



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

August 23, 2018 at 6:00 pm

Seneca County Services Building, Conference Room A

**Present:** Katie Lang, Rebecca Shank, Philip Steyer, Robert Watson, Jimmie Young

**Absent/**

**Excused:** Bonnie Boroff, Scott Lyons, Ann Sacksteder - excused

**Guests:** Michael Bridinger, Ann Forrest, Dan Hopkins

**SCGHD Staff:** Beth Schweitzer, Andrea Cook, Anita Gaietto, Trisha Kahler, Laura Wallrabenstein, Matt Beckman and Brandi Boes-present

### **Welcome, Roll Call and Pledge of Allegiance**

With quorum present, Mr. Young called the regularly scheduled board meeting to order on August 23, 2018 at 6:00 pm; he then presided over the Pledge of Allegiance.

### **Public Concerns/Requests**

Mr. Young asked for any public concerns or requests and it was agreed to move the HSTS Septic variance for Mike Bridinger, 185 S. Trail (Lake Mohawk) Tiffin, Ohio 44883 from the Environmental Division portion of the agenda (15c) to public concerns and requests since all concerned parties were in attendance.

Septic variance at 185 E. South Trail Tiffin to cover 3 different things:

- 1) trench length (linear loading rate) is reduced to 85 feet (the minimum required by rule is 105 feet).
- 2) The minimum setback from the property line is 10 feet. We will be 4 feet on either side. Property owned by the Mohawk Country Club received written permission to proceed. Property on the other side, owned by Victoria Lowery was contested. Victoria's husband, Dan Hopkins, attended the Bd. of Health meeting requesting that this NOT be approved citing concern for a tree on his property.
- 3) The new septic system will be less than 50 feet (as required by rule) from Lake Mohawk. It will only be 25 feet from the lake.

If this variance was not approved, the alternative would have been an NPDES system requiring a permit from the Ohio EPA.

Mr. Young requested a motion to approve the HSTS Septic variance covering 3 parts as presented. Mrs. Shank made a motion to approve the HSTS Variance for Mike Bridinger, 185 S. Trail (Lake Mohawk), Tiffin, Ohio 44883. Ms. Lang seconded the motion. The motion carried unanimously.

### **Public Health In-service**

Postponed until September 27, 2018 Board meeting

### **Approval of Minutes**

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

### **Sub Committee Reports - 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. Ms. Lang – 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. Mr. Steyer made a motion to approve the Out of County Meetings and Travel. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Ms. Lang – 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. Shank 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. Ms. Lang – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

## Supplements

Mr. Young requested a motion to approve Supplements:

1. 7082 Women Infants and Children Grant (WIC) \$ 45,150.00
2. 7089 Construction and Demolition Debris (C & DD) \$ 346,110.00

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

## Contracts

Mr. Young requested a motion to approve Contracts:

- a. Addendum: A & D Excavating LLC, for ATU/Pre-Treatment; Soil Absorption; Consolidation, Multi-flo and Jet NPDES inspection services on home sewage treatment systems, 1/1/18 – 12/31/18; original amount not to exceed \$892.00, new amount not to exceed \$2,500.00 (payer)
- b. Allen Excavating Inc. for demolition and disposal at 26 Prospect St, Tiffin, Ohio 44883, 9/1/18 – 12/31/18; not to exceed \$16,100.00 (payer)
- c. Health Partners of Western Ohio for dental clinic lease, 9/1/18 – 8/31/19; \$5,000.00 with possible quarterly \$75.00 late fee. (payee)
- d. Pine View Excavating LLC, for home sewage treatment systems installation (Cessna property), 8/07/18 – 10/31/18; not to exceed \$14,250.00 (payer)

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

## Resolutions

Mr. Young requested a motion to approve Resolution:

- a. 2018.13 – Hiring Full-Time Nursing Clerk, Brandi Boes, effective 8/20/18

Mr. Watson made a motion to approve the Resolution. Ms. Lang seconded the motion. The motion carried upon roll call vote. Ms. Lang – 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:** Accepting applications for open health professional position until end of August.

