



Seneca County General Health District

Board of Health Meeting Minutes

Board of Health Meeting

April 28, 2022 at 6:00 pm

Meeting Via Zoom due to COVID-19

Board Members Roll Call:

Dr. Mark Akers –Absent	McKenzie Posey -Yes
Bonnie Boroff - Excused	Philip Steyer - Yes
Edward Logsdon -Yes	Robert Watson - Yes
Scott Lyons -Yes	Dr. Clay Wolph - Yes

Other's Present:

Anne Goon, MS, RD, LD, Health Commissioner
Andrea Barrell, BSN, RN, Director of Nursing
Trisha Kahler, RD, LD, WIC Division
Laura Wallrabenstein, MA, RS, Director of Environmental Health
Lisa England, Registrar
Austin Nainiger, EHST

Guest:

Welcome, Roll Call and Pledge of Allegiance

With a quorum present, Mr. Logsdon called the regularly scheduled board meeting to order on April 28, 2022, at 6:00pm; he then presided over the Pledge of Allegiance.

Public Health In-service

Ms. Goon provided an introduction to why the Sunny Farm's presentation is under continuing education and discussed the health department's role as related to the landfill. Sunny Farms landfill representatives presented to the board a slide presentation to update on the landfill. The board then had a period of questions and answers with the landfill representatives.

Approval of Consent Agenda

Mr. Logsdon requested a motion to approve the Consent Agenda.

- Minutes from Previous Meetings – 03/24/2022
- Verbal Report of the April Audit Committee Meeting presented by Mr. Watson
- WIC Division Report – Trisha Kahler, RD LD
- Nursing Division Report – Andrea Barrell, RN, BSN
- Environmental Division Report - Laura Wallrabenstein, MA RS
- Health Commissioner Activity Report– Anne Goon MS, RD, LD

Mr. Watson reported on the Audit Committee that met prior to the board meeting. The Committee reviewed the quality assurance procedures. They also discussed payroll, pay-ins, purchase orders, blanket purchase orders, grants and cash position. Mr. Watson also discussed the annual audit that has already started. The next meeting is scheduled for October 27th 2022 at 5:15pm.

Mrs. Posey made a motion to approve the Consent Agenda. Mr. Lyons seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Health Commissioner Report

Ms. Goon presented a report on House Bill 463 and Senate Bill 324. House Bill 463 proposes the elimination of the District Advisory Council and would transfer that responsibility to the county

commissioners. Senate Bill 324 contains the same proposals as House Bill 463. Both bills are currently pending.

Personnel Actions

Ms. Goon presented the following Personnel Actions for approval

1. Resignation of Amber Terry, Clerk 1 Environmental Division, effective 04/27/2022
2. **Resolution 2022.08** Approving Employment of Keesha Hiser as full-time Clerk 1 in the Nursing Division effective 03/28/2022.
3. **Resolution 2022.09** Approving Employment of Corinna Feasel as full-time Clerk 1 in the Nursing Division effective 04/11/2022.

Mr. Logsdon requested a motion to approve the personnel actions 1-3 as presented. Mr. Lyons made a motion to approve the personnel actions as presented. Mr. Watson seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Reclassification of PHN1 position to PHN2

Mr. Logsdon requested a motion to approve the reclassification of PHN1 position to PHN2 position.

Mr. Steyer made a motion to approve the presented position reclassification. Mrs. Posey seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Director of Health Planning and Promotion position

Mr. Logsdon requested a motion to approve a Director of Health Planning and Promotion position to be added.

Mr. Lyons made a motion to approve the addition of a Director of Health Planning and Promotion position. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Out of county/state travel

Mr. Logsdon requested approval for out of county/state travel as presented

Mr. Watson made a motion to approve county/state travel as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Resolution 2022.10

Recognizing Jim Young's service on the Seneca County Board of Health

Ms. Goon read Resolution 2022.10 to the Board.

