



Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, March 20, 2014
Conference Room of Marion Public Health

Meeting Minutes:

Date and Time of Meeting: March 20, 2014 - 5:00pm

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

Meeting Called to Order:

Angie Yazel called the meeting of the Board of Health of Marion Public Health to order at 5:00 pm on Thursday, March 20, 2014.

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

Members Absent: Tara Dyer

Others Present:

MPH Staff and Others- Thomas Quade, Health Commissioner; Traci Kinsler, Administrator/Fiscal Director; Sandy Bridenstine, EH Director; Gwen Janeczek, Nursing Director; Abbey Trimble, WIC Director; Tyler Pigman, EH Sanitarian; Katrina Harwood; Accreditation Coordinator/WIC Nutritionist; Lisa Cook, Executive Administrative Assistant; Phil Winslow, DAC Chairperson

Public- Thom Graff, Graff Plumbing & Heating

Adoption of the Agenda:

Motion: To adopt the agenda of the March 2014 Marion Board of Health meeting as presented.

Motion Made By: Scott Ballenger

Motion 2nd By: Rob Lill

Approved By Voice Vote

Minutes:

Motion: To approve the minutes of the February 20, 2014 Marion Board of Health meeting.

Motion Made By: Butch Smith

Motion 2nd By: Rob Lill

Approved By Voice Vote

Forum for Public Comment:

Thom Graff, Graff Plumbing & Heating, was present to request that the board consider granting a variance from the total standard plumbing fees for the work being completed at the Kiwanis Village in LaRue. The plumbing permit was needed as a result of special conditions due to flooding in LaRue. The fixtures were not new, they were taken out to be able to replace wet drywall, cleaned and sanitized and put back in the same locations.



2014 Board of Health Reorganization:

Resolution: 2014-016

Be it resolved that the District Board of Health does hereby elect Angie Yazel as the 2014 President of the Marion Public Health Board.

Motion Made By: Rob Lill

Motion 2nd By: Scott Ballenger

For: Scott Ballenger; Rob Lill; Butch Smith; Brenda Wagner

Abstain: Angie Yazel

Against: None

Motion Carried

Resolution: 2014-017

Be it resolved that the District Board of Health does hereby elect Rob Lill as the 2014 Vice-President of the Marion Public Health Board.

Motion Made By: Scott Ballenger

Motion 2nd By: Butch Smith

For: Scott Ballenger; Butch Smith; Brenda Wagner; Angie Yazel

Against: None

Abstain: Rob Lill

Motion Carried

Resolution: 2014-018

Be it resolved that the District Board of Health does hereby set the date and time for board meetings as the 3rd Thursday of each month at 5:00 pm in the conference room of Marion Public Health located at 181 S. Main Street.

Motion Made By: Scott Ballenger

Motion 2nd By: Butch Smith

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

Against: None

Motion Carried

Financial Report/Administrative Report:

All expenditures and revenues have been reconciled with the County Auditor's Reports for the month of February.

Traci Kinsler presented the bills and financial transactions for board consideration.

There are several of Out of District Travel and/or Meeting Requests In Excess of \$500.00 for board consideration (see attached list).

1 contract was presented for board approval (see attached list).



Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, March 20, 2014
Conference Room of Marion Public Health

Facility Update- Requesting approval to replace elevator door and motor. The best estimate was presented by The Door Guys. (*BoH action requested*)

Administration Division Updates- Vital Statistics: 308 birth certificates, 167 death certificates, 56 burial permits were issued.

Population Health Focus- Wellness: To increase access to healthy foods and physical activity in the schools and to enhance the environment at local parks

Emergency Preparedness: Received additional funding of \$11,000 in the PHEP grant

Traci Kinsler presented the Proposed 2015 budget (*BoH action requested*). As part of the discussion the board discussed a schedule and the priorities for building improvements.

WIC:

Abbey Trimble was available for any questions.

Public Health Nursing Report:

Gwen Janeczek presented the Nursing Report:

The average number of BCMH contacts per month in 2014 is 40% higher than during the last six months of 2013. The number of visits is 50% higher.

