



# Seneca County General Health District

## Board of Health Meeting Minutes

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### Board of Health Meeting

September 27, 2018 at 6:00 pm  
Seneca County Services Building, Conference Room A

**Present:** Bonne 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-present

### Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on September 27, 2018 at 6:00 pm; he then presided over the Pledge of Allegiance.

**Public Concerns/Requests - None**

### Public Health In-service – Board Basics

Mrs. Schweitzer shared an in-service presentation on Board Basics.

### 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 August Board of Health Meeting. Mr. Watson 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. Mrs. Shank 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. Boroff made a motion to approve the Advance, Repayment, Fund Transfer and Appropriation Transfer List. 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.

### Supplements

Mr. Young requested a motion to approve Supplements:

1. 7051 Manufactured Home Parks (MHP) \$ 4,000.00

Mr. Steyer made a motion to approve Supplements. 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.

### Contracts

Mr. Young requested a motion to approve Contracts:

- a. WSOS Community Action Commission, Inc. for home sewage treatment systems grant administration fees, effective upon signatures through 11/30/2019, not to exceed \$1,000.00 per system or \$750.00 per tap-in. (payer)
- b. Baldwin Group, Inc. for software maintenance and support for the HDIS program, 10/23/2018 - 10/22/2019; not to exceed \$2,592.37 (payer)
- c. A & D Excavating, LLC, for home sewage treatment systems installation (Adelsperger property), 9/18/2018 – 10/31/2018; not to exceed \$23,924.00 (payer)

Mr. Steyer made a motion to approve the Contracts. 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.

## Resolutions

Mr. Young requested a motion to approve Resolution:

- a. 2018.14 – Hiring Full-Time Dietitian, Alyssa Davidson, effective 9/17/18

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

## 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 WIC Health Professional position has been filled. We are very excited to welcome Alyssa Davidson, RD,LD to our staff. She is a recent graduate and is working on completing all required trainings.

**Service:** For the Fiscal Year 2019, the cash value fruit and vegetable benefit for children will increase from \$8 to \$9, beginning in October 2018.

**Quality:** Annual participant satisfaction surveys have been completed. State WIC will compile results and share with local projects at a later date.

**Fiscal:** State WIC informed local projects that USDA funding will be cut in Fiscal Year 2019, beginning next month. At this time, State is not fully aware of amounts or the impact on local funding. Consequently, only expenditures necessary to the basic operation of the WIC program will be approved and hiring will be limited.

### Nursing

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

**People:** Position posted for part time RN.

**Financial:** We submitted a grant proposal to Tiffin Community Foundation requesting \$5,000.00 and were denied grant funding. We had requested funding to cover the cost of the nurses' salary 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 were going to provide the portable cribs and survival kits that we already have (in kind). We will continue to search for funding.

MAC time study completed August 20<sup>th</sup>-August 26<sup>th</sup>, 2018.

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

**Service:** The Immunization and Nursing Services Clinics have been full with children getting school vaccines. We have started to give flu vaccines. We have 5 off site flu clinics and one in house flu clinic scheduled in October. We will be going to Sentinel Career Center and giving about 50 TB injections, scheduled in October. We provided an educational session on smoking to Autumnwood Terrace Residents. Communicable Disease Nurses have been extremely busy. Chlamydia, August 33 cases, September 8 cases. Gonorrhea, August 11 cases, September 2 cases. The Baby and Me Tobacco Free (BMTF) Program is implementing an online referral system. The BMTF staff will educate Healthcare Providers in Seneca County. They will also be providing information to Daycares and Pharmacies to

educate the community about program. School nurses have been busy completing vision, hearing and scoliosis screenings and checking health records for vaccine compliance in the schools.

**Growth:** Sue Burks RN and Dana Mathias RN attended the 3 day School Nurse Conference in September.

**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:

**First reading of 2019 proposed food fees**

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

**Late Fee: 25% of Local Fee.**

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

**Class 3 or 4 = \$250.00**

No condemnations this month

General Update - Mrs. Wallrabenstein reported that there has been one horse West Nile Virus case in the county. Overall odor complaints from the landfill are down.

A meeting took place with the Tunnel Hill Partners (Sunny Farms Landfill), Solid Waste District, Ohio EPA, SCGHD along with legal representatives for SCGHD and Tunnel Hill. The purpose of the meeting was to discuss the underreporting of tonnage which was discovered at the Tunnel Hill Transfer station. Tonnage has been underreported for many years, but for this discussion they went back 5 years. A total of 633,473 tons has been underreported during this time. At present all parties are discussing how to proceed and are not in agreement as to how to resolve the issue.

**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

**Employee Related Actions**

- a. New Hire – Alyssa Davidson, Full-Time Dietitian (covered in Resolution 2018.14)

**Unfinished Business –**

Mrs. Schweitzer was asked about the status of Accreditation and she informed the Board that all documents must be uploaded and submitted to PHAB by September 19, 2019 at 11:59 p.m.

**New Business –**

- a. Mrs. Schweitzer presented the 2018-2019 flu vaccine prices for approval.

**Flu prices for 2018-2019**

**Private Pay**

6-35 months - \$30.00

3 years and up - \$30.00

65 & up(hi dose) - \$60.00

**Insurance**

90685 - 6-35 months - \$28.31

90686- 3 years and up - \$28.29

90662 - 65 & up(hi dose) - \$74.85

- b. Mrs. Schweitzer presented the vaccine price changes as of 9/4/2018 for approval.

**Vaccine price changes as of 9/04/18**

**Private Pay**

MMR - from \$66 to \$70

MMRV - from \$184 to \$195

Varicella (Varivax) - from \$112 to \$118

**Insurance**

MMR - from \$105.14 to \$111.15

MMRV - from \$296.76 to \$314.18

Varicella (Varivax) - from \$179.32 to \$189.92

Mrs. Shank made a motion to approve the 2018-2019 flu prices and vaccine price changes effective 9/4/2018 as presented. 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.

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

**Adjournment**

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