

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, June 26, 2018 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Ms. Jeryl Kissling, Mr. Roger Crates, Dr. Larry Oates, Ms. Jamie Hunsicker, Ms. Angela Aaron and Mr. Chase Doll. Employees present: Mr. Derek Dunson, Mr. Shane Lotts, Ms. Jackie Prater, Ms. Arin Tracy and Ms. Pamela Romanko. Guests present: Township Trustee Mr. Daryl Flowers, Commissioner Mr. Roger Crowe and Kenton Times Reporter Mr. Tim Thomas.

**1.0 Convention**

**1.01 Call to Order**

President, 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. May 22, 2018**

After review of the minutes from the May 22, 2018 meeting, Ms. Jeryl Kissling moved to approve the May 22, 2018 minutes as presented. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

**2.0 Committee Reports**

President, Bob Wood reported that the Personnel Committee would be meeting for interviews for the PDO Grant Coordinator position after Dr. Das returns from his vacation.

**2.01 Sanitarian/Environmental**

Mr. Derek Dunson reported that he performed routine food inspections, reviewed 2 temporary food applications, 1 plan review, 1 30-day inspection, and performed 1 walk through inspection at Basil Italian Restaurant. In addition, Mr. Dunson reported that he filed 3 animal bite reports, pulled 2 water samples and followed up on 1 Nuisance complaint at 2562 Wayne Street, Dola.

Mr. Dunson reported on the ODH/ODA food training that he attended in Bowling Green this month. He explained the differences that would be implemented in the way that inspections will be informed. There will be one form for all types of inspections using a checklist.

Mr. Shane Lotts updated the Board members on the status of the three Amish families who have been ordered to vacate their premises. The prosecutor is requesting a default judgement against Willie Petersheim. The Lambrights have moved out of the county so that issue is abated until someone tries to move into that property.

The hearing for the Glicks is scheduled for July 11, 2018.

Mr. Lotts reviewed the nuisance complaints with the Board of Health. The structure at 17792 SR 117, Roundhead has been burnt down and people are bringing in building materials and dumping it on the property as well. Mr. Lotts is recommending that the property be condemned as of June 26th 2018.

Water shutoff notices were sent to two properties at the request of McGuffey village. No response has been received and Mr. Lotts is requesting condemnation of the properties on June 29, 2018 at 203 W. South Street, McGuffey and 102 E. Main Street, McGuffey.

Ms. Jeryl Kissling moved to condemn the property located at 203 W. South Street, McGuffey if they do not have water service restored by June 29, 2018. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Jeryl Kissling moved to condemn the property located at 102 E. Main Street, McGuffey if they do not have water service restored by June 29, 2018. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Jeryl Kissling moved to condemn the property located at 17792 SR 117, Roundhead due to unsafe structure and cleanup needed on the property. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts presented a request for a Variance at 13316 Township Rd 179, Kenton. The well was installed less than the required 50 foot distance from the septic system. Mr. Lotts talked to the owners and suggested that they pump and check the system every five years. He recommends that the Board of Health grant the variance with the stipulation that if the tank fails from any reason they will have to move it. Dr. Larry Oates moved to approve the variance request. Mr. Chase Doll seconded the motion. The motion passed with majority roll call vote. Mr. Roger Crates abstained from voting.

Mr. Shane Lotts' written report indicated that he performed 5 site inspections, 3 well permits and 5 septic final inspections.

## **2.02 Nursing**

Ms. Arin Tracy directed the Board Members' attention to Nursing Director, Ms. Cindy Keller's written report which indicated 292 Immunizations, 6 Lead tests, 15 TB screens, 107 patients on BCMH, 22 Help Me Grow families and Family Planning saw 51 patients since our May Board of Health meeting.

Ms. Tracy reported that Alexa Heacock submitted her resignation and two-week notice. Melissa Humble is off on maternity leave. The Personnel Committee will have to meet to interview candidates for both the Nursing position and the PDO Grant Coordinator position.

Ms. Keller also reported on her written report she is continuing to work on an Elementary Lunch Room Healthy Concessions Program and a partnership with ONU / Health Wise on immunizations. Three Naloxone kits were distributed and one was refilled. In addition, Ms. Kelsey Ralston included the Billboard use report for last month.

