



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

December 17, 2020 at 6:00 pm

Meeting Via Zoom due to COVID-19

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

**Absent:**

**Excused:**

**Guests:**

**SCGHD Staff:** Beth Schweitzer, Anita Gaietto, Laura Wallrabenstein, Andrea Cook, Trisha Kahler, Lisa England, Amanda Ziegler

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

With quorum present, Mr. Young called the regularly scheduled board meeting to order on December 17, 2020 at 6:00 pm; he then presided over the Pledge of Allegiance.

**Public Concerns/Requests** – None

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

Coronavirus Quarantine Guidelines and Coronavirus Vaccine

Health Commissioner Beth Schweitzer, MPH explained the changes in the Coronavirus Quarantine guidelines. Beth next discussed the Coronavirus Vaccine and guidelines for distribution. The Seneca County EMA is also the posting Coronavirus information on their website.

### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the November 19, 2020 meeting. Mrs. Boroff made a motion to approve the minutes from the November 19, 2020 Board of Health Meeting. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Mr. Young requested a motion to approve the minutes from the November 30, 2020 meeting. Mrs. Boroff made a motion to approve the minutes from the November 30, 2020 Board of Health Meeting. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Sub Committee Report**

#### **Financial Report**

The Monthly Financial Report for November 2020 shows revenue for the month of \$674,907.80 and revenue year to date of \$5,530,897.18. Expenses for the month were \$422,961.66 and year to date expenses totaled \$4,272,690.84.

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

## **Out of County Meetings/Travel - None**

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

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

### **Supplements**

Mr. Young requested a motion to approve Supplements:

- a. Fund 7083 Homemaker \$8,844.59
- b. Fund 7177 CFHS/MCH \$113.13

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

### **Contracts**

Mr. Young requested a motion to approve Contracts:

- a. Pine View Excavating, LLC, for home sewage treatment systems installation (Scherley property), 11/27/2020-01/25/2021, not to exceed \$13,400.00 (payer)
- b. Geophyta, Inc., for home sewage treatment systems soil evaluation and system design, (Mears property), 11/27/2020-01/10/2021, not to exceed \$2,870.00 (payer)

Mr. Watson made a motion to approve the contracts. Mr. Steyer seconded the motion. The motion carried upon roll call Mrs. Boroff – Yes. Mr. Lyons – 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. 2020.19 – Hiring Intermittent Employees for Contact Tracing– Jenny Buskirk, effective 12/04/2020, Hayley Luhning, effective 12/04/2020, Amy Wilson effective 12/04/2020
- b. 2020.20 – Health Insurance Rates
- c. 2020.21 – Request for Advance of Taxes Collected

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

### **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: State WIC is providing all local WIC Directors with an online training, *The Impact of Domestic Violence on the Lives of WIC Recipients*. Although the safety measures have been necessary during COVID 19, not seeing participants face-to-face has made identifying signs of domestic violence more difficult.

Service: No updates to February 22 return to regular WIC services.

Quality: Although not final numbers, currently reports are showing we have had almost a 10% increase in redemption of farmers' market coupons. Currently, over 60% have been redeemed, worth \$1,860. The previous year, 52% were redeemed.

Fiscal: The special conditions placed on the FY 21 Grant were approved.

## **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 have hired 3 temporary contact tracers, Hayley Luhning, Amy Wilson and Jennifer Buskirk. We now have 7 temporary contact tracers.

### **Quality:**

- Always striving to provide exceptional service.

### **Service:**

- Influenza
  - 2020---721 influenza vaccines were given
  - 2019--- 890 influenza vaccines were given
  - 2018---961 influenza vaccines were given
- Hearing, Vision and Postural Screenings in the schools since August 574 hearing screenings, 802 vision screenings and 80 postural screenings completed for a total of 1,456 screenings in the schools (Mohawk, Hopewell-Loudon and Bridges Community Academy).
- Comparing 2019 to 2020 immunizations given are down 2,109.

We have been allocated 200 doses of Covid-19 in the Vaccine Ordering Management System pending FDA and CDC approval. We may receive vaccine next week.

- COVID19
  - As of today there are 2962 COVID cases to date in Seneca County. 1149 males, 1698 females, 47 people currently hospitalized and 62 deaths (6 in October, 31 in November and 8 in December, 45 deaths in 3 months).
  - November stats show 785 people were contact traced, an increase of 320 people from October. Total contacts traced since March is 1,859.

Mr. Steyer had then questions on keeping the vaccine frozen; he also wanted to know if there is a special procedure before administering the vaccine. Ms. Cook said that they were provided training on administering the COVID Vaccine.

Mr. Lyons wanted to know if we have any form of backup system for the freezers if we lose power. Ms. Cook said we are currently in the process of having a generator installed. We do have an alarm system and the data loggers that are provided by ODH.

