



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

February 27, 2020 at 6:00 pm

Seneca County Services Building, Conference Room A

Present: Bonnie Boroff, Ann Sacksteder, Rebecca Shank, Robert Watson, Jimmie Young
Absent: Scott Lyons
Excused: Philip Steyer
Guests: Brian Ezyk
SCGHD Staff: Beth Schweitzer, Andrea Cook, Anita Gaietto, Laura Wallrabenstein, Trisha Kahler, Lisa England, Amanda Davis, Samantha Dible, Susan Burks, Kate Doepker, Brandi Spridgeon

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on February 27, 2020 at 6:00 pm; he then presided over the Pledge of Allegiance.

Public Concerns/Requests

Mr. Ezyk gave an update on Sunny Farms Landfill. The new 125^{ft} flare was completed today. This Flare will remain in place to control odors and emissions until the completion of the Hydrogen Sulfide Treatment System. Sunny Farms has been submitting the routine reports as part of the license conditions. Mr. Ezyk stated that Sunny Farms will be submitting a request for approval of the location of two new Jerome Meters. The Meters will be located East and West of the Landfill. This would make 5 total monitors operating 24 hours a day 7 days a week.

Sunny Farms Landfill Update

Summary of Odor Complaints from January 16, 2020 – February 15, 2020

From January 16th through to February 15th, 2020 there were a total of 19 calls made to the odor complaint line. Of these 19 calls made, two of the callers stated that it was specifically a sulfur dioxide smell.

Summary of Stationary Jerome Meter Results from January 1st-31st

From January 1st-31st there were three readings on stationary meters that were over 15 PPB. One occurred on January 14th at 7:40 am with a 20.05 PPB. One occurred on January 24th at 9:30 am with a 25.06 PPB. The final one occurred on January 29th at 11:00 am with a 27.10 PPB.

Summary of Jerome Meter Readings and Inspections conducted by SCGHD in January

From January 1st-31st, SIT, Hunter Blessing went out to the landfill 13 different days and conducted Jerome meter readings for H₂S. Sampling occurred either at random locations, or at other times following the direction of wind. During this time period, there were no readings above 15 ppb recorded.

SIT, Hunter Blessing conducted two inspections during the month of January with one being focused and the other being comprehensive. No violations were discovered during either inspection. During a comprehensive inspection, the facility is inspected in all aspects, whereas a focused inspection is narrowed down to just one or two areas.

Summary of Tonnage for January

Sunny Farms Landfill took in a total of 143,493.81 tons of waste for the month of January 2020. 136,552.24 tons of this waste was Construction and Demolition Debris waste. Sunny Farms did not exceed the AMDWR at any time during the month of January.

Other Information

Sunny Farms Landfill is on track to have the new 125-foot-tall flare up and operational by the end of February 2020.

Submitted by: Hunter Blessing, SIT

Public Health In-service

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer, MPH, MCHES. Mrs. Schweitzer presented information on the coronavirus and how ODH is responding. The greatest concern is for the older population, the very young and people that have compromised immunity. Coronavirus can cause severe respiratory illness. There is currently no vaccine but there is research going on to develop a vaccine. ODH wants to promote good infection control to help prevent the spread. The ODH and CDC post current information on their websites to keep the public up to date. As of today the Health Department has only received two calls from the public concerning the Coronavirus. Next Thursday Mrs. Schweitzer will go to Heidelberg University to present to their staff and students on the Coronavirus. The University also asked if Mrs. Schweitzer could be involved in helping prepare an emergency preparedness plan. The United States has posted travel advisories.

Approval of Minutes

Mr. Young requested a motion to approve the minutes from the January 23, 2020 meeting. Mrs. Shank made a motion to approve the minutes from the January 23, 2020 Board of Health Meeting. Mrs. Sacksteder seconded the motion. The motion carried unanimously.

Sub Committee Report

Mr. Young turned the floor over to Mrs. Shank, Personnel Committee Chairperson. Mrs. Shank reported the Personnel Committee discussed pay scale and employee compensation with no decision made at this time. This would be discussed in executive session.

Financial Report

The Monthly Financial Report for January 2020 shows revenue for the month of \$660,408.81 and revenue year to date of \$660,408.81. Expenses for the month were \$385,564.05 and year to date expenses totaled \$385,564.05.

