



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

October 25, 2018 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:

Guests:

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

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on October 25, 2018 at 6:00 pm; he then presided over the Pledge of Allegiance.

Public Concerns/Requests - None

Public Health In-service – None

Correction to Minutes of August 23, 2018 Board of Health Meeting

Andrea Cook was present at the August 23, 2018 Board of Health Meeting – The Nursing Report was given by Andrea Cook but the minutes reflected that Beth Schweitzer had presented the report, the minutes were corrected to state that Andrea presented the Nursing Report. Mr. Young requested a motion to approve the minutes from the August 23, 2018 Board of Health meeting as corrected. Mr. Steyer made a motion to approve the corrected minutes from the August Board of Health Meeting. Mrs. Boroff seconded the motion. The motion carried unanimously.

Approval of Minutes

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

Sub Committee Reports – Audit Committee

Mr. Watson discussed the Audit Committee meeting which took place at 5:15 p.m. prior to the Board of Health meeting. There were a few clerical errors in the six month period covered by the quality review checks, all have been corrected. 2018 Grants are closed out and 2019 applications have been submitted; we are waiting on one budget revision to be approved. No advances of tax revenue were needed in the past six months. The Auditor's office is changing the way that cash advances are recorded. They now have to be appropriated within the expense budget instead of being recorded as revenues and reverse revenues when paid back.

Expenditures

Mr. Young requested approval of the previous month's expenditures. Mr. Steyer made a motion to approve the expenditures 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.

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. 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. Boroff made a motion to approve the Advance, Repayment, Fund Transfer and Appropriation Transfer List. Mrs. Shank 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

Mr. Young requested a motion to approve Supplements:

a.	7060	Board of Health Fund	\$	4,000.00
b.	7081	Senior Clinic Program	\$	600.00
c.	7082	Women, Infants and Children Grant	\$	35,000.00
d.	7083	Homemaker	\$	3,000.00
e.	7142	Public Health Emergency Preparedness Grant	\$	5,000.00
f.	7144	Moms Quit for Two Grant	\$	2,500.00
g.	7163	Indoor Radon	\$	1,000.00
h.	7177	Maternal and Child Health	\$	8,000.00

Mr. Lyons made a motion to approve Supplements. 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.

Contracts

Mr. Young requested a motion to approve Contracts:

- a. WELCO, LKA INC. for implementation of the Baby and Me Tobacco Free Program, 7/1/2018-6/30/2019 not to exceed \$5,668.61 (payer)
- b. Pine View Excavating LLC, for home sewage treatment systems installation (Elchert property), 10/16/2018 – 10/31/2018; not to exceed \$5,235.00 (payer)
- c. Geophyta Inc., for home sewage treatment systems soil evaluation and system design (Schoenfeld property), 10/18/2018 – 12/01/2018; not to exceed \$2,470.00 (payer)
- d. Geophyta Inc., for home sewage treatment systems soil evaluation and system design (Gibson property), 10/18/2018 – 12/01/2018; not to exceed \$2,470.00 (payer)
- e. Geophyta Inc., for home sewage treatment systems soil evaluation and system design (Weiker property), 10/23/2018 – 12/06/2018; not to exceed \$2,570.00 (payer)
- f. **Addendum:** A & D Excavating LLC, for home sewage treatment systems installation (Adelsperger property), original contract period 09/18/2018 – 10/31/2018, contract period to be extended through 11/30/2018; not to exceed \$23,924.00 (no change to amount) (payer)
- g. **Addendum:** A & D Excavating LLC, for home sewage treatment systems installation (Etzinger property), original contract period 01/18/2018 – 10/31/2018, contract period to be extended through 11/30/2018; not to exceed \$11,894.00 (no change to amount) (payer)

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

Resolutions

Mr. Young requested a motion to approve Resolutions:

- a. 2018.15 – Holiday Event
- b. 2018.16 – Cell Phone Stipend Rates
- c. 2018.17 – Hiring Part-Time Vital Statistics Clerk, Caroline Quinter, effective 10/22/18
- d. 2018.18 – Hiring Part-Time RN, Samantha Dible, effective 10/30/18

Mr. Lyons made a motion to approve the Resolution. 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.

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 Handru participated in the quarterly Ohio WIC Breastfeeding Conference Call and received information regarding breastfed infants and updated childcare regulations.

Service: State and regional representatives are developing a new health assessment screening process in which WIC participants will no longer have to complete health history paperwork. The health professional will gather information and complete all necessary paperwork during the appointment. This process is intended to make the WIC appointment easier for participants.

Growth: Beginning October 1, frozen and canned potatoes are authorized WIC foods. Previously, only fresh potatoes were authorized for purchase.

Fiscal: One representative from each region was selected for the 2019 Ohio WIC Funding Committee. We will be represented by the Lucas County Director. This committee will provide State with local input regarding funding decisions as well as keep their region informed on their discussions with State.

The 2019 Notice of Award was increased by \$6,016.00 to purchase new computer workstations.

Nursing

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

People: We have been doing interviews for Part-Time RN and have hired Samantha Dible, RN who will be starting on October 30th.

Financial: MAC time study scheduled for November 5th to November 11, 2018.

