



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

October 22, 2020 at 6:00 pm

Meeting Via Zoom due to COVID-19

Present: Bonnie Boroff, Ann Sacksteder, Rebecca Shank, Philip Steyer, Robert Watson, Jimmie Young

Absent:

Excused: Scott Lyons

Guests:

SCGHD Staff: Beth Schweitzer, Anita Gaietto, Laura Wallrabenstein, Andrea Cook, Lisa England, Amanda Zeigler; Trisha Kahler-excused

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on October 22, 2020 at 6:00 pm; he then presided over the Pledge of Allegiance.

Public Concerns/Requests – None

Public Health In-service

Mrs. Schweitzer presented an in-service on the upcoming Accreditation Site Visit. The visit will take place March 24-26, 2021. The Documents are to be reviewed by the end of November. The visit will be a virtual visit. The board members will be involved with the visit.

Approval of Minutes

Mr. Young requested a motion to approve the minutes from the September 24, 2020 meeting. Mrs. Sacksteder made a motion to approve the minutes from the September 24, 2020 Board of Health Meeting. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Sub Committee Report

Mr. Robert Watson reported on the Audit Committee meeting prior to the Board of Health Meeting. He reported on the annual audit everything was good, there was no citations and no findings. The meeting covered the time period from September 2019 - August 2020. The Fiscal division had a few classification errors which were corrected in the area of purchase orders, payroll, and pay ins. Nothing major was reported. Grants have all been approved for 2021 and 2020 and 2019 grants are finalized. Annual Audit report was received and there were two comments – one due to the County Auditor's office not correctly withholding OPERS contributions from an employee's pay and another comment indicating that the Health Department must name a Custodian of records in their Records Policy.

Financial Report

The Monthly Financial Report for September 2020 shows revenue for the month of \$334,847.39 and revenue year to date of \$4,408,303.37. Expenses for the month were \$411,739.76 and year to date expenses totaled \$3,365,536.15.

Mr. Young requested approval of the Monthly Financial Report for September 2020. Mrs. Sacksteder made a motion to approve the Monthly Financial Report for September 2020. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Expenditures

Mr. Young requested approval of the previous month's expenditures. Mr. Watson made a motion to approve the expenditures as presented. Mr. Steyer seconded the motion. The motion carried upon roll

call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – 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. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – 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. Boroff made a motion to approve the Advances, Transfer List and Appropriations Transfer. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements – None

Contracts

Mr. Young requested a motion to approve contracts:

- a. Bowling Green State University, for the Distance Internship Program in Nutrition and Dietetics, 09/24/2020-09/23/2021, no money
- b. Crawford County Public Health, collaborate and provide services to families to prevent sleep related infant deaths, 10/01/20-09/30/2021, no money
- c. Union County Health Department, Indoor Radon Grant Services, 10/01/2020-09/30/2021, not to exceed \$3,000.00 (payee)
- d. AMETEK Brookfield, extended warranty for the Jerome meter, 10/01/2020-09/30/2021, not exceed \$1238.00 (payer)
- e. A&D Excavating, LLC, for home sewage treatment systems installation (Bogner property), 10/19/2020-12/17/2020, not to exceed \$15,174.00 (payer)
- f. A&D Excavating, LLC, for home sewage treatment systems installation (Snyder property), 10/19/2020-12/17/2020, not to exceed \$17,924.00 (payer)
- g. A&D Excavating, LLC, for home sewage treatment systems installation (Parkins property), 10/19/2020-12/17/2020, not to exceed \$12,424.00 (payer)
- h. A&D Excavating, LLC, for home sewage treatment systems installation (Hoch property), 10/19/2020-12/17/2020, not to exceed \$10,424.00 (payer)

Mr. Steyer made a motion to approve the contracts. Mr. Watson seconded the motion.

The motion carried upon roll call vote Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Resolutions

Mr. Young requested a motion to approve resolutions:

- a. 2020.14 - Cell Phone Stipend Rates

Mrs. Sacksteder made a motion to approve the resolution. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

- b. 2020.15 – Holiday Event

Mr. Steyer made a motion to approve the resolution. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Mrs. Schweitzer added that due to COVID-19 the Holiday Event would be different this year we will not meet as a group, but we will recognize service awards.

