



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

April 23, 2020 at 6:00 pm

Meeting Via Zoom due to COVID-19

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

**Absent:**

**Excused:**

**Guests:**

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

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

With quorum present, Mr. Young called the regularly scheduled board meeting to order on May 28, 2020 at 6:00 pm; he then presided over the Pledge of Allegiance.

**Public Concerns/Requests** – None

**Public Health In-service** – None

### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the April 09, 2020 meeting. Mrs. Sacksteder made a motion to approve the minutes from the April 09, 2020 Board of Health Meeting. 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. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Sub Committee Report** – None

### **Financial Report**

The Monthly Financial Report for March 2020 shows revenue for the month of \$952,624.11 and revenue year to date of \$1,873,172.29. Expenses for the month were \$418,254.07 and year to date expenses totaled \$1,289,481.20.

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

### **Expenditures**

Mr. Young requested approval of the previous month's expenditures. Mrs. Sacksteder made a motion to approve the expenditures as presented. 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. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Out of County Meetings/Travel** – None

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

Mr. Young requested a motion to approve Advances, Repayments, and Transfer List provided in board packets. Mr. Steyer made a motion to approve the Advances, Transfer List and Appropriations Transfer. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mrs. Sacksteder – Yes. Mrs. Shank – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

**Supplements** - None

## Contracts

Mr. Young requested a motion to approve contracts:

- a. Ohio Department of Health, Lead Poisoning Prevention Program, 04/01/2020-06/30/2020, not to exceed \$7,000.00. (payee)
- b. The Willows at Tiffin, Business Associate Agreement and Elder Justice Act and False Claims Act Acknowledgment (SCGHD performs food inspections a minimum of twice per year), 02/26/2020-indefinitely – no money
- c. **Rescind** Lind Media Company, for lead poisoning prevention billboard advertisements, 03/30/20-04/26/20, not to exceed \$1977.00 (payer)
- d. Lind Media Company, for lead poisoning prevention billboard advertisements, 05/25/20-06/21/20, not to exceed \$1977.00 (payer)

Mrs. Shank made a motion to approve the contracts. 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. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

## Resolutions

Mr. Young requested a motion to approve resolutions:

- a. 2020.03 – Reducing required work hours from 30 to 25 while still being eligible for Health Insurance during the COVID-19 emergency
- b. 2020.04 – Reduction for salaried employees
- c. 2020.05 – Resolution of mileage reimbursement

Mrs. Boroff would like to know if there was a time frame for the resolutions. Mrs. Schweitzer stated that there is not. The mileage comes from the state and the other two resolutions depend on how long the emergency last. Mr. Lyons would like to know if a time frame could be added and just renew them as needed. Mrs. Gaietto stated that we are in the same insurance consortium as the rest of the county, so we need to do what the rest of the county does.

Mrs. Sacksteder made a motion to approve the resolutions. 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. 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: We will be assigned a new State consultant, as our current consultant will be taking on a new role in WIC and focusing on breastfeeding.

Service: WIC will continue to provide services for all participants, both current and new. All appointments are being conducted over the telephone to the extent possible and physical presence and participant signatures are waived for all categories of participants. The participant does have to come to the building or send a designee so that benefits can be loaded to the benefit card, and staff is explaining social distancing measures prior to them arriving.

There is increased flexibility in authorized food items. Whole grain items used to be authorized in a 16 oz. package size only. You may now purchase any oz. size up to the amount on you are allowed. This will be a permanent change to program services.

Temporary changes to help relieve shopping shortages at the stores, are purchasing any grade of eggs, purchasing two half gallons instead of one gallon of milk, and allowing 2% milk if 1% or skim is not available.

Peer helper services are being provided over the telephone and via Facebook as well.

Quality: In order to maintain program integrity, staff are still diligent in verifying program eligibility requirements are met and are providing as much nutritional guidance as able.

Future and upcoming State meetings and trainings are being rescheduled to be conducted via telephone conference and webinars.

Mrs. Kahler her department has added several new people to the WIC program who have never been on the program before. There is currently no waiting list if a person is eligible for WIC.

## **Nursing**

Mr. Young 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:**

- I have received 24 applications for the full time RN position. Hiring has been put on hold.

### **Quality:**

- Always striving to provide exceptional service.

### **Service:**

- The Get Vaccinated Grant proposal deadline is now April 27<sup>th</sup>, 2020.
- April 23, 2020 we will provide immunization from 8-4, 18 appointments. We will have appointments scheduled 20 minutes apart, two nurses and two clerks working the clinic. The client will be told at the time of the reminder phone call to not come if sick, only one adult with the child and no other children. Adults scheduled for an immunization are to come alone. The doors will remain locked and a clerk will meet the client at the door and check temperatures with the non-contact infrared thermometer. At the registration window we have duct tape "x" to remind of the 6 feet physical distancing and we will have signs posted. After registration clients will be directed to a clinic room and forego the waiting room. Rooms will be wiped down after each client. Staff will wear their N95 masks with a surgical mask over.
- Coronavirus
  - a. The nursing division staff meets every day, usually at 9 am, to discuss updates and work load.
  - b. We currently have 11 positive CoVID 19 Seneca County residents.

