent letters on two properties for water shutoffs and investigated 1 dog bite. Mr. Dunson's written report states that he reviewed 11 temporary food applications and inspected 11 temporary food operations and 22 routine in-process food establishments. The Kenton Meat Market passed their 30-day inspection. In addition, he responded to a phone complaint regarding bedbugs, investigated 2 animal bites and pulled 1 water sample.

2.02 Nursing

Director, Ms. Cindy Keller submitted her written report prior to the meeting. She reported 260 Immunizations, 5 Lead tests, 11 TB screens, 107 patients on BCMH, 15 Help Me Grow families, and 44 Family Planning patients. She also reported on the Healthy Lifestyles Coalition, the Hardin County Fair and Interviews and selection for the new nurse position.

Regarding the upcoming Drive Thru Flu Clinic on September 30, Ms. Kelsey Ralston responded to Dr. Oates question that she had already published one advertisement and would be placing the second advertisement in the Kenton Times and it has been on the radio.

Ms. Kelsey Ralston informed the Board of Health that her job responsibilities have expanded and is requesting an additional 10 hours of time per week. Ms. Jackie Brown made a motion to increase Kelsey's weekly hours from 20 to 30 hours per week. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote. Ms. Ralston also requested that the Board of Health approve the purchase of a monthly subscription to Adobe Software program in the amount of \$49.99 per month. Ms. Jamie Hunsicker moved to approve the purchase of Adobe Software at \$49.99 per month. Dr. Larry Oats seconded the motion. The motion passed with unanimous roll call vote.

Dr. Larry Oats reported on the interview process for the new nurse. The final recommendation is to hire Stefanie Leffler at \$18.00 per hour with a \$1.00 per hour raise following a successful 120 day probationary period. Mr. Roger Crates moved to hire Stefanie Leffler Ms. Jamie Hunsicker 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 18 reports of Communicable Diseases in Hardin County for the month of August.

2.04 Emergency Preparedness

Coordinator, Ms. Arin Tracy submitted her written report prior to the meeting updating the Board of Health on exercises, conferences and trainings as well as her activities and the status of Accreditation and grants.

2.05 Vital Statistics

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In August, 42 death certificates were made, 5 burial permits were filed and 15 new death certificates were filed. In addition, 121 certified copies of birth certificates were made, 21 birth verifications for government offices were made and 7 birth certificates were created for home births.

2.06 Administrative/Financial

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

Ms. Fox also reported that due to increased income and expenses, more funds were needed in the Private Water Salary Account as well as additional purchase order amounts in General Supplies, General Travel and General Other. She requested board approval to amend the budget and transfer \$10,000 from General-Contingency to General-Supplies (\$5,000.00), General-Travel (\$1,000) and General-Other (\$4,000). Ms. Jamie Hunsicker moved to amend the budget line amounts. Ms. Jackie Brown seconded the motion. The motion passed with unanimous roll call vote.

The Board also discussed the need to have a Financial person to serve on the Finance Committee. None of the active Board members are financial people.

3.0 Old Business

Mr. Roger Crowe reported that they did meet with Friends Business Supply regarding their space study. Friends estimated a cost of \$36,000 to install cubicles for four offices. He said that the commissioners are exploring other options and stated, "One way or another, there will be more room for the Health Department."

4.0 New Business

Dr. Larry Oats informed the board members that the staff is to go through Performance Management Training and thought that if the Board of Health would be willing to utilize that training to fill the annual CME requirement. The Board would then be aware of the principles that they will be using to manage the Health Department and be given an opportunity to understand how Performance Management will be applied to the entire system.

The Board Members discussed options and solutions to the vacancy in the Finance Committee. The Fiscal Officer has no person with whom she can discuss the financial issues. They discussed asking Mark Rush to serve as an Advisor to serve on the Finance Committee.

5.0 Board President

5.01 Continuing Education / Accreditation

6.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made the motion to adjourn. Ms. Jackie Brown seconded the motion. The meeting was adjourned at 8:20 p.m. The next meeting is October 24 at 7:00 pm.

ATTEST:

Kalyan Das, MD
Health Commissioner

Robert Wood
Board President