



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

April 26, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

**Present:** Bonnie Boroff, Scott Lyons, Penelope Mashburn, Rebecca Shank, Robert Watson, Jimmie Young

**Absent:** Ann Sacksteder

**Excused:** Philip Steyer

**Guests:**

**SCGHD Staff:** Beth Schweitzer, Andrea Cook, Kelly Cholodewitsch, Anita Gaietto, Trisha Kahler, Laura Wallrabenstein

### **Welcome, Roll Call and Pledge of Allegiance**

With quorum present, Mr. Young called the regularly scheduled board meeting to order on April 26, 2018 at 6:00 pm; he then presided over the Pledge of Allegiance.

### **Public Concerns/Requests**

There were no public concerns or requests brought forward.

### **Public Health In-service**

Mrs. Schweitzer presented a Public Health In-service: PHAB Site Visit

Domain 12: Maintain Capacity to Engage the Public Health Governing Entity. It focuses on the health department's support and engagement of its governing entity in maintaining and strengthening the public health infrastructure for the jurisdiction served. Governing entities both directly and indirectly influence the direction of a health department and should play a key role in accreditation efforts. The presentation covered the expectations of the governing board during a site visit.

### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the previous month's meeting. Dr. Mashburn made a motion to approve the minutes from the March Board of Health Meeting. Mrs. Shank seconded the motion. The motion carried unanimously.

### **Sub Committee Report**

Mr. Watson reported on the Audit Committee meeting prior to the BOH Meeting. The Quality Assurance procedures were reviewed and there are no issues. Grants for 2017 are all closed and finalized; the 2018 grants are approved. The cash position is good; there have been no advances. The annual state audit is underway; it started in late March. It is going smoothly. Fiscal clerk, Becky Janovich has resigned her position effective 6/1/18, Mrs. Gaietto will be looking for a replacement. Mr. Watson thanked Mrs. Gaietto for her hard work and dedication to the Health District. The next Audit Committee meeting will be October 25, 2018 at 5:15.

### **Expenditures**

Mr. Young requested approval of the previous month's expenditures. Mr. Watson made a motion to approve the expenditures as presented. Dr. Mashburn seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Out of County Meetings/Travel**

Mr. Young requested a motion to approve Out of County Meetings and Travel requests provided in board packets. Mrs. Shank made a motion to approve the Out of County Meetings and Travel. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Advances/Repayments/Transfers**

Mr. Young requested a motion to approve Advances, Repayments, and Transfer List provided in board packets. Mrs. Shank made a motion to approve the Advances, Transfer List and Appropriations Transfer. Dr. Mashburn seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

## Supplements

There were no supplements to approve

## Contracts

Mr. Young requested a motion to approve contracts:

- a. Addendum: Wood County Health District for epidemiologist and planner services, 7/1/17 – 6/30/18; was not to exceed \$12,600.00 increased to a new total \$16,920.00
- b. Ohio Department of Health for yellow fever vaccination center designation services, 1/1/18 – 12/31/18; no money
- c. Ohio Department of Administrative Services, Office of Information Technology, Multi-Agency Radio Communication System for MARCS/P Radio Services, 7/1/14 to present, will automatically renew every 2 years on July 1; \$10.00 per radio

Mr. Lyons made a motion to approve the contracts. Dr. Mashburn seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

## Resolutions

Mr. Young requested a motion to approve Resolutions:

- a. 2018.05 – New Hire Dana Mathias, RN part time Community Health Nurse, effective 4/23/18
- b. 2018.16 – Appreciation of years of service to James Morhman on retirement, effective 4/30/18

Mrs. Shank made a motion to approve the Resolutions. Mrs. Boroff seconded the motion. The motion carried unanimously.

## Division Reports

### WIC

Mr. Young turned the floor over to the Director of the WIC Division, Trisha Kahler, RD LD. Mrs. Kahler reviewed her report included in board member's packet:

**People:** Ellen Purvis has resigned as health professional. The position has been posted.

**Quality:** The results of the most recent State supplied WIC participant satisfaction survey showed 96% of participants completing the survey believed WIC has helped them to live a healthy lifestyle, were excited about reaching the goals they set for themselves at their appointment, and felt coming to WIC was a good use of time.

