

Date: November 14, 2018

The Harrison County General Health District Board of Health members met for the regular scheduled meeting at 4:30 pm on November 14th, 2018 at Harrison County Health Department, location Coal Room.

Board Members present

Mrs. Anita Carr, President

Ms. Patricia Brown

Mr. John Snodgrass

Additional Health Department staff members present:

Garen Rhome, Administrator

Bonnie Snider, Fiscal Officer

Teresa Pecar Koniski, Director of Nursing

Erika Battistel, Environmental Health Director

Call to Order

Anita Carr, President called the regular scheduled meeting to order at 4:30 p.m. John Snodgrass moved to accept the Meeting Minutes for October 17th as written and 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 October.

Clinic

Tuberculin Skin Tests: 8

Prevent Blindness Ohio (Vision Care Assistance) 0 applicant's. Flyers and information was sent to Dr. Barker's office to assist clients who qualify for the program.

Anita Carr, President asked if the Prevent Blindness program is for adults only. Teresa Koniski replied we can do it for children but we don't receive many calls right now due to the school does it. Teresa also replied that if a child is on Medicaid and his or hers glasses break and it's not within the time limit to go back then Prevent Blindness will replace the glasses.

Immunization Clinic/Vaccinations:

Childhood Vaccinations: 25

Adult Vaccinations: 6

Flu Shots: 1 vaccine remaining of the original 120 purchased for the 2018-2019 season. We have ordered an additional 10 doses and have those in stock.

Our Drive-thru flu clinic was held on October 5th.

We performed flu vaccination clinics for the Harrison Hills City School District on October 16th, 17th, and 18th at all three school buildings and the bus garage.

Paternity Test:

Total Test: 2

Reportable Infectious Diseases

The County had 11 reportable communicable disease reports that included 2 cases of Chlamydia, 2 cases of Hepatitis C, 1 case of Hep A, 1 case of Hep B, 2 cases of Campylobacteriosis, 1 case of Giardiasis and 2 cases of Lyme.

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.

As of 10/31/18 we have had 26 cases of Lyme reported with 5 of the 26 being pediatric cases under the age of five.

Meetings Attended

October 9th Family and Children First
October 23rd Cribs for Kids subcommittee teleconference (mandatory for the Cribs-for-kids program)
October 24th Mental Health and Recovery Harrison Co. Opiate Hub
October 24th OSU Extension Advisory Committee

Trainings

October 10th, Staff In-service Day
October 31st ODRS (Ohio Disease Reporting System) new program demonstration webinar

Medical Billing

The billing questions with Anthem for the RHWP payments is ongoing. Representatives from Anthem will not speak to Fenner so Bonnie and I will have to call in to Anthem directly to try to locate the whereabouts of the deposits.

Grant Programs

Reproductive Health and Wellness Program (RHWP)

We had 15 visits in October

Our goal is to get to a minimum of 15 visits per month, which we have now met for the months of July, August, September and October.

WIC

Total Participants Active (Caseload): 260 in October which is up 9 from 251 from September
Total participants seen in October, Cadiz location: 90
Total Participants seen in October, Scio location: 7

Cadiz is open Tuesday, Wednesday, Thursday from 8:00 – 4:00 p.m.
Scio is open the Second Thursday of the month from 8:00 – 2:00 p.m.

WIC's clerk Lou Ann Dyer resigned her position on October 18th. Permission from State WIC has been obtained to advertise for a new employee for the 16 hours allotted for the position in the current budget.

We have been forewarned that there may be a 5% budget cut to WIC programs in the current FY2019 year.

Maternal Child Health Grant (MCH)

Cribs for Kids:

We have received approval from ODH regarding the FY2019 program that we applied for as part of the Jefferson/Harrison/Belmont/Carroll collective group. The approval came with an overall cut from \$32,000.00 to \$30,000.00 which related to Harrison, Belmont and Carroll Counties receiving 15 instead of 20 cribs to distribute and Jefferson County receiving 30 instead of 40.

Innovative Funding:

Black light Glo-Germ supplies were utilized in a handwashing lesson at Scio North elementary in September and word about it spread so we have been asked to take the lesson the Harrison East, the MRDD and the Harcatus preschool in Scio.

