



The Board of the Logan County Health District met in regular session on Wednesday, November 4, 2015. President Spath called the meeting to order at 1:00 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Spath, Dr. Varian, Mrs. Price, Mr. Harrison, Mrs. Watkins, Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Reporters Mandy Loehr of the *Bellefontaine Examiner* and Mike Vettori of *WPKO/WBLL Radio* were also in attendance.

IN THE MATTER OF MINUTES

It was moved by Mr. Harrison and seconded by Mrs. Price that the Board approve the minutes of the October 7, 2015, regular meeting as reviewed. Ayes: Mrs. Watkins, Mrs. Collins, Dr. Varian, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on October 9th, 14th, 23rd, and 30th, it was moved by Dr. Varian and seconded by Mrs. Collins that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No members of the public were present for this portion of the meeting.

IN THE MATTER OF BOARD EDUCATION

Donna Glunt, Accreditation Coordinator, offered an overview of accreditation activities to date in the areas of assessing, planning, measuring, improving, and preparing. She reviewed and distributed the Community Health Improvement Plan (CHIP), the Quality Improvement Plan (QI Plan), and the Performance Management System (PMS) model, all to be adopted by the Board in December, and discussed quality improvement projects, future Workforce Development Plan, and how these plans all work together.

IN THE MATTER OF SOLID WASTE DISPOSAL

Ray Downing, 5601 TR 55, Bellefontaine

Mr. Downing buried an unknown quantity of solid waste materials at his residence in an excavation approximately 50 feet long and 15 feet wide. There is solid waste visible intermingled with the soil cover. Acting on the recommendation by Environmental Health Director Craig D. Kauffman, it was moved by Mr. Harrison and seconded by Dr. Varian that the Board issue a notice of violation for illegally disposing of solid waste and order Mr. Downing to remove all within 30 days to a licensed solid waste facility. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF REQUESTS FOR VARIANCE

Mr. Kauffman presented the following requests for variance from established code(s).

Mary J. Prater, 4875 US 68 North, Bellefontaine

Ms. Prater requested variance from OAC 3701-28 to place a dwelling addition eight (8) feet from the existing well where the Code requires ten feet, and Sanitarian Matthew Stonerock recommended approval.

Matt Verbsky, DVM, 3142 US 68 South, Bellefontaine

Mr. Verbsky requested variance from OAC 3701-28 to improve an existing well that is four (4) feet six (6) inches from the building foundation at Southgate Veterinary Clinic at this location. Sanitarian Matthew Stonerock recommended approval with the well casing extended above grade.

Following presentation of both requests, it was moved by Dr. Varian and seconded by Mrs. Watkins that the Board grant the individual variances. Ayes: Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

Kent Manley, 8523 Donovan Road, Radnor, Ohio

Mr. Manley requested variance from OAC 3701-28 to place a well nine (9) feet from the sewer line and five (5) feet from the property line at 10332 Seminole Shore Drive, Huntsville. Sanitarian Lisa Engle recommended denial as the well can be placed in the lawn to meet the regulation requirements. It was moved by Mr. Harrison and seconded by Mrs. Price that the Board follow the recommendation of the Environmental Health Director and deny the request. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Mrs. Schroer reviewed the following statistics for the month of September.

Home Health: 30 patients; 5 admissions; 101 RN visits; 22 HHA visits; 57 PT visits; 47 OT visits; 1 ST visit

Public Health: 8 active lead cases; 15 TB skin tests; 2 BCMH visits/12 contacts; 14 newborn home visits; 2 bereavement contacts; 1 HIV clinic; 4 head lice checks

Immunization Program: 54 child clients/115 injections; 66 adult clients/51 injections

Women, Infants and Children: 66 new clients; 100 recertifications; 797 total participants

Communicable Disease: 9 confirmed- Chlamydia (3); Gonorrhea (1); Hepatitis C (2); Cryptosporidium (1); Legionella (1); La Crosse (1)

Health Education: 14 staff trainings-meetings; 2 public classes/76 participants

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented the health district financial reports for the month of September, noting overall revenue at 72% of projections and routine expenditures. She also confirmed a net loss in the home health fund for the period of \$20,220.00. It was moved by Mr. Harrison and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes: Mrs. Collins, Dr. Varian, Mrs. Watkins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF BOOKKEEPING MATTERS

