



# Seneca County General Health District

## Board of Health Meeting Minutes

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### **Board of Health Meeting**

July 22, 2021 at 6:00 pm

Seneca County Services Building, Conference Room A

### **Board Members Roll Call:**

Dr. Mark Akers - Absent	Ann Sacksteder - Yes
Bonnie Boroff - Yes	Philip Steyer - Yes
Edward Logsdon - Yes	Robert Watson - Yes
Scott Lyons - Excused	Jimmie Young - Yes

### **Other's Present:**

Anne Goon, MS, RD, LD, Health Commissioner  
Anita Gaietto, Fiscal Director  
Andrea Cook, BSN RN, Director of Nursing  
Trisha Kahler, RD LD, WIC Division  
Laura Wallrabenstein, MA RS, Director of Environmental Health  
Lisa England, Registrar

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

With quorum present, Mr. Young called the regularly scheduled board meeting to order on July 22, 2021 at 6:05 pm; he then presided over the Pledge of Allegiance.

### **Public Concerns/Requests**

Ms. Goon shared a thank you card from a community member with the Board.

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

Ms. Goon gave an in-service on the Ten Essential Public Health Services which provide a framework for public health to protect and promote the health of all people in all communities. Ms. Goon present a video that reviewed the Ten Essential Public Health Services updates and gave out a handout with the services listed. The Ten Essential Services was introduced in 1984 and in September of 2020 the Public Health National Center for Innovation (PHNCI) and de Beaumont Foundation reviewed and launched the revised version of the ten essential services. The Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. So everyone can have a fair and just opportunity to achieve optimal health and well-being. The Ten Essential services are:

1. Assess and monitor population health status, factors that influence health, and community needs and assets
2. Investigate, diagnose, and address health problems and hazards affecting the population
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it
4. Strengthen, support, and mobilize communities and partnerships to improve health
5. Create, champion, and implement policies, plans, and laws that impact health
6. Utilize legal and regulatory actions designed to improve and protect the public's health
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy
8. Build and support a diverse and skilled public health workforce
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
10. Build and maintain a strong organizational infrastructure for public health

### **Approval of Minutes**

Mr. Young requested a motion to approve the minutes from the June 24, 2021 meeting. Mrs. Sacksteder made a motion to approve the minutes from the June 24, 2021 Board of Health Meeting. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – abstain. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Sub Committee Report** – None

### **Financial Report**

The Monthly Financial Report for June 2021 shows revenue for the month of \$467,598.49 and revenue year to date of \$2,665,156.38. Expenses for the month were \$396,205.86 and year to date expenses totaled \$2,463,657.73.

Mr. Young requested approval of the Monthly Financial Report for June 2021. Mr. Steyer made a motion to approve the Monthly Financial Report for June 2021. Mr. Logsdon seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – 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. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – 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. Mrs. Boroff made a motion to approve the Advances, Transfer List and Appropriations Transfer. Mr. Logsdon seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Supplements** - None

### **Contracts**

Mr. Young requested a motion to approve the following Contracts:

- a. Geophyta, Inc., for home sewage treatment systems soil evaluation and system design (Barker property), 07/01/2021-08/14/2021, not to exceed \$2,720.00 (payer)
- b. Geophyta, Inc., for home sewage treatment systems soil evaluation and system design (Morrow property), 07/01/2021-08/14/2021, not to exceed \$2,720.00 (payer)
- c. Geophyta, Inc., for home sewage treatment systems soil evaluation and system design (Schumm property), 07/01/2021-08/14/2021, not to exceed \$2,720.00 (payer)
- d. Geophyta, Inc., for home sewage treatment systems soil evaluation and system design (Deventer property), 07/06/2021-08/19/2021, not to exceed \$2,320.00 (payer)
- e. University of Toledo, for student nursing clinical facility services, 06/24/2021–Indefinitely, no Money
- f. Mohawk Local Schools, for school nursing services, 07/01/2021-06/30/2022 not to exceed \$48,990.00 (payee)

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

## **Resolutions**

Approve Hiring of Full-Time Public Health Nurse 2, Betsy Miller, effective 08/02/2021 Resolution # 2021.08

Rescind resolution dated 4/23/20 reducing required work hours from 30 to 25 while still being eligible for Health Insurance during the COVID 19 emergency. Resolution #2020.03

Mr. Logsdon made a motion to approve the Resolution #2021.08 and to rescind Resolution #2020.03. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – 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.

Mrs. Kahler not sure when WIC will be returning to in-person appointments.

