



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

October 24, 2019 at 6:00 pm

Seneca County Services Building, Conference Room A

Present: Bonnie Boroff, Scott Lyons, Philip Steyer, Robert Watson, Jimmie Young

Absent:

Excused: Rebecca Shank, Ann Sacksteder

Guests: Ben Nutter, John Lamanna, Dave Seegert, Brian Ezyk, Matt Neely, Matt Spires, Nate Heiser, Logan Wolph

SCGHD Staff: Beth Schweitzer, Andrea Cook, Anita Gaietto, Laura Wallrabenstein, Lisa England

Welcome, Roll Call and Pledge of Allegiance

With quorum present, Mr. Young called the regularly scheduled board meeting to order on October 24, 2019 at 6:02 pm; he then presided over the Pledge of Allegiance.

Public Concerns/Requests

Mr. Brian Ezyk gave an update and talked about the open house at the Sunny Farms Landfill. Mr. Ezyk talked about the concerns with hydrogen sulfide. He also talked about the surface emissions monitoring and that they have been in compliance in gas collection since April. Part of collecting the landfill gas is that they combust the gas which creates Sulphur Dioxide. Because the Sulphur Dioxide levels are higher than the previously obtained permit, Sunny Farms entered into an agreement with the state and designed a compliance program that prevents the Sulfur Dioxide emissions from becoming a health risk. Part of that agreement has programs in place and they will be installing different systems to bring the levels down below the permit levels, much lower than they are now. Also as part of the consent order Sunny Farms submitted a program to the State so that they can review the propose technology for Hydrogen Sulfide treatment at the facility. Next Mr. Ezyk talked about the call log, on evening of October 15th the line stopped registering complaint calls. Sunny Farms was notified and by 10:37 on October 17th the line was working. They did miss some calls, the residents could not leave a message but they did get the phone numbers. One on the 15th and 2 on the 16th they did report them to the state and the county as complaint calls. The hotline is back up and they are monitoring the calls. Sunny Farms also is doing a gas collection expansion. They have quadrupled the size of the well field and the collection system to control odors. Sunny Farms Landfill has paid all fees associated with the consent order and is in compliance with all the requirements of the consent order. Mr. Ezyk also heard some concerns of the overall monitoring of the rail unloading. Mr. Ezyk wanted to point out that Mr. Hunter Blessing is looking at that information on a daily biases and observing the rail unloading.

Mr. Nate Heiser would like to know when the renewal would be. Mrs. Wallrabenstein responded that the renewal could be in either November or December. Mr. Heiser wanted to know if the Board would support the renewal. Mr. Young stated that the board needs to verify the information and check that the landfill is in compliance before any decision to be made. If they meet the requirements then the license renewal would be up to the entire board to determine to renew the license. Mr. Heiser next discussed the SO₂ figures which stated he had gotten from John Pasquarette at the Ohio EPA. Mr. Heiser was concerned the Sulfur Dioxide coming out of the flares, He would like to know how the limits increased. He states that the Sulfur Dioxide can be smelled in the air; it is a burnt match smell. Mr. Heiser feels that Sunny Farms should go to the PSD permit because the permit has regulations that are safe for the community. Mr. Heiser wanted to know if we have a professional hired to help oversee the landfill. Mrs. Schweitzer stated that the Board of Health is still using Bureau Veritas and we also have a contract with Gershman, Brickner & Bratton, Inc. who is a solid waste management consultant service out of McLean, Virginia. Mr. Heiser feels that there should be a meeting put together so the citizens can voice their concerns. Mrs. Schweitzer and Mr. Young feel that would be a good idea for both sides to meet and voice their concerns. Mr. Heiser is very concerned about the effects from the Hydrogen Sulfide. Mr. Heiser stated that no other landfill in Northwest Ohio that has the H₂S Problems that Sunny Farms has. Mr. Heiser would like to know how to be on the agenda for a board meeting. Mr. Young stated that they can contact Mrs. Schweitzer for further information.