It was moved by Dr. Varian and seconded by Mrs. Watkins that the Board confirm the following financial transactions completed by the Administrator since the last meeting. Ayes: Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

Fund to Fund Transfer

- \$7515.40 from WIC 061-010-01040 Transfers Out to Accumulated Benefits 057-800-00001 Transfers In

Temporary Cash Advance

- \$10,000.00 from District Health 063-450-01170 Advances Out to WIC 061-800-00002 Advances In

IN THE MATTER OF RESIGNATION – HOME HEALTH WEEKEND/ON CALL NURSE

It was moved by Mrs. Price and seconded by Mrs. Collins that the Board confirm the resignation of part-time home health weekend/on call staff nurse Samantha Boone effective October 26, 2015. Ayes: Dr. Varian, Mr. Harrison, Mrs. Watkins, Mrs. Collins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF 2016 OPERATING BUDGET

The Administrator and the Health Commissioner reviewed the proposed 2016 final budget, outlining the changes from the copy that was mailed to members for review. Revenue projections without levy funding include \$600,000.00 in inside millage as approved by the Logan County Budget Commission, and assumes Home Health receipts of \$600,000.00 and federal grant awards for the Women, Infants and Children and Public Health Emergency

Preparedness programs. No hourly wage increases or cost of living adjustments are budgeted, and expenditures reflect rate increases for employee health insurance and workers compensation premiums as determined by the Board of Logan County Commissioners. Health Commissioner Dr. Boyd Hoddinott discussed several options for reducing costs including reductions in programs and staffing, a larger employee share of health insurance premiums, and closure of the Home Health Agency on January 31, 2016. Noting that the budget is balanced with projected use of December 31, 2015, carryover from multiple funds of \$307,763.00, it was moved by Dr. Varian and seconded by Mr. Harrison that the Board approve submission of the 2016 operating budget in the amount of \$2,390,557.00, and authorize Ms. Downing to make the required appropriations request of the County Auditor. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF BOARD RESOLUTIONS

It was moved by Mr. Harrison and seconded by Dr. Varian that the Board adopt the following resolution. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

RESOLUTION THANKING HEALTH DISTRICT EMPLOYEES

We, the Logan County District Board of Health, express our sincere appreciation to the Logan County Health District employees who, outside of their work hours, donated time, talent, and treasure in our effort to pass the November 3, 2015, Health Levy. The Board truly values the job you employees do every day. We thank you!

It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board adopt the following resolution. Ayes: Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried.

RESOLUTION THANKING FRIENDS OF THE LOGAN COUNTY HEALTH DISTRICT LEVY COMMITTEE

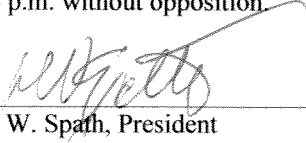
We, the Logan County District Board of Health, express our sincere appreciation to the Friends of the Logan County Health District levy committee who, unselfishly donated time, talent, and treasure in our effort to pass the November 3, 2015, Health Levy.

