

# **BOARD OF HEALTH MINUTES**

## **NOVEMBER 1, 2018**

The Greene County Board of Health met in regular session Thursday, November 1, 2018, at the Greene County Public Health office. The meeting convened at approximately 6:33 p.m. In attendance: Andrew Root, President; William Beeman, Scott Filson, Scott Hammond, Elaine Hughes, Melvin Johnson, Tamisha Samiec, Thomas Selden, Nancy Terwoord and Teresa Zryd (late arrival). Excused: Charlene Montague and Kathy Saunders. Absent: Sharon Christman. Staff in attendance: Melissa Howell, Health Commissioner; Susan Martin and Jeff Webb.

### **ADOPTION OF AGENDA**

#18-11-01-2. Ms. Terwoord moved to adopt the agenda. Mr. Selden seconded the motion.

The agenda was adopted by acclamation.

### **MINUTES OF PREVIOUS MEETING**

Ms. Hughes, "I have a correction. Either Teresa (Zryd) was here or she was not."

Mr. Root, "Are you sure?"

Ms. Hughes, "She can't be both."

Ms. Terwoord, "And since she was quoted in the minutes and I think I was not here, and I'm not listed. So, I think Teresa (Zryd) should be removed and my name should be added as absent."

Ms. Hughes, "As absent. So, you want to be absent."

Ms. Terwoord, "I was absent. I was excused."

Mr. Root, "Any other changes? So, with changes, do I have a motion to approve the amended minutes?"

#18-11-01-3. Ms. Hughes moved to approve the corrected minutes of the October 4, 2018, minutes. Ms. Terwoord seconded the motion.

The corrected minutes were approved by acclamation.

Mr. Root, "I should have said this at the beginning, but I guess, Kim Caudill was going to be giving us a presentation, but she had a death in the family, so she is not going to be available. But we will bring her back some other time. Right? So, we can move on to the financial reports."

### **FINANCIAL REPORTS**

Health Commissioner Howell, "First we will discuss the bills for this month. Most of what is on the bills are utilities and cell phones and some postage, copies and supplies. I will call your attention under the General Health Fund that we are paying about \$40,000 in Vital Statistic fees

to the Treasurer of State this month. And, also, the audit, the total amount of \$29,766, this is on page three under General Health Fund. We are also asked that you approve a specific blanket a purchase order of \$40,000 to pay motorcycle instructors. That is all done under one purchase order. And, then, I think that other than that, on the very last page in Fund 7511, the payment to Huntington Bank for the loan repayment is actually two payments there and usually it is about \$30,000 so, that why we see the \$60,000. In the buff colored paper are the appropriation transfers. These are all transfers that are occurring within the same fund and this month we're moving money around to pay some liability insurance. So, when we moved from the old building to this building, they charged us another \$5,600 or so for liability. So, normally, we pay that in March, but they did send us an additional bill for that."

Mr. Selden, "Is there a reason for that to go up?"

Health Commissioner Howell, "They felt that this building's more valuable."

Mr. Selden, "Okay."

Health Commissioner Howell, "I thought it would be more than that really. I did. So, that is your appropriation transfers."

Ms. Hughes, "Did you say what that amount was, Melissa (Howell)? For the additional, what the additional bill was?"

Health Commissioner Howell, "It was about \$5,600. So, I will move on to the green report for Income and Expenditure. This is a two-side report. So, in the month of October we spent \$473...no, we brought in \$473,244 and we spent just over \$1 million this month. So, so far year-to-date, our revenue is \$7,714,462.30. That is 88% of what we expected to bring in. The fund that has been lagging behind through out the year is Safe Communities. However, we have received notice that we, that payment is in progress. It is coming. And, then on the expenditure side, our expenditures have been \$8,701,606.67. So, we have spent approximately 78% of our budget and the ending balance for all of the funds is \$7,752,754, 99. On the opposite side of that page is your all funds report. This is just a different way of looking at that exact same information that we just talked about. With the October revenue being the \$473,000; 88% of the budget has come in and spending \$1 million. There is a slight difference in the encumbrances based on the fact that this report was run at a different time than the other one. But it is the same information with about 80% of the budget having been spent. We still have about \$1.2 million available in the budget for 2018."

