Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met Thursday, November 17, 2022, at the North Central Ohio Education Service Center, 928 W Market St, Tiffin, OH 44883. With a quorum present, Board President Mr. Edward Logsdon called the Board's regularly-scheduled monthly meeting to order at 6:00 pm. The Board then recited the Pledge of Allegiance.

Board Members Roll Call:

Mark Akers, MD –Absent	Bonnie Boroff – Present	Edward Logsdon - Present
Scott Lyons – Present	McKenzie Posey – Present	Natasha Vitte – Present
Robert Watson – Present	Zachary West, DO – Present	Clay Wolph, DC - Present

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

Guests:
See attached list

Board of Health Continuing Education – Board of Health Fiduciary Duties

Ms. Goon presented slides and a video to review the Board of Health fiduciary duties as outlined in the Board of Health Orientation Policy.

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

a. Minutes from Previous Meetings – 10/27/2022
b. WIC Division Report – Trisha Kahler, RD, LD
c. Nursing Division Report – Andrea Barrell, RN, BSN
d. Environmental Division Report (including Landfill report) - Laura Wallrabenstein, MA, REHS
e. Health Commissioner Activity Report – Anne Goon, MS, RD, LD
f. Health Planning and Promotion Section Report (Harold Huffman, PhD, and Leslie Shaffer, PhD)

Dr. Wolph requested to make a motion to rescind resolution 2022.19 which was approved during the October 27, 2022 meeting. Mr. Logsdon indicated it would be appropriate to discuss these items during the Action and Discussion section of the agenda.

Mrs. Posey asked about the epidemiologist position from the health planning and promotion section report. Ms. Goon explained the updates of the position to a full-time position. Ms. Posey also asked about investigating employee performance issues; an employee resigned before a performance improvement plan could be developed from the health planning and promotion

section report. Ms. Posey asked if this was another open position. Ms. Goon explained that the person resigned and that it is a potential open position depending on grant funding.

Mr. Lyons made a motion to approve the Consent Agenda. Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC - Yes	

Health Commissioner Report

Ms. Goon provided the following update:

1. Conditions for the 2023 operating license: The relevant Environmental staff, legal counsel and the landfill related consultant have been meeting to work on additions to the 2023 operating license for Sunny Farms Landfill. They are working to fulfill the steps outlined from the legal presentation in June. They will continue to meet regularly.

Motion to rescind Resolution 2022.19

Dr. Wolph Made a motion to rescind Resolution 2022.19 Affirmation of Health Commissioner's Duties as Vice President of the Association of Ohio Health Commissioners (AOHC) which was Approved at the 10/27/2022 Board of Health Meeting. Mrs. Vitte seconded the motion.

The Board members had a discussion over their concerns with the Health Commissioner serving as Vice President of the Association of Ohio Health Commissioners (AOHC).

Dr. Wolph read his concerns that he had emailed to Board members.
Dr. West asked Ms. Goon to review what the benefits for the Seneca County General Health District for her to serve as Vice President of the AOHC. Dr. West also asked the monetary value of serving in this position. Dr. West was concerned about the number of hours Ms. Goon will need to perform her duties as Health Commissioner. Dr. West also was concerned that the amount of money this would cost the Seneca County Board of Health.
Mrs. Posey considered being involved with a professional organization as a benefit. She is concerned about the number of hours and time.
Mr. Lyons asked Ms. Goon if she felt she could do both jobs effectively. Ms. Goon stated she wouldn't have accepted the position if she didn't feel she could do both and that the Vice President of the AOHC would benefit the Health District. Ms. Goon also stated that the Vice President position for the AOHC is a one-year commitment.
Mrs. Vitte is concerned about the hours involved. Also, she is concerned about how Ms. Goon would vote if there is a conflict between the Seneca County Board of Health stance and the AOHC stance on a topic.
Mr. Logsdon also believes that being a member of a professional organization is a benefit to the Health District.

The motion fails upon a roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -No	Scott Lyons –No
McKenzie Posey – No	Natasha Vitte – Yes	Robert Watson –No
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Ms. Posey is concerned with the hours Ms. Goon works. She would like to know the number of hours that other Health Commissioners work and are there positions in other Health Departments that can take on some of the duties of the Health Commissioner.

Personnel Actions

Mr. Lyons made a motion to approve the following personnel action:

Resolution 2022.22 Recognize Employees' Years of Service

The Board would like to show special recognition of three employees who have reached service milestones during 2022 – Joann Florence – 30 years of service; Matthew Beckman – 15 years of service and Kate Ardner – 5 years of service.

The Board expresses their sincere and deep appreciation for their dedicated service and outstanding efforts in protecting and improving the public health of our residents.

Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC - Yes	

Out of County Travel

Mr. Watson made a motion to approve the following out of County travel:

1. Covid-19 Vaccination staff for Covid-19 vaccination meetings and travel through end of 2022 - $200.00

Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Policy Actions

Property Condemnations

Mr. Logsdon presented the following properties for condemnation:

1. 430 McDougal St. Fostoria, OH 44830; owned by James I Nye, same address

Dr. West made a motion to approve the condemnation of the presented properties. Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Third Reading of Proposed 2023 Food Fees

Mrs. Wallrabenstein presented the proposed 2023 food fees for a third hearing.