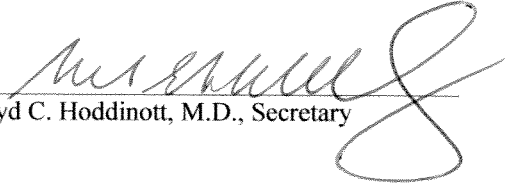
IN THE MATTER OF BOARD MEMBER COMMENTS

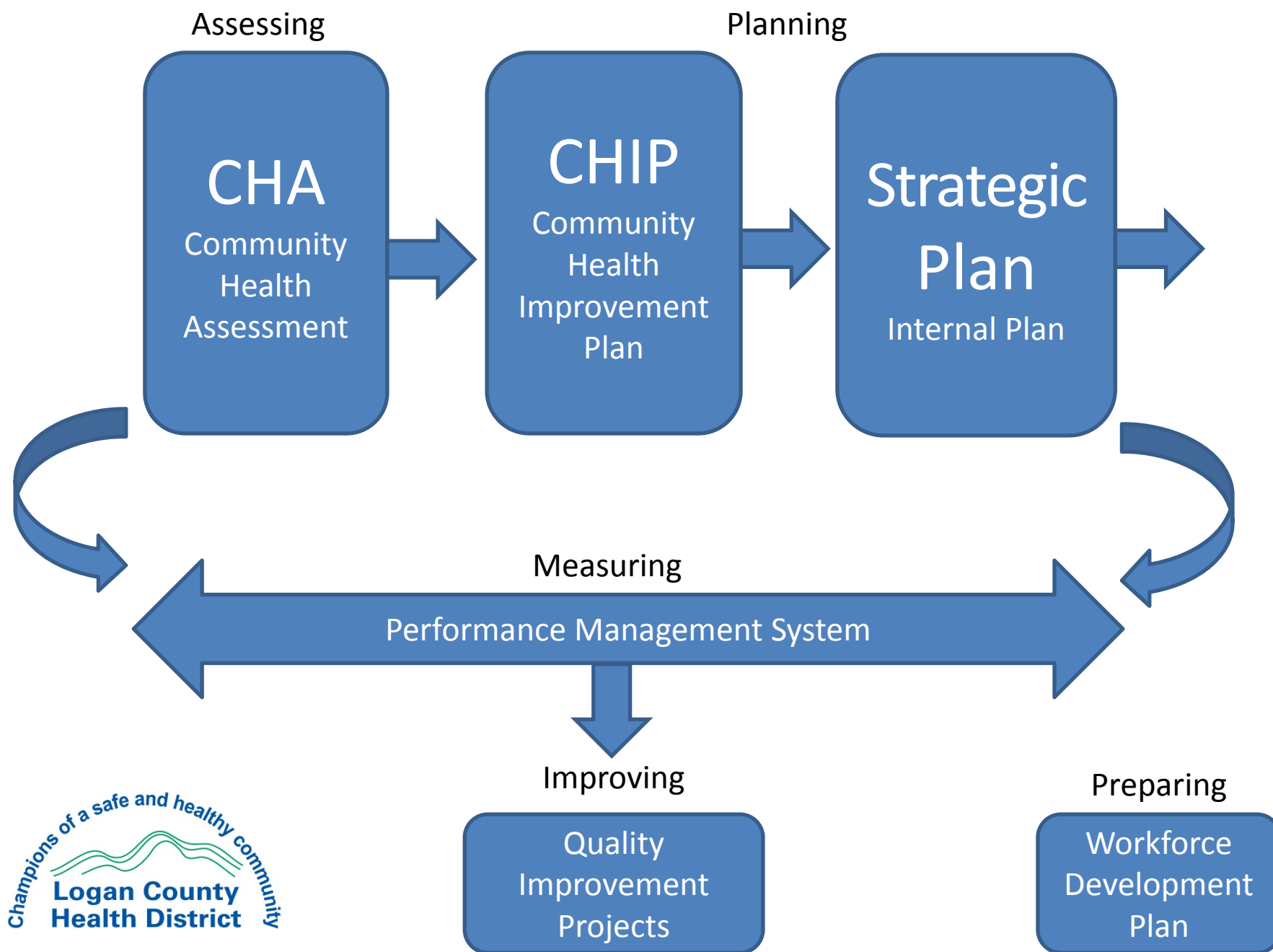
Speaking on behalf the Board, Mrs. Price offered the following comments directed to the health district employees. "Although the outcome of the levy campaign was disappointing, please know that it is not a reflection on you. Your hard work, dedication, and service to our community is so greatly appreciated. Thank you for your commitment and perseverance. We have such respect for all of you."

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for December 2, 2015, at 1:00 p.m., President Spath adjourned the meeting at 1:46 p.m. without opposition.


Don W. Spath, President


Boyd C. Hoddinott, M.D., Secretary





The Board of the Logan County Health District met in regular session on Wednesday, December 2, 2015. President Spath called the meeting to order at 1:00 p.m. followed by the pledge to the flag. Members present on roll call were Mr. Spath, Mrs. Price, Dr. Varian, Mr. Harrison, Mrs. Watkins, and Mrs. Collins. Staff members present were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Environmental Health Director Craig D. Kauffman, Director of Nursing Kay Schroer, and Accreditation Coordinator Donna Glunt. Reporters Mandy Loehr of the *Bellevue Examiner* and Mike Vetorino of *WPKO/WBLL Radio* were also in attendance. Spath announced changes to the mailed agenda with no opposition.

