Seneca County Board of Health Meeting Minutes

Board of Health Meeting
September 26, 2022 at 6:00 pm
North Central Ohio Education Service Center

Board Members Roll Call:

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

Other's Present:
Anne Goon, MS, RD, LD, Health Commissioner
Anita Gaietto, BBA, Fiscal Director
Andrea Barrell, BSN, RN, Director of Nursing – Via Zoom
Trisha Kahler, RD, LD, WIC Division
Laura Wallrabenstein, MA, RS, Director of Environmental Health
Lisa England, Registrar
Austin Nainiger, EHST
Harold Huffman, Emergency Planning & Injury Prevention Manager
Leslie Shaffer, Health Planning & Accreditation Manager

Guests:
See attached list

Welcome, Roll Call and Pledge of Allegiance
With a quorum present, Mr. Logsdon called the regular monthly board meeting to order on September 26, 2022, at 6:00pm; he then presided over the Pledge of Allegiance.

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

a. Minutes from Previous Meetings – 08/16/2022
b. Draft Personnel Committee Meeting Minute
c. WIC Division Report – Trisha Kahler, RD LD
d. Nursing Division Report – Andrea Barrell, RN, BSN
e. Environmental Division Report (including Landfill report) - Laura Wallrabenstein, MA RS
f. Health Commissioner Activity Report – Anne Goon MS, RD, LD

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

Health Commissioner Report
Ms. Goon introduced two new members of the administration team. She also discussed the interviews for the epidemiologist position the Health Department is looking to fill.

Ms. Goon then discussed legislation that includes possible options for appointments of Board of Health members.

Ms. Goon gave a construction update for the County Services Building.

Ms. Goon reviewed what the recommended options are for county health insurance for 2023.

Ms. Goon shared that she was elected to the Vice President position for the Ohio Health Commissioners Association.

Personnel Actions

Approve reclassification of two positions *

a. Director of Health Planning & Promotion to Health Planning & Accreditation Manager
b. Health Planning/Grants Manager to Emergency Planning & Injury Prevention Manager

Mr. Watson made a motion to approve reclassification of two positions. Mrs. Posey seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approve revised Position Classification Plan and Organizational Chart

Dr. Akers made a motion to approve the revised Position Classification Plan and Organizational Chart. Mrs. Posey seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approve personnel actions*

a. Resolution 2022.15 Employment: Leslie Shaffer, PhD, MPH, Health Planning & Accreditation Manager, effective 9/26/2022
b. Resolution 2022.16 Promotion: Harold Huffman, PhD, MA, Emergency Planning & Injury Prevention Manager, effective 9/26/2022
c. Resignation: Dana Mathias, RN, PT Public Health Nurse 2, effective 9/19/2022

Mrs. Posey made a motion to approve personnel actions as presented. Mrs. Boroff seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Out of county travel

Mr. Logsdon requested a motion to approve the out of county travel as presented:

a. $100.00 (Fund 7145 - Covid 19 Vaccination Grant (CN22)) for grant related to travel and meetings
b. $1,500.00 (Fund 7096 - Integrated Naloxone Access and Infrastructure Grant)-Sarah Carpenter to attend Northern Ohio Recovery Association– Chemical Dependency Counselor Assistant Training-Cleveland, Ohio–October 23-28, 2022

Mr. Watson made a motion to approve the out of county travel as presented. Dr. Akers seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approve Temporary Appointment of Board of Health Member, effective 10/1/2022

Mr. Logsdon presented the recommendations of the personnel committee for the temporary appointment.

Dr. Akers made a motion to approve the temporary appointment of Dr. Zachary West, DO, MPH, FACOI as a member of the Seneca County Board of Health. Dr. Clay Wolph seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Mr. Logsdon introduced Natasha Vitte. She will be a Board of Health member representing the City of Fostoria as soon as the official letter is received from the Mayor of Fostoria.

Policy Action

Donation Policy
Ms. Goon reviewed the Donation policy with the Board of Health.

Mr. Logsdon requested a motion to approve the Donations Policy as presented.

Mrs. Posey made a motion to approve the Donations Policy as presented. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approve revisions to Board of Health Bylaws
Ms. Goon presented the updates to the Board of Health Bylaws.

Mr. Logsdon requested a motion to approve the revisions to the Board of Health Bylaws as presented.

Mr. Watson made a motion to approve the revisions to the Board of Health Bylaws. Dr. Wolph seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

First Reading of Proposed 2023 Food Fees
Mrs. Wallrabenstein reviewed and discussed the proposed 2023 food fees with the Board of Health.

Financial Transactions
Payment of Bills
Mr. Logsdon requested approval of the August bills. Mr. Watson made a motion to approve the August bills as presented. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approve cash advance *
Mr. Logsdon requested a motion to approve the following cash advance

a. $20,000.00 from 7060-0705-5358-01 (General Fund-Advances Out) to 7120-0007-4028-00 (Enhanced Operations–Advances In)

Mrs. Boroff made a motion to approve the cash advance as presented. Mrs. Posey seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes.

