

Harrison County General Health District Minutes

Date: April 18, 2018

The Harrison County General Health District Board of Health members met for the regular scheduled meeting at 4:30 pm at Harrison County Health Department, location Coal Room.

Board Members present:

Mrs. Anita Carr, President
Ms. Patricia Brown
Mrs. Adele Mason
Mr. John Snodgrass

Additional Health Department staff members present:

Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Bonnie Snider, Fiscal Officer
Teresa Pecar Koniski, Director of Nursing
John Carr, PHEP Coordinator
Erika Battistel, Environmental Health Director

Call to Order

Anita Carr, President called the regular scheduled meeting to order at 4:30 p.m. Adele Mason moved to accept the March Board Meeting Minutes as written, seconded by Patricia Brown, all voted yes, motion carried.

John Snodgrass moved to accept April's "Consent Agenda" as e-mailed, seconded by Patricia Brown, all voted yes, motion carried.

Nursing Report by Teresa Koniski

The Board of Health was updated on the nursing department activity for the month of March.

Clinic

Tuberculin Skin Tests: 5
Hearing Tests: None
Prevent Blindness Ohio (Vision Care Assistance) no applicants

Vaccinations Clinic/Vaccinations:

Childhood Vaccinations: 16
Adult Vaccinations: 4

Paternity Test:

Total Tests: 0

Reportable Infectious Diseases

The county had 6 reportable communicable disease reports that included 4 cases of Chlamydia, 1 case of hospitalized influenza and 1 case of Gonorrhea. All of these were entered into ODRS (the Ohio Disease Reporting System) as per required by ODH and follow up calls to patients and physicians were completed.

We have had 8 hospitalized flu cases this 2017-2018 flu season, all were Influenza A. We also had our first double case of influenza as one person was admitted for influenza in December and in March. This person did receive his flu vaccination for the 2017-2018 year.

MEETINGS ATTENDED

March 6th Family and Children First Council (FCFC) Meeting
March 8th Safe Schools Healthy Students Meeting (this is now quarterly, not monthly)
March 19th Maternal child Health Director's Meeting (Columbus, Ohio)
March 29th WIC Staff Meeting

Trainings

March 6th Ohio Department of Health Immunization Webinar

Grant Programs

Reproductive Health and Wellness Program (RHWP)

10 visits in March

WIC

Total Participants Active (Caseload): 251 in March which is up from 250 in February.

Total participants seen in February, Cadiz: 78

Total Participants seen in February Scio: 10

Cadiz is open Tuesday, Wednesday, Thursday 8:00-4:00

Scio is open the Second Thursday of the month from 8:00-2:00

WIC had a three-day ODH audit in March. Overall the Ohio Department of Health Consultant, Anne Kutys, was pleased with the program and only issued 4 citations that are being addressed. These require a formal written plan of action that will be submitted to Anne for approval within 30 days of our receiving the list of findings. All of these were minor in nature.

The fiscal review was done prior to the visit from ODH and the Grants Services Unit (GSU) consultant thanked us for making her job an easy one with this audit. All of the numbers Bonnie provided matched our GMIS reports to the penny, so we received no citations for the fiscal review.

Maternal Child Health Grant (MCH)

We received the Grant Solicitation for the FY 2019/2020 Maternal Child Health Program (MCHP) this month and they have changed all of the objectives and program components.

Cribs for Kids has been cut from 88 individual programs to only 36 grants being available. The minimum number of cribs to be distributed per program is 74. Jefferson County has been in contact regarding being a Lead Agency for Jefferson/Harrison/Carroll/Belmont for next year's program.

All of the formerly offered programs have been discontinued, including Blessings in a Backpack. Harrison Hills Central School District (HHCS D) was notified of the change and that we will be able to pay for the August and September invoices before the funding ends. HHCS D will be seeking our additional funding or grants to continue the program for the 2018-19 school year.

The newly offered four deliverables for the grant are:

1. Nutrition for child care programs with aims for preschools and in-home childcare providers to attend two 15 hour nutrition education classes.
2. Work place programs and policies regarding Women's Preconception Health which aims to improve women's health by changing employers' policies and providing health screening events.
3. Adolescent health and resiliency development which is about assessing the accessibility of community centers such as YMCAs and Boys/Girls clubs.
4. Fetal and Infant Mortality Review is a new review board to review infant and fetal death reports in nine counties (Butler, Cuyahoga, Franklin, Hamilton, Lucas, Mahoning, Stark and Summit)

Harrison County General Health District does not qualify for the first deliverable because we have zero daycares in the county and only have two licensed in home childcare providers. We also do not qualify for the third deliverable since we do not have any community activity centers. The fourth deliverable is written specifically for the nine most populous counties.