Mr. Selden, "Question or comment. We show about 98% of the transfer money already transferred. Does it look like we are going to be way over budget on that item at the end of the year? Or is the money coming in going to take care of most of it?"

Health Commissioner Howell, "It is taken care of. For the transfer line item on the all funds report..."

Mr. Selden, "Right."

Health Commissioner Howell, "The \$1,905,000, so, so far year-to-date we've transferred \$1.3 million and that's just on the revenue side. But on the expenditure side down at the bottom that money has been moved from the General Health Fund over to that Building Fund and that is why you see the \$1.8 million down here at the bottom. So, yes, 98% of it has already been moved."

Mr. Selden, "And you don't anticipate the need to move a lot more from ..."

Health Commissioner Howell, "No. We're done."

Mr. Root, "Any other comments? Questions? Do I have a motion to approve the voucher summary, the appropriation transfers, between meeting appropriation transfers, fund transfers, acceptance of the income and expenditure report pending the audit?"

#18-11-01-1. Mr. Beeman moved to approve the bill/voucher summary, appropriation transfer(s), and acceptance of the income and expenditure report pending the audit; and approval to raise the appropriations in the building fund. Mr. Filson seconded the motion.

The motion carried by acclamation.

## **COMMUNITY HEALTH SERVICES**

No Report.

## **ENVIRONMENTAL HEALTH**

Mr. Webb, "So, I just wanted to give you an update on RAPCA (Regional Air Pollution Control Agency) and their new fee structure. They just passed it in Montgomery County and I don't know if you know this but, RAPCA is actually a bureau under the Montgomery County Health Department. They just had their three readings and passed the fees there and now they are going to go out to other health departments and give their pitch why we as, or you as a board, should consider it, the new fees. So, I have asked them if they would come in in December and they are looking at their calendar and I think they will be here. So, hopefully, next month then they'll be able to explain to you then what they do. Why they need this fee increase and then at some time, then we will, I will be presenting to the board then a reading as to whether or not they want to adopt the fees. And they will be going around to all the health departments which there is six departments in RAPCA's region."

Ms. Terwoord, "Who pays these fees?"

Mr. Webb, "The businesses do."

Ms. Hughes, "How often do they request an increase?"

Mr. Webb, "I don't even remember the last time."

Ms. Hughes, "It's been quite a while."

Mr. Webb, "It's been a very long time."

Mr. Root, "Any other questions for Jeff (Webb)? Comments? Okay. Thank you Jeff (Webb). We can move on now to the Health Commissioner's Report."

### **HEALTH COMMISSIONER'S REPORT**

Health Commissioner Howell, "I just wanted to let you know that we are still waiting to hear from the PHAB (Public Health Accreditation Board) board. We expect to hear right before Thanksgiving. They are supposed to meet November 20. So, we are still hopeful."

Ms. Hughes, "They come here and meet with you?"

Health Commissioner Howell, "No. It is usually an email and a phone call and a plague. We will get a plague. But still exciting. Really the only other thing that I wanted to focus on, you should have received in your packet a PowerPoint with facility information and that facility information kind of breaks down for you how we are receiving reimbursement back from Five Rivers as well as it talks about our state. So, on page one you will see a drawing of the building and just to let you know, Five Rivers takes up just over 5,000 square feet on the first floor. Many of our like utilities, the grass cutting, snow removal, when we receive reimbursement back from them, from Five Rivers, they are going to pay 17.6% of whatever the bill is because they are taking up about 5,000 square feet of the building. The total building you are going to see on page two at the top, the total facility is 28,570 square feet. So, most bills we just get the bill and we turn around and invoice Five Rivers and then they pay us back. All of that money does come back in to line item 4796 on your reports. Do you not have it?"

Mr. Root, "I don't have it."

Ms. Martin, "I had to put packets together. Their packets didn't arrive..."

Mr. Root, "That's right. We were the...I didn't get my packet either Dr. Johnson. So, you will get those to us."