Public Health In-service

Mr. Young turned the floor over to the Health Commissioner, Beth Schweitzer, MPH, MCHES. Mrs. Schweitzer presented information on Domain One: Conduct and Disseminate Assessments Focused on Population Health Status and Public Health Issues Facing the Community. Domain One focuses on the ongoing assessment of the health of the population in the jurisdiction served by the health department. The domain includes: systematic monitoring of health status; collection, analysis, and dissemination of data; use of data to inform public health policies, processes, and interventions; and participation in a collaborative process for the development of a shared, comprehensive health assessment of the community, its health challenges, and its resources. Domain One is the first of twelve domains in the accreditation process.

Approval of Minutes

Mr. Young requested a motion to approve the minutes from the September 26, 2019 meeting. Mr. Lyons made a motion to approve the minutes from the September 26, 2019 Board of Health Meeting. Mr. Watson seconded the motion. The motion carried unanimously.

Sub Committee Report

Mr. Robert Watson reported on the Audit Committee meeting prior to the Board of Health Meeting. The Fiscal division had a few minor corrections in the area of purchase orders, payroll, and pay ins. Grants have all been approved for 2020 and 2019 grants are finalized. Annual Audit report was received and the only thing that needs changed is there needs to be a policy written on the company credit cards by next year.

Mr. Steyer wanted to know how many company credit cards the Health District has. Mrs. Anita Gaietto answered that there are three a Kroger card, a Walmart card and a Visa card. Mr. Steyer asked if they are signed out as needed. Mrs. Gaietto answered that they are signed out as needed if there is an approved purchase order and person signing a card out has to have signed the credit card agreement. Every time an employee takes a card a member of the fiscal department has to sign the card out to the employee and the Visa card does not leave the building.

Financial Report

The Monthly Financial Report for September 2019 shows revenue for the month of \$394,591.30 and revenue year to date of \$3,319,303.81. Expenses for the month were \$432,655.71 and year to date expenses totaled \$3,058,168.89.

Mr. Young requested approval of the Monthly Financial Report for September 2019. Mrs. Boroff made a motion to approve the Monthly Financial Report for September 2019. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Expenditures

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

Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mrs. Boroff – Yes. Mr. Lyons – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Mr. Young – Yes.

Supplements

None

Contracts

Mr. Young requested a motion to approve contracts:

- a. Gershman, Brickner & Bratton, Inc.,- Solid waste management consultant services, 10/04/2019 – until terminated, various expenses per rate and fee schedule (payer)
- b. Ohio Department of Health, Clear Impact licenses, 10/01/2019 – 09/30/2021, no cost
- c. Amendment 2 – The University of Pittsburgh – of the Commonwealth System of Higher Education, access to the National Retail Data Monitor, extending time period from original contact, new time period 09/30/2016 – 06/30/2019, no cost
- d. Amendment 3 – The University of Pittsburgh – of the Commonwealth System of Higher Education, access to the National Retail Data Monitor, extending time period from original contact, new time period 09/30/2016 – 06/30/2020, no cost

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

Resolutions

- a. 2019.07 – Holiday Event
- b. 2019.08 – Cell Phone Stipend Rates

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

Division Reports

WIC

Mr. Young turned the floor over to Mrs. Schweitzer; she reviewed Mrs. Kahler report included in board member's packet:

People: Staff is completing calls this year to participants who received Farmers' Market coupons, reminding them to use all coupons by the end of the month.

Service: October begins the new grant year 2020. Throughout this grant year, health professionals will be providing women with education on the importance of folic acid intake throughout the childbearing years in order to prevent birth defects. This focus was chosen by ODH State WIC and the number of women receiving education will be reported on quarterly reports.

For nutrition education during October, we are distributing a *Healthy Habits are not Scary* list along with a toothbrush.

Growth: Letters were distributed to physician offices with program updates for the fiscal year 2020, including income guidelines, prescription formula requirements, and mandated referral information.

Quality: The official results of the Management Evaluation have not been received. While there will not be corrective actions, program recommendations will be shared once the results are received.

Fiscal: October begins Fiscal Year 2020.

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:

- Evaluating the program responsibilities and the workload for nursing division staff. I will be doing a two week time study in November.

