

Harrison County Health Department

Minutes of Harrison County General Health District held Wednesday, March 21st, 2018 at Harrison County Health Department, location Coal Room.

Board Members present:

Mrs. Anita Carr, President
Ms. Patricia Brown
Dr. Dan Jones

Additional Health Department staff members present:

Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Bonnie Snider, Fiscal Officer
Teresa Pecar Koniski, Director of Nursing

Special Guest:

Leeann Cline, Accreditation Coordinator

CALL TO ORDER

Dr. Dan Jones was introduced to the Board of Health and the employees of the department.

Dr. Jones was appointed to serve as a new Board Member for Harrison County Health Department by the Annual Advisory Board during the March 5th meeting to fulfill the remaining term of Dr. Pecar term being (2014-2019).

Board member **Patricia Brown was re-appointed** by the Annual Advisory Board to serve a new term being (2018-2023).

Anita Carr, President called the regular scheduled meeting to order at 4:30 p.m. Dr. Dan Jones moved to accept the February's Board Meeting Minutes as written and March'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 February.

Clinic

Tuberculin Skin Tests: 2
Hearing Tests: None
Prevent Blindness Ohio (Vision Care Assistance) one applicant approved for adult eye exam with glasses.

Vaccinations administered

Childhood Vaccinations: 2
Adult Vaccinations: 4

The immunization clinic is handling standard childhood and adult immunizations as well as exotic immunizations for travelers as needed.

Temperature logs have remained steady for the year to date with no temperature excursions. We have two data logger probes that monitor the temperature of the refrigerator and freezer every fifteen minutes. The data from these probes is downloaded and saved to the clinic computer monthly and then uploaded to ODH for review.

To date we have administered 120 of 120 flu vaccines. We have an order for 120 reserved with GSK for next season.

Paternity Test:

The nursing department obtains DNA samples in our clinic for the Harrison County Child Support Enforcement Agency. We do oral swabs on their cases, they then send those samples to a laboratory.

Total Tests: 5

2 mothers, 1 father, 2 children

Reportable Infectious Diseases

The county had 8 reportable communicable disease reports that included 3 cases of Chlamydia, 2 cases of Hepatitis C, 1 case of hospitalized influenza and 1 case of Hepatitis B. 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 7 hospitalized flu cases this 2017-2018 flu season, all were Influenza A.

MEETINGS ATTENDED

February 5th Family and Children First Council (FCFC) Meeting
February 13th Reproductive Health and Wellness, Director's Call
February 14th Community Garden Planning Committee
February 20th WIC Staff Meeting

Trainings

February 13th Prevent Blindness Ohio; vision screening and program training in Canton

Medical Billing

Billing is currently running smoothly with no difficulties. We outsource our medical billing for the immunization clinic and RHWP to Fenner Medical Billing out of Canton.

Grant Programs

(Reproductive Health and Wellness Program)

9 visits in February

Our goal is to get to a minimum of 15 visits per month. ODH has extended the current grant by six months (ending in August 31) to make it coincide with the Federal grant schedule. We are in a two-year cycle so our contract with Carroll County will extend until August of 2019.

WIC

Total Participants Active (Caseload): 250 in February which is down from 264 in January
Total participants seen in February, Cadiz: 75
Total Participants seen in February Scio: 9

Cadiz is open Tuesday, Wednesday, Thursday 8:00-4:00
Scio is open the Second Thursday of the month from 5:00-4:00

WIC will be having a three-day ODH audit March 22, 23 & 24th. Fiscal documents were uploaded to ODH for review prior to the audit.

Maternal Child Health Grant (MCH)

New grant began October 1, 2017.

Cribs for Kids: 16 cribs were ordered and are in the garage in storage. 2 cribs were distributed in February leaving us with 10 cribs remaining.

Blessing in a Backpack: We are being invoiced monthly for 200 students in HHCS. Currently Harrison Hills City School District (HHCS) has 225 or more students participating weekly from both Harrison East and Harrison North Elementary Schools.

Project Kind: Discontinued by ODH

Veggie U: A third Veggie U refill kit was ordered for Mrs. Sproull's 3rd grade science classes at Harrison East.

We have had an email from one other teacher at Harrison North asking if it is too late to participate in the Veggie U program. I emailed her back with the order form and instructed her to return it to me and she can start in April. She has not returned the order form to date.

Innovative Funding:

We met with the Harrison Hills City School District's Director of Operations, Mr. Ripley and cafeteria staff to discuss their needs and plans for a salad bar for the Jr/Sr High School. This was ordered and should arrive in the beginning of March.

In addition, we need to institute a Farm to School curriculum within the school district and coordinate family outreach activities.

The Community Garden in Hopedale is also a part of this project. We met with the Master Gardeners and the OSU Extension office on February 14th to discuss the project and their needs. They are going to make times available for students from HHCS to volunteer and get credit for "service hours" that will apply towards their 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 discussed.

Carroll County Smoking Cessation Grant

ODH has revised their goals for the Smoking Cessation Grant and due to the revision Jefferson and Harrison Counties have been removed. We will be reimbursed for our time spent on the project but will not be participating in it henceforward.

Children with Medical Handicaps (CMH)

We have 22 active cases we are assisting with. There were two home visits in February. We have 4 cases pending approval.

Project DAWN Addiction Services

We replaced 17 doses of expired Narcan for the Harrison County EMS units (purchased through the Ohio Pharmacy) with the money that is allotted to each county from the Ohio Mental Health and Addiction to supply first responders.

FINANCIAL REPORT: By Bonnie Snider, Fiscal Office

February’s Financial Report was presented to the Board of Health members as follows:

1. Revenue received ending February 28th totaled \$38,846.60.
2. February’s expenses paid out totaled: \$58,221.65.
3. February 28th ending balance: \$340,459.27.

