



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

September 24, 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, Trisha Kahler, Andrea Cook, Lisa England, Amanda Zeigler

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

With quorum present, Mr. Young called the regularly scheduled board meeting to order on September 24, 2020 at 6:00 pm; he then presided over the Pledge of Allegiance.

### **Public Concerns/Requests**

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

Ms. Cook presented a Public Health In-service on Case Investigation and Contact Tracing. Ms. Cook went through the process of what is done from the time the Health Department is notified of a positive test, the advice that is given to the person who has COVID-19 and to those who are determined to be close contacts. Ms. Cook stated that COVID-19 is classified as a class A reportable infectious disease, Ms. Cook then explained what a class A reportable infectious disease is. Ms. Cook explained how they receive the information of a positive case and how they investigate a case. After that they will proceed to determine who their close contacts are and place the contacts information into the Ohio Contact Tracking System (OCTS). We do follow-up phone calls to determine when the positive person is "recovered". We are able to offer a letter, if needed for return to work or school, of the advised isolation or quarantine dates.

Mr. Young would like to know how many staff members are working on contact tracing. Ms. Cook stated that the number can vary from day-to-day. We have trained all the Nurses to do contact tracing and some of the environmental staff have also been trained to help. The colleges are doing their own contact tracing. The Health Department does the tracing for the student's contacts outside of the college such as family members or friends who don't attend that college.

Mr. Young asked if we have seen cases from both events and family gatherings. Ms. Cook stated that we have had cases associated with both.

Mrs. Sacksteder asked Ms. Cook if she knew when a more rapid test might be available. Ms. Cook stated that Urgent Care does a rapid test that only takes about 20 minutes for the results to come back, but there are questions on how reliable they are. The Nursing Department does follow-up with those rapid tests. If they have any symptoms or have they had close contact with a person who has tested positive for COVID-19 then they are considered a probable case.

#### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the August 27, 2020 meeting. Mrs. Sacksteder made a motion to approve the minutes from the August 27, 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** – None

## **Financial Report**

The Monthly Financial Report for August 2020 shows revenue for the month of \$1,017,279.34 and revenue year to date of \$4,073,455.88. Expenses for the month were \$386,658.86 and year to date expenses totaled \$2,953,796.39.

Mr. Young requested approval of the Monthly Financial Report for August 2020. Mr. Lyons made a motion to approve the Monthly Financial Report for August 2020. Mrs. Boroff 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. Lyons made a motion to approve the expenditures as presented. Mr. Watson 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. Mr. Watson 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. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Supplements** – None

## **Contract**

Mr. Young requested a motion to approve contract:

- a. A&D Excavating, LLC, for home sewage treatment systems installation (Holman property), 09/21/2020-11/19/2020, not to exceed \$26,524.00 (payer)

Mrs. Sacksteder made a motion to approve the contract. 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.

## **Resolutions**

Mr. Young requested a motion to approve resolution:

- a. 2020.13 – Hiring Full-Time –RN– Mary Traxler, effective 09/28/2020

Mrs. Shank made a motion to approve the resolution. 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.

## **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: The Ohio WIC Breastfeeding Conference is available to all WIC health professionals and breastfeeding peer helpers in an on-line format this year. This event is usually a two-day conference in Columbus.

Service: We are still waiting on final guidance for requirements and recommendations to begin in person appointments, starting October 1, or authorization to continue telephone appointments.

Working with Help Me Grow to include WIC information and breastfeeding children's books in "New Mom Care Package bags" that they are distributing.

We are distributing Radon Awareness information from Environmental.

Quality: We are promoting participants to take the online satisfaction survey, which ends on September 30th.

Fiscal: The fiscal year will end at the end of the month.

## **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 will be hiring a full time RN and two temporary Contact Tracers.

### **Quality:**

- Always striving to provide exceptional service.

### **Service:**

- COVID19
  - As of 9/13/2020 there are 420 COVID cases in Seneca County and currently 30 are active cases. 193 males, 227 females, 14 deaths. As of Today there are 492 total cases reported from the start. Currently there are 224 Males, 268 females, 61 active cases, 16 deaths and one person is still in the hospital. The average age in Seneca County for COVID positive cases is 40 years old.
  - August stats 146 people were contact traced and 222 new COVID-19 cases.
- We will be doing Flu drive thru clinics, one at the Seneca County Fairgrounds 10-13-2020 1-6 pm and one at the Fostoria Fire station 10-21-2020, 1-6 pm.