FOOD SERVICE CATEGORY	2021 FEE	2022 FEE	PROPOSED FEE
Commercial Risk 1 <24,999 sq. ft.	$129.26	$154.70	$138.83
Commercial Risk 1I <24,999 sq. ft.	$145.45	$174.26	$156.86
Commercial Risk 1II <24,999 sq. ft.	$276.91	$333.04	$303.22
Commercial Risk 1V <24,999 sq. ft.	$350.74	$422.21	$385.41
Commercial Risk I >25,000 sq. ft.	$186.25	$223.53	$202.28

Commercial Risk II >25,000 sq. ft.	$195.96	$235.27	$213.09
Commercial Risk III >25,000 sq. ft.	$691.38	$833.65	$764.66
Commercial Risk IV >25,000 sq. ft.	$732.82	$883.71	$810.80
Mobile	$222.69	$215.55	$225.00
Vending	$11.69	$11.85	$12.67
Temporary	$65.00	$70.00	$70.00

- Late Fee: 25% of Local Fee.
- Plan Review Fees: Class 1 or 2 = $200.00, Class 3 or 4 = $250.00

Adoption of 2023 Food License Fees
Mrs. Vitte made a motion to approve the 2023 Food Fees as presented. Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Consideration of Special December Meeting regarding 2023 Operational License for WIN Waste Innovations/Sunny Farms Landfill
Ms. Goon explained to the Board that the Health Departments Legal consultant will not be available for the regularly scheduled board meeting on December 15th and also the agreement on the license will not be available by the 15th. The EPA wants the license to the landfill by January 1st. The board would need to take a vote on the license in December.

The Board would like to see the results for the water and soil testing from December before the vote. Mrs. Wallrabenstein addressed the board and told them they may have some of the results by the end of December.

The Board decided to have a special meeting for the Sunny Farms Landfill License on Thursday December 29th the location is to be determined. The regular Board meeting will still take place on December 15, 2022 at 6pm at the North Central Ohio Education Service Center, 928 W Market St, Tiffin, OH 44883.

Financial Transactions
Payment of Bills
Mr. Watson made a motion to approve the October bills as presented. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Cash Advance
Mrs. Vitte made a motion to approve the following Cash Advance:

1. $20,000.00 from 7060-0705-5358-01 (General Fund-advances out) to 7082-0007-4029-00 (WIC grant- advances in)

Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes

McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Approval of September Intra-Fund Transfers (Appropriation Transfers)

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

1. $2,282.04 from Contract Services (7164-0709-5306-00) to Hospitalization (7164-0709-5366-00) - Home Sewage Treatment Systems fund (to cover increase in estimated Health Insurance costs for the program)
2. $150.00 from Other Expenses (7067-0707-5309-00) to Supplies (7067-0707-5303-00) – Food Service fund (to cover postage and copying expenses)

Mr. Watson made a motion for approval of the Intra-Fund Transfers (Appropriation Transfers). Mrs. Vitte seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Resolutions

Mr. Logsdon requested motions to approve the following resolutions:

Resolution 2022.23 Approving Payment of Employee Service Awards

It is the desire of the Board of Health, Seneca County, Ohio to approve payment for Employee Service Awards in the form of gift cards from the Board of Health Fund (7060) not to exceed $170.00.

Mr. Lyons made a motion for approval of Resolution 2022.23. Mrs. Boroff seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Resolution 2022.24 Approving Cell Phone Rates and Stipend Payments

The Board of Health, Seneca County, Ohio recognizes the health district requires cell phone availability of certain individuals as recommended annually by the Human Resource and/or Fiscal Division to the Health Commissioner.

The Board of Health does hereby approve the following cell phone rate and stipend(s), effective for fiscal year 2023:

Basic Use/Voice Service monthly stipend amount to equal $20.00 per person not to exceed verified time purchased for: the Director of Nursing, Director of Environmental Health and Emergency Planning & Injury Prevention Manager.

Mr. Lyons made a motion for approval of Resolution 2022.24. Mrs. Boroff seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes

McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Revision of Resolution 2022.20 from 10/27/2022 BOH meeting for correction of typographical error

Resolution creating the COVID-19 Detection and Mitigation in Confinement Facilities fund (7150) and establishing 2022 annual appropriations for the fund – resolution was approved for $70,000.00 but should have been $25,000.00.