WIC will be distributing coupons for fresh fruits and vegetables at the Fostoria farmers market on August 7, WIC already attended Tiffin's Downtown Farmers Market on July 10<sup>th</sup>. WIC has a total of 165 coupon booklets to give out.

### **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.

Ms. Cook discussed the pop –up vaccination clinics throughout the county. The board discussed the vaccination rate in Seneca County. Ms. Goon stated that Seneca County is at 40.86 of people fully vaccinated as of today.

Ms. Cook stated that currently in Seneca County there are nine active cases of COVID with three in the hospital.

Discussion took place over why people are not getting the COVID vaccine

### **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.

### **Condemnations**

Mrs. Wallrabenstein presented for condemnation, property located at:

1. 167 E. Crocker St. Fostoria, OH 44830  
Owned by: Jennifer Torres, same address
2. 285 W. Fourth St. Fostoria, OH 44830  
Owned by: Daniel R. Wolfelt, same address
3. 252 E. Sixth St. Fostoria, OH 44830  
Owned by: Layton A. Shultz (dec), same address

Mr. Young requested a motion to approve the condemnation of the presented properties Mrs. Sacksteder made a motion to approve the condemnation of the presented properties. Mr. Logsdon seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Landfill update**

The board discussed landfill report provided by Austin Nainiger.

The board discussed the leachate, which is currently not being hauled to Fostoria.

### **Health Commissioner**

Mr. Young turned the floor over to the Health Commissioner, Anne Goon, MS, RD, LD.

Ms. Goon is working on an all-day staff retreat for August 6, 2021. This is in place of our Monthly staff meeting. There will be having various training topics that day. We have been behind on these trainings due to COVID.

Ms. Goon has just received training for a tool that the Ohio Hospital Association has given Health Department's access to. It will help with mapping and identifying where there are lower vaccination rates. It can track these by Census track, Zip code, and it also can be broken down into ages by zip code. It will allow us to better see where we have gaps in immunization.

Ms. Goon also did a radio interview with John Kerns, WTTF Radio Host, the interview mainly focused on COVID related questions.

Ms. Goon discussed the case rates of COVID in the State of Ohio. Numbers are increasing across the state.

Ms. Goon next reviewed the changes to the recently approved State Budget bill that are related to public health.

### **Employee Related Actions**

Resignation – Emily Eichhorn, Health Educator, effective 07/16/2021\*

Mrs. Sacksteder made a motion to approve the employee actions as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Unfinished Business** - None

### **New Business**

#### **Approval of Health Educator 1 position description\***

Ms. Goon reviewed the job description and updates for to the Health educator 1.

Mr. Young requested a motion to approve the job description of Health Educator 1. Mrs. Logsdon made a motion to approve the job description of Health Educator 1. Mr. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Policy Revisions**

Ms. Goon explained the revisions to the Public Records Policy.

Mr. Young requested a motion to approve the Public Records Policy. Mrs. Steyer made a motion to approve the Voluntary Leave Donation Program Policy. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Ms. Goon discussed the changes in the Travel Reimbursement Policy.

Mr. Young requested a motion to approve the Travel Reimbursement policy. Mrs. Sacksteder made a motion to approve the Voluntary Leave Donation Program Policy. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Social Media and Website design**

Ms. Goon next discussed archiving services and pricing for social media through ArchiveSocial. No action was taken.

Ms. Goon also discussed website redesign through Liamer Media and pricing. No action was taken.

### **Draft Policies**

Ms. Goon also presented to draft policies for the Board to review, no action was taken. Those draft policies presented were Board of Health Orientation Policy and Board of Health Consent Agenda Policy.

### **Juneteenth Holiday**

Mr. Young presented for discussion the Juneteenth Holiday for 2021. Mr. Young suggested that we follow the Seneca County Commissioners and give employees a floating holiday to use in 2021 and then being added to the approved holiday list the next year.

Mr. Young requested a motion to approve adding Juneteenth to our approved list of holidays with this year being a floating holiday that must be used by December 31, 2021. Mr. Watson made the motion to approve adding Juneteenth to our approved list of holidays with this year being a floating holiday that must be used by December 31, 2021. Mrs. Sacksteder seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Sacksteder – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

### **Adjournment**

Mrs. Sacksteder made a motion to adjourn the meeting. Mr. Steyer seconded the motion. Motion carried. Meeting adjourned at 8:12 p.m.

The next Board of Health meeting is scheduled for August 26, 2021, 6:00pm at Seneca County Services Building, Conference Room A.

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Board of Health President

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Board of Health Secretary