Division Reports

WIC

Mr. Young turned the floor over to Mrs. Beth Schweitzer who presented the report for Director of the WIC Division, Trisha Kahler, RD LD. Mrs. Kahler's report was included in board member's packet:

Service: All farmers' market coupons have been distributed and calls are being made to participants to remind them to use by the end of this month.

The current waivers to provide safety during COVID-19 pandemic have been extended through February. Telephone appointments will continue until this time.

There is a new process for certifying participants. The participant will no longer be required to complete any paperwork, even after returning to in-person appointments. The application questions are asked by clerical staff and there are new assessment screening forms the health professional completes and fills out during their counseling sessions.

Quality: The second month of referrals from the Medicaid system has been completed. Thus far, we have added two new families to the WIC program, who were not participating previously, from these referrals.

The addition of yogurt to the WIC food package has been delayed. Yogurt was to be an option beginning this month, but is delayed due to computer system programming.

Fiscal: The budget revision to address special conditions for the new fiscal year 2021 has been submitted.

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:

- We are advertising for two temporary Contact Tracers. Phone interviews were set up and cancelled as the two applicants were hired elsewhere.
- We do have a new RN, Mary Traxler, hire date was 9/28/2020

Quality:

- Always striving to provide exceptional service.

Service:

- COVID19
 - As of 10/22/2020 there are 636 COVID cases in Seneca County and currently 96 are active cases. 278 males, 358 females, 8 people currently hospitalized and 19 deaths.
 - **September** stats show 140 people were contact traced, a total of 609 since March and 138 new COVID-19 cases.
- We did Flu drive thru clinics, one at the Seneca County Fairgrounds 10-13-2020 1-6 pm and provided 168 flu vaccinations and one at the Fostoria Fire station 10-21-2020, 1-6 pm and provided 45 flu vaccinations.

Mr. Young asked if we have any more of the high dose flu vaccine. Ms. Cook stated that we are currently out of the high dose, even with ordering more than last year. They recommend that those people get the regular dose. When she tried to reorder, the manufacturer would not allow her to order more at this time. Ms. Cook also recommends that people get their flu shot by the end of October.

Mr. Steyer asked if there were any cases of COVID-19 traced back to the fairs in our county. Ms. Cook said that she did not know of any.

Mrs. Sacksteder asks if there are any recommendations for Halloween, Thanksgiving, and Christmas. Ms. Cook said that it was discussed at the ICS meeting on Wednesday, and that Beth would have more recommendations to follow.

Mrs. Sacksteder also asked if they could update the newspaper with the current COVID information. They have 14 deaths listed in the paper when the stats show 19.

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:

Second reading of 2021 proposed food fees:

<u>FOOD SERVICE CATEGORY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Commercial Risk 1 <24,999 sq. ft.	\$136.30	\$ 128.64	\$ 129.26
Commercial Risk II <24,999 sq. ft.	\$153.74	\$ 145.29	\$ 145.45
Commercial Risk III <24,999 sq. ft.	\$295.35	\$ 280.47	\$ 276.91
Commercial Risk IV <24,999 sq. ft.	\$374.88	\$ 356.38	\$ 350.74
Commercial Risk I >25,000 sq. ft.	\$197.69	\$187.24	\$ 186.25
Commercial Risk II >25,000 sq. ft.	\$208.15	\$ 197.23	\$ 195.96
Commercial Risk III >25,000 sq. ft.	\$741.82	\$ 706.64	\$ 691.38
Commercial Risk IV >25,000 sq. ft.	\$786.46	\$ 749.26	\$ 732.82
Mobile	\$221.74	\$ 238.78	\$222.69
Vending	\$11.22	\$ 11.43	\$ 11.69
Temporary	\$63.50	\$ 65.00	\$ 65.00

Late Fee: 25% of Local Fee.

Plan Review Fees: Class 1 or 2 = \$250.00 (INCREASE OF \$50)

Class 3 or 4 = \$300.00 (INCREASE of \$50) Level 2 Proctor = \$40.00

FEE: One opening inspection is included with the plan review fee. All additional inspections related to plan reviews are \$50 per inspection.