Ms. Martin, "I will get those to you, yes."

Health Commissioner Howell, "Sorry for that. The only exception to that with most of the monthly expenditures is that we do daily cleaning on the first floor through Goodwill and because they take up about 30% of the first floor; they pay 30% of the cleaning bill. So, we have a cleaning company that comes in from about 5 pm to 10 pm every night Monday through Friday. And, the reason that we do that is these are the public areas and they need cleaning more often. So, they pay that. On the bottom of page two I wanted to share with you the construction and then demolition costs. So many times, you might be asked how much did the building cost to build and the building cost to build \$7.8 million but because we added on the demolition costs, we are now paying \$8.1 million. So, if anybody asks it was \$7.8 million. It's always been \$7.8 million but we added the demolition costs onto the contract there at the end. The way that that \$7.8 million has been paid; \$5.5 million came from Huntington Bank. The other \$1.6 million was paid from health district funds for a total of \$7.2 million. Last month, I told you that we still

had about \$898,000 outstanding to pay; \$250,000 of that was for demolition. The other \$649,000 are the construction costs that were left to pay. That is what we will be paying in the next few months. So, it should be paid off by the end of the year. On page three we will go into a little bit more about Five Rivers. So, if you break down the square footage of the building, Greene County Public Health cost of construction would be about \$6.6 million and the other \$1.3 million would be the cost of construction to the Five Rivers section of the building. At the time when we were putting the figures together we were estimating somewhat, but we estimated that in order for Five Rivers to pay us back that \$1.3 million over a 25 year time period, we needed to have about \$50,000 per year and so, the rent payment is about \$10/square foot and at the end of the year we end up bringing in about \$50,000 in this building. So, the rent in the old building was \$1,154.58 per month and in 2018 we brought in to fund 7511 on line item 4946, \$10,391.22. The rent in this building is \$4,197.85 per month. They were invoiced and if you look at your income and expense report you'll see down in fund 7511, you are going to see that that \$4,197.85 was indeed paid for this month. The operating expenses are the things that I was telling you about, they pay part of the water bill, the electric bill, the Vectren bill. They pay for pest control, trash, their share of the phones, the security and alarm system. They also pay for about two hours per week for our IT person, Bob Brooks, to support them. Our custodial service, they have paid about two hours per week in the old building for Larry (Sites) to come and clean their areas. Now, they are paying the Goodwill bill, about 30% of that per month. They were also charged something that are direct costs. So, they had some revisions done in the dental area. They revised some of the case work and in total it came out to be about \$48,000 that we charged them directly and those dollars came back in to the General Health Fund. I will refer to this again but if you are on the all funds report under line 4946 Reimbursements, part of that \$55,000 is where they were paying for their share of what they wanted changed in the building as we were constructing. So, as get charged, we charge them, and the money comes back in. Now, outside of your construction costs and outside of your demolition costs, you have incurred costs beginning back in 2014 to make all of this happen. So, I just outlined all those expenses for you at the bottom of page three and in total that was about \$1 million. And, nearly, well \$350,000 was spent on the furnishings for this building and I went around and added up what Five Rivers had. For the most part, they had very few chairs over there. They used a lot of our old furnishings so most of the \$357,000 will be paid by us. The other largest expense was for the closing costs. This was paid through the Huntington Bank. Out of that \$6 million; closing costs was \$184,000 and then we had charges that were known as pre-construction costs in the amount of \$263,000 and those were things like site preparation that the construction company had to spend. So, they put a trailer onto our property, it had to have electric and lights and all that kind of stuff and they had to some kind of site preparation and permitting and just finding out where they were going to set everything. So, those costs are outline for you as well. But it was an additional probably \$1 million over the four-year period now. That's it. Is there anything more, or any questions on this information?"

Ms. Terwoord, "This was very helpful."

Mr. Root, "Any more questions for Melissa (Howell)? Does that conclude your report?"

Health Commissioner Howell, "That's it."

Mr. Root, "All right. Very good. Let us move on to Committee Reports. We will start with the Administrative Evaluation Committee. Mr. Beeman."