## **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:

- a. CONDEMNATION: None
- b. RESCIND CONDEMNATION: None

- c. Vote on Sunny Farms 2021 license: see report from Austin, new contact list, and statement from OEPA.

### **General Update:**

Service: We spent all of the 2019 HSTS grant money (\$150,000) and have started on the 2020 money (goes to end of 2021). I am still waiting on approval for the 2021 grant I applied for.

Financial: You may have noticed that a new OSS Solid Waste District director has been hired. We are hopeful that our funding for housing/nuisance abatement will remain steady.

Quality: I will be evaluating our Quality Improvement Plan and hope to bring any changes to the Jan. board meeting.

### **Landfill update**

- Phase 13 is in progress
- Planning and construction in place for additional rail spur
- Habitat Restoration of Wetland Area
- Sunny Farms Landfill has been and is aware of exceedances in the area and are likely anomalies of the result of parked running vehicles near meter
- H2S meter activity has increased over the last month, as a result monitoring has also increased
- SFL is on track for renewal

Stationary Monitors – 4 readings over 15 ppb (anomalous)

SCGHD Monitoring – No readings over 15 ppb

SCGHD inspections – No violations cited

OEPA violations – No October violations

License conditions – Monitors are in place and documentation has been received.

Mr. Young requested a motion to approve the 2021 Sunny Farms Landfill License. Mr. Lyons made a motion to approve the 2021 Sunny Farms Landfill License. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Mr. Lyons asked if even though the restrictions were removed from the license, Sunny Farms has agreed to do them anyway. Mrs. Wallrabenstein said that is correct. Sunny Farms has agreed to continue sending the reports, nothing additional is being asked of Sunny Farms Landfill.

Mr. Steyer noticed that the C&DD payment to the state was larger than usual. He was questioning if the Landfill had exceed their limits. Mrs. Wallrabenstein said that the amount was higher, but they have not exceeded any limits. Mrs. Gaietto said it was highest payment this year and last year.

### **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

TWO 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 Response team meetings (New Group working on getting more testing and helping with getting the information to the public about all aspects of COVID response)  
One Elected Official Department Heads calls  
One Cares Relief Act committee Calls  
Calls with WBVI radio  
3 calls with school Superintendents  
2 Homeless shelter call  
Three Vaccine calls  
One congregate Care Facility Call  
I-Car with ODH and Autumnwood Care Center  
Special Board Meeting

**People:**

Hired 3 new contact tracers  
Securing wage increases for staff  
Planning Christmas Breakfast

**Growth:**

COVID  
Setting up contract with Dry Ice Vendor  
Tentative Pop up testing scheduled for January 20, 2021  
Impromptu Pod cast to explain new guidelines for contacting COVID Positives  
Determining our stance on quarantine levels.

**Quality:**

Received Presite visit Documents review and going through those that need clarification or new documentation for accreditation  
Receiving absence counts daily from schools and congregate care facilities Positive Cases

Complaint calls continue.

**Financial:**

Two fiscal grant reports for COVID funding  
Review of November revenues and expenses (looking better this month)

Mr. Lyons asked if has been much success in contact tracing or are people not willing to give out information. Mrs. Schweitzer said there are some who do not want to give information or hang up. Ms. Cook added that people don't want to share who their close contacts are and people don't want to miss work.

**Employee Related Actions**

- a. New Hire – Jenny Buskirk, Intermittent for contact tracing effective 12/04/2020(See Resolution)
- b. New Hire – Hayley Luhring, Intermittent for contact tracing effective 12/04/2020(See Resolution)
- c. New Hire – Amy Wilson, Intermittent for contact tracing effective 12/04/2020(See Resolution)

Mr. Young discussed establishing a committee to screen and help interview the replacement for Health Commissioner upon Beth Schweitzer retirement. Mr. Young wanted to set up a committee of a staff member, Administration member and 3 board members. Mr. Young asked for members to be on the committee. Mrs. Sacksteder, Mrs. Boroff, and Mr. Lyons (chair) will be the members of the committee from the board and at the next staff meeting Mrs. Schweitzer will get volunteers from the staff.

### **Unfinished Business**

### **New Business**

#### **Budget 2021**

Mrs. Schweitzer and Mrs. Gaietto reviewed the proposed 2021 budget with the board.

Mr. Young requested a motion to approve the 2021 Board of Health Budget as presented. Mr. Steyer made the motion to approve the budget as presented. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

#### **Election of 2021 Board Officers**

Mr. Young was nominated for the position of Board President by Mrs. Sacksteder. Mr. Steyer seconded the nomination.

Mrs. Sacksteder was nominated for the position of Board Vice President by Mrs. Shank. Mrs. Boroff seconded the nomination.

Mr. Steyer made the motion to approve Mr. Young as Board President and Mrs. Sacksteder as Board Vice President for 2021. Mr. Lyons seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Adjournment**

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