



# Seneca County General Health District Board of Health Meeting Minutes

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## **Board of Health Meeting**

January 28, 2021 at 6:00 pm

Meeting Via Zoom due to COVID-19

**Present:** Bonnie Boroff, Scott Lyons, Ann Sacksteder, Rebecca Shank, Robert Watson, Jimmie Young

**Absent:**

**Excused:** Philip Steyer

**Guests:**

**SCGHD Staff:** Beth Schweitzer, Anita Gaietto, Andrea Cook, Trisha Kahler, Lisa England, Amanda Zeigler

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

With quorum present, Mrs. Sacksteder called the regularly scheduled board meeting to order on January 28, 2021 at 6:00 pm; she then presided over the Pledge of Allegiance.

**Public Concerns/Requests** – None

**Public Health In-service** – None

## **Approval of Minutes**

Mrs. Sacksteder requested a motion to approve the minutes from the December 17, 2020 meeting. Mr. Young made a motion to approve the minutes from the December 17, 2020 Board of Health Meeting. Mr. Lyons seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Sub Committee Report** – None

## **Financial Report**

The Monthly Financial Report for December 2020 shows revenue for the month of \$571,440.44 and revenue year to date of \$6,102,337.62. Expenses for the month were \$558,213.89 and year to date expenses totaled \$4,830,904.73.

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

## **Expenditures**

Mrs. Sacksteder requested approval of the previous month's expenditures. Mr. Young made a motion to approve the expenditures as presented. Mrs. Shank seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – 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. Lyons made a motion to approve the Out of County Meetings and Travel. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

## **Advances/Repayments/Transfers**

Mrs. Sacksteder 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. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Supplements**

Mrs. Sacksteder requested a motion to approve Supplements:

- |   |              |
|---|--------------|
| a. Fund 7142 PHEP/CO/CT Grants                  | \$311,241.00 |
| b. Fund 7164 Household Sewage Treatment Systems | \$21,813.00  |

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

### **Contracts**

Mrs. Sacksteder requested a motion to approve Contracts:

- Great Lakes Community Action Partnership, for Fostoria building lease, 01/01/2021-12/31/2021, not to exceed \$22,983.00, (payer)
- Ohio District 5 Area Agency on Aging, Inc., for Health Assessment services, 01/01/2021-12/31/2021 not to exceed \$4,735.00 (payee)
- Hoover's property Services, L.L.C., for soil based and ATU inspection services, 01/01/2021-12/31/2021, not to exceed \$3,700.00 (payer)
- Theis Septic Cleaning L.L.C., for septic tank pumping services and systems with Norweco Inspection services, 01/01/2021-12/31/2021, not to exceed \$4,000.00 (payer)
- Seneca Regional Planning Commission, for home sewage treatment systems grant services, effective 01/28/2021-until the agreement is fully satisfied, not to exceed \$500.00 per system or \$375.00 per tap-in (payer)

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

### **Resolutions**

Mrs. Sacksteder requested a motion to approve Resolution:

- 2021.01 – Authorization for the Seneca County General Health District to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement on Behalf of the County of Seneca for the Repair and Replacement of Home Sewage Treatment Systems

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

People: We will be providing internship experience for a Bowling Green student for the month of February.

Service: There is a new feature on the Ohio WIC Shopper App that now allows participants to check their benefit balances by registering their WIC cards on the App. Previously, participants had to maintain their last receipt at the store which indicated their balance or come to the WIC office for a new print out.

Nutrition education will focus on staying active and decreasing screen time.

Quality: Sent outreach letters to all area physicians providing WIC updates.

Fostoria office is distributing contact information for Caring Hands Pregnancy Center, which provides parenting education resources, diapers, and formula for those in need.

## **Nursing**

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

### **People:**

- We are going to hire two full time nurses and one full time clerk. Hayley Luhring one of our contact tracers has resigned. We now have 6 temporary contact tracers.

### **Quality:**

- Always striving to provide exceptional service.