**Growth:** Farmers Market caseload will be the same as last year; 158 sets of coupons will be distributed. Final redemption reports from last year show 54.78% of coupons issued were redeemed. Staff is again brainstorming methods to increase and grow this number. The farmers with the highest redemption rates include Riehm Farms, Brubakers Acres, and Conines's Country Market.

**Finance:** The FY 19 Grant has been posted and is a decrease in funding from the current year. The FY 19 grant award will be \$331,353.00. This is an \$18,862.00 decrease in funding.

### Nursing

Mr. Young turned the floor over to the Director of Nursing, Andrea Cook, BSN RN. Ms. Cook reviewed her report included in board member's packet:

**People:** The nursing division has a new part-time employee, Dana Mathias RN. She has started the orientation process and we are focusing on school nursing in order to get as much school time before the end of the school year. Also, starting April 16, 2018, Kate Doepker RN went to full time and now works one more day a week.

**Financial:** The CJ Foundation for SIDS (Sudden Infant Death Syndrome) recently announced its SIDS/SUID (Sudden Unexpected Infant Death) mini-grant opportunity. We have written and submitted our proposal requesting \$5,000.00. We would like to educate about SIDS risk reduction and safe sleep for

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infants, promote safe sleep for infants and provide support for parents and others who have experienced SUID. We would provide the portable cribs and survival kits that we already have (in kind). MAC (Medicaid Administrative Claiming) week was 5/21/2018 - 5/27/2018. This consists of a quarterly, week long time study by 12 participants/staff. It allows the health department to be reimbursed for individual and population-based work that we do to either help enroll people in Medicaid or help them access Medicaid-covered services. We developed the Policy and Procedure for Immunization Record Fee Charge. This was started 4-1-2018. To date we have fulfilled 25 requests for a copy of immunization records at \$5.00 each = \$125 so far this month. A cost analysis was completed and is attached to report.

**Quality:** Always striving to provide good, quality care and service.

**Service:** Kate Doepker RN and I met with a reporter from the Advertiser-Tribune to promote the Cribs for Kids program and the article was in the paper Tuesday April 24, 2018. A letter to the Editor was submitted by Tonya Harris to continue to promote flu vaccine.

The **Communicable Disease Program** continues to be busy. Hospitalized flu cases are down from February (21) March (11). Peak flu month historically has been February. In response to the recent case of hepatitis A among a food worker at Dave & Busters in Toledo, OH, we received calls from two families. Three People have been tested, two tested negative and one is pending.

**Growth:** Cindy Voorhees RN and Kate Doepker RN attended Lead Case Management Training in Norwalk April 1, 2018. At this training the nurses were educated on procedure for home visits with children that have an elevated blood lead level (greater than 10 ug/dL).

Rita Schank RN attended the School Nurse Update training April 20<sup>th</sup>. She will share the information she learned with Sue Burks RN, Dana Mathias RN and Andrea Cook RN BSN, (Nurses in the Schools) I will be investigating PHN Ready which is an online certificate program for RNs. All courses are self-paced and online. The certificate consists of 9 required online courses, which should take roughly 10.5 hours to complete. Many of the courses provide continuing education credits.

## Environmental Health

Mr. Young turned the floor over to the Director of Environmental Health, Laura Wallrabenstein, MA RS. Mrs. Wallrabenstein reviewed her report included in board member's packet: and presented for condemnation, property located at:

- a. 110 S. Main St., Attica, OH 44807  
Owned by Dr. Robert Wright, Philip & Nicola Louise – 60 Booth Ave. Longcraft Colchester Essex EO43AZ United Kingdom
- b. 203 N. Main St., Attica, OH 44807  
Owned by Mary Rowe, same address

Mr. Young requested a motion to condemn the properties located at 110 S. Main St., and 203 N. Main St., Attica, Ohio. Mr. Watson made a motion to grant condemnation of the properties as presented. Mrs. Shank seconded the motion. Motion Carried.

Mrs. Wallrabenstein presented for rescind condemnation, property located at

- a. 5991 N. SR 53, Tiffin, Ohio 44883  
Owned by Myron C. Jackson, PO Box 471, Sycamore, OH

Mr. Young requested a motion to rescind the condemnation of the property located at 5991 N. SR 53, Tiffin, OH 44883. Mr. Lyons made a motion to grant condemnation of the properties as presented. Dr. Mashburn seconded the motion. Motion Carried.

