

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, October 23, 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, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Dr. Kalyan Das, Ms. Cindy Keller, Mr. Shane Lotts, Ms. Jackie Prater, Ms. Kelsey Ralston, Ms. Arin Tracy, Ms. Tracie Simon and Ms. Pamela Romanko. Guests present: Township Trustee Mr. Daryl Flowers, Commissioner Mr. Roger Crowe, 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. September 25, 2018

After review of the minutes, Ms. Jamie Hunsicker moved to approve the September 25, 2018 minutes as presented. Ms. Angela Aaron seconded the motion. The motion passed with a majority roll call vote with Ms. Jeryl Kissling abstaining.

2.0 Committee Reports

Ms. Cindy Keller introduced the new nurse, Ms. Tracie Simon. Ms. Simon stated that she loves it at the Health Department.

2.01 Sanitarian/Environmental

Mr. Shane Lotts presented the written report submitted by Mr. Derek Dunson. His report stated that he performed routine food inspections, reviewed 1 temporary food application, performed 1 temporary food inspection and 1 vending inspection. In addition, Mr. Dunson reported that he filed 5 animal bite reports and pulled 11 water samples. His report stated that a nuisance problem with raw sewage at CVS was abated.

Sanitarian, Mr. Shane Lotts presented his written report. Ms. Pamela Romanko reported that Mr. Lytle had spoken with her and asked her to give the Board Members a message. Mr. Lytle requested that the condemnation of his property be removed because there have been massive improvements to the property and the \$1800 has been paid to the Water department. In addition, all fees owed to Hardin County will be paid by the end of the week. Mr. Lotts directed the Board's attention to the pictures. He reported that as of this time, he has not received an email from the village of Dunkirk stating that the water bill had been paid and he has not received a letter from the Dunkirk Fire Chief. No action was taken by the Board.

Mr. Roger Crates questioned Mr. Lotts regarding follow up on the Lytle property. Mr. Lotts informed the Board that the Village of Dinkirk is responsible to follow their codified ordinance in this matter.

Mr. Lotts reported on an issue with a well permit for Peggy Creamer at 19422 Township Road 197, Ridgeway. The Health Department issued the permit at the end of last year. The company that drilled the well sold the business

about a month after the well was drilled and failed to submit the well log to the Health Department. This company has transferred twice this year and the current owner of the company is out of Springfield. We may not receive a well log, but in good will to the homeowner, Mr. Lotts would like the Board of Health to grant the owner a six-month extension to get that situation worked out and submit a well log. Ms. Jeryl Kissling moved to grant the six-month extension on the well permit at 19422 Township Road 197, Ridgeway so she can get a well log for her well permit. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts submitted the fees that were recommended by the District Advisory Council at their October 17, 2018 meeting. Food fees will be decreasing reflecting the change since Derek is handling most of the food program. An increase will be seen in the water and sewer programs. Mr. Roger Crates commented that the cost of doing business continues to increase and the fees are justified according to the cost methodology. Dr. Larry Oates moved to accept the first reading of the Environmental Fees. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Karen Curtin has submitted all of the required paperwork to apply for the EPA grant funds to assist in installing a new system. Mr. Lotts sent a letter to the installers inviting them to bid on this project. No order of condemnation of their property at 0693 TR 195, Forest will be needed at this time.

Blanchard Township Trustees are asking the Board of Health to condemn the property located at 14437 CR 20, Dunkirk, Ohio for purposes of the Township cleaning up the property. Mr. Lotts directed the Board's attention to the pictures. Ms. Jeryl Kissling moved to condemn the property at 14437 CR 20, Dunkirk, Ohio. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts' written report indicated that he performed 3 site inspections, 3 well permits, 12 final twelve-month septic inspections and 1 pool inspection.

2.02 Nursing

Director, Ms. Cindy Keller reported 204 Immunizations, 361 flu shots, 1 Lead test, 9 TB screens, 107 patients on BCMH, 17 Help Me Grow families and Family Planning saw 45 patients since our last Board of Health meeting.