We signed a Notice of the Intent to Apply for Funding (NOIAF) in case we decide that the second deliverable is something that would benefit our residents. The grant begins October 1, 2018.

FY 2018 MCHP Report

Cribs for Kids: 16 cribs were ordered and are in the garage in storage. 4 cribs were distributed in March leaving us with 6 cribs remaining.

Blessing in a Backpack:

We are being invoiced monthly for 200 students in HHCS D. Currently Harrison Hills City School District (HHCS D) has 250 or more students participating weekly from both Harrison East and Harrison North Elementary Schools. Our current grant will pay for October 2017-September 2018.

Project Kind:

This program was discontinued by ODH but will be re-introduced in the fall of 2018 by the intervention specialists of HHCHD.

Veggie U:

We received the bad news that the Veggie U program has ended after 15 years. Unfortunately the teachers who didn't get us their orders before February will not be able to receive gardens through this program. In an email correspondence with the director of Veggie U, I was informed that they intend to place all of their educational materials and supply lists with vendors on the website so that programs can access them. This will enable us to continue with the program in the future on our own should the classrooms wish to.

Innovative Funding:

The salad bar arrived and was introduced to the cafeteria March 19th. The staff at HHCSd sent thank you messages and said the students love it.

We are working to institute a Farm to School curriculum within the school district and coordinate family outreach activities. The salad bar had three media promotions, an article in the Harrison News Herald, the HHCSd Safe Schools Healthy Students Facebook Page and the HCGHD Facebook Page.

The Community Garden in Hopedale is also a part of this project. The Master Gardeners requested some tools for the garden to get things started this spring. They are going to make times available for students from HHCSd to volunteer and get credit for “service hours” that will apply towards their academic letter. Some of the produce harvested from the community gardens will be utilized on the salad bar next fall. Plans to develop raised bed gardens somewhere on the school grounds is still being planned with the FFA instructor as well as curriculum ideas for the Botany class.

Carroll County Smoking Cessation Grant

We are now just a supporting agency for the smoking policy grant with Carroll County

Children with Medical Handicaps (CMS)

We have 22 active cases we are assisting with.

There were 3 home visits in March.

We have 5 cases pending approval.

We received a payment for \$660.00 for

FINANCIAL REPORT: By Bonnie Snider, Fiscal Office

March Financial Report was presented to the Board of Health members as follows:

- 1. Revenue received ending March 31st totaled \$29,252.59. The In House Revenue Summary was also presented to board members for review.
- 2. March expenses paid out totaled: \$81,155.46 which included 3 pay payrolls for the month and the 2017 Workers Compensation charge in the amount of \$3,720.41 based on wages of \$390,594.61 rate: 0.009525.
- 3. March 31st ending balance: \$288,556.40.

Purchase orders were presented for approval, after viewing **Adele Mason moved to approve purchase orders as presented, seconded by John Snodgrass, all voted yes, motion carried.**

Then/Now Orders			
18-1052	Contract Services	Leann Cline/ Balance Owed Accreditation	\$2,471.41
Regular Purchase Orders			
18-1053	Contract Services	Noble County Health Department	\$1,527.37
18-1054	Contract Services	Carroll County Health Department	\$2,574.80
18-1055	Supplies	Quill	\$99.95
18-1056	State Fees	Treasurer, State of Ohio	\$2,364.72
18-1057	Supplies	Quill	\$74.46
18-1058	Supplies	Quill	<u>\$46.29</u>
Regular PO Total			\$9,159.00

April vouchers in the amount of \$17,821.59 was presented, after viewing **John Snodgrass moved to approve payments as presented, seconded by Adele Mason, all voted yes, motion carried.**

A letter written to Harrison County Auditor, Patrick Moore was presented to all board members for review regarding Advancements from the District Health Fund (E001-E01) to be made to cover negative end of year fund balances for the month of December 2017 as follows, letter to follow.

April 18, 2018

Pat Moore, Auditor
100 West Market Street
Cadiz, Ohio 43907

Dear Harrison County Auditor,

During the month of December 2017 the department had requested for two advancements which totaled \$34,295.47 from the District Health Fund (E001-E01) to be made to cover negative end of year fund balances.

