

Seneca County General Health District Board of Health Meeting Minutes

Board of Health Meeting

Date January 25, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

Present: Bonnie Boroff, Eric Griffin, Scott Lyons, Penelope Mashburn, Philip Steyer, Robert Watson, Jimmie Young

Absent/ None

Excused: Ann Sacksteder, Becky Shank

Guests:

SCGHD Staff: Beth Schweitzer, Laura Bogard, 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 January 25, 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

Laura Bogard, Accreditation Coordinator presented a Public Health In-service: Organization Competencies and Workforce Development Plan; the Workforce Development team comprised of Beth Schweitzer, Laura Bogard, Anita Gaietto, Kelly Cholodewitsch, Nicki Rumschlag and Nancy Frankart. The team started the Plan in April of 2017 and sought assistance from Joanne Pearsol from The Ohio State University to guide them through the process. The team narrowed down 16 competencies from 100 for the Health District to focus on (see attached list). It was determined that the Health District Workforce is Predominately female, we are not very diverse, 50% of the staff is over 50 years of age, 21% have longevity of over 20 years and 27% are 5 years from retirement; it is imperative that we train current staff. Mrs. Bogard reviewed the top training skills staff needs. The Workforce Development Plan is completed and ready for board approval.

Mr. Young requested a motion to approve the Workforce Development Plan. Mr. Watson made a motion to approve the Workforce Development Plan. Dr. Mashburn seconded the motion. Motion carried unanimously.

Approval of Minutes

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

It was discovered that the October 2018 minutes had an omission of Mrs. Schweitzer's report on the Legislative Update. The October Minutes have been corrected.

Mr. Young requested a motion to approve the October 2018 minutes as corrected. Dr. Griffin made a motion to approve the October minutes as corrected. Dr. Mashburn seconded the motion. The motion carried unanimously.

Expenditures

Mr. Young requested approval of the previous month's expenditures. Mr. Lyons made a motion to approve the expenditures as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Mr. Lyons – Yes. Dr. Mashburn – 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. Dr. Griffin made a motion to approve the Out of County Meetings and Travel. Dr. Mashburn

seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Mr. Lyons – Yes. Dr. Mashburn – 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. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Mr. Lyons – Yes. Dr. Mashburn – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements

Mr. Young requested a motion to approve Supplements: None presented

Contracts

1. Mr. Young requested a motion to approve contracts:
 - a. Ohio District 5 Area Agency on Aging, Inc. for Alzheimer respite, care coordination homemaker and care coordination personal care services, 1/1/18 – 12/31/18; \$17.16 per hr. (for Alzheimer respite and care coordination personal care services) and 15.04 per hr. (for care coordination homemaker)
 - b. A & D Excavating, LLC for home sewage treatment systems installation, Etzinger property, 1/18/18 – 10/31/18; not to exceed \$11,849.00
 - c. A & D Excavating, LLC for home sewage treatment systems installation, Everetts property, 1/18/18 – 10/31/18; not to exceed \$11,874.00
 - d. A & D Excavating, LLC for home sewage treatment systems installation, Faeth property, 1/18/18 – 10/31/18; not to exceed \$9,924.00

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

Resolutions

1. Mr. Young requested a motion to approve Resolutions:
 - a. 2018.01 – Authorization for the Seneca County General Health District to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement on Behalf of the County of Seneca for the Repair and Replacement of Home Sewage Treatment Systems
 - b. 2018.02 – Transfer of Funds into the Termination Benefits Fund

Mr. Steyer made a motion to approve the Resolutions. Dr. Griffin seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Mr. Lyons – Yes. Dr. Mashburn – 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: Erika participated in the quarterly peer helper conference call and received information on Ohio's breastmilk banks. There was discussion on how to donate to the banks as well as advising moms on receiving milk from the banks, rather than from unknown milk sharing.

Quality: We are at 92.4% of our assigned caseload. Statewide average is 91.5% of assigned caseload.

Growth: Whole wheat pasta is now a whole grain option for WIC participants to purchase.

Finance: Currently, 344 Farmers' Market Coupons have been redeemed. This is 54.78% of those distributed. The value of those redeemed is \$1, 720.00. These are not final numbers.

