

Minutes From the Regular Meeting of the  
Marion Public Health Board  
Thursday, June 20, 2013 5:00pm  
Conference Room of Marion Public Health

**Meeting Minutes:**

**Date and Time of Meeting:** June 20, 2013 - 5:00pm

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

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

**Members Absent:** Butch Smith

**Others Present:** Sandy Bridenstine; Dr. Janchar; Traci Kinsler; Jerry Marquis; Tyler Pigman; Thomas Quade; 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:** Carol Columber

**Motion 2nd By:** Scott Ballenger

**For:** Scott Ballenger; Carol Columber; Rob Lill; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**Minutes:**

**Motion: To accept the written minutes from the regular meeting of May 16, 2013 as presented.**

**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Scott Ballenger

**For:** Scott Ballenger; Carol Columber; Rob Lill; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**Open Forum:**

None

**New Business:**

**Prosecution Requests:** Eugene & Sandra Stanfield; 531 Euclid Ave.

**Motion: RESOLUTION NO: 2013-050: BE IT RESOLVED that the District Board of Health does hereby approve forwarding for prosecution 531 Euclid Ave. for failure to comply with orders to remove solid waste from the property.**

**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Rob Lill

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**For:** Scott Ballenger; Carol Columber; Rob Lill; Brenda Wagner; Angie Yazel

**Against:** None

**Motion Carried**

**Old Business:**

Sandy Bridenstine provided an update on current prosecution cases.

Dr. Patel arrived.

**Environmental Report**

The board reviewed the report submitted by Sandy Bridenstine.

Sandy informed the board that Candy Sawyer/Marion County Fair Board/Fairgrounds did not pull the permits to continue changing out the 3-4 yard hydrants per year over 5 years as previously agreed. They did replace 3 last year, however the health department was told that due to low attendance last year, it was not in the budget to do any replacements this year. There was a total of 18 yard hydrants on the replacement/elimination schedule. The board questioned Sandy as to why we waited so close to the start of the 2013 fair to follow-up on this and also questioned if the entire fair board was aware of the status of this project. Sandy was directed to contact Ken Stiverson and Andy Appelfeller to further discuss the situation.

Sandy introduced Jerry Marquis, Code Enforcement Officer. The summer intern, Katie Bennett is working on the grass & weeds complaints. The City owned land bank properties are being mowed by the Parks Department.

**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:** Scott Ballenger

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

**Roll Call For:** Scott Ballenger; Carol Columber; Rob Lill; Dr. Patel; 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 to come out of Executive Session.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Caro Columber

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

**Roll Call Against:** None

**Abstain:** None

**Motion Carried**

**Financial Report/Administrative Report:**

Traci updated the board on building issues. To install a sprinkler system in the basement, we would have to access the water line by tearing up Main Street to hook-up across the street at a cost of \$52,00.00 on top of the

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\$32,000.00 to install the system. Butch Winslow and Ralph Smith are exploring a less expensive option of tapping into our water lines to add sprinklers to just two rooms in the basement. Without the Fire Department's blessing we would not proceed on this project. Most of the lights have been replaced on the 2nd floor and it has made a huge difference. Just as a FYI, while Dave Roush Heating & Cooling was checking into heating and cooling issues and we discussed a black dust showing up in areas of the 2nd floor. Dave indicated it could be caused by deteriorating duct linings or it could be a bad heat exchange unit but until it's checked out we don't know for sure.

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 May.

Traci presented the following for board consideration:

**FINANCIAL MATTERS:**

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

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

<u>TO:</u>	<u>AMOUNT:</u>
90133326 Transfers Out	\$100,000.00

- ✓ **following transfer from the 90133326 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	92273316 Transfers In	\$100,000.00

- ✓ **budget adjustment(s) in the following fund 9227 Public Health Facility Fund:**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92273326 Transfers In	92273332 Principal	\$ 15,000.00
92273326 Transfers In	92273333 Interest	\$ 8,000.00
92273326 Transfers In	92273314 Improvements	\$ 77,000.00

