



The Kenton-Hardin General District Health board met in regular session at 5:00 p.m. on Tuesday, December 14, 2021. The following board members were present: Mr. Robert Wood, Ms. Jeryl Kissling, Ms. Marty Gray, Ms. Angela Aaron, Mr. Roger Crates and Dr. Larry Oates. Employees present: Ms. Cindy Keller, Mr. Shane Lotts, Mr. Derek Dunson, Ms. Jackie Prater, Ms. Dionne Staley, Ms. Jamie Hunsicker, and Mr. Sean Beck. Guests present: Kenton Times reporter, Mr. Dan Robinson, Township trustee Mr. Daryl Flowers, and Hardin County Commissioner Mr. Fred Rush.

1.0 Convention

1.01 Call to Order

President, Mr. Robert Wood called the meeting to order at 5:00 pm.

1.02 Pledge of Allegiance

1.03 Acceptance of Agenda

1.04 Approval of Minutes

After review Ms. Jeryl Kissling made a motion to approve the November 26, 2021, minutes. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Mr. Shane Lotts performed 2 Site Inspections and 4 well permits, 1 – 12-month sewage inspections, 3 sewage system final inspections.

A motion for a 3rd reading on the 2022 Cost Methodology fees was made by Ms. Jeryl Kissling to accept the environmental food fees. Second by Ms. Angela Aaron. The motion passed with a majority roll call vote.

Mr. Lotts also stated that the environmental fees for 2022 will remain the same with no change except for the vending fee that was \$19.51 will be reduced by \$1.22 per ODH survey. The new fee will be \$18.29 each plus the CPI (Consumer Price Index) percentage for 2022, which is released each year in January. Ms. Jeryl Kissling made a motion for the new vending fee to be \$18.29 plus CPI addition. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

He also submitted an embargo resolution originally approved on October 26, 2021. ODH (Ohio Department of Health) has requested that the language for ORC 3701-21-27 be added. He asked that the board make a new motion on this language and approve the resolution. Ms. Marty Gray made the motion to approve the updated embargo resolution to add 3701-21-27. Ms. Angela Aaron second the motion. The motion passed with a majority roll call vote.

Mr. Lotts submitted a variance on behalf of Ms. Darlene Goss, 18003 SR 117, Roundhead. This states that the new well is 43' from the septic tank, which it should be 50' by ORC code 3701-28-07 (J). He submitted 2 letters regarding the well driller along with the variance. He requested a motion to approve this variance for Ms. Goss so that she wouldn't have to do a bond claim against the Well Driller. Ms. Marty Gray made to motion to approve this variance. Mr. Roger Crates second the motion. The motion passed with a majority roll call vote.

2.01.1 Mr. Derek Dunson reported that he performed 11 vending food inspections, 11 regular food inspections, 2 food facility plan reviews, 2 micro-market inspections, 1 pre-licensing inspection, collected 7 water samples, and 4 dog bites. Attended the Ohio Department of Agriculture webinar.

2.02 Nursing

Nursing Director, Ms. Melissa Humble gave her report, she stated that the nurses are still giving Covid shots on Tuesdays, giving 1st, 2nd and boosters doses. She stated that a decent amount of people have been in for the clinic each week.

Help Me Grow has one new family and they seem very interested in the program. Ms. Humble and Ms. Ralston have decided to make a Help Me Grow Facebook page. We are hoping that this gets more people in the community interested.

2.03 Health Commissioner

Ms. Cindy Keller gave her report. The Covid Vaccine rates are at 38.3% for Hardin County and 58% for the state of Ohio. She stated that it doesn't look like there has been any significant increase in the count for the less than 19 age group. It has been sitting at 10% for those that have been vaccinated.

She stated that the staff evaluations have been completed using the old tool. 2 Parts of the new evaluation tool were used, but not the self-evaluation tool. This new tool was shared between the staff member and their director. These will be used to create their performance management sheet. These will be used next year as part of the evaluation. It will put a clearer picture of staff performance and puts the bulk of improvement on the employee.

