



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

February 22, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

**Present:** Bonnie Boroff, Eric Griffin, Penelope Mashburn, Rebecca Shank, Philip Steyer, Robert Watson, Jimmie Young

**Absent/** Scott Lyons, Ann Sacksteder

**Excused:**

**Guests:** None

**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 February 22, 2018 at 6:03 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: *Local Health Department Role in Opioid Epidemic*. The following are considered core areas where local health departments would be involved in primary functions/roles/responsibilities. Assessment, Data Collection/Analysis/Research, Communicable Disease, Harm Reduction, Coalition/Collaboration, Policy/Legislation/Advocacy, Prevention/Education and Public Awareness. Additional areas that LDHs may play a role/support role based on the needs within their community: Implementation of prescription drug drop boxes; implementation of screening, brief intervention, referral to treatment (SBIRT); detoxification programs; recovery housing; quick response teams; community outreach; alternative sentencing centers and; treatment including medication assisted treatment (MAT).

### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the previous month's meeting. Dr. Griffin made a motion to approve the minutes from the January Board of Health Meeting. Mr. Steyer seconded the motion. The motion carried unanimously.

### **Sub Committee Report**

Mrs. Shank, Personnel Committee Chairperson reported the committee made a decision regarding raises and when they would be effective which would be discussed in executive session.

### **Expenditures**

Mr. Young requested approval of the previous month's expenditures. Mrs. Shank made a motion to approve the expenditures as presented. Dr. Mashburn seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Out of County Meetings/Travel** – There were no out of county travel expenses requested.

### **Advances/Repayments/Transfers**

Mr. Young requested a motion to approve Advances, Repayments, and Transfer List provided in board packets. Mrs. Boroff made a motion to approve the Advances, Transfer List and Appropriations Transfer.

Dr. Griffin seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Supplements** – There were no supplements submitted for approval

## Contracts

Mr. Young requested a motion to approve contracts:

- a. Marion Technical College for student nursing observation services, 1/26/18 automatic one year renewal; no money
- b. Ohio Department of Health for vaccine for children program provider services, 1/1/18 - 12/31/18; no money
- c. Lind Media Co. for Moms Quit for Two billboard advertisement, 3/5/18 – 4/2/18 & 4/29/18 – 5/27/18; not to exceed \$907.00

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

## Resolutions

Mr. Young requested a motion to approve the following resolution:

- a. 2018.03 - – Expressing Appreciation to Eric Griffin, D.C., Board of Health Member; Dr. Griffin has completed his 3 5-year terms with the Health Department.

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

Dr. Griffin was also presented with a certificate of recognition for his years of service to the Health District.

## 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 is currently conducting annual time studies of daily activities.

**Quality:** At the beginning of February, there were 93 participants throughout the County that completed WIC certification appointments but did not return for their 3 month nutrition education appointments. The clinics are attempting to connect with these individuals to get them into the office in order to continue their benefits. Phone calls and postcards are being sent. Hopefully, this will help with caseload retention.

**Growth:** The National WIC Association sent notice that as of April 1, Anthem insurance is set to decrease their coverage rate of breast pumps; from \$169.00 to \$95.00. As the less expensive pumps are also typically less effective at milk removal, the WIC program may see an increase in the requests for loaned pumps from the program.

**Finance:** Received notice from ODH that at this time, State WIC will only approve mandatory travel requests and supplies and materials that are necessary to the day-to-day operation of the WIC program. Currently, any travel or purchase over \$300 requires input from the State office. These are the requests will be put on hold until further notice.

### Nursing

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

**People:** The nursing division has been very busy with decreased staff. The nursing staff has been very understanding and picked up extra duties as requested, as have I. We are currently advertising a part time RN position.

**Financial:** We, as a nursing staff, will be brainstorming options to better provide nursing services in the community.

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

**Service:** The continuation grant for **Moms Quit for Two** was submitted 2-12-2018. **Moms Quit for Two** program delivered brochures, flyers, posters, referral forms and information on numerous programs offered through the nursing division and health department to Medical Providers.

The **Communicable Disease Program** continues to be extremely busy. Influenza A is still highly active, only a few reports of B. Influenza hospitalizations January 2017 (7), January 2018 (15).

Three (3) reports of haemophilus influenza were reported in January 2018, none in 2017 and one in 2016. All 3 were elderly and had underlying health conditions. There was no relationship found between the three cases and all were treated. Hib is a bacterial infection that can cause severe illnesses in children. Most often found in respiratory tracts of adults with no symptoms or adverse effects. This is mostly a disease of young children under the age of 5. Hib vaccine is given at 2, 4, 6, and 15 months of age. Two Giardia cases, no relationship found and received treatment. Two nurses provided a communicable disease educational program at Surest Path Recovery.