(Plan review fees were last increased in 2014)

The public hearing for the Food Service Fees was Thursday October 22, 2020; no one from the public was present.

General Update:

Quality: We did revoke the installers registration for Mike Metzger (9550 W CR 10 New Riegel) effective Oct. 1, 2020 (he did not request a hearing).

Mr. Watson was concerned if there are enough installers for our area. Mrs. Wallrabenstein stated that there are plenty of installers and a list can be obtained from the Environmental Department. It is difficult to get installers for the grant program.

Mr. Young requested a motion to revoke the installer's registration Mr. Mike Metzger 9550 W CR 10 New Riegel 44853 effective Oct. 1, 2020. Mrs. Sacksteder made a motion to revoke the installer's registration Mr. Mike Metzger 9550 W CR 10 New Riegel 44853 effective Oct. 1, 2020. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Landfill update

Summary of Odor Complaints from September 1st-September 30th

From September 1st-September 30th there were 4 complaints made to the Sunny Farms Complaint Line.

Summary of Stationary Jerome Meter Results from September 1st- September 30th

From September 1st-30th there were no readings on stationary meters that were over 15 ppb.

Summary of Jerome Meter Readings and Inspections conducted by SCGHD in September

From September 1st-30th, SIT, Austin Nainiger went out to the landfill 3 different days and conducted Jerome meter readings for H₂S. Sampling occurred either at random locations, or at other times following the direction of wind. During this time period, 0 readings above 15 ppb were recorded.

SIT, Austin Nainiger conducted one comprehensive inspection during the month of September. No violations were discovered during the inspection. During a comprehensive inspection, the facility is inspected in all aspects, whereas a focused inspection is narrowed down to just one or two areas.

Summary of Tonnage for September

Total tonnage for the month of September equaled 141,460.82 tons. No abnormal circumstances occurred for the month of September.

Summary of Online meeting with Sunny Farms Landfill and OEPA September 29th, 2020

On September 29th, Austin Nainiger and Matt Beckman, had a phone conference with Sunny Farms Landfill and OEPA. Here we discussed the proposed new haul road for phase 13, phase 9 and 10 alteration submittal for the final cap, phase 13 SWL progress and rain cover, as well as the placement of an additional 43 wells to be placed for the purpose of SEM.

Submitted By: Austin Nainiger, SIT

Mrs. Wallrabenstein also stated that Sunny Farms Landfill has also submitted payment and the application for the 2021 license which will be voted on at the December Board of Health Meeting

Health Commissioner

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer, MPH.

Service:

Four All AOHC Member Calls

Two NW District Calls

One AOHC Board meetings with ODH Leadership

Four calls for all health commissioners with Governor DeWine

Four ODH Calls for health departments only

Two Seneca County Emergency Partners meetings

Two Elected Official Department Heads calls
Four Cares Relief act committee Calls
11 Calls with WBVI radio
2 calls with school Superintendents
Homeless shelter call

People:

Will use evaluations from last year unless there is new information that needs to be shared or employee feels need to discuss performance with supervisor.

Quality:

We were contacted by our accreditation consultant with the message that the review team cannot get to our documents in a timely manner so there is a revised process where the consultant does the review. We will have 45 days to get replacement documents back to her. She said she thought she could have the review done by the end of October or early in November. The site visit date is scheduled for March 24 through 26, 2021. We will likely have to have the documents done by the middle of December. It is really busy here with COVID but we feel we need to move along with accreditation so we are going to accept the revised method.

Receiving absence counts daily from schools

Complaint calls have increased.

Worked extensively with Hopewell Loudon School with outbreak on girls' volleyball team. Fielded questions from upset parents.

Financial:

Reviewing fiscal situation to determine possibility of pay increases
Request for two refrigerators and a freezer has been accepted by CARES review team and Commissioners

Mrs. Schweitzer also added that she did interviews with Channel 13 and 24 this past Month.

Employee Related Actions

Unfinished Business

New Business

Adjournment

Mrs. Shank made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 6:55 p.m.