



# Seneca County General Health District

## Board of Health Meeting Minutes

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### Board of Health Meeting

May 24, 2018 at 6:00 pm  
Seneca County Services Building, Conference Room A

**Present:** Bonnie Boroff, Penelope Mashburn, Rebecca Shank, Philip Steyer, Robert Watson, Jimmie Young  
**Absent/** Scott Lyons  
**Excused:** Katie Lang, Ann Sacksteder  
**Guests:**  
**SCGHD Staff:** Beth Schweitzer, 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 May 24, 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

None

### 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 April Board of Health Meeting. Mr. Watson 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. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Mashburn – 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. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Mashburn – Yes. Mrs. Shank – 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. Mr. Steyer 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. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### Supplements

Mr. Young requested a motion to approve Supplements:

- |    |      |   |              |
|----|------|---|--------------|
| a. | 7142 | Public Health Emergency Preparedness (PHEP) | \$ 18,945.95 |
| b. | 7144 | Moms Quit for Two (MQT)                     | \$ 10,645.93 |
| c. | 7177 | Maternal and Child Health (MCH)             | \$ 465.46    |

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

## Contracts

Mr. Young requested a motion to approve contracts:

- a. Addendum: Bridges Community Academy for nursing services, 7/1/17 – 6/30/18; original amount \$2,340.00, new amount \$2,520.00 (5 extra hours)
- b. A & D Excavating LLC, for home sewage treatment systems installation (Saalman property), 4/30/18 – 10/31/18; not to exceed \$14,674.00
- c. A & D Excavating LLC, for home sewage treatment systems installation (Turpin property), 4/30/18 – 10/31/18; not to exceed \$12,699.00
- d. Director of the Environmental Protection Agency of the State of Ohio for water pollution control loan fund assistance, effective upon signatures, through 11/30/19; not to exceed \$200,000.00
- e. Bridges Community Academy for nursing services, 7/1/18 – 6/30/19; not to exceed \$2537.50

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

## Resolutions

Mr. Young requested a motion to approve Resolutions:

- a. 2018.06.2 – Hiring of Andrew MacRitchie, FT Health Professional, WIC

Dr. Mashburn made a motion to approve the Resolution to hire Andrew MacRitchie as Full Time Health Professional. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Mashburn – 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:** Andrew MacRitchie, DTR has accepted the position of WIC health professional, beginning May 14<sup>th</sup>.

**Quality:** The Ohio Department of Health requests public input regarding the State Plan of Operations for the WIC Program for 2019. If you would like to offer your suggestions concerning Ohio WIC program services, you may submit written comments by July 6, 2018 to:

Ohio Department of Health  
WIC Program  
246 North High Street  
6<sup>th</sup> Floor  
Columbus, OH 43215  
Attention: Dyane Gogan Turner, Director

**Growth:** Microgreens have been added to the approved list of foods to purchase with Farmers' Market Nutrition Coupons for this year.

**Finance:** The FY 19 Grant has been submitted. The purchase of computers has been postponed until FY 19.

### 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:** I am very pleased to introduce to you Dana Mathias RN. I invited her to the board meeting not only to introduce her but also as part of her orientation process. She started her part time position April

23<sup>rd</sup>. Her programs will be School Nursing for Hopewell Loudon, Bridges and St. Wendelin. She was oriented to Mohawk, to be there as needed. In addition she will work the immunization clinics and Youth Center.

Patti Carlisle has submitted her letter of intent to retire effective June 29, 2018. I would like to read her letter.

Tonya Harris RN full time in Communicable Disease, Head CROSSWAEH nurse, Mom's Quit for Two and numerous other job duties, has requested and been granted by Beth Schweitzer a 3 week unpaid leave of absence (6-19-2018 to 7-11-2018) then returning to work 5 days a pay period. Tonya is a dedicated, hard worker and a valuable asset to the Nursing Division and I am grateful that her request was granted. Discussion was held to hire a part time nurse or increase hours for the nurses from 35 a week to 40 hours. We will be down 2 full time nurses. We will need to evaluate program losses and time necessary for each program currently provided. A cost analysis was suggested by the Health Commissioner. The nursing division has been in favor of increased hours for many years.

**Financial:** We submitted a grant proposal, April 24<sup>th</sup> 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 21<sup>st</sup> and funding cycle to start June 1<sup>st</sup>.

We did not write a Maternal Child Health Grant and the Cribs for Kids Grant FY19 provided from Ohio Department of Health. Although the grant was to be a continuation they made changes to the grant deliverables that we, as a rural health department would not be able to meet the goals. The current funding will end September 30<sup>th</sup>.

We are researching Project Dawn (community naloxone distribution and education program) and will seek information, data, etc. to determine if this is a program we could provide to Seneca County residents.

We have decreased the Immunization Clinics in the Fostoria office from two days a month to one day a month. We have been keeping data beginning January 5<sup>th</sup> 2016. The average no show, no call and reschedule rates have been:

- 2016 was 31%
- 2017 was 25%
- 2018 so far (9 clinic dates) is 34%

MAC (Medicaid Administrative Claiming) week was 5/21/2018 - 5/27/2018. This consists of a quarterly, week long time study by 12 participants/staff. It allows the health department to be reimbursed for individual and population-based work that we do to either help enroll people in Medicaid or help them access Medicaid-covered services.

To date we have fulfilled 43 requests for a copy of immunization records At \$5.00 each = \$215 since April 1, 2018 (25 in April, 18 in May).

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

**Service:** A flyer was developed to advertise School Immunization Clinics. It was distributed to Hopewell Loudon, Mohawk, Bridges Community Academy (6<sup>th</sup> and 11<sup>th</sup> graders) and St. Wendelin (6<sup>th</sup> graders).