### **COMMITTEE REPORTS**

Mr. Beeman, "The Administrative Evaluation Committee did meet, and we have people and the purpose is to maybe improve our evaluation process. Some people brought some samples from other health departments which look interesting. And, then we were looking at that and talking about the process in general. Our goal is to have this done by January 1 because that is the beginning of the evaluation period and we talked and the people, the committee didn't have the personal time to accomplish that. Then it was suggested that we could get some professional help and it is being looked into through a company that does this kind of thing. So, I think, I haven't heard the outcome of that. Hopefully they will be very professional, and we will get it quicker. I think that we are going to hear more in the coming weeks. Thanks for all the committee."

Mr. Filson, "Who is making contact with this professional company?"

Mr. Beeman, "Susan (Martin)."

Mr. Root, "What was the name of that company, Susan (Martin)?"

Ms. Martin, "Clemans Nelson. Did you get my email Mr. Beeman where they responded and said that they would put together a proposal?"

Mr. Beeman, "Yes."

Ms. Martin, "I sent them another email this morning to ask them timeframes and I haven't heard back from them."

Mr. Beeman, "Thank you for doing that. For discovering them."

Mr. Root, "That was Susan's (Martin) idea. What a great idea. Any questions, comments for Bill (Beeman)? The idea, I think, is that we will create a new evaluation tool, but we will also take into consideration stakeholders, people, for lack of a better of term, that do business with us and employees, and all that and we will get, hopefully, then they can tabulate all that for us. So, when we have a price, we will come back to the full board with that. Okay. Finance/Audit Committee, Mr. Selden."

Mr. Selden, "Yes, Finance/Audit Committee has a report. We met tonight at 5 pm to discuss four topics, the 2017 State Auditor's audit of the combined health district; 2019 budget draft; 2018 bonus for Greene County Combined Health District employees; and, also, estimated retirement payout. I will give you a quick summary of those items as followed. With the auditor, we had lots of good discussions and we went over the four items listed on a management letter which I received a copy of earlier, undated incidentally, at least my copy, that showed four non-compliance findings. The first one referred to the account for the building which was a separate account not administered/paid by the county auditor. We had it directly with Huntington Bank as agent of, what do the call it, the portal committee."

Health Commissioner Howell, "The Port Authority."

Mr. Selden, "And we had been given monthly statements on the transactions with Huntington Bank. There was absolutely no allegations that there were any discrepancies or wrong use of the funds. It is just that they were not included in your overall format of the audit through the county auditor. I understand, it will be next year, is that correct?"

Health Commissioner Howell, "For 2018."

Mr. Selden, "For 2018, it will be incorporated as another item on the county reports, so this will not be reoccurring again. There is allegation of misuse or anything like that just that the report was incomplete. On the second one, we are apparently required to have a policy that establishes a maximum for blanket purchases. We now have that, but it was not in effect when they did the audit. It was not on the books. And, that number is \$5,000. So, the health commissioner or the health district is authorized to write a blanket order purchase up to \$5,000. Anything over that must be specifically approved. Number three, there is a requirement in all personnel folders that every new hire be, sign for a receipt of form that they will report any possible know instances of fraud against the state. There was one form that did not have that. I got that that has been taken care of. Number four, schedule of expenditures for federal funds. And, as the auditor explained it, the requirement is that you document the expenditure of federal money against those fund expenditures before you expend any matching money or state money. The problem is when the district gets the money from the state, they don't know, we don't know if it is federal money or state money and we incur expenses sometimes before the federal money comes in. So, that we actually have to spend either state money or other money, our money or matching money first and that is how we have been reporting it. So, we've been reporting it as it's been spent but now to comply with the audit requirement, we have to report it as if we spent the federal money first. And, as I understand it, that's still an open issue and you've got to do it one way or the other and you are going to take a hit whichever way you do it. But, again, the bottom line was absolutely no allegation of misuse or fraud or anything like that. Okay, that was the main topic of discussion. We also had a good discussion back and forth with the county auditor and for those of you that have been on this board or worked with the county auditor for some time, I just mentioned to Dave (Graham) my personal appreciation for the way he's taking care of us. With maybe two percent of the hassle we used to get under the old regime has been good."