Mr. Lyons made a motion to approve Resolution 2022.10 as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Policy Action

Mr. Logsdon appointed an ad hoc committee to help review when a board member's term start date and end date in the Board Bylaws. Mr. Logsdon appointed Mr. Lyons and Mrs. Posey to the committee.

Next, the Board discussed the process for appointing the next interim BOH member.

Emergency Fee Increase

Mrs. Wallrabestein presented an Emergency Fee Increase for water samples which would be effective May 01, 2022. This is due to the lab fee increases; there is no increase in local fees. The increase in fees was emailed to the board prior to the meeting.

Mr. Lyons made a motion to approve the Emergency Fee Increase effective May 01, 2022 due to lab fee increases for water samples. Mrs. Posey seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Financial Transactions

March Bills

Mr. Logsdon requested approval of the March bills. Mr. Watson made a motion to approve the March bills as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approval of Paybacks and Appropriation Adjustments

Mr. Logsdon presented for approval

1. Repaid advance from WIC Grant Fund to General Fund - \$20,000.00
2. Three Appropriation transfers from Fund 7096 Integrated Naloxone Grant totaling \$2,925.00.
 - a. to HSA for new employee HSA contribution - \$925.00
 - b. to travel for higher than anticipated in county travel - \$1,000.00
 - c. to printing for printing of outreach materials - \$1,000.00

Mrs. Posey made a motion for Approval of Paybacks and Appropriation Adjustments as presented. Mr. Lyons seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approval of Appropriation Adjustment

Mr. Logsdon requested approval of Fund 7143 Public Health Workforce for a software license /service for software programs for communications.

Mr. Steyer a motion to approve Fund 7143 for software license /service for software programs for communications. Mr. Watson seconded the motion.

Mr. Lyons discussed approving the Fund under the condition not to exceed \$2,000.00. After a discussion, the Board decided to add the condition.

Mr. Lyons made a motion to approve Fund 7143 under the condition not to exceed \$2000.00. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Contracts and Agreements

Mr. Logsdon requested a motion to approve the following contracts:

1. A&D Excavating, LLC, for home sewage treatment systems installation (Ward property), 04/18/2022-07/16/2022, not to exceed \$15,444.00 (payer)
2. Ohio Department of Health, for adult immunization program provider, 1/1/2022 – 12/31/2022; no money

3. Public Entities Pool of Ohio, for liability insurance update/modification of policy, 04/19/2022-indefinite no money
4. A&D Excavating, LLC, for home sewage treatment systems installation (Joseph property), 04/22/2022-07/20/2022, not to exceed \$15,444.00 (payer)

Mr. Watson made a motion to approve the contracts. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Executive Session

Mr. Logsdon requested a motion to go into Executive Session to discuss personnel matters to specifically consider promotion, demotion or compensation of a public employee or official. Mrs. Posey made a motion at 7:41pm. to go into Executive Session. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Mr. Logsdon announced at 8:01 pm that the board was out of Executive Session. No action was taken, the regular board meeting resumed.

Mr. Logsdon requested a motion to approve a \$5,000.00 salary increase for Anne Goon, Health Commissioner, which will be retroactive to April 1, 2022. Mr. Lyons made the motion to approve the salary increase which will be retroactive to April 1, 2022. Mrs. Posey seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Mr. Logsdon requested to approve a salary increase for Sherry Jordan, WIC, from \$17.22 to \$17.65 per hour. Mrs. Posey made the motion to approve the salary increase as presented. Mr. Steyer seconded the motion. The motion carried upon roll call vote. Mr. Logsdon – Yes. Mr. Lyons – Yes. Mrs. Posey – Yes. Mr. Steyer – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Mr. Steyer made a motion to adjourn the meeting. Motion carried. The meeting adjourned at 8:04 pm.

The next Board of Health meeting is scheduled for May 26, 2022, 6:00 pm, Via Zoom due to COVID-19.

Board of Health President

Board of Health Secretary