

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, November 27, 2018 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Mr. Roger Crates, Mr. Chase Doll, Ms. Jamie Hunsicker, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Mr. Derek Dunson, 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, Kenton Times Reporter Mr. Dan Robinson and Ms. Pam 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. October 23, 2018

After review of the minutes, Ms. Jeryl Kissling moved to approve the October 23, 2018 minutes as presented. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Mr. Derek Dunson presented his written report. His report stated that he performed 20 routine food inspections, reviewed 1 temporary food application, performed 1 temporary food inspection, 2 food plan reviews and performed inspections at 1 food event with 4 out of county food trucks being inspected (Thriller Nights – Spooktacular). In addition, Mr. Dunson reported that he filed 3 animal bite reports, pulled 8 water samples and sited 2 wells with Shane. He also took pictures at 142 Mills Street, Kenton, Ohio in response to a nuisance problem.

Mr. Dunson reported that he had responded to a flyer that was seen in Ada about an individual preparing and selling food from her home and with no license. He responded with a phone conversation and a letter.

Sanitarian, Mr. Shane Lotts presented his written report. His written report indicated that he performed 2 site inspections, 5 well permits, 1 septic final and 4 final twelve-month septic inspections.

Mr. Lotts reported that after the Board of Health voted at last month's Board Meeting to condemn the property at 14437 CR 20, Dunkirk, Ohio, the owners responded with a Notice of Appeal. On November 16th, the Health Department received a letter from the owner's attorney to remove the Appeal. No action was taken by the Board and the property remains condemned.

The issue with the well that was sealed by Jason Stalk on the property at 17832 SR 117, Roundhead continues to remain unsettled. Although Mr. Stalk was approved to seal his own well by ODH, he still has not submitted his seal report. Mr. Lotts requested that the Board of Health issue an order that will establish a date for Mr. Stalk to comply. If he doesn't comply by that time, ODH will then take action on their end. Dr. Larry Oates moved that the Board of Health issue an Order that Mr. Stalk submit the seal report by the close of business on the date of the

next Board of Health Meeting, which is December 18, 2018. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts reported on the issue with a well permit for Peggy Creamer at 19422 Township Road 197, Ridgeway. The Health Department issued the permit in October of 2017. A well log still has not been submitted to the Health Department. The Board of Health has granted the owner a six-month extension to get that situation worked out and submit a well log. ODH is pursuing a bond claim on the contractor, Eaton Well Drilling in this matter.

The tenants at 513 Decatur Street have been removed. The Johnsons are working on the water issue and the extermination of the cockroaches. The Health Department has received the exterminator report for this property. No action was required by the Board.

Mr. Lotts submitted the fees that were recommended by the District Advisory Council at their October 17, 2018 meeting for the required second reading. Ms. Jeryl Kissling moved to accept the second reading of the Environmental Fees for 2019. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

A Variance Request was submitted for approval by Jason Parker for 279 Hale Street, Ridgeway. Mr. Parker had to build a new home to replace his home destroyed by fire on the lot and was asking for a variance to allow the use of the existing well which will be 7' from the garage foundation. Mr. Roger Crates moved to grant the Variance Request. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

On behalf of the employees of the Kenton Hardin Health Department, Mr. Lotts stated that the Commissioners are giving the county the afternoon off on December 24, 2018. Mr. Lotts requested that the Board grant the Health Department employees the morning off on that day as well. Dr. Larry Oates moved that the Board of Health grant Monday, December 24th, 2018 as a day off for the Health Department employees. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

2.02 Nursing

Director, Ms. Cindy Keller reported 287 Immunizations, 8 Lead tests, 21 TB screens, 107 patients on BCMH, 13 Help Me Grow families and Family Planning saw 44 patients since the last Board of Health meeting.

Included in her report was information on the Hepatitis A Outbreak for the state of Ohio. There are 919 total cases in Ohio with still no cases being reported in Hardin County.

Four Narcan kits were distributed at the Project Dawn event at the Ada Library in November. The Library requested that we return in the spring so they can advertise for a longer period of time. We will be meeting with them after the first of the year.

Ms. Keller reported that Melissa Humble submitted her resignation as a part-time registered nurse. She is asking to remain as a PRN so she can keep her 3 Help Me Grow families and help with the Family Planning Program. Ms. Keller recommended that the board grant her requests. Ms. Jeryl Kissling moved to accept Melissa Humble's resignation and to hire her as PRN. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

Ms. Keller's written report stated that 2 cribs were distributed in the October and 1 crib was distributed in November.