**The Lead Program** We will be educating all the nurses on how to do lead testing and hemoglobin testing and offer this service during the immunizations clinics.

**Growth:** We will be exploring the option of discussing the BCMH program with clients attending the cardiac clinic at Mercy Hospital to offer BCMH information.

Minor changes were made to the statistics for 2018—we increased the font size, added CROSSWAEH assessments, Baby and Me Mom and Partners added “sessions” to avoid confusion, not separate clients but separate sessions, Cardiac Specialty Clinic removed and Hepatitis C grouped into Acute and Chronic, removed Hepatitis C Chronic Confirmed/Probable.

## 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:** We hosted a meeting of “experts” regarding sewers on Duchess Lane and have decided to ease off our long standing orders to connect to sewer for 5 residences there. We are hopeful that the city of Tiffin may be able to use some grant money to guarantee that gravity connections will be possible for all and even extend the sewers to the end of the street.

Beth and I will discuss the status of required sinks at the Day’s Inn . . .

We will be attending a meeting called by the EPA to discuss sewage issues on Woodland Ave. (across from the fairgrounds) on Feb. 22.

Dan Klein, Matt and I have been working very hard on a completely new approach to handling our O&M program. We will see how it works this year!

**Financial:** I believe that the Mobile Home Park Program (now under Dept. of Commerce) will remain the same for us this coming year – meaning we will inspect Seneca County and 8 additional city/counties.

This was a program that Jim Mohrman did for us, so we need a new inspector now!

**Service:** Jim & Matt attended the “landfill odor” meeting held at the EPA offices in Bowling Green on Feb. 2. Not too much was accomplished! The landfill is to begin adding “Organisol” to the leachate and will be connecting to the city sewer again in the near future. Jim will be taking readings at the house on Barcelona Drive both before and after the re-connection to see if the levels of Hydrogen Sulfide are affected by the re-connection to sewer.

There were no condemnations or rescind condemnations presented for approval

## 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:**

Preparation for and Attendance at:

- Child Fatality Review Meeting
- Statewide Health Commissioner Opiate Seminar
- Opiate Task Force Meeting
- Family Children First Council Meeting
- Health Alliance Meeting
- Project Seneca Helps Meeting

- Met with partners about Duchess Lane Sewer Issues
- Seneca County Active Transportation Meeting
- Tiffin City Schools Health And Wellness Committee Meeting
- Northwest Health Commissioner's meeting
- Family children First Bylaws Committee Meeting
- Association of Ohio Health Commissioners Board Retreat and Strategic Planning

**People:**

Staff training - Safety in the Workplace Issues

**Growth:**

**Quality:**

Performance Management Workshop

**Financial:**

Determining financial implications of increase in nursing hours/personnel

Preparation of State Subsidy Report

Preparation of Public Employee Pool Insurance application

Follow up on Past Due accounts and status of accounts now in collections

**Employee Related Actions**

- Susan Burks, RN will increase her hours to full time effective 2/3/18
- Approval of promotion for Andrea Cook to DON effective 1/22/18, retroactive 1/25/18

Mrs. Shank made a motion to approve the employee related actions as presented. Dr. Mashburn seconded the motion. The motion carried.

**Unfinished Business – None**

**New Business**

Mrs. Gaietto presented the need for a vaccine rate change; the insurance billing rate for Pediatric Hepatitis B Insurance billing rate was \$25.71, new maximum reimbursement rate is \$30.07.

Dr. Mashburn made a motion to approve the increase in the insurance billing rate for Pediatric Hepatitis B Insurance billing rate to \$30.07. Mr. Watson seconded the motion. The motion carried upon roll call vote.

Mrs. Boroff – Yes. Dr. Griffin – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes

Dr. Griffin made a motion (at 7:08 p.m.) to go into Executive Session under Ohio Revised Code 121.22 G1 Personnel: to consider employee compensation. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Dr. Mashburn – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Mr. Young announced (at 7:21 p.m.) that no action was taken and the regular board meeting resume.

Mrs. Shank made a motion to approve pay raises as presented this evening from Personnel Subcommittee meeting and as listed in exhibit 1, effective pay period beginning March 31, 2018. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Dr. Griffin – Yes. Dr. Mashburn – 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**

Dr. Griffin made a motion to adjourn the meeting. Meeting adjourned at 7:22 p.m.