## **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:

Mrs. Wallrabenstein presented for condemnation, property located at:

- a. 225 W. Crocker St. Fostoria, OH 44830  
Owned by: Catherine A. Osterkamp 104 Myers Ct. Fostoria, OH 44830

Mr. Young requested a motion to approve the condemnation of the property located at 225 W. Crocker St. Fostoria, OH 44830 Owned by: Catherine A. Osterkamp 104 Myers Ct. Fostoria, OH 44830  
 Mr. Lyons made a motion to approve the condemnation of at 225 W. Crocker St. Fostoria, OH 44830 Owned by: Catherine A. Osterkamp 104 Myers Ct. Fostoria, OH 44830 .Mrs. Sacksteder 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.

Mrs. Wallrabenstein presented for rescind condemnation, property located at:  
 a. 842 Countyline Fostoria, OH 44830  
 Owned by: Prudence R. Weber 11890 TR 41 Fostoria, OH 44830

Mr. Young requested a motion to rescind the condemnation of the property located at 842 Countyline Fostoria, OH 44830 Owned by: Prudence R. Weber 11890 TR 41 Fostoria, OH 44830. Mrs. Sacksteder made a motion to rescind the condemnation of 842 Countyline Fostoria, OH 44830 Owned by: Prudence R. Weber 11890 TR 41 Fostoria, OH 44830. Mrs. Shank 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.

First reading of 2021 proposed food fees:

<u>FOOD SERVICE CATEGORY</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Commercial Risk I <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)

**General Update:**

**People:** Austin is adjusting nicely with our staff and learning lots about the landfill!

We had a complaint about several unpermitted septic tank installations around the county that we are following up on. We expect that the complaint is true (specific addresses were given) and these property owners have received letters from us!

**Growth:** ODH is proposing another change in EH software – from HealthSpace to Accela. This is a huge undertaking for us and we are not looking forward to it.

**Financial:** We have recently reached an agreement with the prosecutor's office on how best to move forward with condemned tax foreclosure cases. These cases will be sent to the land bank (rather than public auction) and then the land bank will bid out demolition of the properties and bill SCGHD for the cost of the demo. We can use C&DD monies to pay for these demolitions.

**Quality:** The unpermitted septic tanks I mentioned above (under people) were supposedly installed by somebody that is not registered to do installations. He will receive a "cease and desist" letter. We've also recently found one of our registered installers that apparently installed a new septic tank – also without a permit! I have proposed that we revoke his current registration and offered him the opportunity to request a hearing with the health commissioner. I am proposing that we revoke the installers registration for Mike Metzger (9550 W CR 10 New Riegel) effective Oct. 1, 2020 unless he requests a hearing prior to that date.

**Landfill update:** I have e-mailed this as a separate document to each of you.

### **Health Commissioner**

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

### **Service:**

Three All AOHC Member Calls  
Three NW District Calls  
Two AOHC Board meetings with ODH Leadership  
Four calls for all Health Commissioners with Governor DeWine  
Three ODH Calls for health departments only  
Two Seneca County Emergency Partners meetings  
Two Elected Official Department Heads calls  
Three Cares Relief act committee Calls  
9 Calls with WBVI radio

### **People:**

Working on parking issue for the staff  
Reopened building and allowing clients inside with mask only.

### **Growth:**

Two COVID 19 Podcasts

### **Quality:**

Worked with Heidelberg Leadership team to determine course of action to take with rising number of positive students and extensive exposures

Worked with County Prosecutor, Gov. DeWine's Chief Legal counsel to determine how to address the religious exemption for masks in schools. Have several parents trying to justify their children not wearing masks at school.

Receiving absence counts daily from schools

Complaints have decreased somewhat but many calls about what activities can occur.

**Financial:**

Developed Workplan for Submission to ODH to receive additional COVID money

2 COVID Grant Reports

Working on list to submit to County for the CARES fund the county has received.

**Employee Related Actions**

- a. Resignation – Amanda Davis, Public Health Nurse, effective 08/20/2020
- b. New Hire – Mary Traxler, Full Time RN effective 09/28/2020(See Resolution)

Mr. Young requested a motion to approve the employee related items as presented. Mrs. Sacksteder made a motion to approve the employee related items. 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.

**Unfinished Business**

**New Business**

Mrs. Schweitzer presented the Flu vaccine price changes as of 09/28/2020 for approval.

**Flu prices for 2020-2021 season effective 9/28/2020**

**Private Pay**

- 6-35 months - \$19.00
- 3 years and up - \$19.00
- 65 & up(hi dose) - \$54.00

**Insurance**

- 6-35 months - \$28.90
- 3 years and up - \$29.06
- 65 & up(hi dose) - \$84.84

Mr. Lyons made a motion to approve the 2020-2021 flu prices changes effective as presented. Mrs. Sacksteder 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. Shank made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 7:07 p.m.