



Minutes From the Regular Meeting of the  
Marion Public Health Board  
Conference Room of Marion Public Health

**Meeting Minutes:**

**Date and Time of Meeting:** April 16, 2015 - 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, April 16, 2015.

**Roll Call- Members Present:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Members Absent:** Rob Lill

**Others Present:**

MPH Staff and Others- Thomas Quade, Health Commissioner; Traci Kinsler, Administrator/Fiscal Director; Katrina Harwood, WIC Director; Abbey Trimble, Population Health Director; Tyler Pigman, Environmental Health Director; Lisa Cook, Executive Administrative Assistant; Brandon Atwood, Sanitarian In Training

**Adoption of the Agenda:**

**Motion: To adopt the agenda of the April 16, 2015 Marion Board of Health meeting.**

**Motion Made By:** Scott Ballenger

**Motion 2nd By:** Butch Smith

**Approved By Voice Vote**

**Minutes:**

**Motion: To approve the minutes of the March 19, 2015 Marion Board of Health meeting.**

**Motion Made By:** Laurie Wise

**Motion 2nd By:** Scott Ballenger

**Approved By Voice**

**Forum for Public Comment:**

None

**Financial Report/Administrative Report:**

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



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To update on building issues, Traci presented a request for replacement of two VAV boxes with electric heat at a cost of \$8,681.00. Traci also presented a quote from Mackay System for a new controller (phone system server) with voicemail.

Traci Kinsler presented the bills and financial transactions for board consideration. Traci provided additional review of the fiscal operations and reports.

The board reviewed the 1 reimbursable travel request and 3 contracts presented for approval.

ODH completed a comprehensive audit of the WIC and PHEP grants.

The Marion County Budget Commission met on April 14<sup>th</sup> and approved the 2016 MPH Budget.

Vital Statistics- Births in Marion: 48; Birth Certificates issued: 365; Deaths in Marion: 63; Death Certificates Issued: 235; Burial Permits: 38. We are working with Adult Probation and Community Action to remove financial barriers in obtaining birth certificates. These agencies are providing a billable service to link their clients with their birth records.

**WIC:**

Katrina Harwood presented the WIC report to include the March caseload was 1,931 participants. Katrina provided factors and statistics that contribute to the WIC caseload.

**Population Health Report:**

Abbey Trimble provided an update on the Immunization Clinic Plans. The board asked if the division has considered an open or walk-in vaccination clinic option as opposed to the appointment system. It was a consensus of the board that every effort be made to implement a Monday-Friday walk-in vaccination program.

April 18-25 is Infant Immunization Awareness week.

The Lead Poisoning Prevention Community Forum was recorded and is available on YouTube.  
<https://www.youtube.com/watch?v=OnR33j8I5Rs&feature=youtu.be>

**Environmental Report**

Environmental Health Division Performance Management: Implemented new, more precise tracking tool

Campground and Pool Programs: Applications were mailed & are due 4/30/15

Food Safety Program: All regular food applications & annual fees have been received; Seasonal Food Facilities & Mobile Food Facilities submit application / payment before they open, no hard date; A follow-up letter is mailed to remind the seasonal facilities

Ongoing training for new Sanitarian-in-Training, Brandon Atwood

SOGs are being developed for all programs: SOGs include:  
Program flowchart, Program Procedure (contains purpose, overview, frequency, tools needed, investigation/inspection steps, Director Responsibilities), Inspection/Investigation tracking document,



Program rules or guidelines, Inspection/Investigation report, Any other guidance materials associated with program, Local/State/Federal codes that provide legal authority, Midwest workshop for EH staff in March,

Learned new inspection requirements for farm markets in food program, Learned techniques for implementing our Sewage Operational & Maintenance Permit Program

**Medical Director's Report:**

Dr. Janchar was present.

**Health Commissioner's Report:**

Thomas Quade provided the following updates:

**Community Health Assessment:** Stakeholder Conference April 6; Participants represented multiple sectors; Generated a preliminary list of 13 issues; Next steps: public sessions in May to focus the list to 3-5 around which our CHIP will be developed.

Tom provided an accreditation process and target date update.

**Strategic Plan Update:** 2015-2019 Operational Strategic Plan was distributed on March 30; 2016-2020 Programmatic Strategic Plan will be developed once we have our CHIP complete to assure alignment between the two plans; Tracking Sheet Developed; 347 due dates for objectives over the life of the 2015-2019 Strategic Plan. Tom added that we are 100% on target with strategic planning goals as of April 16, 2015.

**President's Comments:**

No additional comments at this time.

**Action Items:**

**Resolution: 2015-024**

**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:** Dr. Patel

**For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015-025**

**Be it resolved that the Board of Health does hereby approve the reimbursable travel expenses as presented.**

**Resolution moved by:** Butch Smith

**Seconded by:** Tara Dyer

**For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Abstentions:** None



**Disposition:** Carried

**Resolution: 2015-026**

**Be it resolved that the Board of Health does hereby approve the contract with Union County General Health District for FY 2016 Epidemiological Services.**

**Resolution moved by:** Laurie Wise

**Seconded by:** Dr. Patel

**For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015-027**

**Be it resolved that the Board of Health does hereby approve the contract with Franklin County Board of Health for Central Region PHEP Ebola Planning.**

**Resolution moved by:** Butch Smith

**Seconded by:** Laurie Wise

**For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015-028**

**Be it resolved that the Board of Health does hereby approve the contract with GP8, LLC for storage of response trailers.**

**Resolution moved by:** Tara Dyer

**Seconded by:** Dr. Patel

**For:** Scott Ballenger; Tara Dyer; Rob Lill; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015- 029**

**Be it resolved that the Board of Health does hereby approve the replacement of two VAV boxes with electric heat at a project cost of \$8,681.00**

**Resolution moved by:** Dr. Patel

**Seconded by:** Butch Smith

**Roll Call For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution: 2015- 030**

**Be it resolved that the Board of Health does hereby approve the purchase of a new controller (phone system server) with voicemail at a cost of \$11,144.06.**



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**Resolution moved by:** Butch Smith

**Seconded by:** Laurie Wise

**Roll Call For:** Scott Ballenger; Tara Dyer; Dr. Patel; Butch Smith; Laurie Wise; Angie Yazel

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Adjournment:**

Having no further business, the meeting was adjourned.

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

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

**May 21, 2015 5:00pm in Conference Room 128 of Marion Public Health  
located at 181 S. Main Street; Marion, OH 43302**