**Service:** August is breastfeeding awareness month. Breastfeeding Friendly Bags were given to Tiffin Mercy Hospital to distribute to new moms who are breastfeeding, rather than the typical formula bags that are given. Staff participated in the *Baby Fair* at Tiffin Mercy hospital.

**Growth:** The Breastfeeding Facebook page gained 3 followers this month.

**Quality:** The State of Ohio will be participating in the National WIC Outreach Campaign. The campaign will focus on increasing the positive perception of WIC statewide and will provide materials that may be used locally.

**Fiscal:** For the 2019 Fiscal Year beginning in October, there will be an Ohio WIC Funding Committee composed of both State staff and local directors. The mission of the committee will be to assist in identifying reasonable parameters to be used in determining future local funding.

## **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:** Full time clerical position has been filled by Brandi Boes. Brandi attended the meeting and was introduced to the Board of Health members in attendance.

**Financial:** We are working on submitting a grant proposal to Tiffin Community Foundation 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). We are requesting the funds to cover the cost of the nurses' salary.

Numerous phone calls and emails sent to the CJ Foundation to check on previously submitted grant proposal continues to go unanswered.

MAC time study 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 very full with children getting school vaccines. We are beginning flu tasks, Dr. Vicek's Flu party and Autumnwood Terrace has been scheduled, shipments of Flu are schedule to begin arriving and we are working on paperwork.

**Growth:** Sue Burks RN and Dana Mathias RN will be attending the 3 day School Nurse Conference in September. This conference will further their knowledge in school nursing and provide us with the opportunity to extend our school nursing services to surrounding schools not currently contracted with.

## **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 and Growth:** We are pleased to have our new O & M clerk (Laura Young) on board and quickly learning her job.

**Financial:** I have applied for the 2019 HSTS replacement grant (WPCLF) through the Ohio EPA – the max amount was \$150,000 and I asked for all of it!

Laura presented some slides that Tim Wasserman, Director of the OSS Solid Waste District, shared at our recent policy meeting. They will help us understand the "classification of waste" issues currently occurring at Sunny Farms landfill.

**Service:** This may not be a very welcome service... but we are currently sending out our contracted service providers as well as Matt Beckman (our RS) to do required inspections/service to those people who did not comply with the requirements of their sewage system operation and maintenance permits

**Quality:** We seem to have some *high quality* mosquitoes in this county that carry West Nile Virus! ODH recently informed us of more pools of mosquitoes they trapped here that were "positive" for West Nile Virus. It is very important for our citizens to "Fight the Bite". Fortunately there are still no human cases reported in Seneca Co.

Mrs. Wallrabenstein presented for condemnation, property located at:

- a. 242 Union Court, Fostoria, OH 44830

Owned by DSV SPV2LLC, 16 Berryhill Road, Suite 200, Columbia, SC 29210

Mr. Young requested a motion to condemn the property located at 242 Union Court, Fostoria, OH 44830.

Mr. Steyer made a motion to grant condemnation of the property as presented. Mr. Watson seconded the motion. Motion Carried.

General Update - Mrs. Wallrabenstein reported that the Day's Inn sinks were to be installed in mid-August but we have not gotten an update. Kent Tong has all of the permits needed to do the installation.

## **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 Board Meeting  
Opiate Task Force Meeting  
Family and Children First Council Meeting  
Health Alliance Meeting  
Homeless Shelter Task Force Meeting  
NW District Health Commissioner Meeting

**People:**

Reviewed resumes and conducted eight interviews for clerical position along with Andrea. Prepared and arranged for trainings and team building activities for Staff retreat held August 13.

**Growth:**

Learned how to issue birth and death certificates and provided services several days  
Attended PolicyStat training and provided documents requested for next meeting

**Fiscal:**

**Quality:**

Attended NW District meeting to develop exercise for Emergency Preparedness event occurring in September and October

**Employee Related Actions**

- a. New Hire – Brandi Boes, Full-Time Nursing Clerk (covered in Resolution 2018.13)

**Unfinished Business - None**

**New Business - None**

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

**Adjournment**

Mrs. Shank made a motion to adjourn the meeting. Meeting adjourned at 7:15 p.m.