IN THE MATTER OF MINUTES

It was moved by Mrs. Watkins and seconded by Mr. Harrison that the Board approve the minutes of the November 4, 2015, regular meeting as mailed. Ayes: Dr. Varian, Mrs. Price, Mrs. Collins, Mr. Harrison, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on November 6, 13, 20, and 25, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board confirm the bill vouchers and order the current bills paid. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF PUBLIC FORUM

No one was present for this portion of the meeting.

IN THE MATTER OF CONTINUING EDUCATION COURSE FEE – SEWAGE CONTRACTORS

To meet the new continuing education requirements for sewage contractor registration beginning in 2016, it was moved by Dr. Varian and seconded by Mr. Harrison that the Board authorize the Environmental Health Director to offer the class developed by the State of Ohio at the Logan County Health District, at the fee of \$50 per class per participant. Ayes: Mrs. Price, Mrs. Watkins, Mrs. Collins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF LACK OF WATER SERVICE

Jeff Schertzer, 209 East Buckeye Street, Belle Center, is living in the house at this address with a one (1) year old child and the water service is disconnected. Environmental Health Director Craig D. Kauffman recommended an order to restore water service or find suitable housing within 30 days. Following lengthy debate including the involvement of Logan County Children's Services, it was moved by Dr. Varian and seconded by Mrs. Watkins that the board issue the order recommended by Mr. Kauffman, with non-compliance to result in condemnation of the house per established protocol. Ayes: Mrs. Price, Mrs. Collins, Mr. Harrison, Mrs. Watkins, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

Director of Nursing Kay Schroer announced that the newborn home visits goal of 90 this calendar year has been surpassed at 96, and that home health visits are down for all disciplines from this time last year. Bureau for Children with Medical Handicaps (BCMh) visits are also down dramatically, and Mrs. Schroer discussed dedicating a public health nurse to the program in 2016 which is a billable source of income. She also discussed the impact loss of staff will have on infectious disease investigations in the future. The following statistics for the month of October were then presented.

Home Health: 31 patients; 18 admissions; 123 RN visits; 9 HHA visits; 47 PT visits; 28 OT visits

Public Health: 5 nursing visits; 4 lead case management; 13 skin tests; 4 BCMH visits/24 contacts; 11 newborn home visits; 1 bereavement contact; 3 head lice checks

Immunization Program: 136 child clients/162 injections; 42 adult clients/42 injections; 189 flu shots

Women, Infants and Children: 40 new clients; 78 recertifications; 802 total participants

Communicable Disease: 16 confirmed- Chlamydia (8); Gonorrhea (3); Hepatitis B (1); Hepatitis C (3); Campylobacter (1)

Health Education: 16 staff trainings/meetings; 2 public classes/33 attendees

IN THE MATTER OF PLANS ADOPTION

Accreditation Coordinator Donna Glunt reviewed and discussed the development of several plans which were previously distributed to the Board for perusal, and updated members on the time sheet/time reduction quality improvement project and resulting outcomes. It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board adopt the following plans in final draft form. Ayes: Mrs. Collins, Mrs. Price, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried.

- Quality Improvement Plan
- Performance Management System
- Community Health Improvement Plan

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented health district financial reports for the month of October. She noted revenue at or above projections for all but the Home Health fund and federal grants; expenses typical with three payrolls for the period and adequate appropriations through the end of the fiscal year; and a net loss in the Home Health fund for the period in excess of \$28,000. It was moved by Dr. Varian and seconded by Mrs. Price that the Board authorize President Spath to approve review of the reports. Ayes Mrs. Watkins, Mr. Harrison, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING

It was moved by Dr. Varian and seconded by Mr. Harrison that the Board confirm the following bookkeeping transactions necessary to meet routine operating expenses completed by the Administrator during the month of November. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