Please decrease and reverse the advances back to District Health (E001-E01) as follows:

\$3,103.88 from E001-E12 (RHWP) to E001-E01 District Health

\$6,991.94 from E001-E18 (WIC) to E001-E01 District Health

\$2,068.28 from E001-21 (Blessings in a Backpack) to E001-E01 District Health

\$1,104.36 from E001-E22 (Cribs for Kids) to E001-E01 District Health

We still owe back \$21, 027.01 as of this date.

Bonnie Snider, Fiscal Officer
Harrison County Health Department

Motion by John Snodgrass to approve the decreases as written and reverse the advances back to District Health (E001-E01), seconded by Adele Mason, all voted yes, motion carried.

ENVIRONMENTAL by Erika Battistel

STS Program:

A letter from Ohio Water Development Authority was received giving us their blessings to start the 2018-HSTS Water Pollution Control Loan Fund Assistance grant in the amount of \$200,000.00. This is the grant that helps with the funding of updating/correcting and installing new septic systems for low income residents in Harrison County.

John Snodgrass moved and approved the update on the Site Review Application due to any revisions or new rule adoptions of the 3701-29-09 Administrative Code or Board of Health adopted revisions after the date of the Site Review may affect the approval of the Site review, seconded by Adele Mason, all voted yes, motion carried.

OTHER:

Applications for License to Operate a Campground were mailed out to previous license holders that is due before May 1st.

The first school inspection will be held on Monday, April 16th.

A complaint was received that a man that is putting in wells and septic systems without getting permits. We will be speaking with him and possible issuing the 25% fine.

Serve safe testing will be held on April 25th so far we have five people scheduled to take it.

Jade Bennett and Erika Battistel, registered sanitarians attended the Midwest Conferences held in Columbus annually to attain to obtain CEU's.

ACCREDITATION: By Garen Rhome

Mr. Rhome presented the Department's **Workforce Development Plan** to the Board of Health for approval. After viewing and discussion **John Snodgrass moved to approve the plan with future changes at subsequent board of health meetings, seconded by Patricia Brown**, all voted yes, motion carried. Mr. Snodgrass requested that Mr. Rhome check and amend, if needed, the section of the Workforce Plan regarding employee tuition reimbursement for college classes.

ADMINISTRATION: By Garen Rhome

Mr. Rhome and the Board of Health discussed purchasing select marketing/promo materials to include the department logo(s). **John Snodgrass moved to approve the funding request up to \$2,500.00, seconded by Patricia Brown, all voted yes, motion carried.**

The **TB contract** for services between Harrison County Commissioners and Harrison County Board of Health in the amount of \$8,400.00 annually was presented to the Board of Health, after viewing **John Snodgrass moved to submit the contract to Harrison County Commissioners, seconded by Adele Mason**, all voted yes, motion carried.

John Carr presented from Borden Office Equipment a 2nd proposal for buying a Canon Color copier at a cost of \$3,634.00 stating the service agreement includes unlimited copies , includes all parts, labor, service and/maintenance calls, Photoreceptive drums, and toner. Service is billed at .015 for Black and White and .10 for Color on actual usage. **After discussion John Snodgrass moved to purchase the C3525i copier, seconded by Adele Mason, all voted yes, motion carried.**

Mr. Rhome updated the Board of Health on the status and timeline of Accreditation and informed them of the lease of the Department’s new web URL as approved at March’s meeting (www.harrisonpublichealth.org).

Teresa Koniski discussed the Veggie U program stating the teachers go and buy fresh vegetables for the students to encourage them to taste new vegetables, as part of the Veggie U curriculum the program could purchase \$50.00 gift certificates per class to give to the teachers for their time in the education program. After discussion **Patricia Brown moved to purchase \$50.00 gift certificates per class for ongoing Veggie U Curriculum, seconded by Adele Mason, all voted yes, motion carried.**

Bonnie Snider, Fiscal Officer discussed being full time/40 hours/wk. stating due to personal matters she has asked for less hours, after discussion Patricia Brown moved to decrease hours being full time at 32 to 40/hrs./wk. seconded by Adele Mason, all voted yes, motion carried.

The Board of Health agreed to move next month’s regular scheduled meeting up from May 16th to May 23rd.

Adele Mason motioned to adjourn the meeting, seconded by Patricia Brown. Meeting adjourned at 6:08 pm.

Board of Health President , _____

Board of Health Vice-President, _____

Health Commissioner, _____