

Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, February 21, 2013 5:00pm
Conference Room of Marion Public Health

Meeting Minutes:

Date and Time of Meeting: February 21, 2013 - 5:00pm

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

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

Members Absent: Carol Columber-excused due to out-of-town travel

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.

Motion Made By: Brenda Wagner

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Minutes:

Motion: To accept the written minutes from January 17, 2013

Motion Made By: Butch Smith

Motion 2nd By: Brenda Wagner

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

Against: None

Motion Carried

Open Forum:

Members of the Executive Board of the Marion City/County Emergency Management Agency were invited by the MPH board to attend the meeting to clear up any misunderstanding and discuss the potential for Marion Public Health to house the Marion City/County EMA offices and the City/County EOC. EMA board members present: P. Mike Fogle, Scott Schertzer, Andy Appelfeller, Maureen Welch and Pearl Gamble. There was a proposal presented by Harry Burdick at the January 2013 MPH board meeting stating a yearly rate of up to \$6,000.00 for 2 EMA offices which the EMA board doesn't feel fits within their budget. The EMA stated they have tabled any action on contracts for the relocation of the 2 EMA offices and the County EOC until all other options are explored. All future communication will come from a representative of the City/County EMA board and be directed through Traci Kinsler to the MPH board.

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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: Brenda Wagner

Motion 2nd By: Dr. Patel

Roll Call For: Scott Ballenger; 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: Butch Smith

Motion 2nd By: Rob Lill

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

Roll Call Against: None

Abstain: None

Motion Carried

New Business:

Variance Requests: None

Prosecution Requests: None

Old Business:

Sandy Bridenstine provided an update on current prosecution cases: Eugene Stanfield and Greg Glasgow have hearings on February 27th; Lester McMurray has until April 1st to complete the clean-up of his property; the tenants at 948 Drexel have vacated and the septic tank was pumped and Sandy informed Kevin Ledgerwood that the property must stay vacant until he completes an alteration to the system.

Sandy requested approval for time off without pay for Kamalpreet Kawatra. Kamal will be visiting family in India and approval of the hiring of Bill Coleman as our part time plumbing inspector at 16-20 hours per week at \$23.75 per hour effective March 6th.

Motion: RESOLUTION NO: 2013-005: BE IT RESOLVED that the District Board of Health does hereby approve leave without pay from February 19-March 6, 2013 for Kamalpreet Kawatra.

Motion Made By: Brenda Wagner

Motion 2nd By: Rob Lill

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-006: BE IT RESOLVED that the District Board of Health does hereby authorize hiring of Bill Coleman as our part time plumbing inspector at 16-20 hours per week at \$23.06 per hour effective March 6, 2013.

Motion Made By: Butch Smith

Motion 2nd By: Dr. Patel

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

Against: None

Motion Carried

Sandy provided an update on the recent report of elevated levels of manganese and arsenic levels in Marion.

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 January.

Traci presented the following for board consideration:

Motion: RESOLUTION NO: 2013-007: BE IT RESOLVED that the District Board of Health does hereby authorize hiring Debra Schroll as a full time Public Health Nurse effective January 23, 2013 at \$21.50 per hour.

Motion Made By: Dr. Patel

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-008: BE IT RESOLVED that the District Board of Health does hereby approve the Audit Services contract with Perry & Associates for the annual audit.

Motion Made By: Rob Lill

Motion 2nd By: Butch Smith

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-009: BE IT RESOLVED that the District Board of Health does hereby approve the Agreement for the Use of Immunization Action Plan Grant Funds with Wyandot County Health District.

Motion Made By: Brenda Wagner

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-010: BE IT RESOLVED that the District Board of Health does hereby approve the contract with Accu-Medical Waste Services, Inc for the safe removal of sharps containers.

Motion Made By: Brenda Wagner

Motion 2nd By: Dr. Patel

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-011: BE IT RESOLVED that the District Board of Health does hereby approve the quote from Office City Furniture for office, conference, and classroom furniture.

Motion Made By: Butch Smith

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-012: BE IT RESOLVED that the District Board of Health does hereby approve the quotes for 2nd floor renovations.

Motion Made By: Butch Smith

Motion 2nd By: Dr. Patel

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

Against: None

Motion Carried

Motion: RESOLUTION NO: 2013-013: BE IT RESOLVED that the District Board of Health does hereby approve the quote to replace the both the front and back entrance doors.

Motion Made By: Brenda Wagner

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Traci presented the **LIVE WELL** philosophy/campaign being implemented at Marion Public Health. A new MPH Mission Statement is being developed.