With an average of 25 reports per month for *Chlamydia* and an average of 10 reports per month for *Hepatitis C*, these two diseases continue to be the most frequently reported communicable diseases in Marion. Every case is investigated by a public health nurse.

There were 6 *influenza*-related hospitalizations in February. This represents an increase.

Environmental Report

Sandy Bridenstine presented the following:

Sewage (HSTS) Program- Oak Knoll Variance Request (*BoH action requested*); Installer training March 27th

Private Water (Wells)- A press release was issued regarding "National Groundwater Awareness Week" (week of March 9)

Rabies Program- 9 dog bites, 2 vaccinated prior to bite

Plumbing- Mr. Graff – Kiwanis Village Variance Request (*BoH action requested*); 3 Residential and 7 Commercial permits were issued

Food Program- Food License Renewals; 38 FSO/RFE inspections were conducted, identifying a total of 37 violations, 19 of which were critical violations; 38 Vending inspections were conducted, identifying 1 violation

Solid Waste- 6 complaints, 17 inspections 27% abated; 1 Transfer Station inspection and 2 Compost Facility inspections, no violations



Nuisances- Mowing contract (*BoH action requested*); 6 Housing complaints, 29 inspections 73% abated

Medical Director's Report:

Dr. Janchar was not present.

Health Commissioner's Report:

Mr. Quade provided updates on the following:

DAC Annual Meeting was held March 5th. Butch Smith was reappointed to the Marion Board of Health and Butch Winslow was reappointed as the DAC Chairperson. The annual report was presented.

Community Health Assessment

Adult survey (375 responses as of March 6 – Target is 381 by March 31st)
Superintendents have approved use of the survey. (Week of May 12th)
We may have an unpaid summer intern to assist with the data analysis

Employee Feedback

Job Satisfaction Survey completed

Update on Finance Study

Draft Report expected on March 31
BOH to review at the April 15 Board meeting
LWVM Community Forum: "Investing in the Public's Health" will be held on Thursday, April 17 (6:00-7:30pm at Temple Israel, 850 Mount Vernon Ave).
The Board was reminded that this will be a meeting hosted by the League of Women Voters and shall not constitute a Board of Health meeting. Board members were advised to not behave or converse in a manner that might be construed by others as engaging in Board of Health business.

President's Comments:

None

Board Action Items:

Resolution: 2014-019

Be it resolved that the District Board of Health approves the financial transactions and payments of bills as presented.

Resolution moved by: Scott Ballenger

Seconded by: Brenda Wagner

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

Against: None

Abstentions: None

Disposition: Carried



Resolution: 2014-020

Be it resolved that the District Board of Health approves the out of district travel as presented.

Resolution moved by: Butch Smith

Seconded by: Dr. Patel

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

Against: None

Abstentions: None

Disposition: Carried

Resolution: 2014-021

Be it resolved that the District Board of Health approves a contract with Rodney Banks for the 2014 Mowing Season.

Resolution moved by: Brenda Wagner

Seconded by: Dr. Patel

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

Against: None

Abstentions: None

Disposition: Carried

Resolution: 2014-022

Be it resolved that the District Board of Health approves the 2015 Marion Public Health budget as proposed.

Resolution moved by: Scott Ballenger

Seconded by: Butch Smith

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

Against:

Abstentions: None

Disposition: Carried

Resolution: 2014-023

Be it resolved that the District Board of Health approves the replacement of the outside rolling service door for the freight elevator at the cost of \$5,567.01 with The Door Guys of Marion, Ohio.

Resolution moved by: Dr. Patel

Seconded by: Butch Smith

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

Against: None

Abstentions: None

Disposition: Carried



Resolution: 2014-024

Be it resolved that the District Board of Health approve the variance of MPH Sewage Rules Chapter 29, Section 07(E)(3) as a performance based approval with conditions for the septic systems in the Oak Knoll subdivision. The condition being that if the system fails or the system becomes a nuisance, the homeowner must replace/repair the system at his expense.

