



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

June 28, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

Present: Bonnie Boroff, Katie Lang, Scott Lyons, Penelope Mashburn, Ann Sacksteder, Rebecca Shank, Robert Watson, Jimmie Young

Absent/

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

Mr. Young welcomed new board member Katie Lang, who introduced herself; she works for SEIDC as communications manager. All board members and staff present introduced themselves.

With quorum present, Mr. Young called the regularly scheduled board meeting to order on June 28, 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: Board of Health Member Guide to Roles and Responsibilities. Board members were asked to review the guide at leisure; with emphasis to the section explaining the responsibilities of the Health Commissioner and the board.

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 May Board of Health Meeting. Mrs. Shank seconded the motion. The motion carried unanimously.

Sub Committee Report - None

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. Ms. Lang – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Sacksteder – 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. Mr. Lyons seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Sacksteder – 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. Mr. Lyons 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. Ms. Lang – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements - None

Contracts

- a. Addendum: Hopewell Loudon Schools for nursing services, 7/1/17 – 6/30/18; original not to exceed amount was \$8,460.00 new not to exceed amount \$8,820.00 (payee)
- b. Hopewell Loudon Schools for nursing services, 7/1/18 – 6/30/19; not to exceed \$8,881.25 (payee)
- c. Mohawk Locals Schools for nursing services, 7/1/18 – 6/30/19; not to exceed \$47,075.00 (payee)
- d. Ohio Department of Commerce, Division of Industrial Compliance for manufactured home parks inspection services, 4/1/18 – 12/31/18; reimbursement paid per fee schedule (exhibit C of agreement) (payee)
- e. Fostoria Board of Education for St. Wendelin Catholic School for nursing services, 7/1/18 – 6/30/19; not to exceed \$7,141.25 (payee)
- f. Oriana House, CROSSWAEH for nursing services, 7/1/18 – 6/30/19; not to exceed \$24,336.00 (payee)
- g. Wood County Health District for planning and epidemiologic services, 7/1/18 – 6/30/19; not to exceed \$15,300.00 (payer)
- h. iContracts, Inc. for PolicyStat services and support, 7/1/18 – 6/30/2023; \$4,430.00 per year (payer)

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

- i. Ohio District 5 Area Agency on Aging, Inc. for passport services, 7/1/18 -6/30/20; homemaker services - \$3.68 per 15 min., personal care services - \$4.49 per 15 min., personal care second person services-\$3.37 per 15 min. (payee)

Mrs. Schweitzer explained to the board that Patricia Malone HHA has submitted her resignation. Mrs. Schweitzer, along with Mrs. Cook and Cindy Voorhees, (Homemaker Coordinator), re-evaluated the Homemaker Program due to the Health District losing money on the program every year. It was determined that it was time to suspend the Homemaker Program. The passport and care coordination portion of the contract is suspended effective 7/26/2018. The homemaker services portion of the contract will be continued through the remainder of the contract.

Mrs. Shank made a motion to suspend passport and care coordination portion of the homemaker services contract effective 7/26/18 and continue with homemaker services portion through the remainder of the contract. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Resolutions

Mr. Young requested a motion to approve Resolutions:

- a. 2018.07 – Appreciation to Patti Carlisle for Years of Service
- b. 2018.08 – Appreciation to Lois McDonald for Years of Service
- c. 2018.09 – Approval for Lunch for Employee Retreat & Training Day

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

The board commended Mrs. Gaietto for her summary report each month. They feel it is very useful to help them understand the reports included in the packet each month.

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:

Service: We have responded to a request for input from the State Office regarding updating and streamlining required participant forms. The goal of this process is to reduce the use of paper, and to provide an easier application procedure.

The annual participant satisfaction surveys have started and will continue through August.

Growth: WIC program income guidelines will increase July 1, 2018. The annual income for a household of 4 will increase from \$45,510 to \$46,435.

Fiscal: We will distribute \$3,160.00 in Farmers' Market Nutrition Coupons. We are currently mailing notices to all participants.

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: Patti Carlisle submitted her letter of intent to retire effective June 29, 2018. Lois McDonald (clerk) submitted her letter of intent to retirement effective August 31, 2018. Patty Malone (Nursing Assistant) submitted her letter of resignation effective July 9, 2018. The (5) full time nurses hours were increased from 35 hours per week to 37.5 hours per week.

Financial: We submitted a grant proposal, April 24th to The CJ Foundation for SIDS (Sudden Infant Death Syndrome) requesting \$5,000.00. We would like to educate about SIDS risk reduction and safe sleep for infants, promote safe sleep for infants and provide support for parents and others who have experienced SID/SUID. We would provide the portable cribs and survival kits that we already have (in kind). The expected grant status notification is to be on or about May 21st and funding cycle to start June 1st. Numerous phone calls and emails sent to the CJ Foundation to check to see if we were going to be funded, with no response.

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

Service: We will no longer provide services under the Homemaker Program and Passport Program effective July 26, 2018. This will affect 13 clients. The resignation of a Nursing Assistant, another seeking the clerk position in nursing and the loss of income history from the Passport Program it was decided to no longer provide the services in these programs. We will continue the Area Agency on Aging grant portion until the end of this year.

The Ohio Department of Health has declared a statewide community outbreak of hepatitis A. The number of cases reported in the state has almost doubled from last year. Hepatitis A is a liver disease that can be spread by ingesting food or water contaminated by feces or through sexual contact. Fatigue, low appetite, stomach pain, and nausea are just some of the symptoms related to hepatitis A. We can order Hepatitis A vaccine thru the 317 funded program for un/underinsured adults if needed. Seneca County has one case in April. Ohio is reporting 82 cases associated with the outbreak in the first 6 months of 2018. Age ranges from 19-64 years of age and there is a 72% hospitalization rate compared to a history of 32%. This disease is causing severe illness and even requiring some clients to have a liver transplant.

