

Washington County General Health District  
Board of Health  
Meeting Minutes  
July 8, 2008

The regularly scheduled meeting of the Washington County Board of Health was called to order by president, Wilbert Antill. Board members present: Wilbert Antill, Richard Daniell, Dr. Todd Myers, Bob Powell, and Jim Rodgers. Absent: Steve Johnson, alternate. The following staff members were also in attendance: Dr. Meckstroth, Valerie Betkoski, Ken Robinson, and Jeannie Farnsworth

Mr. Daniell moved approval of the minutes from the June 10 meeting. Second Dr. Myers. Motion carried.

Public Comment: Mark Mondo and Peter Shang presented a new subdivision to the Board for approval. The original subdivision (Chautauqua Estates) is to have seven lots. Each lot can accommodate an aerator with leach/dosing system. A maintenance agreement will be required on each system. After discussion regarding how the systems would work, Dr. Myers moved approval of the subdivision. Second Mr. Powell. Motion carried.

The fiscal report was presented by Jeannie Farnsworth, administrative assistant/computer coordinator. She further explained the graphs submitted as part of her report that show the trend of expenses and revenues over the last few years. For the most part, although amounts may vary, the trends remain consistent. She also presented the auditor reconciliation report for review by the Board.

Budget actions of June 13 and June 20 were presented for approval. Mr. Rodgers moved approval. Second Dr. Myers. Motion carried.

The list of bills paid in the month of June was submitted for review and approval. Mr. Powell moved approval. Second Mr. Daniell. Motion carried.

The health commissioner presented her report as written and previously distributed. In addition she presented information regarding the completed review of the accounts receivable of the dental clinic for 2007 and through June 2008. She explained that the consultants will be at the clinic on July 23 and she hoped to have preliminary information for the Board at the next meeting. She also distributed two articles from the Township Association News, one regarding the new law on junk cars that are enforceable by the Townships, and the other on the declaration of condemned houses within a township.

Ms. Betkoski presented the public health nursing report. She highlighted information on the CVH report regarding the Biggest Loser competition. She

noted the increase in childhood immunizations and that as of July 8 37 sports physicals had been scheduled for the Healthy Happenings to be held July 10.

Mr. Robinson presented the environmental health report. This program continues to be busy with inspections and nuisance complaints. He requested that the Board approve a refund for a septic permit (Perdue) that was not issued and on which no visits have been made. Mr. Powell moved approval of the refund less the state fee if it had been submitted. Second Mr. Rodgers. Motion carried.

The Board also clarified the water sample fees at the request of the health commissioner. All samples collected for water bacteriology tests are at \$50 per sample. Fees for all other tests collected at the same visit are charged at the cost of the laboratory testing. If no bacteriological sample is collected, a \$50 collection fee will be charged. Mr. Powell moved approval of this explanation. Second Mr. Rodgers. Motion carried.

Out of County travel:

Medicaid Dental billing training, August 20, Columbus (Wrege)

Time and travel only

Epidemiology Courses, Columbus, July 20-24 (King)

Tuition paid by scholarship

Per Diem, time and travel

Mr. Rodgers moved approval. Second Mr. Powell. Motion carried.

Unfinished business:

In approving raises for the staff at the last meeting, it was not determined when the raise for Shila Harris, a new employee on probation, was to be in effect. The Board clarified that her raise would be effective at the end of her probationary period.

Previously, the Board had established a policy for employees wanting to take advantage of the dental clinic services. This policy was to be reviewed after the clinic had been established for a period of time. Dr. Meckstroth was asked to prepare some language for consideration and determine to what extent the clinic would be used by employees. Further action was tabled until the August meeting.

New Business:

The records retention policy was presented for approval. Mr. Rodgers moved approval of the policy. Second Mr. Daniell. Motion carried.

The sliding fee scale for the dental clinic and well child clinic has not been updated since 2006. A new federal poverty guideline has been received and the new scale should be adopted to reflect these changes. Mr. Rodgers moved that the new scale be adopted and that as new guidelines are received, the Health

Department clinics adopt the new fee scales accordingly. Second Mr. Powell. Motion carried.

Salary increases were discussed for the following people:

Becky Jones, the nurse serving the Career Center, due for a raise at the start of her new contract in August; John Berentz, Betty King, and Rae Shaffer, all employees paid through the Public Health Infrastructure Grant that will begin August 9; Renee Robinson, Dental Sealant coordinator was not included in the original salary discussion. She is paid mostly by her grant but also through Medicaid funds. Mr. Powell moved approval of \$0.50 per hour for Renee and Becky (beginning with the next pay period or the first one worked under the individual schedule) and \$1.00 per hour for John, Betty and Rae as outlined in their grant proposal and dependent on grant funding. Second Mr. Rodgers. Motion carried.

Mr. Daniell turned discussion to items presented in the audit report. Although the report has not been released publically, through a motion he wanted to ensure that the health department staff take all recommendations seriously and that particularly those that have appeared on the audit more than once as recommendations be corrected and no longer appear on future audits. Second Mr. Rodgers. Motion carried.

There being no further business to come before the Board of Health the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

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Kathleen Meckstroth, Secretary

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Wilbert Antill, President