We will be doing vaccines at Mohawk May 30<sup>th</sup>, 4pm-8pm during their scheduled Physical Clinic. The consent form was developed/modified to be completed by the parent and returned at the time of the Physical Clinic, along with the health insurance card and shot record. This will be open to all 6<sup>th</sup> and 11<sup>th</sup> graders needing required school immunizations (not just those getting a physical completed). We would like to work with the schools in August and September to provide school immunizations that were not completed over the summer break.

Cindy Voorhees RN, Kate Doepker RN and Sue Burks RN participated in Family Fest Health Fair at the YMCA, April 21, 2018. In addition, Cindy and Sue participated in the Senior Health Fair, Healthy, Wealthy and Wise, May 16<sup>th</sup>. Hemoglobin testing was provided and information was shared on the Senior Health Assessments, Cribs for Kids Program, Shingrix and Mom's Quit for Two.

**Growth: Still to do:** I will be investigating PHN Ready which is an online certificate program for RNs. All courses are self-paced and online. The certificate consists of 9 required online courses, which should take roughly 10.5 hours to complete. Many of the courses provide continuing education credits.

## Environmental Health

Mr. Young turned the floor over to the Director of Environmental Health, Laura Wallrabenstein, MA RS. There were no condemnations or rescind condemnations to be considered. Mrs. Wallrabenstein reviewed her report included in board member's packet:

**People and Growth:** Beth and I will be discussing the law and our approach to operation and maintenance – like many things in life, most people will agree it is a “good thing” so long as it doesn't apply to them. . . I hope to have a formalized “Plan” ready to present to you next month. We may be subject to a septic system audit at any time and such a plan will be beneficial to have in place as well as to present to all our stakeholders moving forward.

**Financial:** We finally did receive our contract and addendum for inspecting mobile home parks. We will be doing exactly what we did last year except that now Amanda and Dan will be inspecting instead of Jim. I have not heard any further information regarding classification of waste (and fees) from OEPA or the landfill, although the EPA did violate lots of additional loads last month.

**Service:** One of our restaurants was quite perturbed when approached by Channel 13 news, and I had to explain again that these reports are public record and we can't deny them access or stop them from “publicizing” the reports.

Many years ago (1989?) there was a water contamination issue in Kansas, OH. There was a release of gasoline from leaking underground storage tanks (BTEX) as well as a release of chlorinated solvents from a trucking firm that impacted several private wells. At that time at least three private wells that were known to be contaminated were provided with carbon filtration units at no expense to the homeowner. The Ohio EPA and ODH recently had a conference call with me and asked me to “follow up” on these three particular wells! We've attempted to catch homeowners during the day with no success, so I have written letters to the three owners in question.

**Quality:** We are hosting a campground and pool inspection training day with ODH and inviting sanitarians from several other counties. This will occur at Meadowbrook Park on May 31.

We currently have a licensed mobile unit (R&D Concessions) that does pork rinds only but has failed to provide running water thus far this year. We have advised that at the next flea market we will immediately suspend their license and make them leave if the water is not functional.

## 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:**

AOHC Public Affairs Meeting

AOHC Board Meeting

AOHC Fall Conference Planning Meeting

Attended Clinton Township Trustees Meeting to discuss O & M concerns

Fielded questions from concerned citizens regarding O & M

Opiate Task Force Meeting

WTTF program on Communicable Disease

### **People:**

Staff Meeting

### **Growth:**

Revision of Dissemination and Instruction Policy

### **Fiscal:**

Cost analysis comparison of hiring new part-time nurse or increasing current nurses' hours

### **Quality:**

Accreditation Documents Prepared

Attended Ohio Public Health Combined Conference-3 days

Preparation of application for accreditation

Mrs. Schweitzer advised the board that our application to PHAB has been approved and we are awaiting dates for e-PHAB training and the invoice for the PHAB fees; once the invoice is paid, Laura Bogard will be scheduled for the e-PHAB training.

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Policy Stat by iContracts presented a webinar on their products to the Directors. The company provides policy software which helps create and manage company policies. This is a program we are impressed with and may move forward with purchasing.

Laura Bogard is meeting with domain leaders to review and help with getting documents ready for accreditation.

### **Employee Related Actions.\***

- a. Jenifer Bayer, Director of Nursing, retirement effective 12/31/2017
- b. Ellen Purvis, FT Health Professional, WIC resignation effective 3/18/18
- c. James Mohrman, FT Registered Sanitarian, Environmental Health, retirement effective 4/30/18

Mr. Steyer made a motion to approve the employee actions as presented. Dr. Mashburn seconded the motion. Motion carried unanimously.

### **Unfinished Business - None**

### **New Business**

- a. Establish fee for Medication Administration in Ohio Schools: Training for School Non-Medical Personnel. School nurses will train non-medical personnel to administrate medicine; \$60.00 per attendee.

Dr. Mashburn made a motion to approve the \$60.00 fee (per attendee) for Medication Administration in Ohio Schools: Training for School Non-Medical Personnel. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

- b. Strategic Plan-Mrs. Schweitzer reviewed the items that have been updated on the Strategic Plan. Items included are 18 nursing standard operating guidelines have been updated. All staff base pay has been increased by .05. The fiscal plan to support retirement payout is now 75% completed. Divisions have presented their services at staff meetings.

Mrs. Boroff made a motion to approve the revision of the Strategic Plan. Mr. Watson seconded the motion. Motion carried unanimously.

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

### **Adjournment**

Mrs. Shank made a motion to adjourn the meeting. Mr. Steyer seconded the motion. Motion carried. Meeting adjourned at 6:48 p.m.