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

Service: We have provided approximately 500 doses of flu vaccines to date.

Sites/clinics included: Hopewell Loudon, St. Wendelin, County Employees, Autumnwood Terrace, Seneca East, Flat Rock, Work Connections and Dr. Vicek's "Flu Party".

Upcoming sites/clinics: Laminate Technologies, Tiffin City Schools and Tiffin Paper Company.

The Communicable Disease Nurses report Chlamydia cases have dropped to 14 compared to 33 cases in August. Gonorrhea cases dropped to 2 compared to 11 cases in August.

The Baby and Me Tobacco Free (BMTF) Program has implemented an online referral system. The BMTF staff will educate Healthcare Providers in Seneca County. They provided information to Daycares and Pharmacies to educate the community about the program.

School nurses have been busy completing vision screenings (523) and hearing screenings (314). They have submitted the state Immunization Report for compliance (kindergarten, 7th graders and seniors). They have reviewed about 600 health records, provided letters and phone calls to parents for vaccine compliance in the schools.

Growth: Registered Nurses must complete at least 24 contact hours of CE during each licensure period to renew a license. I am researching on-line resources for Ohio Law and Rules-Category A approved CE, a requirement for renewal of nursing license in the state of Ohio.

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. 105 King St. Bettsville, OH 44815
Owned by Brookes E. Burd 264 E. TR 152 Tiffin, OH 44883
- b. 725 Cherry St. Fostoria, OH 44830
Owned by Daniel C. Bernal Jr. 8438 Ventura Blvd. Selma, TX 78154

Mr. Young requested a motion to condemn the property located at 105 King St., Bettsville, OH 44815 and the property located at 725 Cherry St., Fostoria, OH 44830. Mr. Lyons made a motion to grant condemnation of the properties as presented. Mr. Steyer seconded the motion. Motion Carried.

Financial: Prosecutor's office working on SCGHD direct payment from Sunny Farms for underreported tonnage.

Service: O&M – we're moving forward and getting this program into a more manageable state.

Quality: Pool survey scheduled Oct. 30

Second reading of 2019 proposed food fees

FOOD SERVICE CATEGORY	CURRENT LOCAL FEE	PROPOSED FEE (2019)
Commercial Risk 1 <24,999 sq. ft.	\$134.22	\$136.30
Commercial Risk 1I <24,999 sq. ft.	\$151.55	\$153.74
Commercial Risk 1II <24,999 sq. ft.	\$292.25	\$295.35
Commercial Risk 1V <24,999 sq. ft.	\$371.26	\$374.88
Commercial Risk I >25,000 sq. ft.	\$195.21	\$197.69
Commercial Risk II >25,000 sq. ft.	\$205.61	\$208.15
Commercial Risk III >25,000 sq. ft.	\$735.83	\$741.82
Commercial Risk IV >25,000 sq. ft.	\$780.19	\$786.46
Mobile	\$221.86	\$221.74
Vending	\$10.99	\$11.22
Temporary	\$62.00	\$63.50

Late Fee: 25% of Local Fee.

Plan Review Fees: Class 1 or 2 = \$200.00

Class 3 or 4 = \$250.00

Mrs. Wallrabenstein reported that no one attended the public hearing for the 2019 proposed food fees which was held on October 22.

In response to a question concerning the number of unacceptable water sample results from the Environmental Health statistics report, Mrs. Wallrabenstein said that we are going to begin to track well fails by driller and pump installer to see if the fails will track back to a particular driller/installer.

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 Ohio Health Commissioners meeting
Public Affairs meeting Fall Health Commissioner Conference

Attended Opiate Task Force and provided a report on the County Health Rankings

Quality: Preparing Personnel Policies and Administrative policies for upload into Policy Stat
Created Health Equity Policy

People: Staff training on Blood Borne Pathogens

Growth: Discussion of need for additional nursing staff and for backup to registrar

Attended Regional Health Care and Emergency Preparedness coalition training

Fall Health Commissioner Conference

Attended Fostoria and Tiffin Farmers Markets with Display

Mrs. Schweitzer discussed the Emergency Preparedness Exercise that the Health District participated in as part of the PHEP Grant. Our agency would be most involved with the issuance of Death Certificates in the given scenario. Overall Mrs. Schweitzer believes that we were somewhat calmer than we have been in past exercises and was pleased with how we handled the exercise as well as the participation of employees.

A graduate of Kent State University approached the Health District in search of volunteer opportunities. After the exercise it was decided that she could update our outdated volunteer list that we utilize during the exercises which can also be used in day to day operations as needed. We will also be finding other jobs for her to work on during her volunteer time here.

Mrs. Schweitzer also attended the Attica Eagles Demolition Celebration and noted that the Health District was recognized for their contribution to moving the project forward to completion.

Employee Related Actions

- a. New Hire – Caroline Quinter, Part-Time Vital Statistics Clerk (covered in Resolution 2018.17)
- b. New Hire – Samantha Dible, Part-Time RN (covered in Resolution 2018.18)

Unfinished Business – None

New Business – None

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

Adjournment

Mrs. Sacksteder made a motion to adjourn the meeting. Meeting adjourned at 6:49 p.m.