Purchase orders were presented, after viewing **Patricia Brown moved to approve purchase orders as presented, seconded by Dr. Jones, all voted yes, motion carried.**

		<u>Blanket Purchase Orders</u>	
18-1041	Supplies		\$20,000.00
18-1042	Equipment		\$1,500.00
18-1043	Utilities		\$6,000.00
18-1044	Contract Services	All other program’s	\$10,500.00
18-1045	Contract Services	WPCLF	\$75,000.00
18-1046	Contract Services	Accreditation	\$20,000.00
18-1047	Mileage/Expenses		\$4,500.00
18-1048	Advertising/Printing		\$600.00
18-1049	State Fees		\$5,000.00
18-1050	Contingencies		\$600.00
18-1051	Insurance/License		<u>\$2,200.00</u>

March vouchers in the amount of \$17,686.46 was presented, after viewing **Patricia moved to approve payments as presented, seconded by Dr. Jones, all voted yes, motion carried.**

ENVIRONMENTAL by Erika Battistel

STS Program:

Jade Bennett, Registered Sanitarian is sending out the applications for the new EPA Grant and working on the 12 month inspections that were never followed up on in years past.

The county engineer expressed to us that he plans to start installation on the sanitary sewage plans in Germano as soon as he received approval from the EPA which he believes will be in the latter part of April. Construction time is estimated to be three months.

Food Program:

A new Food Service Operation (FSO) is opening in Freeport, Level IV, caterer and another new FSO opening in the old grocery store in Jewett by the bowling alley. This will be an auction house, the facility will be open once a week.

Private Water:

Patricia Brown moved to WAIVE the standard county fee of \$320.00 for a water well drilling permit for Mr. and Mrs. Kevin Penso, 89000 Sale Barn Road, Dennison, Ohio. Noting that the initial permit was acquired in 2015 and due to litigation involving the owner and gas/oil company, no work had ever been performed under the originally purchased permit. NOTE: the STATE fees are not waivable by the BOH and must still be paid. **Dr. Dan Jones seconded the motion, all voted yes, motion carried.**

Other:

There was an illegal Tattoo operation taking place in Cadiz. Ms. Battistel took the information that is needed to open a legally operating business along with the county’s application and other training

information and stated that he needs to cease procedures. Recently, there have been two interested people that were looking at opening a tattoo business.

ADMINISTRATION: By Garen Rhome

Mr. Rhome, Administrator reported The Annual Financial report was submitted in before the March 23 deadline to Ohio Department of Health.

Mr. Rhome proposed purchasing a new, more capable, printer to service all departments including PHEP and Accreditation.

- BOH declined to purchase the proposed model based on the terms of the Service Contract quoted by Borden Office supplies. BOH cited the limitations of 250 color copies/month to be the concern. The board of health instructed Mr. Rhome or John Carr to seek out additional options regarding the service contract. Will reconsider next board of health meeting.

Mr. Rhome discussed purchasing (leasing) a URL for a new website – cost would be around \$200 for a ten year lease. We can lease more than one URL for redirects but stating he does not think that is necessary.

- Mr. Rhome presented options for the URI
www.harrisonpublichealth.org is available.
www.harrisoncohealthdepartment.org is available.
www.harrisoncountypublichealth.org is available.
www.harrisoncopublichealth.org is available.
www.harrisoncountyhealthdepartment.org is available
www.harrisoncountyHD.org is available
- BOH agreed that www.harrisonpublichealth.org was the best choice. The board of health instructed Mr. Rhome to proceed with leasing the URL.

Dr. Jones motioned to approve the “**Administrative Policy 32118**” allowing Commissioner and/or Administrator emergency spending ability **up to \$1,000 without prior approval** of the board of health, **seconded by Patricia Brown**, all voted yes, motion carried.

The board of health voted and approved the department’s “**Marketing Plan**” as presented by Mr. Rhome. **Dr. Jones motioned to accept the as presented, seconded by Patricia Brown, all voted yes, motion carried.**

ACCREDITATION: By Garen Rhome

Mr. Rhome informed the board of health that Leann Cline is working full-time, under contract, as our Accreditation Coordinator. **CONTRACT REVIEWED AND SIGNED BY ALL PARTIES INVOLVED.**

- Met once as a Department. Ms. Cline did a great job at educating the entire staff on accreditation and PHAB standards. Discussed our timeline toward accreditation, assigned domains to teams within the organization
- Have individual team meetings assigned.
- Ms. Cline feels that application to PHAB will be met by ODH deadline.

BOH members then listened to a presentation from accreditation coordinator Leann Cline and assisted in developing the departments SWOT analysis.

Mr. Rhome asked the board of health to move into executive session, **Patricia Brown moved to enter in at 5:40 pm to discuss personnel matters, seconded by Dr. Jones, all voted yes, motion carried. Executive session ended at 5:48 pm, the board of health resumed regular session.**

Following an executive session discussing personnel matters, the BOH voted to approve raises as follows:

With Jennifer Smith’s position change performance evaluation completed, Patricia Brown motioned to accept Mr. Rhome’s recommendation to move Jennifer off probationary status and increase her salary to \$15.00/hr. Dr. Jones seconded the motion. All in favor, motion carried.

With Garen Rhome's annual performance evaluation completed, Patricia Brown motioned to accept Dr. Pendleton's recommendation to increase his salary to \$25.25/hr. Dr. Jones seconded the motion. All in favor, motion passed

Patricia Brown motioned to adjourn the meeting, seconded by Dr. Jones. Meeting adjourned at 5:50 pm.

Board of Health President , _____

Board of Health Vice-President, _____

Health Commissioner, _____