

HOLMES COUNTY DISTRICT BOARD OF HEALTH  
MINUTES – August 28, 2009

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, August 28, 2009. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Carol Miller	DJ McFadden, MD	Christy Pratt – Daily Record
Dr. Dan Miller	Jon Croup	Ken Smails - WKLM
Paul Miller	Nyla Burick	
Carol Remington	Deb Zuercher	
Kurt Rodhe		

The meeting was called to order by President Carol Miller at 0830

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the July 17, 2009 regular meeting held were reviewed. On a motion by Dr. Miller, seconded by Mrs. Remington, and unanimously approved, the minutes of the July 17, 2009 meeting were approved as printed.

APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

300	District Health Fund	\$8,997.59
301	Sewage Program Fund	1,067.03
303	Clinic Fund	4,837.51
306	Special Services Fund	885.52
311	RV Park/Camp Fund	214.31
312	Swimming Pools Fund	208.75
313	Manufactured Home Park Fund	198.66
314	Private Water Fund	1,071.39
315	Solid Waste Fund	265.49
319	Food Service Fund	533.26
322	Hospice Fund	9,514.24
330	Family Planning	613.03
331	CFHS Grant Fund	254.15
332	Help Me Grow	3,253.16
333	WIC	2,167.36
334	Safe Communities-Wayne Grant Fund	218.35
335	Safe Communities Grant Fund	133.00
336	IAP Grant Fund	681.71
337	PHI Grant Fund	605.98

Total Payables \$35,720.49

Mrs. Remington moved that the accounts payable be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Rodhe seconded the motion. On roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller; in the negative: none. The motion was approved.

PUBLIC PARTICIPATION

None

## CONTINUING BUSINESS

Non Action Item Report reviewed.

## NEW BUSINESS

### 57-09 MOU WITH HOLMES COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

The Board reviewed the memorandum of agreement between the Holmes County Board of Developmental Disabilities and the Health District for office space for Help Me Grow. Following discussion Mr. Rodhe moved that contract with the Holmes County Board of Developmental Disabilities be approved. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

### 58-09 HELP ME GROW CONTRACT

The Board reviewed the contract with the Holmes County Department of Job and Family Services for Help Me Grow Services. After review of the contract, Mrs. Remington moved that the contract with the Holmes County Department of Job and Family Services for Help Me Grow Services be approved. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

### 59-09 RESOLUTION – COST SAVING MEASURES

The Health Commissioner reviewed with the Board the Mandatory Cost Savings Policy to be approved pursuant to O.R.C. 124.393 which authorizes the Health District to establish a mandatory cost savings program not to exceed eighty hours of unpaid furlough between July 1, 2009 and June 30, 2010 and an additional eighty hours between July 1, 2010 and June 30, 2011. This mandatory savings program is being implemented due to a lack of funds in accordance with O.R.C. 124.321. Following discussion Mrs. Remington moved that the policy and procedure be approved as presented. Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

### 60-09 FY2010 BUDGET AND APPROPRIATIONS

The Health Commissioner presented to the Board the proposed FY10 budget and appropriations for the funds that are not grants and the proposed FY10 budget and appropriations for Help Me Grow. After review Dr. Miller moved that the proposed FY10 budget and appropriations for be approved as submitted. Mrs. Remington seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

### 61-09 TRANSFER OF FUNDS FROM DISTRICT HEALTH TO SPECIAL SERVICES

The Board learned of the need to transfer funds from District Health to Special Services to cover a deficit in that account. After discussion Mrs. Remington moved that the transfer of funds in the amount necessary to cover the deficit, not to exceed \$24,000, be approved as requested. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

### 62-09 RETURN OF ADVANCE

The Health Commissioner reported to the Board that Hospice had advanced \$10,000 to the Clinic Fund when they were in the red and the Clinic Fund is now in a position to return \$5,000 of the advance back to the Hospice Fund. Dr. Miller moved that the transfer of \$5000 from the Clinic Fund to the Hospice Fund be approved. Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 63-09 BOARD ORDERS – VICTOR WHYTSELL