Transfer of Appropriated Funds

- Water Well Fund 050
 - \$2000.00 FROM 050-400-01040 Lab Supplies TO 050-400-01030 Lab Fees
 - \$200.00 FROM 050-400-01040 Lab Supplies TO 050-500-01080 Remit ODNR
- Public Health Infrastructure Fund 055
 - \$930.00 FROM 055-450-01025 Supplies TO 055-450-01020 Salaries
 - \$490.00 FROM 055-450-01110 Workers Comp TO 055-450-01020 Salaries
 - \$1880.00 FROM 055-450-01130 Hospitalization TO 055-450-01020 Salaries
 - \$100.00 FROM 055-450-01072 Education TO 055-450-01100 OPERS
 - \$75.00 FROM 055-450-01130 Hospitalization TO 055-450-01100 OPERS
 - \$30.00 FROM 055-450-01130 Hospitalization TO 055-450-01115 Medicare
- Women, Infants, Children Fund 061
 - \$255.00 FROM 061-010-01070 Education TO 061-010-01160 Health & Life Insurance
- District Health Fund 063
 - \$4500.00 FROM 063-450-01060 SW Contracts TO 063-450-01021 SW Salaries
 - \$207.00 FROM 063-450-01060 SW Contracts TO 063-450-01102 SW OPERS
 - \$118.00 FROM 063-450-01072 SW Travel TO 063-450-01102 SW OPERS
 - \$40.00 FROM 063-450-01101 SW Hospitalization TO 063-450-01104 SW Medicare

- \$112.00 FROM 063-450-01026 SW Supplies TO 063-450-01101 SW Hospitalization
- \$16.88 FROM 063-450-01031 SW Equipment TO 063-450-01101 SW Hospitalization
- \$88.00 FROM 063-450-01060 SW Contracts TO 063-450-01101 SW Hospitalization
- \$283.12 FROM 063-450-01071 SW Travel TO 063-450-01101 SW Hospitalization

New Revenue Account

- Sewage Treatment Fund 054-800-00021 Course Fees

Additional Appropriation

- \$10,000.00 District Health Fund 063-450-01060 Solid Waste Contracts

IN THE MATTER OF GRANT FUNDING - NALOXONE

It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept an \$1800.00 grant allocation from The Ohio Mental Health and Addiction Services, through its Community Innovation line item, to enhance access to Naloxone to be distributed to local law enforcement, emergency personnel, and first responders in accordance with House Bill 64. Ayes: Mr. Harrison, Mrs. Watkins, Mrs. Collins, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF FISCAL YEAR END FUND ENCUMBRANCES

It was moved by Mrs. Collins and seconded by Dr. Varian that the Board authorize Ms. Downing to encumber sufficient funds to pay the basic operating expenses of the health district through the fiscal year ending December 31, 2015, in 2016. Ayes: Mrs. Price, Mr. Harrison, Mrs. Watkins, Mrs. Collins, Dr. Varian. Nays: none. Motion carried. (See list of encumbrances in Notes to Minutes.)

IN THE MATTER 2013-2014 FINANCIAL AUDIT

The Administrator briefly discussed the recent audit for fiscal years 2013 and 2014 as completed by the office of the Auditor of State. Ms. Downing noted the audit went very well with no citations or findings for recovery, and only one recommendation regarding classification of carry-over restricted funds. She also offered a copy of the management letter to members who may not have received one from the auditor's office.

IN THE MATTER OF 2016 HEALTH INSURANCE PREMIUMS

Ms. Downing presented Leadership Team's recommendation for 2016 health insurance premiums as a cost saving measure. The proposed rates reflect a 30% employee share rounded to the nearest whole dollar, with one employee only option at a cost of \$100.00 monthly as required by the Affordable Care Act. It was moved by Mr. Harrison and seconded by Mrs. Watkins that the Board adopt the proposed rates. Ayes: Mrs. Collins, Mrs. Price, Dr. Varian, Mrs. Watkins, Mr. Harrison. Nays: none. Motion carried. (See rate table in Notes to Minutes.)

IN THE MAATTER OF POSITIONS ABOLISHMENT

As the first step in the levy failure lay-off process, it was moved by Mrs. Watkins and seconded by Mrs. Price that the Board abolish the vacant positions listed below, and remove them from the Table of Organization. Ayes: Dr. Varian, Mr. Harrison, Mrs. Collins, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

- 11007.0 Clerk 2/WIC Administrative Secretary
- 13010.0 Clerk 2/WIC Clerical Specialist
- 10001.1 Clerk 3/Emergency Planning Assistant
- 13001.1 PHN 2/Public Health Nurse
- 13001.2 PHN 2/Public Health Nurse
- 13202.0 PHN 2/Home Health Nurse
- 13204.0 PHN 2 Home Health Nurse
- 13205.0 PHN 2/Home Health Nurse
- 13206.0 PH Aide 1/Home Health Aide
- 13001.0 PHN 3/Public Health Nursing Supervisor
- 13100.0 PHN 4/Assistant Director of Nursing

IN THE MATTER OF LAY-OFF – ENVIRONMENTAL CLERICAL SPECIALIST

Noting that the proper procedure was followed for calculating retention points, and that the clerical position bumping list has been posted, it was moved with regret by Dr. Varian and seconded by Mr. Harrison that the Board

confirm the lay-off of the Clerk 2/Environmental Clerical Specialist position effective January 1, 2016. Ayes: Mrs. Price, Mrs. Collins, Mrs. Watkins, Mr. Harrison, Dr. Varian. Nays: all. Motion carried.