Included in her report was information on the Hepatitis A Outbreak for the state of Ohio. There are 666 total cases in Ohio with no cases being reported in Hardin County.

A Project Dawn event is being planned for November.

Ms. Keller presented the HIPAA policy for the approval of the Board Members. Ms. Jamie Hunsicker moved to approve and accept the HIPAA policy. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

Ms. Keller's written report stated that seven cribs were distributed in the final month of the Maternal Child Grant. Plans are to continue with this program utilizing Help Me Grow Home Visiting monies to purchase the cribs.

2.03 Public Relations / PIO

Ms. Kelsey Ralston reported that is finishing the current newsletter. In addition, she has her camera and is ready to take pictures of the Board members for the new website. Mr. Bob Wood stated that he thought the website looks good.

2.04 Health Commissioner

Health Commissioner, Dr. Kalyan Das reported there were 15 reports of Communicable Diseases in Hardin County for the month of September which is a decrease from 31 cases from August.

2.05 Emergency Preparedness

Coordinator, Arin Tracy presented her written report.

She then presented the contract for the 2019 Radon Grant. The Grant is just like it was last year. This money will be used for educational flyers to realtors, schools, physicians, pharmacies and pizza boxes. Mr. Roger Crates moved to approve and accept the 2019 Radon Grant Contract pending prosecutor's approval. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

The prescription drug drop boxes purchased with the previous year grant funds have been delivered. The State of Ohio will no longer allow this purchase as part of the PDO Grant.

A brochure has been created for the Substance Abuse Committee that will be printed by Golden Graphics. The Healthy Lifestyle's Coalition has donated \$100 to purchase 10 drug lock boxes to be used in various events.

2.06 Accreditation

The final date to submit all documentation to PHAB is September 7, 2019.

2.07 Vital Statistics

Registrar, Ms. Jackie Prater presented her written report on Vital Statistics. In September, 48 death certificates were made, 1 burial permit was filed and 15 new death certificates were filed. In addition, 103 certified copies of birth certificates were made, 3 birth verifications for government offices were made and 1 home birth was filed.

2.08 Administrative/Financial

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the itemized transaction report and the financial reports for September and the quarterly report for the third quarter.

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

- Private Water Supplies in the amount of \$150.00
- Private Water Test Fees in the amount of \$600.00
- Sewage Supplies in the amount of \$150.00
- Pools Salaries in the amount of \$200.00

Ms. Romanko also requested appropriation transfers and purchase orders for the following:

- \$3,500.00 from General Supplies to General Vaccines
- \$2,500.00 from General Supplies to General Other
- \$800.00 from Food Contingency to Food Salaries
- \$150.00 from Food Contingency to Food PERS/Medicare
- \$250.00 from Food Contingency to Food Supplies
- \$200.00 from BCMH Contingency to BCMH Supplies

Mr. Roger Crates moved that these transfers and the additional appropriations be approved as deemed necessary. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. The Board Members proceeded to sign the new purchase orders.

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.

Mr. Chase Doll requested Ms. Romanko provide him with a copy of the copier lease agreement with US Bank.

3.0 Old Business

Mr. Roger Crowe updated the Board on the status of the Kohler Street building. The abatement is supposed to be complete on the building. Bids will need to be taken to repair the floor. Members of the Health Department will be given the opportunity look at the building to best use the space that is available.

4.0 New Business

Dr. Oates noted that the December meeting will be moved to the third week and will be on December 18, 2018.

5.0 Anniversary/Employee Recognition

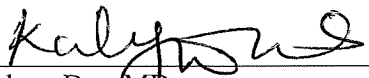
Ms. Jeryl Kissling presented a gift card to recognize Ms. Arin Tracy for her 6 years of service to the Health Department.

6.0 Board President


7.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made the motion to adjourn the meeting. Ms. Jeryl Kissling seconded the motion. The meeting was adjourned at 8:06 p.m. The next meeting is November 27, 2018 at 7:00pm.

ATTEST:



Kalyan Das, MD
Health Commissioner



Robert Wood
Board President