

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, January 22, 2019 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, Ms. Jamie Hunsicker, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Ms. Cindy Keller, Mr. Shane Lotts, Ms. Kelsey Ralston, Mr. Kevin Risner and Ms. Pamela Romanko. Guests present: Township Trustee Mr. Daryl Flowers, Commissioner Mr. Timothy Striker, Kenton Times Reporter Mr. Dan Robinson, Ms. Pam Robinson, Ms. Tammy Long and Mr. Glenn James.

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. December 18, 2018

After review of the minutes, Ms. Chase Doll moved to approve the December 18, 2018 minutes as presented. Dr. Larry Oates seconded the motion. The motion passed with majority roll call vote. Ms. Jamie Hunsicker abstained from voting.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Sanitarian, Mr. Shane Lotts introduced guest, Tammy Long to the Board of Health. Ms. Long is applying for a hardship waiver for her property located at 18058 TR 265 Kenton due to condemnation by our Department on October 17, 2017. This property was formally owned by David Lambright and has subsequently sold to Ms. Long. Her well has been approved. She has a septic permit, but due to weather, she was only able to get the septic tank installed. She is asking the Board of Health for permission to live in the home and have a contract with a registered contractor to pump the septic tank until the weather breaks in the spring and she is able to have the remainder of the septic system installed. She is also requesting that the condemned sign be removed. Discussion followed regarding allowing her to live in the house when it has been condemned without fulfilling the requirements. Mr. Bob Wood questioned how it could appear to the public if they are living in a house with a condemned sign. Mr. Lotts suggested that they have the Condemned sign removed and state in the letter that they will have six months to get the remainder of the septic system finished or the sign will be put back. Ms. Jeryl Kissling then moved to allow Ms. Long to live in the home, with the condemned sign be removed at 18058 TR 265, Kenton and give them six months from today to complete the rest of the septic system. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote. At that time, Ms. Tammy Long and Mr. Glenn James left the meeting.

Mr. Lotts then informed the Board of Health that there was an error in the fees submitted and approved in the prior meeting. The amount charged for the risk food fees were miscalculated and would need to be reduced. He submitted a report showing the revisions and requested an emergency approval of the revised fees. Dr. Larry Oates moved to accept the Food License fees as presented. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

Sanitarian, Mr. Shane Lotts presented his written report.

Mr. Lotts then submitted a resolution to authorize him to enter into the Water Pollution Control Loan Fund Agreement on behalf of the Health Department for the repair and replacement of home sewage treatment systems. Jeryl Kissling moved to approve the resolution for the WPCLF for 2019. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

Mr. Lotts reported that he will have a pool survey the next day, January 23, 2019.

He also reported that he had a water shut-off notice from the Village of McGuffey that he had followed up with the owner with a letter and a phone call. They have until February 9, 2019 to comply.

Mr. Lotts presented Derek Dunson' written report. His report stated that he performed 14 routine food inspections, reviewed 3 food plan reviews, investigated 5 animal bite reports and pulled 3 water samples. Mr. Chase Doll informed the Board that the owners of Three Brothers had informed Mr. Doll that Mr. Dunson did an exceptional job, he was fast, courteous and great to work with.

2.03 Nursing

Director, Ms. Cindy Keller reported 137 Immunizations, 1 Lead test, 18 TB screens, 107 patients on BCMH, 13 Help Me Grow families and Family Planning had 12 in person encounters and approximately 30 telephone calls since the last Board of Health meeting. She had separated the Family Planning numbers because we will be looking at the Family Planning program.

Ms. Keller presented her written report. Ms. Keller's written report stated that one crib was distributed in January with one referral. She has a meeting with the ONU Pharmacy students on January 29 to continue the school lunch program.

Ms. Keller indicated that there are 1438 Hepatitis A cases as of January 14, 2019 with 67 Ohio counties having cases. Hardin County currently has no Outbreak cases but does have three unrelated cases of Hepatitis A.

Ms. Keller stated that Ms. Karla Yoder has not been active for a year or longer and had been contacted regarding changing her application for Medicare-Medicaid. She remains listed on our Payroll at the Auditor's office and asked the Board for a motion to have her removed from payroll. Ms. Jeryl Kissling made a motion to remove Karla Yoder from Payroll. Ms. Jamie Hunsicker seconded the motion. The motion passed with unanimous roll call vote. Ms. Keller will notify Ms. Yoder with an official letter.

Ms. Keller presented the Standard Operating Procedure for the Travel Expense Reimbursement for the approval of the Board Members. The SOP will require the employee to turn in a Google or Mapquest map showing the shortest route. Meal reimbursement was researched and capped at \$14.00 for lunch and \$23.00 for dinner. Ms. Jamie Hunsicker moved to approve the Standard Operating Procedure for Travel Expense Reimbursement. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Ms. Pamela Romanko then presented the Standard Operating Procedure for Administrative and Fiscal for the approval of the Board Members. It was reviewed by the prosecutor's office. Ms. Kissling questioned the \$6,000.00 limit for a single transaction on the Credit card in an emergency. Ms. Romanko directed attention to page 2 that states, "No funding will be obligated or committed without the consent of the Hardin County Health Commissioner and the Kenton-Hardin Board of Health." Ms. Jamie Hunsicker moved to accept the Standard Operating Procedure for Administrative and Fiscal for procurement and spending funds. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

The Cost Allocation Plan was also presented for approval. Ms. Jamie Hunsicker moved to accept the Cost Allocation Plan to define the methods and procedures to allocate costs to various grants and programs. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

2.04 Accreditation

The final date to submit all documentation to PHAB is September 7, 2019. We are planning to push the button on September 3, 2019.