### **Service:**

- COVID19
  - As of today there are 4513 COVID cases to date in Seneca County. 1976 males, 2537 females, 39 people currently hospitalized and 118 deaths (39 in November, 42 in December and 12 in January).
  - December stats show 542 people were contact traced. A total of 2401 contacts traced since March.
  - To date we have given 1185 first doses and 208 second doses, a total of 1,393 doses administered.
  - SCGHD conducted a MAX VAX event at the School of Opportunity Center January 23, 2021. We had a total of 73 volunteers (40 Sentinel Career Center students and instructors, 13 volunteer vaccinators, the entire nursing division, 9 SCGHD staff, and 5 others. Will be doing the second dose on February 13, 2021
  - We will be providing 180 Covid vaccines here tomorrow focusing on the 80+ population. We will have assistance with parking, wheelchairs, cleaning and traffic from the Sentinel Career Center Public Safety Class and Mr. Byrington.

Mr. Young asked if we know how much vaccine will be coming each week. Ms. Cook said they are not for sure until the day before, Mrs. Schweitzer said we can request more but can't guarantee we would receive more.

Mr. Young asked if there were more locations giving out the vaccine. Mrs. Schweitzer that Kroger's in Tiffin and Fostoria and Mercy Hospital is also.

Mr. Lyons also offered his business as a location that would be available to do a vaccine clinic.

Mr. Lyons asked how the Health Department is handling the call volume. Ms. Cook answered that we have had volunteers helping with taking messages. Over 3,000 people on the waiting list at this time.

## **Environmental Health**

Mrs. Sacksteder turned the floor over to Amanda Zeigler, RS who presented the report for Director of Environmental Health, Laura Wallrabenstein, MA RS. Mrs. Wallrabenstein report was included in board member's packet:

Ms. Zeigler presented for condemnation, property located at:

- a. 644 Sandusky St. Fostoria, OH 44830  
Owned by: Mark G. Yoder 1804 South Bay Drive, Port Clinton, OH 43452

Mrs. Sacksteder requested a motion to approve the condemnation of the properties located at 644 Sandusky St. Fostoria, OH 44830 Owned by: Mark G. Yoder 1804 South Bay Drive, Port Clinton, OH 43452. Mr. Lyons made a motion to approve the condemnation of the properties located at 644 Sandusky St. Fostoria, OH 44830 Owned by: Mark G. Yoder 1804 South Bay Drive, Port Clinton, OH 43452. Mr. Young seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Service:** If you are in Fostoria, you may have noticed that the Tasker Bldg. (133 E. Tiffin) has been demolished. The board had declared this location a public health nuisance two years ago, and we helped to fund the demolition with C&DD money.

**Financial:** We did receive word that the HSTS grant (WPCLF) grant for 2021 was approved for \$150,000. We also received a grant for \$3000 from FDA & AFDO Retail Program Standards to provide training on these standards. Amanda wrote the grant (she wrote one last year as well) and she will be the one that continues the relevant training.

**Quality:** I will be evaluating our Quality Improvement Plan and hope to bring any changes to the Feb. board meeting.

**People:** I have the difficult job of replacing our O&M clerk, Laura Young. Laura has done a fantastic job of running our O&M program and will be hard to replace. She was also able to fill in for Heather (no small task).

Austin has asked about visiting other landfills in the area, and I have encouraged him to make arrangements to do so as this can only help his ability to inspect SF.

## **Landfill update**

- Phase 13 is in progress
- 2021 License has been issued, SFL agrees to continue to follow conditions in 2020 license
- Habitat Restoration of Wetland Area
- High report from stationary meter result of faulty calibration of meter located near US 23. Issue was immediately resolved no issues since
- High report from SCGHD sampling, results of damaged gas piping due to freeze and thaw or air displacement in leachate tank, cause unknown. Both issues have been remedied, no issues since.
- Facebook Complaint Group has been quiet, only complaints have come from odor hotline

Stationary Monitors – 26 readings over 15 ppb (20 anomalous)

SCGHD Monitoring – 8 readings over 15 ppb

SCGHD inspections – No violations cited

OEPA violations – N/A

License conditions – Monitors are in place and documentation has been received.