Mr. Young requested approval of the Monthly Financial Report for January 2020 Mr. Watson made a motion to approve the Monthly Financial Report for January 2020. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Expenditures

Mr. Young requested approval of the previous month's expenditures. Mr. Watson made a motion to approve the expenditures as presented. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – 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. Boroff 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. Mrs. Sacksteder – Yes. Mrs. Shank – 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. Mrs. Shank made a motion to approve the Advances, Transfer List and Appropriations Transfer. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements – none

Contracts

Mr. Young requested a motion to approve contracts:

- a. Great Lakes Community Action Partnership, for Fostoria building lease, 01/01/2020-12/31/2020, not to exceed \$22,983.00, (payer)
- b. Eastman & Smith, Ltd., for legal services, 1/01/2020-12/31/2020; \$285.00 per hour for Partner, \$175.00 per hour for Associate, \$160.00 per hour for Paralegal and \$115.00 per hour for Librarian /Legal Research (payer)
- c. **Addendum** Oriana House, CROSSWAEH, for nursing services, 07/01/2019-06/30/2020, Original amount not to exceed \$24,674.00, new amount not to exceed \$28,324.00 (100 extra hours) (payee)
- d. Fostoria City Schools, For use of facilities as mass prophylaxis facilities, effective immediately- until terminated, no money

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

Resolutions

Mr. Young requested a motion to approve resolution:

- a. 2020.02 – Hiring Full-Time –RN– Amanda Davis, effective 02/03/2020

Mrs. Sacksteder made a motion to approve the Resolutions. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – 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: Northwest Regional WIC Directors was at the beginning of the month. A representative from State WIC office answered local questions and provided updates. There may be changes to the Farmers' Market Program. State is considering offering larger dollar amounts and distributing less numbers of coupons. Local outreach activities were discussed as well as changing over to the new WIC certification system.

Service: We provided required WIC experience this month for a BGSU dietetics intern.

We also participated in the Tiffin City Schools Community Services Fair to promote WIC and Health District services to parents of students.

Quality: Staff are scheduled to be trained on a new WIC certification computer system on February 24th. While staff are at training in Columbus the computers will be installed in the clinics.

Fiscal: The State level base award for the WIC program was less than last year. This was expected and should not affect local levels or program services.

Nursing

Mr. Young turned the floor over to the Director of Nursing, Andrea Cook, BSN RN.

Next Ms. Cook reviewed her report included in board member's packet:

People:

- One full time RN position was filled by Amanda Davis
- Cindy Voorhees will delay retirement until the end of the year.

Financial:

- We did not write the Mom's Quit for Two grant which was due February 10th, 2020.

Quality:

- Always striving to provide exceptional service.

Service:

- The TB client has completed the regimen of medication and no longer needs direct observation.
- The Request for Proposals for the Get Vaccinated Grant is due out the week of 2-17-2020 and we will be writing this grant.
- MAC week is February 24-28, 2020. Nursing division will be doing a time study to evaluate programs and staffing.
- Save the date for the 2nd annual Run for the Health of It 5k, June 27, 2020. All proceeds to benefit the Tiffin YMCA Backpack Program. Employees can earn wellness points when volunteering and participating in the 5k.
- Clinic remodeling is at a standstill (again).
- Dana Mathias attended the International Human Trafficking and Social Justice Conference in Toledo September 19th and 20th, 2019. Dana attended a session on sex trafficking. The speaker shared her story of how she was sex trafficked in a rural community by her dad out of her own bedroom from the age of 3 to 13. Dana spoke with the presenter afterwards and asked if she would be interested in coming to the schools and educating students and staff regarding Human/Sex Trafficking. On January 24th, the speaker traveled 350 miles from Michigan to educate and share her story to the 7th-12 graders at Hopewell-Loudon School. The program was well received by staff and students. Some students came forward to talk with a counselor about their own experiences.
- Coronavirus information has been shared to schools, school nurses and healthcare providers. Nurses are being kept updated on the information. I have copied Talking Points 2-14-2020 for Board of Health members.

Mrs. Boroff asked if the nurses could do more public presentations to share what they have learned with the community.