**People and Growth:** Although Jim's official retirement isn't until May 1; his last day of work was March 30<sup>th</sup>. We were very sad to see him go, but are also very happy that Amanda Zeigler was able to start without delay. She is fitting in very well and learning quickly.

**Financial:** Still no contract or "MOU" from the Dept. of Commerce about Mobile Home Park inspections.

LANDFILL FEES – EPA letter!

**Service:** You may have noticed that Channel 13 news in Toledo has begun to include Seneca County in its "restaurant report card" segments! This was a surprise to us. Apparently they have used the link on our website to access the food reports that are all on-line. We had nothing to do with it, and of course it is all public record. I am hoping that this may actually be a

motivator for food services to strive harder for good reports. We have put the word out to our licensed facilities that this info is not being “fed” to the news channels by us.

Nicki was asked to speak and even judge a chili cook off at the Chapter 74 Food Service Meeting on April 16 in Carey, OH. (These are the school lunch ladies!). She tag teamed with Wyandot County Sanitarians and had a good time. Nicki won't eat green chili though. . .

**Quality:** Since Jim has left, we have “shifted” some programs around and are working hard to ensure that the same quality of work continues. We have asked ODH/ODA for food training for Amanda as well as trying to arrange for campground and pool training with ODH and several other counties.

**General Update:** EPA Letter was received regarding the landfill; it was a good letter. Based on the tonnage contested to date, the landfill owes \$750,000 and we will need to refund \$50,000. The Jerome meter is back from being recalibrated and odors at the landfill will be re-checked. We did receive a letter from ODH regarding the food audit. A few items were found and have been corrected, approved and the standards accepted.

## **Health Commissioner**

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer, MPH, MCHES. Mrs. Schweitzer reviewed her report included in board member's packet:

### **Service:**

Northwest District Health Commissioner Meeting  
Public Affairs Meeting  
AOHC Board Meeting  
Active Transportation Committee Meeting  
2 Project Seneca Helps Meeting  
2 Community Task Force – Homeless Shelter Meetings  
Health Commissioner University Planning Conference Call  
AOHC Fall Conference Planning Conference Call  
Project Seneca Helps Event

### **People:**

Developed Health Commissioner Evaluation Survey for Staff

### **Growth:**

Annual Report preparations  
Preparation for and attendance at DAC meeting  
Discussion on revitalizing MRC

### **Fiscal:**

MAC Billing week  
Consideration of funds available for accreditation consultant, Policy Stat Software and Online Time Sheet software

### **Quality:**

Completing Ohio Performance & Progress Data Base for State Subsidy  
Accreditation Domain 6 and 11 meetings and preparation of documents  
Mrs. Schweitzer reviewed with the board, the results of the Health Commissioner survey from the staff; overall, there were no surprises with the results. The Accreditation Registration has been sent in, the application is ready to be submitted, and then we will find out when we got to training and find out the date for our site visit. We have not heard from PHAB regarding our registration.

## **Employee Related Actions**

- a. New Hire, Dana Mathias, RN Community Health Nurse, effective 4/23/18 (covered in resolution 2018.05)

## **Unfinished Business**

- a. Immunization Record Fee Charge – Ms. Cook prepared and presented the cost analysis for the process of copies of immunization records, which is \$10.00. The board decided that since they had already voted to charge \$5.00 per record at the last meeting, the subject should be re-visited at the end of the year and possibly increase the fee to \$10.00

### **New Business**

- a. A letter was received from Tiffin Mayor, Aaron Montz; he is recommending Katie Lang to serve on the Seneca County General Health District Board of Health for a five year term, pending approval from the Tiffin City Council.
- b. Mrs. Schweitzer reviewed the updated Strategic Plan; there are four Priorities:
  1. Quality Workforce, has 8 strategies; 4 are complete – 50% finished
  2. Fiscal Viability, has 4 strategies; 1 is 0%, 2 is 71%, 3 is 25% and 4 is 75% complete – 43% complete
  3. Community Health Issues, has 3 strategies, 1 is complete, the next to are 33% complete, however it is not time for them until the Community Health Plan in 2019 – 55% complete
  4. Increase Visibility, has 4 strategies, 2 of which are 50% complete.

Signatures were requested for paperwork and documents signed by the board.

### **Adjournment**

Mrs. Shank made a motion to adjourn the meeting. Meeting adjourned at 7:18 p.m.