Nursing

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

People: I have been given the opportunity to be the Director of Nursing at the Seneca County General Health District. I look forward to the challenge. I have been a public health nurse here almost 17 years and have developed a mutual respect and good rapport with not only the nursing staff but all the agency employees. One of the first tasks I have been given is to find a replacement for my previous position. Susan Burks RN has been a part time employee since August of 2015 and was offered and accepted a full time position effective February 3, 2018. We will need to hire a nurse to replace myself. We have a wonderful nursing staff and everyone has been helpful and patient in this transition.

Financial: We, as a nursing staff, will be brainstorming options to better provide nursing services in the community.

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

Service: Moms Quit for Two staff members were interviewed by a reporter from the Advertiser Tribune and the article was on the front page of the newspaper Monday December 18. As a result of this, WTOL interviewed Tonya Harris about the program and this was aired on the Toledo 11 news December 20. In addition, the link was placed on SCGHD Facebook and website page. The **Moms Quit for Two** program is preparing and will be delivering information to Medical Providers in a portfolio. The Portfolio will contain brochures, flyers, posters, referral forms and information on the numerous programs offered through the nursing division and health department.

Cribs for Kids distribution for the grant year is at 29% (higher than expected at only 3 months into the grant year). The grant year goal is to provide 28 pack-n-plays and there has been 8 distributed.

The **Communicable Disease Program** has been extremely busy. There was an influenza outbreak at a long term care facility reported on January 5th and was declared over January 17th. There were 13 residents in the memory unit infected and 7 staff. A total of 4 residents and 2 staff were not vaccinated. Control and prevention measures were initiated. Tamiflu was prophylactically given to exposed residents. The staff was instructed to see their own Physician. There was one death of a resident confirmed to have influenza and unvaccinated. In 2017 there were 48 influenza hospitalizations, compared to 13 in 2016. Influenza hospitalization started in October this flu season and did not start until January in previous years.

STD stats show a significant increase in Gonorrhea 62 cases in 2017, 36 in 2016 and 28 in 2015. Our communicable disease nurse reports the increase may be related to one case going without treatment for a prolonged period of time and infecting others. A home visit was completed after numerous unsuccessful attempts by phone by the physician and health department.

Chlamydia numbers slightly down.

Hepatitis B and C cases are up from 2016. The increase in the Hepatitis B and C could be related to better reporting due to the Vivitrol program (blood testing is done as part of participation in the program) and increase in IV drug users.

The number of immunizations provided in 2017 are down. We provided 1,727 less vaccines this year compared to 2016. A total of 6,648 vaccines were given in 2017 and 8,375 in 2016. Some possible reasons for a decrease may be that more physicians are providing vaccines in their office along with pharmacies vaccinating. We are brainstorming on what we need to do about this issue.

Growth: We will be exploring the option of discussing the BCMH program with clients attending the cardiac clinic at Mercy Hospital to offer BCMH information.

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: Jim Mohrman, RS, is working until the end of March before beginning his retirement. We will start looking for his replacement soon.

Financial: Still no word on what is happening with the mobile home park program under the guidance of Ohio Dept. of Commerce. It is a significant amount of work and income for us. . .

Service: We had a complaint from a couple residing on Columbus Ave. (near Barcelona Drive) in Fostoria. They were having odor issues in the house and couldn't figure out the problem. Jim used the Jerome meter and got some high hydrogen sulfide readings. Decided there were multiple issues going on – but the source

of the odors seemed to be the sewer line and the leachate coming from Sunny Farms. Sunny Farms is currently “cut off” from using the sewer line to Fostoria and is having their leachate “trucked” in. They have an application for a permit submitted to add a “deodorizer” to the leachate so they can resume discharging to the sewage line.

The people residing in the home voluntarily left for several days/nights due to the high readings. The readings were never really close to a “harmful” human health value, but the Ohio Dept. of Health felt that ANY reading of hydrogen sulfide in a home was something to be concerned about. The interactions between EPA and ODH were rather interesting and certainly highlighted our difficulty in serving two masters!

