



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

Date at 6:00 pm

Seneca County Services Building, Conference Room A

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

Absent/

Excused: None

Guests: None

SCGHD Staff: Beth Schweitzer, Anita Gaietto, Trisha Kahler, Laura Wallrabenstein-present. Andrea Cook-excused.

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on July 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: Performance Management System – Mrs. Schweitzer presented the Performance Management System as updated. She outlined what performance management is and why it is done. Also board members were informed of the components of performance management.

The areas the health district employees are focusing on are people, service, quality, growth and finance. The progress and success of each of these five areas is determined through measurement. The satisfaction of the SCGHD employees will be measured by the percentage of employees participating in the annual Employee Satisfaction Survey and by the increase in the percentage who strongly agree they are a satisfied employee.

Service improvement will be measured by an increase in the percentage of customers who strongly agree they have received excellent service from the SCGHD staff.

Growth will be determined by the increase in public knowledge of the services SCGHD provides. To determine this we will see an increase in Facebook POSTS by the agency and an increase in the number of people liking our Facebook page. It will also be measured by the % of completion in the tasks assigned to the health department in the Community Health Improvement Plan.

Finally, Financial success will be determined by the maintaining of a three month operating reserve in the general fund.

Current status of all the measurements was reported to the board and is included in the PowerPoint slide handout included at the end of the minutes. (see attached)

Approval of Minutes

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

Sub Committee Reports - None

Expenditures

Mr. Young requested approval of the previous month's expenditures. Mrs. Sacksteder made a motion to approve the expenditures as presented. Mr. Watson seconded the motion. The motion

carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – 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. Mr. Watson 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. Ms. Lang – Yes. Mr. Lyons – 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 the Advance, Repayment, Fund Transfer and Appropriation Transfer List provided in board packets. Mrs. Shank made a motion to approve the Advance, Repayment, Fund Transfer and Appropriation Transfer List. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements - None

Contracts - None

Resolutions

Mr. Young requested a motion to approve Resolutions:

- a. 2018.10 – Hiring Part-Time Fiscal Clerk, Coral Rice effective 7/30/18
- b. 2018.11 – Hiring Full-Time Environmental Health Clerk, Laura Young, effective 8/13/18
- c. 2018-12 – Appointing Local Registrar, Vital Stats, Lisa England, effective 8/2/18

Mrs. Sacksteder made a motion to approve the Resolutions. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – 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: Staff participated in the breastfeeding peer helper program conference call held on July 11th. This call highlighted the Appalachian Breastfeeding Network and challenges this region faces with regards to breastfeeding rates. Much of the information is useful to all WIC clinics as it focuses on empowering women and their support systems to make informed infant feeding choices.

Service: The transition from Beechnut infant foods to Gerber infant foods is complete and only Gerber products are now authorized for purchase with WIC benefits.

Ten car seats were installed by the car seat technician this quarter.

Growth: Caseload is not growing locally or Statewide. Seneca County is currently at 85.7% of maximum caseload. Statewide, participation has decreased by over 10,000 since October 2017.

Fiscal: Approximately half of the Farmers' Market Nutrition Coupons have been distributed to participants.

Nursing

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer in the absence of Director of Nursing, Andrea Cook, BSN RN. Mrs. Schweitzer reviewed the Nursing report included in board member's packet:

People: Full time clerical position was posted to replace Lois McDonald. Tonya Harris is back from unpaid leave, now working 5 days a pay.

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 was 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. MAC time study will be August 20th-August 26th, 2018.

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

Service: Rita Schank RN attended a training FREE Preschool Vision Screening Training Program has been revised to meet the new standards published by the National Center for Children's Vision and Eye Health and is approved by the Ohio Department of Health. Participants who successfully complete all aspects of the training will be eligible to receive ONE set of equipment which includes the 5' VIP Lea for screening visual acuity and the PASS2 for screening stereopsis.

Growth: I will have the school nurses become trained in the Preschool Vision Screening. This is a service we could, in the future, offer to the Preschools in Seneca County. Sue Burks RN and Dana Mathias RN will be attending the 3 day School Nurse Conference in September. This conference will further their knowledge in school nursing and provide us with the opportunity to extend our school nursing services to surrounding schools not currently contracted with.

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: We have been interviewing candidates to replace Dan for an O&M clerk. Hopefully we will have somebody to hire by the board meeting.

Financial:

Service:

Quality:

Mrs. Wallrabenstein presented for condemnation, property located at:

- a. 199 Eighth Ave. Tiffin, OH 44883
Owned by Anthony David Hetzel, 15 Park Place, Bloomville, OH 44818
- b. 287 W. Fourth St. Fostoria, OH
Owned by Fannie R. Martin, PO Box 45, Fostoria, OH 44830

Mr. Young requested a motion to condemn the property located at 199 Eighth Ave, Tiffin, Ohio 44883 and the property located at 287 W. Fourth St., Fostoria, Ohio 44830. Mr. Steyer made a motion to grant condemnation of the properties as presented. Mrs. Sacksteder seconded the motion. Motion Carried.

HSTS Variance for Mike Bridinger 185 S. Trail (Lake Mohawk) Tiffin, OH 44883 will be discussed at the next meeting.

General Update - Mrs. Wallrabenstein reported that the Day's Inn has the required sinks but they need to be installed. They have a contract for installation of the sinks.

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
Community Task Force – Homeless Shelter Meetings
Conference call AOHC Fall Conference Planning Committee Meeting
Traffic Fatality Review Committee meeting
Suicide and Overdose Fatality Review Committee Meeting
Seneca County Active Transportation Meeting
Met with Gase Family Literacy Fund to discuss possibility of handing out information about Dolly Parton Imagination Library Program

People:

Review and revising job descriptions for clerical staff

Growth:

Attended Vital Statistics Workshop

Fiscal:

Created Pay Grade Scale and reviewed with Anita

Quality:

Review of resumes for the open positions

An updated Pay Grade Scale was handed out and discussion followed regarding the purpose of the pay scale and how to possibly administer in the future. It was discussed that this was a starting point in order to have a Pay Grade Scale in place. The scale will have to be evaluated each year in order to determine if any adjustments are needed to it.

Mr. Lyons made a motion to approve the Pay Grade Scale as presented. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Employee Related Actions

- a. Resignation – Kolette (Kelly) Cholodewitsch, Registrar/Admin.Assist. effective 8/1/2018
- b. Resignation – Lori Shade, Home Health Aide, effective 8/10/18
- c. New Hire – Coral Rice, Part-Time Clerk, Fiscal Division (covered in Resolution 2018.10)
- d. New Hire – Laura Young, Full-Time Clerk, Environmental Health (covered in Resolution 2018.11)

Mr. Young requested a motion to approve the employee related items as presented. Mr. Lyons made a motion to approve the employee related items. Mr. Steyer seconded the motion. Motion carried.

Unfinished Business

Mrs. Schweitzer presented the Tuberculosis Skin Test – Mantoux Record Fee Charge policy. The policy outlines processing a request for a copy of Tuberculosis Skin Test-Mantoux report at a cost of \$5.00 per copy.

Mr. Lyons made a motion to approve the Tuberculosis Skin Test – Mantoux Record Fee Charge policy and the cost of \$5.00 per copy. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

New Business

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

Adjournment

Mrs. Sacksteder made a motion to adjourn the meeting. Meeting adjourned at 7:15 p.m.