

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, July 24, 2018 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Ms. Angela Aaron, Mr. Roger Crates, Mr. Chase Doll, Ms. Jamie Hunsicker and Dr. Larry Oates. Employees present: Dr. Kalyan Das, Ms. Cindy Keller, Mr. Shane Lotts, Ms. Jackie Prater, Ms. Arin Tracy and Ms. Pamela Romanko. Guests present: Township Trustee Mr. Daryl Flowers, Commissioner Mr. Roger Crowe candidate for Commissioner, Mr. Tim Striker, Guest Ms. Pam Robinson and Kenton Times Reporter Mr. Dan Robinson.

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. June 26, 2018

After review of the minutes from the June 26, 2018 meeting, Ms. Jamie Hunsicker moved to approve the June 26, 2018 minutes as presented. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Sanitarian, Mr. Shane Lotts directed the Board's attention to the report from Mr. Derek Dunson. Mr. Dunson reported that he performed routine food inspections, reviewed 5 temporary food applications, performed 6 temporary food inspections, and 1 Pre-licensing inspection. In addition, Mr. Dunson reported that he filed 7 animal bite reports, pulled 6 water samples, performed 1 follow-up septic inspection and 1 emergency well permit inspection.

The Nuisance complaint at 2562 Wayne Street, Dola was abated on July 23, 2018 and Mr. Dunson looked at a property at 226 N. Main Street, Mt. Victory in response to the mayor's request. He reported to the mayor regarding unsafe conditions to the public.

Mr. Shane Lotts updated the Board members that Mr. Glick was given 30 days from July 11, 2018 to comply with all requirements for the well and septic. Mr. Glick has submitted the well log, the hand pump information and the water sample has been pulled. He has turned in a drawing and is currently working with Jim Legge on the septic. Mr. Petersheim is working with Jim Legge as well and Mr. Lotts has reviewed the requirements with him. It sounds as these two situations are taken care of and this puts a process in place now to resolve these issues if they arise in the future.

Mr. Lotts reported that the Curtains have been dragging their feet to apply for funding to replace their failing septic system for the property located at 0693 TR 195, Forest. Mr. Lotts sent a letter giving them until August 28, 2018 to submit their information to get the replacement process started.

Mr. Lotts reported on changes presented at the ODH/ODA Food Training by the Ohio Department of Agriculture. His written report indicated that he performed 2 site inspections, 2 well permits and 3 final septic inspections.

2.02 Nursing

Director, Ms. Cindy Keller reported 185 Immunizations, 1 Lead test, 9 TB screens, 107 patients on BCMH, 21 Help Me Grow families and Family Planning saw 35 patients since our June Board of Health meeting. Ms. Keller then referred the Board to her written report and asked if there were any questions.

Dr. Oates questioned Ms. Keller on the Hepatitis A outbreak wondering about patterns or areas that are affected. Hardin County does not have any cases. It is related to people with an increased risk factors. ODH is being proactive and staying ahead of the outbreak.

Ms. Keller reported that 4 cribs were distributed this month. She reported that the July Session of the Bike Program went well. 29 Bikes were distributed. The second session is scheduled for August 11 and August 25. There is a waiting list of approximately 100 people if we are able to do the program again. We plan to reach out to potential funders so that we will be able to continue the Bike Program.

Ms. Keller directed the Board Members' attention to a letter included in the Board Packet from the Immunization Advocacy Network of Ohio. They want to get policies at Ohio State University to include the Meningitis B Vaccination in their list of required vaccinations.

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. No Naloxone kits were distributed this month. In addition, Ms. Kelsey Ralston included the Billboard use report for last month.

The Personnel Committee will be meeting on July 30, 2018 at 6:30pm to interview the 3 candidates for the Nursing position.

Dr. Oates updated the Board on the status of the Policy for Board Member Orientation and process that was presented during the last Board of Health meeting. Dr. Oates reported that they are looking at a Pre-board member source of information but are not ready to present anything at this time. The Board President and Health Commissioner are responsible for tracking and insuring that new board members complete their requirements of the state statutes. The Board is going to need to create a formal policy to direct how the Board of Health oversees and monitors the orientation training and the continuing education. Dr. Oates will get with others and develop a policy to bring to the meeting in August. The Standards in Accreditation will require a much more formal policy and procedure than we currently have.

2.03 Health Commissioner

Health Commissioner, Dr. Kalyan Das was on vacation and the Board Members reviewed his written report. There were 18 reports of Communicable Diseases in Hardin County for the month of June which is an increase of 4 cases from May.

2.04 Emergency Preparedness

Coordinator, Arin Tracy presented her written report.