Ms. Jeryl Kissling inquired about the outreach immunization clinics. Ms. Keller stated that she will be looking at the feasibility of continuing the clinics and/or rotating the days that we go to Forest and Dunkirk. It is not a wise use of our nurses and biller's time when the clinics are not utilized. They will be looking at options.

Ms. Keller presented the revision to the Financial Oversight Policy for the approval of the Board Members. Ms. Jamie Hunsicker moved to approve and accept the revisions to the Financial Oversight Policy. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

2.03 Public Relations / PIO

Ms. Cindy Keller drew the Board's attention to the Billboard report that was submitted by Public Information Officer, Ms. Kelsey Ralston.

2.04 Health Commissioner

Director of Nursing, Ms. Cindy Keller presented the Communicable Disease Report for October. The report indicated that there were 22 reports of Communicable Diseases in Hardin County for the month of October which is an increase from 15 cases in September. Ms. Keller noted that the one report of Legionnaires' Disease was an individual who was actually a resident of a nursing home in Logan County.

2.05 Emergency Preparedness

Coordinator, Arin Tracy presented her written report.

Ms. Tracy reported that the PHEP Grant for the 2020 Fiscal Year will be posting to ODH on December 11, 2018. The Notice of Award is due December 18, 2018 and the grant application will be due on January 22, 2019. This is a new grant and will be a competitive grant.

The prescription drug drop box purchased with the previous year grant funds have been installed for the Forest Police Department is set in place and the department has begun taking medications. The Sheriff's Office will be getting theirs set up as well.

The Functional Exercise for the Fiscal Year 2019 PHEP Grant will be held on December 5th. It will be a drug overdose exercise.

2.06 Accreditation

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

The Hospital Council of Northwest Ohio reported that the number of completed surveys that they received was less than they had expected. They will still be able to use them to analyze and process the data.

Ms. Tracy reported that Board Member, Angela Aaron had completed the list of community meetings with the information received from those that had submitted their individual lists of meetings attended. This is for the Health Department's Strategic Plan. We still need to be represented at other community meetings such as Township and Village Meetings, etc.

2.07 Vital Statistics

Registrar, Ms. Jackie Prater presented her written report on Vital Statistics. In October, 54 death certificates were made, 1 burial permit was filed and 21 new death certificates were filed. In addition, 117 certified copies of birth certificates were made, 10 birth verifications for government offices were made and 3 home births were filed.

2.08 Administrative/Financial

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the itemized transaction report and the financial reports for October.

Ms. Romanko requested a transfer of appropriations in the amount of \$125.00 from Infrastructure - Supplies to Infrastructure - Contracts due to an increase in the EPI Contract for the 2019 Fiscal Year. Dr. Larry Oates moved to approve the reallocation of funds within Infrastructure. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote. The Board Members proceeded to sign the new purchase order.

Ms. Romanko then presented changes to the previously approved 2019 Budget to reflect changes in wages, health insurance costs and the loss of the Maternal Child Health Grant. The changes made to this budget to give a more accurate outlook on each of the funds than when the Budget was created a year ago. Ms. Jeryl Kissling moved to accept the 2019 Budget as revised. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

Ms. Romanko then announced that she had received notice from Mr. Brad Bailey pursuant to the filing of the complaint against Windstream, they have agreed to refund the amount that had been double-billed and paid as a credit to our account plus court costs. This amount of the credit will be \$2,683.63. The contract with Windstream will expire in March. We will be working with Spectrum to get our phone service transferred.

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 updated the Board on the status of the Kohler Street building. The mold is gone and the repairs to the building will begin.

4.0 New Business

Mr. Bob Wood announced that the Staff Christmas Party will be held on December 11, 2018 at 11:30am. The Board Members have been invited. Ms. Jeryl Kissling moved to supply a couple of cans of chicken and/or beef to be taken out of the Employee Recognition Account. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote.

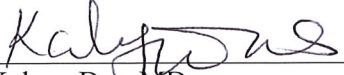
5.0 Anniversary/Employee Recognition

6.0 Board President


7.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made the motion to adjourn the meeting. Dr. Larry Oates seconded the motion. The meeting was adjourned at 7:59 p.m. The next meeting is December 18, 2018 at 7:00pm.

ATTEST:



Kalyan Das, MD
Health Commissioner



Robert Wood
Board President