Financial:

- 2019 to date we have provided 271 copies of shot records at \$5 each = \$1,355

Quality:

- Always striving to provide good, quality care and service.
- ODH Vaccine for Children Site Visit was done on September 23, 2019 and went well. We were asked to submit protocols for managing vaccines ordering, inventory and borrowing.

Service:

- We have provided 345 flu vaccinations in the month of October. We have 13 Outreach Flu clinic sites we are working with. We have provided flu walk-ins every Thursday in October from 10:30 am until 2:30 pm. We will continue this in November. We are not be able to get any more high dose till the end of November, we are currently offering the regular flu shot to anyone over the age of 65.
- Clinic remodeling has begun and then stopped. The goal is to have a crisp, clean, neat and kid friendly clinic area. The theme is under the Sea.
- Hepatitis A Outreach continues at the Seneca County Jail, CROSSWAEH, Seneca County Youth Center and Rigel Recovery for a total of 317 doses administered since 12/2018.
- Over the past 2 years there has been a tremendous increase in vaping. As of October 17th, there have been 35 confirmed cases of severe pulmonary illness following vaping, an additional 34 illnesses reports are under investigation in the state of Ohio. Two cases here in Seneca County (one confirmed, one under investigation). Local hospitals are encouraged to report any suspected vaping related respiratory illness to the local health department. SCGHD is assisting ODH with case investigation and surveillance by conducting interviews and uploading information. Symptoms include: cough, shortness of breath, chest pain. Other symptoms could be fever, fatigue, weight loss, nausea and vomiting and diarrhea. Typically symptoms develop over a period of days.
- It is National Lead Poisoning Prevention Awareness Week. We do provide lead testing here and have a Registered Nurse trained in Lead Case Management.
- October is Breast Health Awareness Month.

Growth:

- Kate Doepker, Dana Mathias and Sue Burks will be attending a free Children's vision screening training (November 12, 2019) and will receive free equipment. The training and equipment is to comply with the new requirements and guidelines recently published by the Ohio Department of Health on how to conduct vision screenings for children in preschool, kindergarten and first grade.

Mr. Steyer wanted to know why the focus on Hepatitis A. Ms. Cook answered that they have been seeing an increase in the cases of Hepatitis A which they feel is due to improper hand washing and drug paraphernalia. The Increase is in the homeless and incarcerated people. We have been asked by the Ohio Department of health to do outreach and provide vaccine to help prevent any further out breaks of Hepatitis A.

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: and presented for condemnation, property located at:

A. CONDEMNATION: 151 Taft Blvd. Fostoria, OH 44830

Owned by Jeffrey R. Kelbley 404 Burnham Dr. Fostoria, OH 44830

This is Louis Arbogast's property and I think Mr. Kelbley is deceased. The tenants have trashed this home and the owner is in agreement with the condemnation.

Mr. Young requested a motion to condemn the property located at 151 Taft Blvd. Fostoria, OH 44830 Owned by Jeffrey R. Kelbley 404 Burnham Dr. Fostoria, OH 44830. Mr. Lyons made a motion to grant condemnation of the property as presented. Mr. Steyer seconded the motion. Motion Carried.

B. RESCIND CONDEMNATION: 906 Williston Ave. Fostoria, OH 44830

Owned by Darlene S. Nye 107 S. Countyline St., Fostoria, Ohio 44830

Tenants had trashed this house and we condemned it on March 20, 2019. Landlord has cleaned/fixd the place up and it is OK to rent again.

Mr. Young requested a motion to rescind the condemnation of the property located at 906 Williston Ave. Fostoria, OH 44830 Owned by Darlene S. Nye 107 S. Countyline St., Fostoria, Ohio 44830. Mr. Steyer made a motion to approve the rescind condemnation of 906 Williston Ave. Fostoria, OH 44830. Mr. Watson seconded the motion. Motion Carried

