



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

November 15, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

Present: Bonnie Boroff, Katie Lang, Ann Sacksteder, Philip Steyer, Robert Watson

Absent/

Excused: Scott Lyons-excused, Rebecca Shank-excused, Jimmie Young-excused

Guests:

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

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mrs. Sacksteder called the regularly scheduled board meeting to order on November 15, 2018 at 6:00 pm; she then presided over the Pledge of Allegiance.

Public Concerns/Requests - None

Public Health In-service – InFLUenza Vaccine/Pandemic and Impact on Public Health Outcomes presented by: Andrea Cook, BSN, RN – Director of Nursing at The Seneca County General Health District – full presentation included as attachment A.

Approval of Minutes

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

Sub Committee Reports – None

Expenditures

Mrs. Sacksteder 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. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Out of County Meetings/Travel

Mrs. Sacksteder requested a motion to approve Out of County Meetings and Travel requests provided in board packets. Mr. Watson 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. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Advances/Repayments/Transfers

Mrs. Sacksteder requested a motion to approve the Advance, Repayment, Fund Transfer and Appropriation Transfer List provided in board packets. Mr. Steyer made a motion to approve the Advance, Repayment, Fund Transfer and Appropriation Transfer List. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Supplements - None

Contracts

Mrs. Sacksteder requested a motion to approve Contracts:

- a. Date change only: Geophyta Inc., for home sewage treatment systems soil evaluation and system design (Weiker property), 11/01/2018 – 12/15/2018; not to exceed \$2,570.00 (no change to amount) (payer)
- b. Union County General Health District, for Indoor Radon Grant services, 10/1/2018-9/30/2019 not to exceed \$3,000.00 (payee)
- c. Vocalink, Inc. for interpreter and translation services, 11/07/18 – until termination by either party, prices as stated in proposal (payer)

Mrs. Boroff made a motion to approve the Contracts. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Resolutions

Mrs. Sacksteder requested a motion to approve Resolution:

a. 2018.19 – Gift card for Christmas Walk on December 1, 2018. Promotion of Radon testing. Mr. Steyer made a motion to approve the Resolution. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Division Reports

WIC

Mrs. Sacksteder 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:

Service: October 31st was the last day to use any Farmers' Market Nutrition Coupons. We will receive our redemption rates at a later date.

Staff is focusing on mindful eating nutrition education with participants throughout the holiday season.

Quality: All staff completed annual mandated Conflict of Interest training.

Fiscal: Instructions for new computer purchases was sent. State will approve computer purchases based on each county's scheduled time to transition to the new WIC certification system. Currently, there is no timeline for this release.

While not WIC related, I represent the Health District at the Seneca County Community Council Meetings, which focuses on assistance throughout the County. This year the projects are focused on helping the low-income senior citizens that can be identified. The group will be providing Christmas boxes for the Holiday Season and is planning on gathering necessity donations after the first of the year.

Nursing

Mrs. Sacksteder turned the floor over to Director of Nursing, Andrea Cook, BSN, RN. Ms. Cook introduced Samantha Dible, RN as the newly hired PT RN in the Nursing Division.

Ms. Cook reviewed the Nursing report included in board member's packet:

People: Dana Mathias RN will be on unpaid maternity leave November 16, 2018- February 11, 2019.

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

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

Service: We have reached out to CROSSWAEH to provide Hepatitis A vaccine to the residents free of charge using ODH 317 adult vaccine. Health Departments across the state are providing the vaccine in jails, homeless shelters and other places thought to be frequented by the at-risk population. This is an attempt to curb the spread of Hepatitis A. We have offered to vaccinate CROSSWAEH staff with Hepatitis A vaccine or the Twinrix (hepatitis A and B) vaccine. CROSSWAEH Staff could be at an increased risk by working with the at-risk population. We would request health insurance information from the staff members.