## **Health Commissioner**

Mrs. Sacksteder turned the floor over to the Health Commissioner, Beth Schweitzer, MPH.

### **Service:**

Four All AOHC Member Calls

One NW District Calls

Two AOHC Board meetings with ODH Leadership

Four calls for all health commissioners with Governor DeWine

Four ODH Calls for health departments only

Two Seneca County Emergency Partners meetings

Two Response team meetings (New Group working on getting more testing and helping with getting the information to the public about all aspects of COVID response)

One Elected Official Department Heads calls

Calls with WBVI radio

3 calls with school Superintendents

2 Homeless shelter call and part of Presentation to Tiffin City Council

Three Vaccine calls

One congregate Care Facility Call

### **People:**

Concerned about the extra hours being put in due to COVID, burnout could be imminent

### **Growth:**

COVID

Pop up testing held January 20, 2021 with 151 participants and 16 positives

2 Press conferences on COVID Vaccines

### **Quality:**

Spent countless hours on gathering additional accreditation documents

Most complaints are from parents whose children are quarantined from sports for 14 days after exposure.

### **Financial:**

Two fiscal grant reports for COVID funding

Determining ability to provide additional pay

Mrs. Schweitzer also added that there is a new home test called Binex that would be provided free of charge to the Health Department. Mrs. Schweitzer will send email them tomorrow to obtain more information about the testing. Mr. Young asked if the schools are able to get them, Mrs. Schweitzer answered that it is not available at this time.

## **Employee Related Actions**

- a. Resignation – Laura Young, O&M Clerk, effective 01/13/2021
- b. Resignation – Hayley Luhring, Intermittent Contact Tracer, effective 01/15/2021

Mrs. Sacksteder requested a motion to approve the resignation of Laura Young, O&M Clerk, effective 01/13/2021 and Hayley Luhring, Intermittent Contact Tracer, effective 01/15/2021. Mrs. Shank made a motion to approve the resignation of Laura Young, O&M Clerk, effective 01/13/2021 and Hayley Luhring, Intermittent Contact Tracer, effective 01/15/2021. Mr. Lyons seconded the motion. The motion carried

upon roll call vote Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Unfinished Business**

#### **New Business**

##### **Vaccine price changes effective 01/11/2021**

#### **Private Pay**

Pediatric Hepatitis B from \$17.00 to \$27.00

Trumemba from \$129.00 to \$159.00

Pevnar from \$204.00 to \$214.00

#### **Insurance**

Pediatric Hepatitis B from \$30.07 to \$41.86

Trumemba from \$206.28 to \$255.96

Pevnar from \$329.73 to \$344.54

Mr. Young made a motion to approve the vaccine price changes effective as of 01/11/2021. Mr. Lyons seconded the motion. The motion carried upon roll call vote Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Next the Board discussed the committee to hire for the position of Health Commissioner. How the hiring process will work and when they can schedule interviews.

Mr. Lyons made a motion at 7:01 p.m. to go into Executive Session under Ohio Revised Code 121.22 G1 Personnel: to consider employee compensation. Mr. Young 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.

Mrs. Sacksteder announced at 7:10p.m. that the board is out of Executive Session. No action was taken and the regular board meeting resumed.

Motion was made by Jimmy Young to temporarily increase the pay of Lisa England, Heather Panuto and Caroline Quinter to \$16.15 per hour due to additional contact tracing duties to begin with the pay period starting February 13, 2021 and ending with the pay period ending May 7, 2021. Reevaluation will occur at the April 22, 2021 Board meeting. In addition a \$2000.00 Bonus will be provided to Anita Gaietto and a \$3000 Bonus to Andrea Cook based on additional hours worked. Reevaluation of extra hours worked will be done at April 22, 2021 board meeting. The motion was seconded Mrs. Shank. Mrs. Boroff – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Watson – Yes. Mr. Young – Yes.

#### **Adjournment**

Mr. Lyons made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 7:17 p.m.