Approval of July and August Intra-Fund Transfers (Appropriation Transfers)
Mr. Logsdon requested approval of the following July and August Intra-Fund Transfers (Appropriation Transfers):

a. $1,300.00 from 7060-0705-5309-00 (General Fund-Other Expense) to 7060-0705-5306-00 (General Fund-Contract Service)
b. $200.00 from 7067-0707-5102-00 (Food Service-Salaries) to 7067-0707-5306-00 (Food Service-Contract Services)
c. $100.00 from 7067-0707-5102-00 (Food Service-Salaries) to 7067-0707-5332-00 (Food Service-Remit to State)
d. $250.00 from 7060-0705-5304-00 (General Fund-Equipment) to 7060-0705-5306-30 (General Fund-Leases)
e. $750.00 from 7082-0709-5102-00 (WIC Grant-Salaries) to 7082-0709-5306-00 (WIC Grant-Contract Service)
f. $98.00 from 7143-0718-5102-00 (Public Health Workforce Grant-Salaries) to 7143-0718-5306-00 (Public Health Workforce-Contract Services)

g. $3,750.00 from 7060-0705-5304-00 (General Fund-Equipment) to 7060-0705-5306-00 (General Fund-Contract Service)
h. $1,525.00 from 7164-0709-5102-00 (Home Sewage Treatment Systems-Salaries) to 7164-0709-5307-00 (Home Sewage Treatment Systems-Travel)
i. $1,500.00 from 7145-0721-5102-00 (Covid 19 Vaccination–CN22-Grant–Salaries) to 7145-0721-5308-00 (Covid 19 Vaccination–CN22–Grant – Advertising)

Mr. Watson made a motion for approval of Intra-Fund Transfers (Appropriation Transfers). Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

Contracts and Agreements

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

a. Allen Excavating, L.L.C., for H2Ohio home sewage treatment systems installation (Kistler property), 09/14/2022-12/12/2022, not to exceed $16,500.00 (payer)
b. A & D Excavating, L.L.C., for H2Ohio home sewage treatment systems installation (Beckman property), 09/19/2022-12/17/2022, not to exceed $17,674.00 (payer)
c. A & D Excavating, L.L.C., for H2Ohio home sewage treatment systems installation (Davis property), 09/19/2022-12/17/2022, not to exceed $12,394.00 (payer)

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

Flu vaccine prices for the 2022-2023 season

Mr. Logsdon presented the following Flu Vaccine prices for the 2022-2023 season:

a. Private Pay
   6 months to 35 months of age - $20.00
   3 years old and up - $21.00
   65 years and up (hi dose) - $61.00
b. Insurance
   6 months to 35 months of age - $30.02
   3 years old and up - $32.36
   65 years and up - $96.69

Dr. Akers made a motion to approve the 2022-2023 flu prices changes effective as presented. Mrs. Boroff seconded the motion. The motion carried upon roll call vote. Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

Public Comment - None

Executive Session – Employee Compensation

Mr. Logsdon requested a motion to go into executive session to discuss employee compensation. Mrs. Posey made a motion to go into an executive session to discuss employee compensation at 6:51pm. Dr. Wolph seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

Mr. Logsdon announced at 7:25 pm that the board was out of the Executive Session. No action was taken and the regular board meeting resumed. Dr. Akers made a motion to resume the regular meeting. Mrs. Posey seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

Mr. Logsdon presented recommendations from the board. First being that Nicole Mitchell, Environmental Health Clerk, will increase in rate of pay from $13.50 to $14.50 effective 9/24/2022 and continue at 35 hours a week.

Dr. Akers made the motion to approve the increase for Nicole Mitchell, Environmental Health Clerk, from $13.50 to $14.50 an hour effective 09/24/2022. Mrs. Posey seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

The next recommendation is to increase Vonnie Hartman, Fiscal/Human Resources Clerk, hourly rate of pay from $15.00 to $17.20 and to increase hours per week from 35 to 40 hours a week effective 09/24/2022.

Dr. Wolph made the motion to approve the increase for Vonnie Hartman Fiscal/Human Resources Clerk, hourly rate of pay $15.00 to $17.20 and to increase hours per week from 35 to 40 hours a week effective 09/24/2022. Mr. Watson seconded the motion. The motion carried upon roll call vote Dr. Akers – Yes. Mrs. Boroff – Yes. Mr. Logsdon – Yes. Mrs. Posey – Yes. Mr. Watson – Yes. Dr. Wolph – Yes

Dr. Akers made a motion to adjourn the meeting. Motion carried. The meeting adjourned at 7:28 pm.

The next Board of Health meeting is scheduled for October 27, 2022, at 6:00 pm at the North Central Ohio Education Service Center.

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Board of Health President Board of Health Secretary