CHAMPAIGN HEALTH DISTRICT  
Board of Health  
Meeting Minutes  
April 19, 2017

Held at: Champaign County Community Center  
1512 S. U.S. Highway 68, Urbana OH 43078

Roll Call: Mrs. McGuire, Mr. Vernon, Mr. Coates, Dr. Richards, Mr. Atkins

Attendance: Mr. Jones, Mary Collier, Andy Russell, Stacey Thomas,

I. Roll Call - Meeting called to order at 8:32 am by Mr. Vernon

II. Approval of Agenda  
RESOLUTION 17-04-31  
A resolution to approve the agenda for April 19, 2017 Board of Health meeting.  
Moved by: Mr. Coates  
Seconded by: Mr. Atkins  
Vote: Yes Mr. Atkins, Mr. Coates, Mrs. McGuire, Dr. Richards, Mr. Vernon  
         No none

III. Approval of March 8, 2017 Board of Health meeting minutes without corrections.  
RESOLUTION 17-04-32  
A resolution to approve the BOH meeting minutes for March 8, 2017 without corrections.  
Moved by: Mrs. McGuire  
Seconded by: Mr. Coates  
Vote: Yes Mrs. McGuire, Mr. Coates, Mr. Vernon, Dr. Richards, Mr. Atkins  
         No none

IV. Activity Reports:  
A. Environmental Health- Andy Russell  
Mr. Russell discussed the Environmental Health report with the Board. Mr. Russell informed the Board that Steve Moore, and Andy Russell attended a Zika training in Troy. They have applied for the EPA (Environmental Protection Agency) grant for this year. Last year the grant was for $36,000.00. This season they will be trapping again. Last year Zika was found in Clark County.

Mr. Russell discussed the EPA Survey in March. All appeared to be acceptable. EPA does not fund the Health District but we will continue to work with them.

Mark Petty inspected C&J Pizza. They were brought into the Health Commissioner for a discussion on their business. They have cleaned up and Mark felt it was a good job.

Rick Jewell has been working three days a week in Clark County. The Plumbing Inspector is 84 years old and is having some health issues. Mr. Jewell is under contract with Clark County for three afternoons a week if needed. At this time he is working any day he is needed, as long as He has no appointments in Champaign County.
Mr. Russell feels that new builds will be up in 2017. With this plumbing, septic, and new wells will increase.

B. Nursing - Stacey Thomas
Ms. Thomas discussed Nursing with the Board. She discussed the Immunizations twice a month late night will be changing from appointments to walk-ins.

Ms. Thomas discussed the New Born Home Visits have been busy. They have been seeing three to five newborns per week.

Ms. Thomas informed the Board that the Moms Quit for two grant has been submitted. We are waiting on an approval.

Ms. Thomas mentioned the first Cribs for Kids class was given. Ten moms attended and received their new port-a-crib.

Ms. Thomas discussed BCMH with the Board. At this time it does not look like the BCMH program will be cut. More will be available at a later date but right at this time it looks like Public Health will keep BCMH.

Ms. Thomas discussed the different Health Fairs that the Nursing Division is attending:

- April
  - Health Kids Day at Urbana University
  - North Lewisburg Baseball Opening Day – Health Fair at the Park including Mercy Memorial, Mental Health, Family Children First, Memorial Hospital
  - Graham School and Orbis

V. Financial Reports
A. March Financial Reports – Mr. Jones went over the March Financial Report with the Board.
Mr. Jones informed the Board that the Revenues have increased from 2016 at this time.
RESOLUTION-17-04-33
A resolution to approve the March Financial Reports.
Moved by: Mr. Coates
Seconded by: Dr. Richards
Vote: Yes Mrs. McGuire, Dr. Richards, Mr. Coates, Mr. Atkins, Mr. Vernon
No none

B. March 2017 Bills –Mrs. Collier reviewed and discussed the bills for March 2017 with the Board of Health.
RESOLUTION 17-04-34
A resolution to approve the February bills totaling $28,712.35
Moved by: Mr. Coates
Seconded by: Dr. Richards
Vote: Yes Mr. Vernon, Mr. Coates, Mrs. McGuire, Mr. Atkins, Dr. Richards
No none

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C. Transfers
RESOLUTION 17-04-35
A resolution to approve the following Transfers.
Moved by: Mr. Atkins
Seconded by: Mr. Coates
Vote: Yes Mr. Coates, Mrs. McGuire, Mr. Vernon, Dr. Richards, Mr. Atkins
No none

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D. Supplemental
RESOLUTION 17-04-36
A resolution to approve the following Supplementals.
Moved by: Mr. Atkins
Seconded by: Mr. Coates
Vote: Yes Mr. Coates, Mrs. McGuire, Mr. Vernon, Dr. Richards, Mr. Atkins
No none

