

Minutes From the Regular Meeting of the  
Marion Public Health Board  
Thursday, January 17, 2013 5:00pm  
Conference Room of Marion Public Health

**Meeting Minutes:**

**Date and Time of Meeting:** January 17, 2013 - 5:00pm

**Type of Meeting:** Regular Meeting of the Marion Public Health Board

**Members Present:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Members Absent:** None

**Others Present:** Sandy Bridenstine; Traci Kinsler; Dr. Winegarner; Tyler Pigman; Butch Winslow

**Meeting Called to Order:**

Angie Yazel called the meeting to order at 5:00pm.

**Adoption of the Agenda:**

**Motion: To adopt the agenda as amended to include an Executive Session.**

**Motion Made By:** Carol Columber

**Motion 2nd By:** Dr. Patel

**For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**Minutes:**

**Motion: To accept the written minutes from December 20, 2012 with one correction - to add the words "per hour" in Resolution No. 2013-088**

**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Scott Ballenger

**For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**Open Forum:**

Ray Palmer, Robert Haviland, Dave Roush, and Dan Ginero were present to discuss the Plumbing Inspection Program. They were not in support of Marion Public Health contracting for inspections with someone outside of Marion County as it would have a negative impact on the completion of their work and create a burden on their business.

Harry Burdick was present to make a proposal to Marion Public Health to house the Marion County EMA offices. The need would be for 2 offices with full access to the building 24/7. The EMA Board would provide phone and fax lines, internet lines, and any equipment needed for the EMA offices and pay up to \$6,000.00 dollars for rent and offset the cost of the building materials for the 2 new Administration offices on the 2<sup>nd</sup> floor.

**New Business:**

**Variance Requests:** None

**Prosecution Requests:** None

**Old Business:**

Sandy Bridenstine provided an update on current prosecution cases: hearings have been set for the Eugene Stanfield and Greg Glasgow cases for February 27<sup>th</sup> at 1:30 and rescheduled for January 29<sup>th</sup> at 1:30 for Lester McMurray.

**Environmental Report**

The board reviewed the report submitted by Sandy Bridenstine.

**Financial Report/Administrative Report:**

The Board reviewed the financial reports and the financial transactions listed in Traci's report.

All expenditures and revenues have been reconciled with the County Auditors Reports for the month of December.

**FINANCIAL MATTERS:**

**Requesting approval for the following financial transactions:**

- ✓ **advance to in order to meet grant expenses:**

<b><u>Advance From:</u></b>	<b><u>Advance To:</u></b>	<b><u>Amount:</u></b>
90133323 Advance Out	92413323 Advance In	\$10,000.00
  
- ✓ **advance to in order to pay back previous advances from August 2012 (Resolution No. 2012-0441 \$15,000.00 and 2012-0452 for \$35,000.00):**

<b><u>Advance From:</u></b>	<b><u>Advance To:</u></b>	<b><u>Amount:</u></b>
92023323 Advance Out	90133323 Advance In	\$50,000.00
  
- ✓ **budget adjustment(s) in the following fund 9202 WIC Fund:**

<b><u>FROM:</u></b>	<b><u>TO:</u></b>	<b><u>AMOUNT:</u></b>
92023302 Salaries	92023326 Transfers Out`	\$11,006.83
  
- ✓ **transfer from the 9202 WIC Fund to the WIC Contingency Fund:**

<b><u>Transfer From:</u></b>	<b><u>Transfer To:</u></b>	<b><u>Amount:</u></b>
92023326 Transfers Out	90333326 Transfer In	\$11,006.83
  
- ✓ **budget adjustment(s) in the following fund 9013 District Board of Health Fund:**

<b><u>FROM:</u></b>	<b><u>TO:</u></b>	<b><u>AMOUNT:</u></b>
90133326 Transfers Out	90133315 Contract Services	\$175,000.00

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- ✓ appropriation of the certified unappropriated carryover funds in the 9243 Public Health Infrastructure Fund in the amount of \$19,989.95 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
92433315 Contract Services	\$19,989.95

- ✓ appropriation of the certified unappropriated carryover funds in the 9213 Creating Healthy Communities Fund in the amount of \$12,094.35 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
92133302 Salaries	\$ 9,461.02
92133304 PERS	\$ 1,566.58
92133305 SS/Medicare	\$ 162.25
92133311 Supplies	\$ 904.50

- ✓ appropriation of the certified unappropriated carryover funds in the 9152 Sewage Fund in the amount of \$19,850.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
91523337 ARRA HSTS Improvement Assistance Fund	\$19,850.00

- ✓ budget adjustment(s) in the following fund 9152 Sewage Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
91523316 Travel	91523315 Contract Services	\$100.00

