

Date: May 23, 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

Additional Health Department staff members present:

Garen Rhome, Administrator
Bonnie Snider, Fiscal Officer
Teresa Pecar Koniski, Director of Nursing
Erika Battistel, Environmental Health Director

Guest Present: Ms. Leann Cline

Call to Order

Anita Carr, President called the regular scheduled meeting to order at 4:59 p.m. Adele Mason moved to accept the April Board Meeting Minutes as written, 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 April.

Clinic

Tuberculin Skin Tests: 7
Prevent Blindness Ohio (Vision Care Assistance) 1 applicant

Vaccinations Clinic/Vaccinations:

Childhood Vaccinations: 14
Adult Vaccinations: 14

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

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 test for the month: 0

Reportable Infectious Diseases

The County had 3 reportable communicable disease reports that included 1 case of Chlamydia, 1 case of hospitalized influenza and 1 case of Hepatitis C. 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 no Lyme disease labs reported for 2018 to date.

Meetings Attended

April 10th Family and Children First Council (FCFC) Meeting
April 24th, WIC staff meeting
April 27th Dr. Beetham and staff meeting

Trainings

April 19th 340B (our reproductive drug discount program) webinar for renewal
April 23rd ODH LARC (Long Acting Removable Contraception) initiative for Reproductive Health and Wellness in Canton.
Attended by Teresa Koniski and Theresa Mizer.

Community Outreach

Meeting with Dr. Beetham to discuss WIC provider Memorandum of Agreement for FY 2019's WIC Grant.

Medical Billing

The 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 (RHWP)

We had 13 visits in April, our goal is to get to a minimum of 15 visits per month. ODH has extended the current grant by six months (ending August 31 instead of March 31) to make it coincide with the Federal grant schedule. We are in a two-year grant cycle so our contract with Carroll "County will extend until August of 2019.

ODH is pushing for their RHWP's to increase the number of LARCs (Long Acting Removable Contraception) inserted in female clients requesting birth control. These can be either IUDs or the Nexplanon (which are inserted in the arm). We had our first client request a Nexplanon in May and the procedure went very well.

WIC

Total Participants Active (Caseload): 235 in April which is down from 251 in March.

Total participants seen in Cadiz location: 60.

Total Participants seen in Scio location: 5

WIC had a three-day ODH audit in March, during which the program received 4 citations and 5 recommendations. A formal written program plan was submitted to our ODH Consultant, Anne Kutys with was approved and will be implemented beginning June 1st.

Maternal Child Health Grant (MCH)

Jefferson County has agreed to write for a Cribs for Kids grant as a regional program that would incorporate Belmont, Harrison, Carroll and Jefferson. We signed a letter of support and are awaiting and hoping for approval that we should learn of sometime in September at the soonest.

Cribs for Kids:

16 cribs were ordered and are in the garage in storage. 1 crib were distributed in April leaving us with 5 cribs remaining.

Project Kind:

This program was discontinued by ODH but will be re-introduced in the fall of 2018 by the intervention specialists of HHCHD. We have a training session with the Intervention Specialist, Tiffany Stock in June to prepare for the upcoming school year.

Veggie U:

Veggie U has officially closed its business and they did stay true to their word and placed the educational plans and accompanying documents online for access to the public.

We purchased supplies for two classrooms, but it was too late in the school year to conduct the program so these items will be stored for next year. Our hope is to provide the program for the 3rd grade classes every year and implement it as part of the farm- to -school curriculum.

Innovative Funding:

The Community Garden in Hopedale is a part of this project. The Master Gardeners requested some tools for the garden to get things started this spring and have already harvested some lettuce which was donated to the County Home.

They have made times available for students from HHCSd to volunteer and get credit for “service hours” that will apply towards their academic letter. Plans to develop raised bed gardens somewhere on the school grounds is still being planned with the FFA Instructor as well a curriculum ideas for the Botany class to tie in the Farm-to-School program.

Children with Medical Handicaps (CMS)

We have 22 active cases we are assisting with.
 There was 1 home visit in April.
 We have 1 case pending approval.

FINANCIAL REPORT: By Bonnie Snider, Fiscal Office

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

1. Revenue received ending April 30th totaled \$455,478.33, this included the 1st half March Settlement for General Property Tax in the gross amount of \$408,503.66. Auditor and Treasurer Fees deductions were in the amount of \$8,602.88 bringing the total for District Health to \$399,900.78. The In House Revenue Summary was also presented to board members for review.
2. April expenses paid out totaled: \$64,215.84.
3. April ending balance: \$682,620.38

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

Then/Now Orders			
18-1060	Contract Services	Borden’s Office Equipment/Bal. owed on	
		Canon Color Image Copier	\$2,471.41
Regular Purchase Orders			
18-1059	Contract Services	Ream & Haager Laboratory	\$25.00
Purchase Order Grand Total			\$2,496.41

May vouchers in the amount of \$19,517.70 was presented, after viewing **Patricia Brown moved to approve payments as presented, seconded by Adele Mason, all voted yes, motion carried.**