- ✓ **certify additional revenue in the amount of \$135,318.71 in the following fund: 9227-Public Health Facility Fund as follows:  
Public Health Facility Fund: 92273326 Transfers In**

- ✓ **advance from 9013 District Board of Health Fund to the 9241 IAP (Immunization Action Plan) grant to meet grant expenses.**

<u>Advance From:</u>	<u>Advance To:</u>	<u>Amount:</u>
90133323 Advance Out	92413323 Advance In	\$5,000.00

- ✓ **budget adjustment(s) in the following funds: 9202 WIC and 9243 PHEP:**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92023324 Maint./Utilities	92023326 Transfers Out	\$431.20
92433324 Maint./Utilities	92433326 Transfers Out	\$196.00

- ✓ **following transfer from the WIC 9202 and PHEP 9243 to the 9227 Public Health Facility Fund (January-April cleaning reimbursement):**

<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount:</u>
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92023326 Transfers Out	92273326 Transfers In	\$431.20
92433326 Transfers Out	92273326 Transfers In	\$196.00

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

<u>TO:</u>	<u>AMOUNT:</u>
91523337 ARRA HSTS Improvement Assistance Fund	\$12,500.00

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

<u>TO:</u>	<u>AMOUNT:</u>
90133326 Transfers Out	\$135,000.00

- ✓ budget adjustment(s) in the following funds: 9227 Public Health Facility Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
922273332 Principal	92273333 Interest	\$4,556.36

Motion: RESOLUTION NO: 2013-051: 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: Scott Ballenger

Motion 2nd By: Rob Lill

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

Roll Call Against: None

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

**OTHER MATTERS:**

Motion: RESOLUTION NO: 2013-052: BE IT RESOLVED that the District Board of Health does hereby approve hiring Kristine Lee as a full time Public Health Nurse effective May 20, 2013 at \$21.50 per hour.

Motion Made By: Carol Columber

Motion 2nd By: Dr. Patel

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

Against: None

Motion Carried

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**Motion: RESOLUTION NO: 2013-053: BE IT RESOLVED that the District Board of Health does hereby approve one week off without pay for Kristine Lee.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Caro Columber

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

**Against:** None

**Motion Carried**

**Motion: RESOLUTION NO: 2013-054: BE IT RESOLVED that the District Board of Health does hereby approve one day time off without pay for Jerry Marquis.**

**Motion Made By:** Brenda Wagner

**Motion 2nd By:** Rob Lill

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

**Against:** None

**Motion Carried**

**Motion: RESOLUTION NO: 2013-055: BE IT RESOLVED that the District Board of Health does hereby approve Food Inspection Contract with Joette Moore at the same \$30 per hour rate as last year plus mileage reimbursement at the prevailing IRS rate and to expire December 31, 2016.**

**Motion Made By:** Brenda Wagner

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

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

**Roll Call Against:** None

**Abstain:** Rob Lill

**Motion Carried**

**Motion: RESOLUTION NO: 2013-056: BE IT RESOLVED that the District Board of Health does hereby approve re-hiring Katie Bennett as the summer intern for the Grass and Weeds program at the hourly rate of \$11.00.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Carol Columber

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

**Roll Call Against:** None

**Motion Carried**

**Motion: RESOLUTION NO: 2013-057: BE IT RESOLVED that the District Board of Health does hereby approve the contract with Thomas Quade as health commissioner effective July 15, 2013.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Brenda Wagner

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

**Roll Call Against:** None

**Motion Carried**

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As part of the Emergency Preparedness Program the health department has created a Safety Committee to develop internal policies and procedures for various emergency building related events.

Tom plans to reach out to Dr. Janchar to establish a working relationship with him as the Medical Director for the health department. Brenda asked if Division Directors should be required to attend board meetings. Tom indicated that he would like to see the Directors available to answer any questions the board or public may have.

**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:**

None

**Adjournment:**

With no additional business to come before the Board:

**Motion to adjourn.**

**Motion Made By:** Brenda Wagner

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

**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:  
June 20, 2013 5:00pm  
Conference Room 129  
Marion Public Health  
181 S. Main Street**