Mr. Filson, "Tom (Selden), I have a question and Melissa (Howell) this might be kind of for you too, when did we approve the maximum purchase order for \$5,000 because we just approved a \$40,000 one earlier tonight."

Health Commissioner Howell, "Correct. When we met the other night with the personnel policies that is now in that policy. Technically you have not approved that policy yet but when Dr. Johnson speaks that is one of the changes in the polices. So, you are about to."

Ms. Terwoord, "So, we can still make exceptions to do a \$40,000 one but ..."

Health Commissioner Howell, "Correct."

Ms. Terwoord, "Specific for..."

Mr. Selden, "But it is specific. That is the key word."

Ms. Terwoord, "Specific for the fund or whatever."

Health Commissioner Howell, "Yes."

Mr. Filson, "Okay."

Mr. Selden, "Item number three was the committee is very pleased to recommend to the board that the approve the proposed bonuses for health department employees. I think that we have a sheet that states, this is a one-time 2018 bonus to the health commissioner of \$5,000, to the directors a \$4,200, to salaried staff/program managers \$3,500, to non-managerial staff \$2,800 to part time three percent of annual salary. So, the committee recommends to the board that those bonus figures be approved and paid. There were several comments and we want them for the record stating that we truly appreciate the service and dedication of the employees of the Greene County Combined Health District and are very, very happy to be able to award these bonuses."

Health Commissioner Howell, "I'm sorry Tom (Selden), I think there is one correction on what you just stated. I believe that the non-managerial employees are \$2,600 not \$2,800."

Mr. Selden, "Okay, I'll take that correction. It must have been a misreading."

Ms. Terwoord, "And, just to mention that we have not been able to give a merit increase for the past two years. They have had cost of living raises but no merit increases."

Dr. Zryd, "Do we have a criteria for a bonus?"

Mr. Selden, "Just by job."

Dr. Zryd, "We talk about merit increases. Is the bonus tied to something?"

Mr. Selden, "It is tied to the district performance as a whole. Not to..."

Ms. Terwoord, "Not individual performance."

Health Commissioner Howell, "For this year. That's correct."

Mr. Selden, "That's a good point."

Ms. Hughes, "And those will be paid..."

Health Commissioner Howell, "They will receive it November 9 in their next paycheck if the board approves it."



Mr. Root, "Yes. I just want everybody to be heard. So, anybody have a problem or concern about the audit? Okay. Very good. Let's move on to Personnel Committee, Dr. Johnson."

Dr. Johnson, "Personnel Committee met on October 23 and 25 for the annual review of the operational and personnel policies of the Greene County Combined Health District. There were only a few changes. No major changes of course from the 2016 review. Due to the conflicting meetings, only two of the members of the committee were able to participate in the review. Those two were Bill Beeman and yours truly, myself. However, we did have input from the executive assistant and the health commissioner, Melissa Howell, who highlighted changes and corrections on behalf of the health district. There were 36 operational material policies and 64 personnel. We did this in, I guess, about a three-hour period between the two days; Tuesday and Thursday on the 23<sup>rd</sup> and 25<sup>th</sup>. That is the report. I am asking the board to move for the approval of the operational and personnel policies that were reviewed by our committee."

Mr. Root, "Any discussion?"

Dr. Johnson, "By the way, they took up a book about that thick. If you want to read all of them, you are welcome to do that."

Ms. Terwoord, "Were there any major changes?"

Dr. Johnson, "The only major change I would say is that Five Rivers takes some of the kinds of things that we have been doing here, right. We're devoid of some of those. I can't remember what a lot of them were."

Health Commissioner Howell, "I think a lot of them were in the fiscal policies for charges and things like that, that we don't have those kinds of charges anymore."

Dr. Johnson, "That was the only major change."

Mr. Root, "Any other questions? Discussion? Okay, hearing none, the Personnel Committee recommended approval of the revised policies. All those in favor signify with aye. Any opposed? Motion passed."