IN THE MATTER OF RESIGNATION – B. LANDIS

Also with regret, it was moved by Mr. Harrison and seconded by Dr. Varian that the Board accept the resignation of Home Health Clerical Specialist Brenda Landis effective December 11, 2015. Ayes: Mrs. Collins, Mrs. Price, Mrs. Watkins, Dr. Varian, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF RETIREMENT RESIGNATION – D. BAUGHMAN

With appreciation for her years of service since May of 2002, it was moved by Mrs. Watkins and seconded by Dr. Varian that the Board accept the resignation for the purpose of retirement of Home Health LPN Diana Baughman effective February 1, 2016. Ayes: Mrs. Harrison, Mrs. Price, Mrs. Collins, Dr. Varian, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF HOME HEALTH CONTRACT EXTENSIONS

It was moved by Dr. Varian and seconded by Mr. Harrison that the Board enter into contract extensions with the following home health service contractors for the period December 1, 2015, to January 31, 2016, under the same terms and conditions as the agreement that expired November 30, 2015. Ayes: Mrs. Watkins, Mrs. Price, Mrs. Collins, Mr. Harrison, Dr. Varian. Nays: none. Motion carried.

- Beach Speech Pathology Services, Inc.- Speech Therapy
- MidOhio Rehabilitation Specialists LLC- Occupational Therapy
- Northwest Therapy Service, Inc.- Physical Therapy
- Mary Rutan Hospital- Fluoroscopic Dysphagia Evaluations

IN THE MATTER OF CONTRACT TERMINATION – PRN IMMUNIZATION RN

It was moved by Mrs. Watkins and seconded by Mrs. Collins that the Board terminate their contract with Cynthia Pulfer, RN for prn immunization nursing services effective December 31, 2015. It is noted that Mrs. Pulfer has worked for the health district in this capacity for 24 years, and this decision is another result of lack of funding. Ayes: Mr. Harrison, Dr. Varian, Mrs. Price, Mrs. Collins, Mrs. Watkins. Nays: none. Motion carried.

IN THE MATTER OF HOLIDAY CLOSINGS

Following recommendations by the Leadership Team, it was moved by Mr. Harrison and seconded by Mrs. Price that the Board authorize holiday closings for all staff on December 24 and December 31 in addition to the Christmas Day and New Year's Day holidays. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Collins, Mrs. Price, Mr. Harrison. Nays: none. Motion carried.

IN THE MATTER OF BOARD PRESIDENT COMMENTS

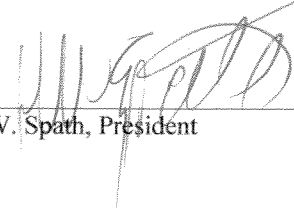
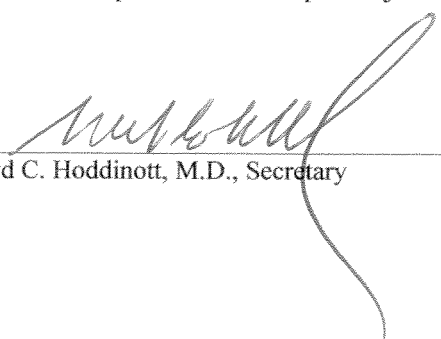
Board of Health President Don Spath announced that he will not be seeking reappointment when his 5-year term expires in March 2016, and thus will not be running for chairmanship of the Board at the January reorganizational meeting.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd Hoddinott focused his comments around the challenges of continuing operations of the health district with dwindling staff. He discussed possibilities for restructuring and elimination of services, as well as reduced hours of operation.

IN THE MATTER OF ADJOURNMENT

Confirming the next regular meeting for January 6, 2016, at 1:00 p.m., President Spath adjourned the meeting at 2:26 p.m. without opposition.


Don W. Spath, President
Boyd C. Hoddinott, M.D., Secretary