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VI. New Business
a. Variance – 2511 Church Road – Andy Russell
   Mr. Russell explained that Michael McGuire is a septic installer and failed to renew his license and complete his continuing education by the deadline. A Variance is needed to allow him to renew his license.
RESOLUTION 17-04-37
A resolution to allow Michael McGuire to renew his license for 2017.
Moved by: Mr. Vernon
Seconded by: Mr. Atkins
Vote: Yes Dr. Richards, Mr. Atkins, Mr. Vernon, Mrs. McGuire, Mr. Coates
No none

   Mr. Jones discussed with the Board the National Association of Local Boards of Health Conference in Cleveland. Mr. Jones inquired if any of the Board members were interested in attending.
c. Health Commissioner Salary – Mary Collier
   Mrs. Collier informed the Board that Mr. Jones 90 probationary period had ended on
   March 28, 2017. His increase began April 1, 2017, as agreed at his hire.

d. Local Public Health Services Collaborative – Gabe Jones
   Mr. Jones explained the Local Public Health Services Collaborative. Nursing is have some
   issues with the VaxCare program. VaxCare is invoicing for vaccine administration that we
   Are unsure the invoice is correct. An inventory is completed weekly with the VaxCare Hub.
   With these issues Mr. Jones feels it may be in the Health District’s best interest to join the
   Collaborative, as many surrounding HD have turned to.

   Ms. Thomas discussed the cost for joining and the benefits. Champaign Health District will
   Purchase their own vaccine, the billing will be completed by an electronic medical billing
   System that is easy to manage. The Collaborative will be a cost of $8,000.00 per year and
   CHD would adopt their fee scale.

   The medical billing fee would be seven percent for every entry.

   Ms. Thomas informed the Board that VaxCare only requires a 30 day notice to end their
   Contract.
   RESOLUTION17-04-38
   A resolution to allow the Health Commissioner to enter into a contract with the Local
   Public Health Services Collaborative with the approval of contract approved by the
   Prosecutor’s office.
   Moved by:    Mr. Coates
   Seconded by: Mr. Atkins
   Vote:  Yes     Mr. Coates, Mrs. McGuire, Mr. Vernon, Dr. Richards, Mr. Atkins
           No        none

e. MOU – Mental Health/New Born Home Visits – Gabe Jones
   Mr. Jones discussed the Memorandum of Understanding the Health District has
   With Mental Health Services, for New Born Home Visits. Mr. Jones discussed
   Champaign Health District has had a contract for the New Born Home Visits with
   Mental Health, Drug & Alcohol Services Board of Logan and Champaign Counties
   Since 2011. At that time they gave CHD $12,000 to do those visits for first time moms,
   Babies born underweight or with health issues. Champaign Health District would like
   To renew the contract for the amount of $12,000 that MHDAS would give for our
   Nursing staff to continue those visits.
   RESOLUTION 17-04-39
   A resolution to allow the Health Commissioner to enter into a contract with Mental Health,
   Drug & Alcohol Services Board of Logan and Champaign Counties for $12,000 from
   April 1, 2017 to March 31, 2018.
   Moved by:    Mr. Atkins
   Seconded by: Mr. Coates
   Vote:  Yes     Mr. Coates, Mrs. McGuire, Mr. Vernon, Dr. Richards, Mr. Atkins
           No        None
VII. Commissioner's Comments
Mr. Jones discussed Accreditation with the Board. He informed them the Site Visit Team Has been chosen. They will notify the HD with advance notice of their visit. They are from Wisconsin and there will be three of them.

Mr. Jones discussed with the Board the WIC Diet Technician, Ashley Carr will be graduating And her title will change to Registered Dietician. Mr. Jones would like to increase Ms. Carr’s hourly rate from $16.06 to $17.00 per hour when her title officially changes. Mr. Jones informed the Board that once Ms. Carr is a registered Dietician our contract with Gina Wiltheiss RD, will no longer be Necessary. Mrs. Wiltheiss receives $30.00 per hour and reviews the WIC charts once a month for One or two hours, not to exceed $3,000 per year. This is part of the WIC grant expenses.

RESOLUTION 17-04-40
A resolution to increase Ashley Carr, Diet Tech with WIC, salary from $16.06 to $17.00 per hour when she graduates and her title changes to Dietician.

Moved by: Mr. Coates
Seconded by: Dr. Richards
Vote: Yes Mrs. McGuire, Dr. Richards, Mr. Coates, Mr. Atkins, Mr. Vernon
No none

VIII. Training Video – Foundations in Public Health
IX. Next Meeting Date June 14, 2017
X. Adjourn

Gabe Jones, MPH
Secretary, Champaign-Health District
Board of Health

Dave Vernon, President
Champaign Health District
Board of Health