Ms. Cindy Keller reported that she is now the Accreditation Coordinator with Ms. Kelsey Ralston and Mr. Kevin Risner are the Assistant Accreditation Coordinators. Domain Teams have been re-organized with the individual teams meeting weekly to review and prepare the documents for each of their domains. She presented and explained the new timeline with deadlines.

2.05 Health Commissioner

Ms. Cindy Keller presented the December Communicable Disease Report for Dr. Kalyan Das. The report indicated that there were 13 reports of Communicable Diseases in Hardin County for the month of December which is an increase from 12 cases in November.

2.06 Public Relations / PIO

Public Information Officer, Ms. Kelsey Ralston had nothing to update.

2.07 Emergency Preparedness

Coordinator, Mr. Kevin Risner presented his written report. He reported that the application for the PHEP Grant for the 2020 Fiscal Year has been submitted.

Mr. Risner also reported that things are going well as he is transitioning into his new position as Emergency Preparedness Coordinator.

Mr. Risner then reported that the hiring committee met and interviewed two candidates for the position of PDO Grant Coordinator. The hiring committee recommends the first candidate is Melodie Stockdale and the second candidate is Bonita Melrose. Mr. Roger Crates noted that both candidates were qualified. Ms. Stockdale gave a better presentation and they felt she had the personality to be successful in this position. Ms. Jeryl Kissling moved to offer the position of Prescription Drug Overdose Prevention Program Coordinator to Melodie Stockdale. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

Mr. Chase Doll made a motion to offer the position of Prescription Drug Overdose Prevention Program Coordinator to Bonita Burroughs in the event Melodie Stockdale does not accept the position. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

2.08 Vital Statistics

Fiscal Officer, Ms. Pam Romanko directed the Board Members' attention to registrar, Ms. Jackie Prater's written report. In December, 63 death certificates were made, no burial permits were filed and 23 new death certificates were filed. In addition, 93 certified copies of birth certificates were made, 13 birth verifications for government offices were made and 6 home births were filed.

2.09 Administrative/Financial

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the itemized transaction report and the financial reports for December as well as the quarterly/annual financial report for 2018.

Ms. Romanko reported that she met with the two directors to review the 2020 Budget prior to the Finance Committee meeting. A conversation was started regarding a contingency account that could be set up to be more of a severance fund where money could be saved to cover the costs of employees when they retire. This would help the Health Department be a bit more financially sound. The prosecutor said it is possible to do this. She will continue to look into this and discuss it with the finance committee.

Ms. Romanko reported that she has sent the cancellation letter to Windstream three different ways. She is working with Spectrum to coordinate their setup date with Windstream's disconnect date.

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

Ms. Keller reported that they had done a walk-through in the new building that the commissioners have offered. She reported that the issues she sees to be a problem deal with HIPAA and ODH compliance. Mr. Lotts reported that he is concerned that there will not be enough space for our personnel and our files. They recommended the Board of Health members go through the site before we respond to the commissioners by February 1st. A date will be coordinated and the Commissioners.

4.0 New Business

Mr. Daryl Flowers reminded the Board of Health that the Annual Advisory Meeting is the first Wednesday in March.

5.0 Anniversary/Employee Recognition

Ms. Jeryl Kissling presented a gift card to recognize the employees who began service with the Health Department in January. Mr. Derek Dunson has been serving for 7 years and Dr. Kalyan Das has been serving for 8 years.

6.0 Board President

Ms. Jeryl Kissling moved to go into closed session to discuss employee matters. Ms. Jamie Hunsicker seconded the motion. The Board of Health went into closed session at 8:12pm. The motion passed with unanimous roll call vote. The Board of Health came out of closed session at 9:15 p.m.

Ms. Jeryl Kissling made a motion that the Family Planning Contract with Dr. Kalyan Das will not be renewed because it his services are not needed for that program anymore. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote.

Ms. Jeryl Kissling made a motion that a 1.5% raise be given to all associates retroactively effective on January 6, 2019. Mr. Roger Crates seconded the motion. The motion passed with unanimous roll call vote.

Ms. Angela Aaron made a motion to renew the annual Health Commissioner contract with Dr. Kalyan Das at the annual amount of \$14,355.56 for 2019. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

Dr. Larry Oates recommended that the Board of Health review the language and terms of this contract to be certain that the contract spells out his duties and that Dr. Das is fulfilling the contract requirements.

7.0 Adjournment

As there was no further business, Mr. Chase Doll made the motion to adjourn the meeting. Ms. Angela Aaron seconded the motion. The meeting was adjourned at 9:19pm. The next meeting is February 26, 2019 at 7:00pm.

ATTEST:

Kalyan Das, MD
Health Commissioner

Robert Wood
Board President