Ms. Cook stated that they are aware of 154 people being tested. Mr. Lyons feels this fall the amount of regular flu shots the Health Department gives may greatly increase. He would like to know if they thought about ordering more vaccine. Ms. Cook answered that we have booked for our flu doses already. Ms.

Cook did order additional doses of the high dose flu vaccine. Ms. Cook said they would look into ordering more. Usually the Health Department gets the vaccine in October. Last season, when nursing ordered vaccine, they received it within a week.

### **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 is going to email next week the draft policy on SCGHD Policy and Guidelines for Sewer Connections to the board members. To be voted on next month.

Mrs. Wallrabenstein stated that Matt Beckman has been going to Sunny Farms Landfill frequently. Mr. Steyer commented how the rail car input has slowed dramatically. Mrs. Wallrabenstein confirmed that it had slowed due to Covid-19 shutting down businesses on the East Coast. Mr. Steyer wondered how many complaints the Environmental department is getting a week about Sunny Farms Landfill. Mrs. Wallrabenstein stated that we get 3 to 4 a week. Mrs. Wallrabenstein stated that the new flare is running and seems to be functioning properly. Mr. Steyer asked if the cell the landfill is using is nearing capacity. Mrs. Wallrabenstein was unsure. Mrs. Wallrabenstein stated that with the permit Sunny Farms has now they have more cells that are already approved.

Mr. Lyons wants to know if the Health Department is preparing to give any type of answer or refund to the swimming pools, restaurants and businesses that have paid for a permit but didn't get to open this year. Mrs. Wallrabenstein said that would be up to the Ohio Department of Health. For the pools and camps the, Health Department has been instructed to send the license as always with the bill. The facilities have been told there will be no late fees. A few have paid but most are waiting to see if they open this season.

### **General Update:**

**People:** Due to a hiring freeze, I don't intend to replace Hunter in the near future. Matt is at the landfill at least two days a week and everything seems to be going smoothly.

**Growth:** Swimming pool and campground license renewals have been mailed, but no late fees will be applied as most are not paying yet – waiting to see what, if any season, they may have this year. Amanda is doing our contracted Mobile Home Park inspections. Certainly, we expect to be selling fewer temporary food licenses this year since there will likely be fewer, if any, large gatherings.

**Financial:** The number of railcars from the east coast coming to Sunny Farms has slowed dramatically due to the shutdown of everything. One day Matt was there and observed no rail cars at all

### **Health Commissioner**

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

### **Service:**

Multiple conference calls with partners, ODH, Legal questions, Elected Officials  
Wednesday Podcasts  
WBVI radio 3 times a week

Addressing numerous phone calls and posting updates on Facebook and Website

### **People:**

Discussion of adjustment in employee hours, offered voluntary layoffs to staff, but then found out that since we are on a group plan with county employees for our health insurance that we cannot offer them continued coverage if laid off. Anita has been running figures to determine what our next steps are. Hope to make this decision by Friday, April 17.

**Growth:**

Very difficult under the circumstances. Learning a great deal about COVID- 19 and response in a pandemic

**Quality:**

Daily Incident Command team meetings have been changed to 3 days per week. All employees are working on COVID -19 complete Unit logs with activities.

**Financial:**

Reviewing financial situation with admin team on regular basis

Mrs. Sacksteder asked how the Health Department enforces Governor DeWine's orders for businesses. Mrs. Schweitzer responded that if a business is in violation they have called law enforcement and they have went out and talked to the nonessential business. So far they didn't have resistance from those businesses.

Mr. Lyons asked if there is any idea what phase one is going to open. Mrs. Schweitzer was unsure of an exact state plan for reopening at this time.

Mrs. Sacksteder asked if PPE is still an issue. Mrs. Schweitzer thought that our area hospitals are doing alright but there is concern if there is a burst of more cases with more people coming in there could be a problem. There will be another shipment from the Strategic National Stock Pile tomorrow which will contain PPE. Mrs. Sacksteder also asked if Health Department will be involved in the contact tracing or hiring people for this. Mrs. Schweitzer said that the Health Department will be doing the tracing and are training staff to help with this.

Mr. Steyer was concerned about how many patients the local hospital can handle if it starts to rise. Mrs. Schweitzer stated the regional hospitals are working together to use their resources to the best capacity.

**Employee Related Actions**

**Unfinished Business - None**

**New Business**

The board would like to offer their gratitude to the staff for their dedication and perseverance. They would like to offer something official from the board. Mrs. Boroff suggested getting a banner from the board.

Mr. Young asked for the approval of the following:

A motion to approve that all approved board related documents which require the signatures of all Board Members present to instead be sufficient with only the Board President's and the Health Commissioner's signatures during the time that virtual meetings are taking the place of in-person meetings due to the COVID-19 crisis.

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

**Adjournment**

Mr. Lyons made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 7:20 p.m.