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. 146 E. Tiffin St. Fostoria, OH 44830
Owned by Nancy L. Marker & Shane Marker (Jt. Sur) 642 Sandstone Dr. Perrysburg, OH 43551 Nancy is deceased so Shane is the sole owner.
- b. 4625 E TR 164 Green Springs, OH 44836
Owned by Alan E. & Gina L. Perry (same address)
- c. 626 Lynn St. Fostoria, OH 44830
Owned by Paul E. & Liana Main – same address

Mr. Young requested a motion to approve the condemnations of the properties located at 146 E. Tiffin St. Fostoria, OH 44830 Owned by Nancy L. Marker & Shane Marker (Jt. Sur), 4625 E TR 164 Green Springs, OH 44836 owned by Alan E. & Gina L. Perry and 626 Lynn St. Fostoria, OH 44830 Owned by Paul E. & Liana Main. Mrs. Sacksteder made a motion to approve the condemnations of 146 E. Tiffin St.

Fostoria, OH 44830, 4625 E TR 164 Green Springs, OH 44836, and 626 Lynn St. Fostoria, OH 44830
Mr. Watson seconded the motion. Motion Carried

Mrs. Wallrabenstein next gave an update on the Chandelier.

Mrs. Wallrabenstein next discussed with the board about a citizen who lives outside the city limits that disagreed with an order to connect to the city sewer system.

General Update:

People: As expected (feared) Hunter has already moved on to Cuyahoga Co. We need to replace him ASAP.

Financial: I was pleasantly surprised to be awarded the full amount of \$39,209 to subsidize our housing program for 2020.

Service: We did better than I had hoped spending our 2018 sewage grant money – had \$200,000 and came close to spending it all. . . still not sure of the final numbers.

Quality: We are experiencing some difficulties attempting to have citizens outside the City of Tiffin limits connect to Tiffin sanitary sewer. We are hoping to all meet and talk soon!

Mrs. Schweitzer was asked by Board Member Philip Steyer, who was unable to attend the meeting, to discuss that when he called the Sunny Farms Complaint Line it was a 2 minute 45 second wait for him. Mr. Steyer is concerned about the wait time of the Complaint Line.

Health Commissioner

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer, MPH, MCHES.

Service:

Opiate Task Force Meeting

Public Affairs Meeting

AOHC Board meeting

Several Meetings for Seneca County Council on Homelessness including meeting with builder, grant writer, and Larry Baker of National Machinery. I am Vice President of the newly formed Seneca County Council on Homelessness.

People:

Staff Meeting – reviewed Accreditation Domains 2 & 3

Posted ad for new sanitarian for Landfill

Quality:

Winter 2020 Client Satisfaction Survey distributed

Naloxone Grant Site Visit from ODH

Working on Community Health Improvement Plan – Final CHIP work session

Phone Conference with EPA and Sunny Farm landfill

Still no word on our Accreditation Site Visit

Financial:

Year end evaluations reviewed and scored for determination of merit raises.

Employee Related Actions

- a. Resignation – Hunter Blessing, SIT, effective 02/21/2020
- b. New Hire – Amanda Davis, Full Time RN effective 02/03/2020

Mr. Young requested a motion to approve the employee related items as presented. Mrs. Shank made a motion to approve the employee related items. Mrs. Boroff seconded the motion. The motion carried upon roll call vote Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Unfinished Business

None

New Business

Mrs. Schweitzer presented three Policies for approval, Use of Credit Cards Policy, Reimbursement of Expenses Policy and Notary Public Policy.

Mr. Young requested a motion to approve Use of Credit Cards Policy, Reimbursement of Expenses Policy and Notary Public Policy. Mrs. Shank made a motion to approve Use of Credit Cards Policy, Reimbursement of Expenses Policy and Notary Public Policy. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

The board discussed the plans the County Commissioners have to modify the entrance to the Seneca County Board of Health.

Mrs. Brandi Spridgeon, an employee of the Seneca County General Health District, discussed with the board to reinstate an expired Personnel Policy for Tuition Reimbursement.

Mrs. Sacksteder made a motion at 7:23 p.m. to go into Executive Session under Ohio Revised Code 121.22 G1 Personnel: to consider employee compensation. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Mr. Young announced at 7:41p.m. that the board is out of Executive Session. No action was taken and the regular board meeting resumed.

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

Adjournment

Mrs. Shank made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 7:45 p.m.