C. First reading of 2020 food costs

<u>FOOD SERVICE CATEGORY</u>	<u>CURRENT LOCAL FEE</u>	<u>PROPOSED FEE (2020)</u>
Commercial Risk 1 <24,999 sq. ft.	\$136.30	\$ 128.64
Commercial Risk 1I <24,999 sq. ft.	\$153.74	\$ 145.29
Commercial Risk 1II <24,999 sq. ft.	\$295.35	\$ 280.47
Commercial Risk 1V <24,999 sq. ft.	\$374.88	\$ 356.38
Commercial Risk I >25,000 sq. ft.	\$197.69	\$187.24
Commercial Risk II >25,000 sq. ft.	\$208.15	\$ 197.23
Commercial Risk III >25,000 sq. ft.	\$741.82	\$ 706.64
Commercial Risk IV >25,000 sq. ft.	\$786.46	\$ 749.26
Mobile	\$221.74	\$ 238.78
Vending	\$11.22	\$ 11.43
Temporary	\$63.50	\$ 65.00

Late Fee: 25% of Local Fee.

Plan Review Fees: Class 1 or 2 = \$200.00

Class 3 or 4 = \$250.00 Level 2 Proctor = \$40.00

NEW FEE: One opening inspection is included with the plan review fee. All additional

inspections related to plan reviews are \$50 per inspection.

There will be a public hearing for the new Food License Fees on November 21, 2019 from 4:00pm to 5:00pm.

General Update:

People and Growth: We have conducted an “assessment” of every HSTS in Old Fort and have started to issue O&M permits for this area. The possibility of city sewer in the Woodland Ave. area has gone nowhere – so we are continuing with ordering new HSTS to replace failed ones. . . (Unfortunate).

Financial: Food Cost Methodology is finally done and “pre-approved” by both Dept. of Ag. and ODH. Amanda submitted a grant request to the Association of Food and Drug Officials (AFDO). She requested \$3000 for training in either Chicago or New York and \$2500 to do a self-assessment on 9 standards relating to the retail food program.

Service: Always striving for friendly, efficient service.

Quality: First ever sewage survey was Oct. 9-10. The surveyor gave us an A-/B+ which I was very happy with! We will have some action plans to write up once we receive the final report, but we had anticipated most of what he had to say and he said our O&M and NPDES programs were truly “exemplary” – great news! I will recap some highlights for you at our meeting.

Landfill: Hunter and I attended the open house on Oct. 12. It was very nice and well attended.

Health Commissioner

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

Service:

- Organized meeting of the Fostoria Community Trust fund for the community members who will be involved in the project selection process.
- Attended Public Affairs meeting
- Attended AOHC Board Meeting
- Attended Community Task Force Homeless Shelter Meeting
- Attended LEPC/homeland Security Meeting
- Acted as evaluator for Hancock County’s Emergency Planning Drill
- Organized and attended Rollout of the Community Health Assessment

People:

- Held Staff meeting with presentation on blood borne pathogens
- Scheduled Staff Christmas party

Growth:

- Worked with health educator on Naloxone distribution grant.

Fiscal:

- Reviewed revenues and expenditures for September
- Started to review 2012 cost analyses for HD programs

Quality:

- Continue to work on accreditation documents
- Tabletop on Public health Emergency Preparedness Drill
- Phone Conference on Emergency Drill as well as briefing Admin Team on aspects of the drill
- Met With Laura W. to review necessary actions for the drill

- Participated in Drill

The Seneca County Commissioners passed a resolution allowing county employees to serve as poll workers without using paid time off. The Commissioners encourage departments to offer this opportunity but this is not a mandate for all county employees. This would also not be automatic: the needs of the department must be met before allowing time off. Board Members were asked unofficially if this would be supported by them and all members were positive. This will be discussed at the November meeting

Mrs. Schweitzer would like to post the position for a Fiscal Clerk/Administrative Assistant. Currently, the human resource duties are being divided amongst several staff members and would be more efficient if done by a single individual. Also, there are tasks that the previous Administrative Assistant did for the Health Commissioner that need to be assigned to someone else

Mrs. Wallrabenstein asked that with the 2020 Landfill license coming up, if the Board is having Mr. Joseph Durham assistance to help with legal guidance on the license. Mrs. Schweitzer stated that she will contact Mr. Durham about the license.

Employee Related Actions

None

Unfinished Business

None

New Business

None

Adjournment

Mr. Watson made a motion to adjourn the meeting. Motion carried. Meeting adjourned at 7:32 p.m.