Mrs. Wallrabenstein presented for Rescind condemnation, properties located at:

- a. 739 Cherry St., Fostoria, OH 44830
Owned by Christopher Conley, same address
- b. 249 W. North St., Fostoria, OH 44830
Owned by Treft Enterprise, LLC, 401 Washington St., Findlay, OH 45840

Mr. Young requested a motion to rescind the condemnation of the properties as presented. Dr. Griffin made a motion to grant condemnation of the property as presented. Dr. Penny Mashburn seconded the motion. Motion Carried unanimously.

Mrs. Wallrabenstein stated the property located at 15 Jefferson St., Bloomville, OH needs to be taken off the agenda at this time.

There were 34 complaints from the State Hotline regarding odors from Sunny Farms Landfill in December. There have been 30 complaints to date for January. In reference to a home in the area, the EPA deferred to ODH to establish safe levels of hydrogen sulfide before continuing occupancy of home.

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: Community Task Force Meeting

People: Staff evaluations completed and reviewed with staff

Results of Staff Satisfaction Survey completed

Interviews for DON Conducted and New DON hired

Growth: Working on Nursing division staffing and reorganization

Quality: Continue Working on Domain 11 & 12 documents for accreditation.

Performance Management TA call

Financial: Raises for 2018 determined based on evaluations

Mrs. Schweitzer requested that the Personnel Committee meet. The committee will meet 2/22/18 at 5:15.

Employee Related Actions

- a. Appointment of Director of Nursing, Andrea Cook, BSN RN effective 1/22/18

Unfinished Business

- a. New Policy – Policy on Policies and Standard Operating Guidelines

Mrs. Schweitzer will email a copy of this policy to board members and it will be discussed at the February meeting.

New Business

Mrs. Schweitzer explained that Dr. Griffin’s term (15 years) expires in March. His replacement will need to be from the Tiffin City jurisdiction. Also, the Fostoria City position vacated by Mr. Shellhouse is also still unfulfilled. She asked board members to let her know if they know of potential replacements. Also, Dr. Mashburn announced June will be her last meeting. She is moving to NE Ohio. Mrs. Schweitzer then explained Dr. Griffin’s replacement could be an MD or DO, it would cover both positions of City of Tiffin and Physician appointment. If either position (Tiffin City or Fostoria City) is filled by a MD or DO, it would cover the physician requirement for the Board. The following names were recommended; Dr. Desai, David Zak. Dr.

Mashburn said she would check with her replacement to see if he would be interested in being her replacement.

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

Adjournment

Dr. Griffin made a motion to adjourn the meeting. Meeting adjourned at 7:20 p.m.

**Seneca County General Health District
Organizational Competencies**

Competency Title	Competency Statement
Active Learning	Describes ways to improve individual and program performance. ¹ (8A9)
Analytical/Assessment	Collect, store, retrieve and use accurate and appropriate information on public health issues. ³ (2.3 - Assessment and Analysis)
Community Dimensions of Practice	Supports relationships that improve health in a community. ¹ (5A4)
Communication	Communicates effectively with individuals, families, groups, communities and colleagues. ³ (6.1 - Communication)
Computer Skills	Uses information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and information. ¹ (1A4)
Confidentiality	Adheres to a set of core values including confidentiality that are represented in decisions and actions. ²
Cultural Competence	Addresses the diversity of individuals and populations when implementing policies, programs, and service that affect the health of a community. ¹ (4A5)
Customer Service	Seeks ways to improve service delivery. Assesses the organization and its services from the customer's point of view. Emphasizes a team approach to providing great customer service. ²
Dependability & Integrity	Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities. ¹ (8A1)
Emergency Response	Demonstrate the ability to fulfill functional roles in response to a public health emergency. ³ (3.8 - Policy and Program Planning, Implementation and Evaluation)
Excellence	Strives to provide the highest quality service in all efforts.
Instructing & Educating	Communicates information to influence behavior and improve health. ¹ (3A6)
Public Health Sciences	Describes how public health sciences are used in the delivery of the 10 Essential Public Health Services. ¹ (6A3)
Quality Improvement	Applies strategies for continuous quality improvement. ¹ (2A11)
Teamwork	Motivates colleagues for the purpose of achieving program and organizational goals. ¹ (7A11)