Mr. Lyons made a motion for approval of Revision of Resolution 2022.20. Mrs. Boroff seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Supplemental Appropriations

Mr. Logsdon requested motions to approve the following supplemental appropriations:

1. Fund 7089 – Construction and Demolition Debris - $ 62,000.00 (increase in salary and fringes due to increased inspection time spent at landfill and remit to state fees)
2. Fund 7164 – Home Sewage Treatment Systems - $10,000.00 (due to higher salary and fringes due to more systems installed than anticipated)

Mr. Watson made a motion for approval of Supplemental Appropriations. Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

<u>Contracts and Agreements</u>

Dr. West made a motion to approve the following contract:

1. Ruth Gerding, MPH, RN, for PHEP Response Coordinator services, 11/01/2022-6/30/2023, not to exceed $10,000.00 (payer)
2. A & D Excavating, L.L.C., for H2Ohio home sewage treatment systems installation (Schock property), 11/16/2022-02/13/2023, not to exceed $18,724.00 (payer)
3. Seneca County Board of Commissioners, for Seneca County Youth Center nursing services, 01/01/2023-12/31/2023, not to exceed $20,390.00 (payee)

Mrs. Posey seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Contract Discussion

Mr. Logsdon Presented the following contract for discussion

1. Prolink Healthcare LLC., for Nursing Services, time period to be determined, hourly rate of $72.00-$84.00 (payee)

Ms. Goon explained the contract as an option to help cover duties until nursing positions can be filled. Ms. Goon explained that we currently have a nurse who is a Prolink nurse working at the

Health Department through the Ohio Department of Health who can only do covid vaccinations. If contracted through the Health Department, they could work in other programs.

The Board discussed the wages currently of the Health Department Nurses.

Next, Mrs. Vitte suggested to remove the roll call vote from every vote in the meeting. Ms. Goon will look into guidance from the County Prosecutor.

Dr. West made a motion that requires the Health Commissioner to invite members of the Seneca County General Health District Board of Health, with priority given to members of the environmental committee, to all scheduled meetings related to Sunny Farms Landfill immediately after these meetings have been scheduled. Dr. Wolph seconded the motion.

The Board had a discussion about the Sunshine Laws and the scheduling of those meetings.

The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Public Comment

First to speak was Susan Platt of Loudon Township. Her first question was if Ms. Goon was not the Vice President of the AOHC how do we as a Seneca County Resident and Seneca County Board of Health gain access to the AOHC and the Ohio Board of Health? She would also like to know how many Board of Health employees have quit, been fired or resigned, not including retired in the past year. She also questioned if they were denied exit interviews. She also stated as Seneca County Citizens for Open Government, that they feel the board should be directing all of its entities and all of its energy to the citizens of Seneca County.

Next to speak was Diane West of Pleasant township. Ms. West is concerned about retention of the employees and why are we losing these employees? She also questioned if there is a process of annual reviews done by the employees. Ms. West is also concerned about the work life family balance of our employees and burnout do to lack of staffing. She expressed concern about the Health Commissioner taking on an outside position.

Mr. Bob Podach of Fostoria said his concern is the landfill. He would like to know why there is a special meeting to try to get the contract done by December 29, 2022. He also asked if the wells we are sampling are locked or does the Health Department have access. Ms. Wallrabenstein answered that the wells sampled are private wells not on the landfill property. Mr. Podach asked if we should be testing wells at the landfill. Mr. Podach also would like to know if the Health Department will be testing the Portage River. He would like to see the special meeting in Fostoria.

Jerry Platt asked if the ditches near where the train cars sit and are uploaded are being tested. Mr. Nainiger stated those ditches are to be tested as part of the surface water testing.

Another lady spoke from Tiffin, who was also concerned about the water in the ditches near the landfill.

Mr. Podach asked if the Health Department was moving air monitors. Mr. Logsdon explained that we are adding additional monitors and not moving them.

The Board discussed having the meeting on December 29th in the city of Fostoria.

Executive Session – Compensation of public employees

At 8:01 Mr. Lyons made a motion to go into executive session to discuss compensation of public employees. Dr. West seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Mr. Logsdon announced at 8:28pm that the board was out of the Executive Session. No action was taken and the regular board meeting resumed.

Mr. Lyons made a motion to approve both presented requests.

1. Retention bonuses for all classified staff of 3% of employee's annual wages (up to maximum of $1,500.00), using Public Health Workforce grant funds, to be provided on December 9, 2022.
2. 2023 Market Wage Adjustments of $1.00/hr. for staff in pay grades 1-3, $1.50/hr. for staff in pay grade 4, and $2.00/he. For staff in pay grade 5-8, effective with the pay period beginning December 17, 2022, with the following provisions:
    a. Any employee's final wage after this wage adjustment cannot exceed the maximum pay rate for their current pay grade.
    b. Current probationary employees would be eligible to receive this wage adjustment upon successful completion of their probationary period.
    c. Staff that received adjustments between September 1, 2022 and November 17, 2022, are ineligible for these market wage adjustments.

Mr. Watson seconded the motion. The motion carried upon roll call vote:

Bonnie Boroff – Yes	Edward Logsdon -Yes	Scott Lyons –Yes
McKenzie Posey – Yes	Natasha Vitte – Yes	Robert Watson – Yes
Zachary West, DO – Yes	Clay Wolph, DC – Yes	

Mrs. Posey made a motion to adjourn the meeting at 8:31 pm. Motion carried.

The next Board of Health meeting is scheduled for December 15, 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