- ✓ budget adjustment(s) in the following fund 9017 Public Health Nursing Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
90173318 Other Expenses	90173315 Contract Services	\$200.00

- ✓ following advance to in order to pay back a previous advance from September 2012 (Resolution No. 2012-0530 for \$35,000.00):

<u>Advance From:</u>	<u>Advance To:</u>	<u>Amount:</u>
92023323 Advance Out	90133323 Advance In	\$35,000.00

- ✓ line item correction(s) for salary related expenses charged to the wrong salary related line items due to insufficient fund balance for the pay period ending 12/15/2012 (S. Bridenstine: 9016 and R. Smith:9243 ):

<u>Paid From Incorrect Fund:</u>	<u>Amount:</u>	<u>Correct Fund To Be Charged:</u>
90133302 Salaries	\$ 439.50	90163302 Salaries
90133304 PERS	\$ 61.53	90163304 PERS
90133305 SS/Medicare	\$ 6.37	90163305 SS/Medicare
90133302 Salaries	\$1,289.00	92433302 Salaries
90133304 PERS	\$ 180.46	92433304 PERS
90133305 SS/Medicare	\$ 18.69	92433305 SS/Medicare

- ✓ budget adjustment(s) in the following fund 9213 CHC Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92133308 Insurance	92133316 Travel	\$200.00

- ✓ budget adjustment(s) in the following fund 9013 District Board of Health Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
90133302 Salaries	90133303 Retirement	\$1,510.43

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- ✓ appropriation of the certified unappropriated carryover funds in the 9078 CFHS Fund in the amount of \$26,000.00 and appropriated as follows Please note this is a 100% grant funded program):

<u>TO:</u>	<u>AMOUNT:</u>
90783302 Salaries	\$10,000.00
90783304 PERS	\$ 1,400.00
92133305 SS/Medicare	\$ 145.00
92133308 Insurance	\$14,455.00

**RESOLUTION NO: 2013-001: BE IT RESOLVED that the District Board of Health does hereby approve payment of the bills and the financial transaction as presented.**

**Motion Made By:** Butch Smith

**Motion 2nd By:** Scott Ballenger

**Roll Call For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Roll Call Against:** None

**Motion Carried**

**OTHER MATTERS:**

**RESOLUTION NO: 2013-002: BE IT RESOLVED that the District Board of Health does hereby authorize Dr. Frederick Winegarner, Health Commissioner to sign all loan contract documents for the refinancing of the interim \$517,300.00 loan to a 20 year term loan.**

**Motion Made By:** Butch Smith

**Motion 2nd By:** Carol Columber

**For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**RESOLUTION NO: 2013-003: BE IT RESOLVED that the District Board of Health does hereby approve creating a part time Facility Coordinator position and job description at no more than 10 hours per week.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Butch Smith

**For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Against:**

**Motion Carried**

**PERSONNEL MATTERS:**

**Out of District Travel & Meeting Requests:**

**Environmental:** None

**Nursing:** None

**WIC:** None

**Public Health Infrastructure and Medical Reserve Corps:** None

**Health Commissioner:** None

**Administration/Fiscal:** None

**Public Health Nursing Report:**

The Board reviewed the nursing report submitted by Gwen Janeczek.

**WIC:**

The Board reviewed the report provided by Jane Manley.

**Health Commissioner's Report:**

**Motion: BE IT RESOLVED that the District Board of Health does hereby approve Executive Session to consider appointment, employment, discipline of a public employee.**

**Motion Made By:** Carol Columber

**Motion 2nd By:** Brenda Wagner

**Roll Call For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Roll Call Against:** None

**Abstain:** None

**Motion Carried**

**Motion: BE IT RESOLVED that the District Board of Health does hereby approve coming out of Executive Session.**

**Motion Made By:** Dr. Patel

**Motion 2nd By:** Butch Smith

**Roll Call For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Roll Call Against:** None

**Abstain:** None

**Motion Carried**

**RESOLUTION NO: 2013-004: BE IT RESOLVED that the District Board of Health does hereby approve the 2013 salary increases for Marion Public Health employees as appropriated in the 2013 Budget.**

**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Carol Columber

**Roll Call For:** Carol Columber; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel

**Roll Call Against:** None

**Abstain:** None

**Motion Carried**

**Adjournment:**

With no additional business to come before the Board:

**Motion to adjourn.**

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**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Butch Smith

**All In Favor**

**Motion Carried**

Minutes respectfully prepared by Lisa Cook, Executive Administrative Assistant,  
and submitted by Traci Kinsler, Administrator

**NEXT MEETING OF THE MARION PUBLIC HEALTH BOARD:**

**Regular Meeting: Thursday, February 21, 2013  
At 5:00pm in the Conference Room of 181 S. Main Street**