Hepatitis A Outbreak Summary (November 5, 2018):

- Number of cases: 813
- Illness onset range: 01/05/2018 – 10/29/2018
- Age range: 3-81 years
- Gender: 60% male
- Number of hospitalizations: 513 (63%)
- Number of deaths: 1
- Number of counties with cases: 57 (65%)
- Additional information can be found on the Ohio Department of Health website

<https://www.odh.ohio.gov/hepa>

- **Growth:** I plan to research on-line resources for Ohio Law and Rules-Category A approved CE and CPR.

Environmental Health

Mrs. Sacksteder 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. 820 S. Main St., Fostoria, OH 44830
Owned by Larry R. Lehmann 13093 TR 59, Rawson, OH 45881
- b. 855 Lynn St., Fostoria, OH 44830
Owned by Jesse L. Tucker etal 1808 Woodmont Dr., South Bend, IH 46614

Mrs. Sacksteder requested a motion to condemn the property located at 820 S. Main St, Fostoria, Oh 44830 and the property located at 855 Lynn St., Fostoria, Oh 44830. Mr. Steyer made a motion to grant condemnation of the properties as presented. Mr. Watson seconded the motion. Motion Carried.

People and Growth: We are considering changing the HSTS grant administration from WSOS to Seneca Regional Planning Commission. I think the administration fees will be less for our citizens and the administration will be closer to home!

Financial: Prosecutor’s office (still) working on SCGHD direct payment from Sunny Farms for underreported tonnage.

Service: As part of my involvement with the Sandusky River Watershed Coalition, we mailed 46 invitations to non-community public water systems in our county inviting them to training on how to prepare newly required Asset Management plans – the EPA will conduct the training at Heidelberg University on Dec. 6th.

Quality: Pool survey went well – no action plan needed!

Third Reading and Adopt 2019 proposed food fees

Listed below is the fee schedule for 2019 food service/retail food establishments/mobile/vending licenses effective December 1, 2018:

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. Sacksteder requested a motion to adopt the 2019 Food Fees. Mr. Watson made the motion to adopt the 2019 Food Fees effective December 1, 2018 as presented. Mrs. Boroff seconded the motion. The

motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes.

Issue Landfill License to Sunny Farms for 2019 – Mrs. Wallrabenstein stated that Ohio EPA does not have any outstanding issues with Sunny Farms Landfill that would keep the Seneca County General Health District from issuing the license to operate for 2019. After questions and concerns were raised by the Board the issue did not move forward due to lack of motion. Mr. Steyer made a motion to table until next meeting. Mr. Watson seconded the motion to table. The motion carried unanimously. Laura is to contact the EPA to see if a representative could attend the December meeting.

Health Commissioner

Mrs. Sacksteder 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 District Health Commissioners meeting

Opiate Task Force Meeting

Public Affairs Meeting

AOHC Board Meeting – Review of proposed legislation

Facilitated and made Ethics Presentation at Health Commissioner University

Active Transportation Committee Meeting

Quality: Started Preparation of After Action Report for emergency drill

People: Monthly Staff meeting – training on AED procedures

Growth: Attended State Health Assessment Forum

Mrs. Schweitzer updated the Board on HB 65 which would get the Director of Agriculture and the Director of Health together to adopt rules to assess how sanitarians do their food inspections.

2019 will be the 100th anniversary of Public Health and we will be trying to come up with some ideas to celebrate and get the word out to the public.

Employee Related Actions - None

Unfinished Business – None

New Business – Update to Monthly Employee Recognition Policy – Mrs. Schweitzer presented an updated version of the Employee Recognition Policy. Due to the monthly staff meeting date being changed to the beginning of the month wording needed to be changed to clarify the time period of the monthly award. Mr. Watson made the motion to adopt the Monthly Employee Recognition Policy as presented. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Ms. Lang – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. The motion carried unanimously.

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

Adjournment

Mr. Watson made a motion to adjourn the meeting. Meeting adjourned at 7:46 p.m.