Growth: Sue Burks provided a power point presentation at the Allen Eiry Center on Shingrix (Senior Vaccines), June 20, 2018. There were 14 attendees.

I was contacted by Karen Estridge, the Director of the Bachelor's Degree in Nursing Program at Heidelberg University. She would like me to be a group of three Public Health Nursing Directors that would be available by email, for questions presented by fourth year nursing students. She would like to meet in the future to further clarify request.

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:

People and Growth: Beth presented our O&M management plan to the county trustees at a recent meeting, and I have provided you each with a copy to review prior to the meeting. I would like to get a vote of approval for this plan OR some discussion on how you might like to change it!

Financial: After being "cut out" of the radon grant for the last couple of years, ODH suddenly decided Seneca Co. could get back in. We have been invited to participate in a coalition with Union Co. as the lead, however we have had virtually no requests for radon testing or information, so I am inclined to say

no, thanks. We would have to spend significant time on “outreach” and I feel that we did a pretty good job of that for all the years we had the grant. There is also a match requirement we would have to meet. In theory at least, free radon test kits are still available to our residents just by getting on the ODH website and requesting one.

Service: I have not heard from any of our Kansas residents about residual well contamination – so I assume they are unconcerned about the matter 20 years later.

Quality: Our “new” method of tracking O&M for the year is coming up to the first deadline – we’ll see how it goes.

Mrs. Wallrabenstein discussed the need to phase in an operation and maintenance plan for the existing Household Sewage Treatment System (HSTS) in Seneca County. Mr. Lyons expressed his concerns of the costs of ongoing maintenance on sewage systems. However the law states the maintenance is necessary.

Mr. Young requested a motion to phase in an operation and maintenance plan for the existing HSTS .

Mrs. Sacksteder made the motion. Dr. Mashburn seconded the motion. Motion carried.

Mrs. Wallrabenstein presented for condemnation, property located at:

- a. 253 W. North St., Fostoria, OH 44830
Owned by John Thomas, 1130 N TR 21, Fostoria, OH 44830
- b. 253 Sycamore St., Fostoria, OH 44830
Owned by Catherine M. & Christopher Lee Reinhard, same address
- c. 222 McLean St., Fostoria, OH 44883
Owned by Claude W. Funk Jr., 263 W. Crocker St., Fostoria, OH 44830
- d. 145 S. Monroe St., Tiffin, OH 44883
Owned by Jeffrey A. Davis, same address – per Auditor’s website

Mr. Young requested a motion to condemn the properties as presented. Mrs. Sacksteder made a motion to grant the condemnation of properties as presented. Mrs. Boroff seconded the motion. Motion Carried.

Mrs. Wallrabenstein presented for rescind condemnation, property located at:

- a. 5965 N SR 635, Kansas, OH 44841
Owned by Headlands Asset Management Fund III LP Series G - 765 Baywood Dr. Suite 340
Petaluma, CA 94954

Mr. Young requested a motion to rescind the condemnation of the property located at 5965 N SR 635, Kansas, OH 44841. Dr. Mashburn made a motion to grant the condemnation of properties as presented.

Mr. Lyons seconded the motion. Motion Carried.

Mrs. Wallrabenstein relayed to the board that the complaints regarding the Sunny Farms Landfill have been down within the last month.

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
Community Task Force – Homeless Shelter Meetings
AOHC Fall Conference Planning Committee Meeting
Quarterly Combined Township Meeting

People:

Researching Standards of Conduct to be written as part of Strategic Plan
Planning Staff retreat/ in-service day

Growth:

Prep for possible O & M questions at County Township Meeting
Approved 37.5 hour work week for nurses

Fiscal:

Researching and starting preparations for Cost Analysis of programs

Quality:

Worked on Ethics Policy and Appendices for Accreditation

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Review of last Customer Satisfaction Survey to determine where improvements could be made and how

Review of suggested CQI project

Mrs. Schweitzer needs to have a board member on the Ethics Committee. Mr. Lyons volunteered to be on the committee.

Employee Related Actions

- a. Rebecca Janovich, Fiscal Clerk – Resignation effective 6/29/18
- b. Patti Carlisle, RN – Retirement effective 6/29/18
- c. Lois McDonald, Clerk – Retirement effective 8/31/18
- d. Dan Klein, Clerk – Resignation effective 7/6/18
- e. Patricia Malone, Home Health Aide, Resignation effective 7/9/18

Mr. Young requested a motion to approve the employee related items as presented. Dr. Mashburn made a motion to approve the employee related items. Mrs. Sacksteder seconded the motion. Motion carried.

Unfinished Business - None

New Business

- a. Branding Strategy Update

Laura Bogard, Accreditation Coordinator, explained the updates that have been made in the Branding Strategy. Most of the 2016 strategy has been kept; it has been reformatted, adapted and expanded. The sections that were added are purpose, objective, logo options and colors, authenticity section.

Mr. Young requested a motion to approve the updated Branding Strategy. Mr. Lyons made the motion to approve the Branding Strategy. Mrs. Sacksteder seconded the motion. Motion Carried.

- b. TB Test Result Record Charges

Record charges for TB test results, after discussion on the fees and how the test is documented the board requested more information and decided to table until the next meeting.

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

Adjournment

Mrs. Shank made a motion to adjourn the meeting. Meeting adjourned at 7:27 p.m.