FINANCIAL MATTERS:

Requesting approval for the following financial transactions:

- ✓ **de-appropriation of funds in the 9213 CHC Grant Fund as follows:**

CHC Fund:

92133308 Insurance \$ 3,037.00

- ✓ **de-certify revenue in the following grant fund based on the actual Notice of Award for the 2013 grant year as follows):**

92133307 Grant Receipts \$3,037.00

- ✓ certify additional revenue in the following grant funds based on the actual Notice of Award for the 2013 grant year and appropriate as follows):

CFHS 90783331 Grants \$4,197.75
WIC 92023307 Grants Receipts \$9,337.00
IAP 92413307 Grant Receipts \$7,001.00
PHEP 92433307 Grant Receipts \$16,660.00

- ✓ appropriation of the certified unappropriated funds in the following grant funds based on the actual Notice of Award for the 2013 grant year and appropriate as follows):

9078 CFHS Grant Fund TOTAL \$4,197.75
90783302 Salaries \$1,560.45
90783311 Supplies \$2,284.90
90783315 Contracts \$ 200.00
90783316 Travel \$ 152.40

9202 WIC Fund TOTAL \$9,337.00
92023311 Supplies \$2,090.00
92023315 Contracts \$4,247.00
92023327 Utilities \$3,000.00

9241 IAP Fund TOTAL \$7,001.00
92413311 Supplies \$1,125.55
92413315 Contracts \$5,695.45
92413316 Advertising \$ 180.00

9243 PHEP Grant Fund TOTAL \$16,660.00
92433315 Contracts \$11,560.00
92433327 Utilities \$ 5,100.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9013 District Board of Health Fund in the amount of \$13,500.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90133302 Salaries	\$ 7,000.00
90133304 PERS	\$ 2,000.00
90133305 SS/Medicare	\$ 500.00
90133308 Insurance	\$ 2,000.00
90133315 Contract Services	\$ 1,000.00
90133326 Transfers Out	\$ 1,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9014 Campgrounds Fund in the amount of \$6,800.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90143304 PERS	\$ 3,000.00
90143305 SS/Medicare	\$ 50.00
90143306 Workers Comp	\$ 50.00
90143308 Insurance	\$ 500.00
90143313 Equipment	\$ 200.00
90143324 Utilities/Maint.	\$ 3,000.00

Minutes From the Regular Meeting of the
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Thursday, February 21, 2013 5:00pm
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- ✓ appropriation of the certified unappropriated carryover funds in the 9015 Water System Fund in the amount of \$9,450.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90153302 Salaries	\$ 1,000.00
90153304 PERS	\$ 1,000.00
90153305 SS/Medicare	\$ 200.00
90153306 Workers Comp	\$ 50.00
90153308 Insurance	\$ 1,000.00
90153315 Contract Services	\$ 2,000.00
90153316 Travel	\$ 1,000.00
90153318 Other	\$ 200.00
90153324 Utilities/Maint.	\$ 3,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9016 Solid Waste Fund in the amount of \$16,500.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90163302 Salaries	\$ 5,000.00
90163304 PERS	\$ 3,000.00
90163305 SS/Medicare	\$ 500.00
90163308 Insurance	\$ 2,000.00
90163311 Supplies	\$ 2,000.00
90163313 Equipment	\$ 500.00
90163318 Other	\$ 500.00
90163324 Utilities/Maint.	\$ 3,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9017 Public Health Fund in the amount of \$50,000.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
901733304 PERS	\$ 5,000.00
90173308 Insurance	\$20,000.00
90173311 Supplies	\$ 2,000.00
90173315 Contract Services	\$15,000.00
90173324 Utilities/Maint.	\$ 8,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9018 Food Program Fund in the amount of \$24,000.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90183302 Salaries	\$ 2,000.00
90183304 PERS	\$ 1,000.00
90183305 SS/Medicare	\$ 1,000.00
90183306 Workers Comp	\$ 2,000.00
90183308 Insurance	\$ 2,000.00
90183313 Equipment	\$10,000.00
90183316 Travel	\$ 2,000.00
90183324 Utilities/Maint.	\$ 4,000.00

Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, February 21, 2013 5:00pm
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- ✓ appropriation of the certified unappropriated carryover funds in the 9050 Swimming Pool Fund in the amount of \$16,500.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90503302 Salaries	\$ 7,000.00
90503304 PERS	\$ 2,000.00
90503305 SS/Medicare	\$ 500.00
90503308 Insurance	\$ 2,000.00
90503315 Contract Services	\$ 1,000.00
90503324 Utilities/Maint.	\$ 3,000.00
90503331 Remit State	\$ 1,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9090 MRC Fund in the amount of \$11,100.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90903302 Salaries	\$ 5,000.00
90903304 PERS	\$ 1,000.00
90903305 SS/Medicare	\$ 100.00
90903308 Insurance	\$ 1,000.00
90903315 Contract Services	\$ 1,000.00
90903316 Travel	\$ 2,000.00
90903317 Advertising & Printing	\$ 500.00
90903318 Other	\$ 500.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9142 Handicapped Needs Fund in the amount of \$5,000.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
91423320 All Expenditures	\$ 5,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9152 Sewage Fund in the amount of \$25,000.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
91523302 Salaries	\$15,000.00
91523304 PERS	\$ 2,000.00
91523305 SS/Medicare	\$ 1,000.00
91523308 Insurance	\$ 2,000.00
91523315 Contract Services	\$ 2,000.00
91523324 Utilities/Maint.	\$ 3,000.00

- ✓ appropriation of the certified unappropriated carryover funds in the 9227 Facilities Fund in the amount of \$17,000.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
92273310 Maintenance	\$10,000.00
92273315 Contract Services	\$ 5,000.00
92273324 Utilities/Maint.	\$ 2,000.00

Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, February 21, 2013 5:00pm
Conference Room of Marion Public Health

- ✓ appropriation of the certified unappropriated carryover funds in the 9237 Tattoo Fund in the amount of \$1,200.00 and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
92373311 Supplies	\$ 200.00
92373324 Utilities/Maint.	\$ 1,000.00

- ✓ budget adjustment(s) in the following fund 9017 District Board of Health Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
90173315 Contract Services	90173326 Transfers Out	\$140.80

- ✓ transfer from the 9017 Public Health Nursing to the 9243 Emergency Preparedness Fund:

<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount:</u>
90173326 Transfers Out	92433326 Transfer In	\$140.80

- ✓ appropriation of the certified unappropriated carryover funds listed below and appropriated as follows:

<u>TO:</u>	<u>AMOUNT:</u>
90143326 Transfers Out	\$ 539.17
90153326 Transfers Out	\$ 618.06
90163326 Transfers Out	\$ 3,866.11
90183326 Transfers Out	\$13,150.00
90503326 Transfers Out	\$ 1,236.11
91523326 Transfers Out	\$ 1,236.11
92023326 Transfers Out	\$ 5,456.88

- ✓ transfer from the following funds to the 9227 Public Health Facility Fund:

<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount:</u>
90143326 Transfers Out	92273326 Transfers In	\$ 539.17
90153326 Transfers Out	92273326 Transfers In	\$ 618.06
90163326 Transfers Out	92273326 Transfers In	\$ 3,866.11
90183326 Transfers Out	92273326 Transfers In	\$13,150.00
90503326 Transfers Out	92273326 Transfers In	\$ 1,236.11
91523326 Transfers Out	92273326 Transfers In	\$ 1,236.11
92023326 Transfers Out	92273326 Transfers In	\$ 5,456.88

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

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
90133315 Contract Services	90133326 Transfers Out	\$50,000.00

- ✓ transfer from the 9013 District Board of Health Fund to the 9227 Public Health Facility Fund:

<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount:</u>
90133326 Transfers Out	92273326 Transfer In	\$50,000.00

- ✓ certification of additional revenue and appropriation of funds in the 9227 Public Health Facility Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92273326 Transfers Out	92273315 Contract Services	\$41,421.44

RESOLUTION NO: 2013- 014: 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: Brenda Wagner

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

Motion Carried

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:

RESOLUTION NO: 2013- 015: BE IT RESOLVED that the District Board of Health does hereby rescind Resolution No. 2012-089 dated December 20, 2012 approving the Memorandum of Understanding with the Marion County Emergency Management Agency for use of Marion Public Health conference room 128 for County emergency response to allow for open discussion between both boards as a whole instead through one person.

Motion Made By: Scott Ballenger

Motion 2nd By: Rob Lill

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

Against: None

Motion Carried

Dr. Winegarner has extended a personal invitation to the Marion General Hospital Administration for a tour of the new facility.

The board was reminded of the Annual District Advisory Council meeting on Wednesday, March 6th at 6:00 pm.

Butch Winslow updated the board on the HVAC and other miscellaneous building issues.

Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, February 21, 2013 5:00pm
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RESOLUTION NO: 2013- 016: BE IT RESOLVED that the District Board of Health does hereby approve the installation of door sweeps and various wall repair.

Motion Made By: Dr. Patel

Motion 2nd By: Scott Ballenger

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

Against: None

Motion Carried

Adjournment:

With no additional business to come before the Board:

Motion to adjourn.

Motion Made By: Brenda Wagner

Motion 2nd By: Scott Ballenger

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, March 20, 2013
At 5:00pm in the Conference Room of 181 S. Main Street**