#18-11-01-7. Dr. Johnson moved on behalf of the Personnel Committee the approval of the operational and personnel policies.

The motion carried by acclamation.

Mr. Root, "Thank you, Dr. Johnson. Moving on to Planning and Evaluation Committee, Mr. Hammond."

Mr. Hammond, "Nothing. There was no meeting."

Mr. Root, "Okay. Very good. Well, next is the slot for Executive Session."

Parcel ID:A02000200150051200

Parcel ID:A02000200150051300

489 Kirkwood Drive

Parcel ID:A02000100220003400

Parcel ID:A02000100240002900

#18-11-01-9. Dr. Zryd moved to approve the release of claim of delinquent taxes for following foreclosed residential properties:

- i. 445 Orville Street
  - Parcel ID: A02000200150051000
  - Parcel ID: A02000200150051100
  - Parcel ID: A02000200150051200
  - Parcel ID: A02000200150051300
- ii. 489 Kirkwood Drive
  - Parcel ID: A02000100220003400
- iii. Parcel ID: A02000100240002900

The waiver of taxes applies to foreclosed or abandoned properties; once the properties are purchased or ownership is assumed, the full taxes will be reinstated. If the properties are sold, the total maximum amount of taxes waived minus the cost of upkeep, should then be reimbursed from the proceeds of the sale on a prorated basis with all other Greene County taxing entities who have waived taxes.

Dr. Samiec seconded the motion.

Mr. Selden, "Just a question. I may be missing something, but I don't see any amount on this. Previously we have been given the amount. Do we know?"

Health Commissioner Howell, "On these, I don't think I did know, and I don't recall seeing anything in the information either. But we can request that."

Mr. Selden, "I think that would be good to have for the record. I'm not saying we shouldn't approve it."

Mr. Root, "It tends to be, we end up waiving very little."

Health Commissioner Howell, "It is. It's just a few hundred dollars."

Mr. Root, "Any other questions, comments, discussion? All right. Now, all those in favor of approval of waiving the taxes, signify with aye. Any opposed? Motion passes."

The motion carried by acclamation.

Mr. Root, "Any other New Business?"

**OLD BUSINESS**

Mr. Root, "Any Old Business?"

Ms. Hughes, "Yes. I have two questions from last month and I just wondered if we found out the information. One of the questions was because Kirsten (Bean) gave such an excellent report on the needle exchange program. One of the questions I asked her 'Are Xenia people coming to Fairborn' and she said she would pull that information. And, I just wondered if you had that?"

Health Commissioner Howell, "As I recall, it was one."

Ms. Hughes, "And the other question was, how many clients have actually been referred for treatment and she said she would get that."

Health Commissioner Howell, "I think on the slide she had four and that number has been updated. It seems like it is nine now, but I'll make sure it gets in the FYI next time."

Mr. Root, "Under Old Business, Susan (Martin) is trying to send me a draft resolution of appreciation for Dr. Dillaplain. I am going to email all of you or maybe Susan (Martin) could do that for me. Please comment. We want this to be, you know, as inclusive of his history here, all that he has done. So, everyone, please, that wants to comment get those comments back to me and we will get it in the form of a resolution. And, my thinking is, that we, you know, Elaine (Hughes) you tell me, we should have it nicely framed or something like that. So, we can talk about that, hopefully, next month. All right. Any other Old Business? Any Additional Business? Motion to adjourn?"

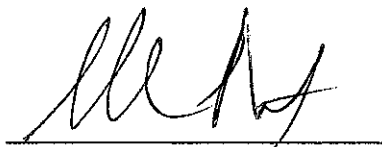
Ms. Terwoord, "So moved."


Mr. Root, "Second?"

#18-11-01-10. Ms. Terwoord moved to adjourn the November 1, 2018, meeting.

The motion carried by acclamation.

The November 1, 2018, Greene County Board of Health meeting adjourned at approximately 7:20 p.m.

  
Andrew Root, President

  
Melissa A. Howell, Secretary