Ms. Keller has been working with the new Health Commissioner, Ms. Jamie Hunsicker in transitioning into her new role. There needs to be a motion to accept the contract for Ms. Jamie Hunsicker. The board has already reviewed it and the Prosecutor, Mr. Brad Bailey has signed it as per your motion in the November meeting. This will be effective as of December 1, 2021. Ms. Jeryl Kissling made a motion to approve the contract for Ms. Jamie Hunsicker to be Health Commissioner. Ms. Marty Gray second to motion. The motion passed with a majority roll call vote.

She also let them know that there is a candidate for the Accreditation Coordinator. She is a very good candidate and worth their time to interview.

We also need a correction on a motion from November. The requested Christmas day off for the staff was incorrect on the actual date. It was made for December 24, 2021, when it should have been for the 23rd. Also, on the 23rd, Tim the IT person will be coming to do work that is required on the server and the phones being turned off so that he can start the switch over to the new phones. We will have Kelsey post notifications out to the community so that they will be aware of the closings while everything is shut down. A motion was made by Ms. Angela Aaron for the 23rd to be closed for a repair day. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

All policies have been reviewed and the table for reviews updated with the next dates listed.

The Board stated that Ms. Cindy Keller will be missed and wished her good luck for her future endeavors. There was a motion made by Ms. Jeryl Kissling to accept the resignation of Ms. Cindy Keller effective January 1, 2022. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Keller gave the Health Board the resignation letter from board member Dr. Larry Oates effective January 1, 2022. The board members thanked him for his years of service since 2011. Ms. Jeryl Kissling made a motion to accept the resignation letter from Dr. Larry Oates. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

She shared a plaque that she received from PHAB/CDC for accreditation completion. It will be displayed in the Health Department.

2.04 Emergency Preparedness

Mr. Sean Beck, the new Emergency Response Coordinator gave his report. He stated that he is completing his required FEMA training. He has sent the first deliverable to Union County ahead of schedule. He gave a list of

trainings so that he can start coordinating for upcoming exercises that will be conducted monthly if possible. He will also be working closely with the Hardin County EMA and other stakeholders in preparation for the Solar Eclipse in 2024. While it is some time away, it is a once in a lifetime event that will completely overwhelm all aspects of our county's response capabilities and infrastructure.

2.05 Public Relations / PIO

No report this month.

2.06 Vital Statistics

Registrar, Ms. Jackie Prater submitted the vital statistics report for November 2021. 131 Certified death certificates were issued, 33 Death Certificates were filed. In addition, 115 certified copies of birth certificates were issued, 6 birth verifications for government offices were made and 1 home birth was filed.

2.07 Administrative/Financial

Ms. Dionne Staley gave the financial reports for November and year to date for 2021.

1. Financial Reports for November 2021
2. Appropriations- The increases are to add to funds to cover year end expenses. The decreases are to clear up money for the increases needed.
 - a. E000-E01 General Salaries \$10,000.00
 - b. E000-E02 General Supply increase \$10,000.00
 - c. E000-E03 Salaries-Board Members increase \$800.00
 - d. E000-E09 General Vital Statistics increase \$4000.00
 - e. E000-E12 General Other decrease \$10,000.00
 - f. E001-G03 Food Service PERS increase \$600.00
 - g. E003-J03 Private Water PERS increase \$300.00
 - h. E003-J04 Private Water Workman's Comp decrease \$180.00
 - i. E003-J05 Private Water Travel decrease \$300.00
 - j. E003-J06 Private Water- Supplies decrease \$75.00
 - k. E003-J07 Private Water Fees increase \$200.00
 - l. E004-K05 Sewage-Travel decrease \$200.00
 - m. E004-K20 Sewage- Health Insurance increase \$200.00

A motion was made by Ms. Marty Gray to approve the above appropriations. Second by Ms. Jeryl Kissling. The motion passed with a majority roll call vote.