Ms. Tracy reported that the new fiscal year for the PHEP Grant has begun. She is working on the exercise that is scheduled for December 5th and 6th of this year. It is an Overdose Fatality exercise.

She further reported that COOP training from ODH will be conducted during the next Administration meeting.

Ms. Tracy reported on the results of the interviews for the Prescription Drug Overdose Grant Coordinator. 4 candidates were interviewed. The Personnel committee recommends the candidate, Kevin Risner for this position with a backup candidate of Ladonna Roy. Mr. Roger Crates moved to accept the recommendation of the Personnel Committee and move forward to hire Kevin Risner. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. Ms. Jamie Hunsicker then moved that if Mr. Risner turns down the employment offer, the position is to be offered to Ladonna Roy. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

2.05 Accreditation

Ms. Tracy reported that she and Cindy will be driving to Virginia for PHAB Coordinator training for Accreditation on August 28, 2018 and August 29, 2018. They will be gone all week.

The Community Health Assessment meeting is scheduled for July 30, 2018. Ms. Cindy Keller and Ms. Arin Tracy reported that the ONU college of Pharmacy will be contributing to the Community Assessment. Mr. Steve Martin was going to check with others higher up to ask them to contribute. Ron Snyder at OhioHealth Hardin Memorial Hospital informed us that OhioHealth is not going to do or budget to help pay for the community assessments. The next step is Mental Health and the other contributors to the last assessment. We will be exploring some other sources that we did not approach previously.

The annual meeting to review the Strategic Plan will be set up for August.

Ms. Tracy directed the Board's attention to a Notice of Public Rules Hearing of the Ohio Revised Code and the Ohio Administrative Code. They want to change the minimum standards for the local health departments from employing a Health Commissioner to employing a full-time health commissioner or a part-time health commissioner with a full-time administrator.

2.06 Vital Statistics

Registrar, Ms. Jackie Prater presented her report on Vital Statistics. In June, 42 death certificates were made, no burial permits were filed and 8 new death certificates were filed. In addition, 75 certified copies of birth certificates were made, 3 birth verifications for government offices were made and 2 home births were filed.

Ms. Prater then directed the attention of the Board members to the document titled, "The importance of Individual PC Backups at KHHD" She reported that the software for individual PC Backups is \$30 per each PC plus a setup time of approximately 15 to 30 minutes per PC. Mr. Roger Crates moved to accept the expertise of the employees and approve the cost of \$450.00 to move forward with the individual backup of each computer. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

2.07 Administrative/Financial

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the itemized transaction report and the financial reports for June. In addition she presented the quarterly report for the second quarter.

Ms. Romanko then requested additional appropriations/purchase orders for the following:

- General – Other Expense, E000-E12 in the amount of \$8,000.00 to cover additional costs of the PDO grant.
- Food – Supplies, E001-G06 in the amount of \$500.00
- Private Water - Supplies, E003-J06 in the amount of \$200.00
- Pools - Travel, E005-L05 in the amount of \$100.00
- Medical Reserve Corp – Travel, E014-Y05 in the amount of \$50.00

These additional amounts are needed to cover actual expenses in these funds and to be able to allocate office supply costs to other funds to reduce costs in the General Fund.

Ms. Jamie Hunsicker moved that the Board of Health approve the additional appropriations of \$8,000.00 to General, \$500.00 to Food, \$200.00 to Private Water, \$100.00 to Pools and \$50.00 to Medical Reserve Corp. Mr. Roger Crates seconded the motion. The motion passed with a majority roll call vote. Ms. Angela Aaron abstained from voting.

Ms. Romanko reported that Windstream told PUCO that we were not eligible for a refund because we had not requested the refund within 30 days per contract.

The Finance Committee meeting is scheduled for Tuesday, August 7 at 1:00pm.

Ms. Romanko then directed the Board's attention to the Monthly Board Member Visitation Sign-In Sheet for visits since the last Board of Health meeting.

3.0 Old Business

Mr. Roger Crowe reported that there is no update on the status of the Head Start building. The Commissioners completed their annual walk through of the Annex Building.

4.0 New Business

5.0 Anniversary/Employee Recognition

Dr. Larry Oates presented gift cards to recognize employees who began service with the Health Department in July. Ms. Jackie Prater has been serving for 22 years and Ms. Cindy Keller has been serving for 8 years.

6.0 Board President

7.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made the motion to adjourn the meeting. Mr. Chase Doll seconded the motion. The meeting was adjourned at 8:04 p.m. The next meeting is August 28, 2018 at 7:00 pm.

ATTEST:

Kalyan Das, MD
Health Commissioner

Robert Wood
Board President