Mrs. Snider presented **In House Appropriation adjustments in the amount of \$204,049.54** stating the Amended Certificate of Estimated Resources shows total appropriations for the beginning of the 2018 came to \$1,665,549.34, only \$1,099,675.25 was only appropriated at the beginning of the year. After viewing allocation line adjustments **Patricia Brown moved to approve the adjustments, seconded by Adele Mason, all voted yes, motion carried.**

4/24/2018		Allocation Adjustments/Court House Side		
		Present	Adjustments	New Approp.
		Appropriation		
E000-E01	Salaries	\$469,500.00	\$1,668.13	\$471,168.13
E000-E02	Supplies	\$78,985.70	\$27,428.70	\$106,414.40
E000-E03	Equipment	\$10,600.00	\$16,130.07	\$26,730.07
E000-E05	Utilities	\$20,675.00	\$3,000.00	\$23,675.00

E000-E06	Contract Services	\$253,090.00	\$119,800.00	\$372,890.00
E000-E07	Mileage/Expense	\$26,327.96	\$14,250.49	\$40,578.45
E000-E09	Advertising/Printing	\$4,970.00	\$1,500.00	\$6,470.00
E000-E10	PERS	\$61,700.00	\$7,653.53	\$69,353.53
E000-E12	Medicare	\$7,620.25	\$355.68	\$7,975.93
E000-E13	State Fees	\$24,935.00	\$4,669.63	\$29,604.63
E000-E15	Health Insurance	\$81,375.84	\$5,593.31	\$86,969.15
E000-E17	Insurance/License	\$4,435.50	\$2,000.00	\$6,435.50
	Total		\$204,049.54	

In House Allocation line Adjustments

<u>DH</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E02	Supplies	\$24,000.00	\$15,000.00	\$39,000.00
E000-E03	Equipment	\$8,000.00	\$5,000.00	\$13,000.00
E000-E05	Utilities	\$4,000.00	\$3,000.00	\$7,000.00
E000-E06	Contract Services	\$17,500.00	\$100,000.00	\$117,500.00
E000-E07	Mileage/Expense	\$9,000.00	\$4,000.00	\$13,000.00
E000-E09	Advertising/Printing	\$800.00	\$500.00	\$1,300.00
E000-E12	Medicare	\$4,800.00	\$300.00	\$5,100.00
E000-E13	State Fees	\$15,000.00	\$4,000.00	\$19,000.00
E000-E17	Insurance/License	\$3,300.00	<u>\$2,000.00</u>	\$5,300.00
			\$133,800.00	

<u>PW</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E01	Salaries	\$8,000.00	\$500.00	\$8,500.00
E000-E06	Contract Services	\$2,650.00	\$500.00	\$3,150.00
E000-E07	Mileage/Expense	\$1,500.00	<u>\$939.31</u>	\$2,439.31
			\$1,939.31	

<u>Food Service</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E01	Salaries	\$28,500.00	\$828.13	\$29,328.13
E000-E02	Supplies	\$650.00	\$500.00	\$1,150.00
E000-E07	Mileage/Expense	\$3,000.00	<u>\$1,000.00</u>	\$4,000.00
			\$2,328.13	

<u>Septics</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E13	State Fees	\$2,800.00	<u>\$669.63</u>	\$3,469.63
			\$669.63	

<u>RHWP</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E02	Supplies	\$4,541.40	\$5,000.00	\$9,541.40
E000-E07	Mileage/Expenses	\$433.96	\$1,000.00	\$1,433.96
E000-E09	Advertising/Printing	\$1,500.00	\$1,000.00	\$2,500.00
E000-E15	Health Insurance	\$4,332.55	<u>\$4,093.31</u>	\$8,425.86
			\$11,093.31	

<u>Water Pollution Control Loan</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E06	Contract Services	<u>\$200,440.00</u>	<u>\$12,800.00</u>	<u>\$213,240.00</u>

<u>PHEP</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E000-E02	Supplies	\$9,950.00	\$3,724.50	\$13,674.50
E000-E03	Equipment	\$1,500.00	\$4,000.00	\$5,500.00
E000-E06	Contract Services	\$4,900.00	\$5,000.00	\$9,900.00
E000-E07	Mileage/Expenses	\$3,500.00	\$1,500.00	\$5,000.00
E000-E15	Health Insurance	\$900.00	<u>\$1,500.00</u>	\$2,400.00
			\$15,724.50	

WIC

Program

E000-E02	Supplies	\$13,500.00	\$5,000.00	\$18,500.00
E000-E03	Equipment	\$1,100.00	\$7,130.07	\$8,230.07
E000-E06	Contract Services	\$600.00	\$1,500.00	\$2,100.00
E000-E07	Mileage/Expenses	\$3,850.00	\$4,000.00	\$7,850.00
E000-E10	PERS	\$870.00	<u>\$7,465.93</u>	\$8,335.93
			\$25,096.00	