3. PO's for year 2021 budget paid in 2021
 - a. #10069 Water Fees E003-J07 \$800.00
 - b. #10049 General Supplies E000-E02 \$10,000.00
4. PO's for year 2021 budget paid in 2022
 - a. #10654 E000-E03 General- Board Member Salaries \$2000.00
 - b. #10655 E000-E04 General- Fiscal Officer \$1000.00
 - c. #10656 E000-E09 General-Vital Statistics \$9,000.00
 - d. #10657 E001-G02 Food Service-State Fee \$300.00
 - e. #10658 E004-K02 Sewage- State Fees \$2400.00
5. PO's for year 2022 budget paid in 2022
 - a. #20070 E000-E02 General-Supplies \$50,000.00
 - b. #20071 E000-E03 General-Board of Health Payments \$4,800.00
 - c. #20072 E000-E04 General-Contracted Staff \$30,000.00
 - d. #20073 E000-E06 General-Accreditation \$12,000.00

- e. #20074 E000-E07 General-Travel \$3,500.00
- f. #20075 E000-E08 General-Liability Insurance \$7,000.00
- g. #20076 E000-E09 General-Vital Stats \$2,700.00
- h. #20077 E000-E12 General-Other \$10,000.00
- i. #20078 E000-E13 General-Vaccine \$49,000.00
- j. #20079 E000-E14 General-Audit \$5,000.00
- k. #20080 E000-E21 General -Employee Appreciation \$1,000.00
- l. #20081 E001-G02 Food-State Fees \$5,000.00
- m. #20082 E001-G05 Food-Travel \$1,800.00
- n. #20083 E001-G06 Food-Supplies \$1,700.00
- o. #20084 E002-H02 Trailer Park-State Fees \$220.00
- p. #20085 E002-H05 Trailer Parks-Travel \$150.00
- q. #20086 E002-H06 Trailer Parks-Supplies \$150.00
- r. #20087 E003-J02 Water-State Fees \$5,000.00
- s. #20088 E003-J05 Water-Travel \$1,300.00
- t. #20089 E003-J06 Water-Supplies \$675.00
- u. #20090 E003-J07 Water-Fees \$3,000.00
- v. #20091 E005-L02 Swim Pools-State Fees \$500.00
- w. #20092 E005-L05 Swim Pools-Travel \$70.00
- x. #20093 E005-L06 Swim Pools-Supplies \$115.00
- y. #20094 E004-K02 Sewage Fund-State Fees \$4,000.00
- z. #20095 E004-K05 Sewage Fund-Travel \$1,400.00
- aa. #20096 E004-K06 Sewage Fund-Supplies \$600.00
- bb. #20097 E004-K10 Sewage Fund-EPA Grant \$50,000.00
- cc. #20098 E010-S05 Infrastructure-Travel \$1,100.00
- dd. #20099 E010-S06 Infrastructure-Supplies \$2,800.00
- ee. #20100 E010-S09 Infrastructure- Contracts \$16,500.00
- ff. #20101 E006-M01 BCMH-Supplies \$1,000.00
- gg. #20102 E013=X05 HMG-Home Travel \$2,000.00
- hh. #20103 E013-X06 HMG- Home Supplies \$2,000.00
- ii. #20104 E013-X08 HMG-Home Training \$2,000.00
- jj. #20105 E013-X09 HMG-Membership \$2,500.00

A motion was made by Ms. Jeryl Kissling to approve the above Purchase Orders. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Jeryl Kissling said that the finance committee had a meeting December 14, 2021.

3.0 Board Continuing Education

None discussed.

4.0 Old Business

None

5.0 New Business

County Commissioner Mr. Fred Rush stated that the county is planning for the Solar Eclipse that will be on April 8, 2024. Forest will be the epicenter of this event with an unbelievable amount of people there. He also would like to wish everyone a Merry Christmas and Happy Holidays on behalf of the County Commissioners.

6.0 Anniversary/Employee Recognition

The Board of Health thanked Ms. Darlene Ellis for her service to the Health Department with a gift card.

7.0 Board President

Ms. Marty Gray made the motion to go into closed session at 5:45 pm to discuss personnel. Ms. Angela Aaron second the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:00 pm with no action taken.

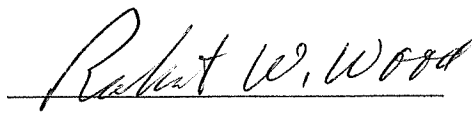
8.0 Adjournment

As there was no further business, Ms. Jeryl Kissling made a motion to adjourn the meeting. Ms. Angela Aaron second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:10pm. The next meeting will be January 25, at 5:00 pm.

ATTEST:



Ms. Jamie Hunsicker DNP, RN
Health Commissioner



Mr. Robert Wood
Board President