Staff reported a call was received about open dumping at the property owned by Victor Whytsell, 9114 SR 83 in Prairie Township. Inspection by staff on July 9 revealed a large area of solid waste that was being dumped. A letter was sent July 14<sup>th</sup> and there has been no response. A second visit on August 14th revealed no change. After discussion Mr. Miller moved that Board Orders be issued to Victor Whytsell, 9114 SR 83 in Prairie Township to remove the solid waste to a landfill in 30 days and to respond to the board orders with his intentions within 14 days. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 64-09 BOARD ORDERS – ROY YODER

The Board learned that on April 22 staff spoke with Roy Yoder, 6506 TR 605, Millersburg in Saltcreek Township informing him that he could not operate a vending machine without a license and that concerns from Ohio EPA must be addressed prior to obtaining a license. On May 7<sup>th</sup> a visit demonstrated that vending machines had been installed. A letter was sent to cease operation. A follow up in July revealed that vending machines are in place and at risk foods are being sold from machines that are not approved for use in Ohio. Following discussion Dr. Miller moved that Board Orders be issued to Roy Yoder, 6506 TR 605, Millersburg in Saltcreek Township to cease vending until he acquires the appropriate license from the Health District. Mrs. Remington seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 65-09 BOARD ORDERS – SPASOJE MISKOVIC

The Board was informed that the properties owned by Spasoje Miskovic at 2153 Vintage Street and 2150 Main Street in Paint Township are going to be disconnected from the Holmes County Sewer District due to failure to pay on September 3<sup>rd</sup> and at that point would become uninhabitable. Dr. Miller moved that Board Orders be issued to Spasoje Miskovic, 627 Doris Ave, Akron declaring the dwellings at 2153 Vintage Street and 2150 Main Street in Paint Township are unfit for human habitation and placards be placed on the dwellings on September 3<sup>rd</sup>. Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 66-09 PERSONNEL ACTION

The Health Commissioner reported to the Board the resignation of Tom Michaels, Hospice Chaplain. Mrs. Remington moved that the resignation of Tom Michaels be accepted Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 67-09 VITAL STATISTICS FEE INCREASE

The Health District received notice from the State of Ohio of a fee increase of \$5 for certified birth and death certificates with \$4 going to the State and \$1 staying with the Health District. Following discussion Mr. Rodhe moved to adopt the fee change as received from the State of Ohio effective October 16, 2009.

Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### 68-09 FEE INCREASE OF FLU VACCINE

The Health Commissioner reported the need to increase the fee for seasonal flu immunization from \$20 to \$25 for adults and \$10 for children to reflect to increase in cost of the vaccine. After discussion Mr. Rodhe moved that the flu immunization fee of \$25 for adults and \$10 for children be adopted as requested. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

#### COMMUNICATIONS

Dr .McFadden read a letter received from Rhino regarding a Hospice patient.

##### Income and Expense

The income and expense report for the month of July was reviewed and accepted by the Board.

##### Statistics

The statistics report for July was reviewed and was accepted by the Board.

##### Hospice Report

QAPI project continues..

##### Health Commissioner

The Health Commissioner distributed his report.

#### PROGRAM REVIEW – None

#### EXECUTIVE SESSION

Dr. Miller moved that the Board recess to executive session to discuss changes in personnel status and purchase of real estate. Mr. Miller seconded the motion. Dr. Miller, Mr. Miller, Mrs. Remington, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved at 09:50. During executive session, Mrs. Remington was excused for a previous commitment.

On a motion from Mr. Rhode, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 11:10.

#### 69-09 PERSONNEL ACTION

The Board heard the request from Anita Westfall to change her job classification to adequately reflect her current job duties. Following discussion Mr. Rodhe moved to change the classification of Anita Westfall's job to adequately reflect her current job responsibilities and to decrease her status to part time at 36 hours per week. Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

There being no further business, the meeting was adjourned by the President at 11:15 a.m.

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Carol Miller, President

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D. J. McFadden, MD MPH, Secretary