Resolution moved by: Butch Smith

Seconded by: Dr. Patel

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

Against: None

Abstentions: None

Disposition: Carried

Resolution: 2014-025

Be it resolved that the District Board of Health approve the variance of MPH Plumbing Rules Chapter 140.05 for Kiwanis Village in LaRue for a two thirds reduction in the cost of the permit.

Resolution moved by: Brenda Wagner

Seconded by: Scott Ballenger

Discussion: Mr. Quade added that we will use an internal four prong test to consider recommending a variance to the board of health: if granted, will the variance maintain the same or greater level of protection to the health of the population impacted and the environment in which they live; if granted, will the variance be fiscally neutral or positive for the agency; is the entity requesting the variance acting in good faith, i.e. abiding by all other legal requirements, maintaining appropriate contact and communication with inspector; if granted, is the variance one that we would grant every time the same facts are presented to justify the variance. Unless the answer is "yes" to all four prongs, the variance would not be recommended by the health commissioner. Mr. Quade advised against attempts to apply this retroactively, that is, granting a variance does not open the door for refunds of past permits.

Based on answering yes to all 4 questions, Mr. Quade's recommendation will be that the board approves this variance request

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

Against: Angie Yazel

Abstentions: None

Disposition: Carried

Resolution: 2014-026

District Board of Health will enter into Executive Session with the Health Commissioner to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Resolution moved by: Butch Smith

Seconded by: Scott Ballenger



Roll Call For: Scott Ballenger; Rob Lill; Dr. Patel; Butch Smith; Angie Yazel; Brenda Wagner
Roll Call Against: None
Abstentions: None
Disposition: Carried

District Board of Health will come out of Executive Session.

Resolution moved by: Scott Ballenger

Seconded by: Dr. Patel

Roll Call For: Scott Ballenger; Rob Lill; Dr. Patel; Butch Smith; Angie Yazel; Brenda Wagner
Roll Call Against: None
Abstentions: None
Disposition: Carried

The BOH convened in an Executive Session and the Health Commissioner presented a proposed reorganization of the agency that included potential personnel changes with salary implications.

The BOH returned to an open working session at 7:15pm.

The BOH President distributed the current BOH bylaws to the members and they reviewed language related to appointments of members and terms of officers. The BOH President requested that they review the document and provide her with their thoughts on any necessary updates.

The BOH was reminded that the April meeting had been rescheduled from April 17th to April 15th. The BOH was reminded that the meeting hosted by Marion's League of Women Voters to be held on April 17 was not a meeting of the BOH and, if they chose to attend as individuals that it would be improper to discuss any BOH business.

The BOH President asked if there was a motion to approve the proposed reorganization plan. The BOH discussed the proposed timeline and sequencing of steps. The BOH recognized the challenges of major change in an organization. The BOH then voted and the motion passed unanimously.

Resolution: 2014-027

Be it resolved that the District Board of Health approve the proposed 2014 MPH Reorganization Plan including personnel changes.

Resolution moved by: Scott Ballenger

Seconded by: Brenda Wagner

Roll Call For: Scott Ballenger; Rob Lill; Dr. Patel; Butch Smith; Brenda Wagner; Angie Yazel
Roll Call Against: None
Abstentions: None
Disposition: Carried



Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, March 20, 2014
Conference Room of Marion Public Health

Adjournment:

Having no further business, the BOH adjourned at 7:30.

Motion to adjourn.

Motion Made By: Scott Ballenger

Motion 2nd By: Brenda Wagner

All In Favor

Motion Carried

Minutes respectfully prepared by Lisa Cook, Executive Administrative Assistant,
and submitted by Thomas Quade, Health Commissioner

NEXT MEETING OF THE MARION PUBLIC HEALTH BOARD:

**April 15, 2014 5:00pm in Conference Room 128 of Marion Public Health
located at 181 S. Main Street; Marion, OH 43302**