A Policy for Board Member Orientation was presented for approval. Dr. Oates explained that from our current Administration meeting, we are looking to operationalize the Board Policy to assure new Board Members are meeting the requirements of the position. The Health Commissioner is responsible to assure the Board Members are each accountable to the Board Member requirements. Ms. Jeryl Kissling questioned if the discussion about Board Member Policy included the topic of giving information to the prospective member before they agree to become a Board Member so they understand the expectations before agreeing to serve. She would like this to be added to our Board Member Policy. Dr. Oates stated that a new document should be created and given to prospective Board Member expectations. Ms. Kissling also noted that the Board of Health does not approve the new Board Member. Ms. Tracy also recommended that each member understand the Authority each Board Member has as a Public Health Member. Mr. Roger Crates moved that the Policy is tabled until Ms. Keller returns. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

### **2.03 Health Commissioner**

Health Commissioner, Dr. Kalyan Das was on vacation and the Board Members reviewed his written report. There were 14 reports of Communicable Diseases in Hardin County for the month of May which is a decrease of 6 cases from April.

### **2.04 Emergency Preparedness**

Coordinator, Arin Tracy presented her written report.

She explained that we have shifted funds from our PDO Grant from Personnel to other expenses due to Diana's leaving. From our site visit we were approved to spend this money in other ways. She requested that President, Bob Wood sign the purchase order from Verde Technologies for Deterra bags for the amount of \$5759.55.

Ms. Tracy presented the contract with Union County for the 2018/2019 PHEP grant for approval. The amount of the contract is \$70,101.00 less Union County Administration Fees for a net amount of \$59,585.85. Ms. Jeryl Kissling moved to accept the Fiscal Year 2019 Contract with Union County. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Tracy distributed a flyer for the CDC Public Health Law Training in Delaware County and suggested that a Board Member attend to represent Hardin County because she and Cindy Keller are unable to attend.

Arin attended an Annex Safety meeting on June 26<sup>th</sup>. The director of Job and Family Services announced that they are having an employee appreciation day and closing at noon on Friday, July 27. He extended the invitation to CSEA and the Health Department. Mr. Roger Crates moved that the Health Department close on July 27, 2018 from 12:00pm to 2:30pm. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

### **2.05 Accreditation**

PHAB has given Arin the dates for training for Accreditation. It is on August 28, 2018 and August 29, 2018 in Alexandria, Virginia. Ms. Tracy requested that the board also support Ms. Cindy Keller's attendance at this training. Many counties have been sending two employees for a second set of eyes and ears. All of Ms. Tracy's costs will be paid by us and then reimbursed. The cost for Cindy would be \$850.00 that would cover the training and meals. The two would share a room and travel together. Dr. Larry Oates moved that the Health Department support Cindy's attendance at PHAB Accreditation Training for the reason that we have already invested a lot of money, time and energy into Accreditation. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

### **2.06 Vital Statistics**

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In May, 63 death certificates were made, 1 burial permit was filed and 14 new death certificates were filed. In addition, 93 certified copies of birth certificates were made, 8 birth verifications for government offices were made and 2 home births were filed.

### **2.07 Administrative/Financial**

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the financial reports for May as well as the Monthly Board Member Visitation Sign-In Sheet for visits since the last Board of Health meeting.

Ms. Romanko stated that she filed a formal complaint with PUCO against Windstream. She also reported that Spectrum will be installing the new internet and Fax line soon.

Ms. Romanko then requested permission to refund Elizabeth Evans co-payments that she had paid that we should not have collected. Ms. Jeryl Kissling moved to issue the \$50.00 refund. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

**3.0 Old Business**

Mr. Roger Crowe reported that there is no update on the status of the Head Start building.

**4.0 New Business**

**5.0 Anniversary/Employee Recognition**

**6.0 Board President**

Recommended committee members are as follows:

Administrative Committee: Robert Wood, Jamie Hunsicker, Larry Oates

Finance Committee: Robert Wood, Jeryl Kissling, Chase Doll

Personnel Committee: Robert Wood, Roger Crates, Angela Aaron


Dr. Larry Oates moved that the Board of Health approve the Committee members as listed. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

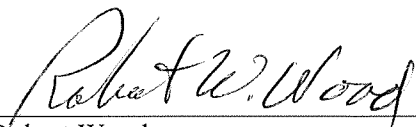
The topic of changing the meeting day or time of the monthly Board of Health Meetings was discussed. No changes were made at this time.

**7.0 Adjournment**

As there was no further business, Jamie Hunsicker made the motion to adjourn the meeting. Dr. Larry Oates seconded the motion. The meeting was adjourned at 8:20 p.m. The next meeting is July 24, 2018 at 7:00 pm.

**ATTEST:**

  
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Kalyan Das, MD  
Health Commissioner

  
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Robert Wood  
Board President