Blessings In A Backpack

E000-E01	Salaries	\$2,500.00	\$1,340.00	\$3,840.00
E000-E07	Mileage/Expenses	\$0.00	\$1,511.18	\$1,511.18
E000-E10	PERS	\$350.00	\$187.60	\$537.60
E000-E12	Medicare	\$36.25	\$55.68	\$91.93
			\$3,094.46	

Cribs for Kids

E000-E01	Salaries	\$2,400.00	-\$1,000.00	\$1,400.00
E000-E02	Supplies	\$3,000.00	-\$1,795.80	\$1,204.20
E000-E07	Mileage/Expenses	\$0.00	<u>\$300.00</u>	\$300.00
			-\$2,495.80	

ENVIRONMENTAL by Erika Battistel

STS Program:

Ericka Battistel presented the Awarding Contract for the proposals submitted and accepted for the repair and or replacement of Residential Sewage Treatment Systems. Board Member Patricia Brown moved to approve Resolution Number 2018-56 awarding contract number 18-034-1 to Bruce Oszust Excavating for the proposal submitted and accepted for the repair and or replacement of Residential Sewage Treatment Systems for Kathy Sansouci (Wilson) 45850 Old Hopedale Road, Cadiz, Ohio. This is part of the guidelines of said Water Pollution Control Loan Fund Grant, Adele Mason seconded the Resolution; and the roll called upon its adoption, the vote resulted as follows; Patricia Brown; yea Adele Mason; yea

This was the only bid received for the peat moss system. We are waiting for the EPA to review it and send us the letter to proceed. After we receive the letter, the installer has ten days to start the project.

Adele Mason moved to grant a six month variance until 10/31/18 due to city sewage being put in by the county, seconded by Patricia Brown, all voted yes, motion carried Variance application dated 4/10/18, Applicant: Dawn Edwards, Property Address: 90650 Mill Hill Road Jewett, Ohio is to begin city sewage install. Adele Mason

Adele Mason moved to grant Variance Application dated 4/15/18 for a NPDES System with stipulations as attached to the application, seconded by Patricia Brown, all voted yes, motion carried. Applicant: John Engelsens, Property Address: 33540 Arkon Boat Club Road for a NPDES System

Food Service

A new facility will be pre-licensed on the 29th of this month. It is called “Old School House Catering & Bar” this is located in Freeport.

OTHER:

Department of commerce contacted me regarding the Manufactured Home Parks program. They were wanting to know if we were interested in performing the annual inspections. The licensing will still be their responsibility and we would be paid per inspection. I have contract information and the payment plan. After discussion Patricia Brown moved to contract for the 2018 Manufactured Home Park as discussed, seconded by Adele Mason, all voted yes, motion carried.

Discussed also is the possibility of our health department hiring a contracted plumbing inspector. This would generate funds for the Health District, stating Businesses and installers would like it. It would be all commercial for the entire county, nothing residential, and it would benefit our budget instead of sending it over to the Department of Commerce. After discussion the Board of Health will table the discussion until next month.

A certified letter will be sent to Jamison Pool due to an advertisement accepting membership. This pool has no license.

ACCREDITATION: By Garen Rhome

Mr. Rhome asked the Board of Health to select a payment option for initial application to PHAB. Adele Mason moved to pay the entire initial payment of \$14,000.00 in one sum for the Accreditation Review Fee, seconded by Patricia Brown, all voted yes, motion carried.

Mr. Rhome presented a Letter of Support to PHAB written by Board of Health President Anita Carr to the Board of Health members. After viewing Adele Mason moved to accept the letter as written, seconded by Patricia Brown, all voted yes, motion carried.

Mr. Rhome noted the changes made to the Department’s Workforce Development Plan, per Mr. Snodgrass’s request at the April Board of Health meeting. After discussion Adele Mason moved to approve the changes as discussed, seconded by Patricia Brown, all voted yes, motion carried.

The Performance Management Improvement Plan and Strategic Plan was reviewed by the Board of Health, after discussion Patricia Brown moved to approve the plans as written, seconded by Adele Mason, all voted yes, motion carried.

ACCREDITATION: Guest

Ms. Cline attended the meeting to address the approval of the Strategic Plan and the Performance Management Improvement Plan and to answer any questions the Board of Health might have about Accreditation.

ADMINISTRATION: By Garen Rhome

Mr. Rhome discussed destroying unused electronics or outdated computer equipment, after discussion Patricia Brown moved to destroy as discussed, seconded by Adele Mason, all voted yes, motion carried.

Patricia Brown moved to accept the local health departments website design proposal from Crossbridge Marketing, seconded by Adele Mason, all voted yes, motion carried.

The Board of Health entered into Executive Session with Mr. Rhome at 5:59 pm to discuss a personnel matter with no action taken.

The next regular scheduled meeting will be held on June 20th.

Adele Mason motioned to adjourn the meeting, seconded by Patricia Brown. Meeting adjourned at 6:05 pm.

Anita Carr, President _____

Patricia Brown, Vice President _____

Scott Pendleton, Health Commissioner _____