Project Dawn/addiction Services

The Harrison County General Health District staff is now a participating member of the Harrison County Opioid Hub, a committee formed by the Belmont/Harrison/Monroe Mental Health and Recovery Board. They are in support of a Project DAWN being offered at the health department.

Children with Medical Handicaps (CMS)

We have 26 active cases we are assisting with as a couple clients have moved and so have transferred out of Harrison County.

There were 4 home visit in October, we have 2 cases pending approval and have 3 potential new cases.

Medical Records

The signed and approved RC-1 and RC-2 forms were mailed to the Ohio Historical Society and we are awaiting our final approval documentation from them. To date we have not heard back from the Ohio Historical Society and I will be placing a follow up call this week to check our status.

FINANCIAL REPORT: By Bonnie Snider, Fiscal Office

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

1. Revenue received ending October 31st totaled \$20,402.71. The In House Revenue Summary report was also presented to the board for viewing.

After viewing and discussion John Snodgrass moved to increase District Health’s revenue budget in the amount of \$55,000.00 and to allow budget adjustments prior to meetings as necessary, with exception to report the adjustments during the next scheduled meeting, seconded by Patricia Brown, all voted yes, motion carried.

2. October expenses paid out totaled: \$70,376.48

3. October ending balance: \$678,548.35

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

Regular Purchase Orders		
18-1096	Supplies	\$10,000.00
18-1097	Mileage/Expenses	\$5,000.00

November vouchers in the amount of \$52,526.33 was presented, this includes a voucher payable to Bruce Oszust for \$35,750.00 for the 2nd Peat Moss Sewage System installed at 34695 paid for out of the WPCLF Program. The payment request was submitted to Ohio EPA and payment should arrive within the next week. Payment will not be issued until it arrives by EFT at Huntington Bank. After viewing **John Snodgrass moved to approve payments as presented, seconded by Patricia Brown, all voted yes, motion carried.**

The Board of Health discussed the advancements that were approved to several funds as follows during the month of December 2017:

E001-E01 (District Health) to E001-E12 (Reproductive Health & Well Program, RHWP): \$3,103.88
 E001-E01 (D.H.) to E001-E18 (WIC) for \$6,991.94
 E001-E01 (D.H.) to E001-E21 (Blessings in a Backpack) \$2,068.28
 E001-E01 (D.H.) to E001-E14 (Public Health Emergency Preparedness Grant, PHEP) of \$21,027.01

To date all have been reversed back during the month of April 2018 to E001-E01 **except the \$21,027.01** which needs to be repaid by the end of December 2018.

Discussion followed stating as of October 31st the PHEP Grant is in a negative balance of (\$7,444.92) and estimating we will need another \$10,000.00 to year end. After discussion **Patricia Brown moved the Adoption of the following Resolution to Transfer \$40,000.00 from E001-E01 (District Health) to E001-E14 (Public Health Emergency Preparedness Grant). John Snodgrass seconded the resolution,** and the roll called upon its adoption, the vote resulted as follows;

Anita Carr	Yea
Patricia Brown	Yea
John Snodgrass	Yea

John Snodgrass moved the Adoption of the following resolution to Advance Back \$21,027.01 from E001-E14 (PHEP Grant) to E001-E01 (District Health Fund) after the transfer is complete. Patricia Brown seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows;

Anita Carr Yea

Patricia Brown Yea

John Snodgrass Yea

Both Resolutions adopted 14th day of October 2018

ENVIRONMENTAL by Erika Battistel

STS Program:

Presented to the Board of Health were two Resolutions to be passed by the Board of Health for the designers of the WPCLF Grant for the following contracts.

Awarding Contracts for the design proposals submitted and accepted for the repair and or replacement of Residential Sewage Treatment Systems.

1. **Resolution Number 2018-64** Awarding contract number 18-034-05 to David Chronister for the design proposal submitted and accepted for the repair and or replacement of Residential Sewage Treatment Systems for Sharon Jones 83639 Sawko Road, Cadiz Ohio.
2. **Resolution Number 2018-65** awarding contract number 18-034-06 to Glenn Troyer, for the design proposal submitted and accepted for the repair and or replacement of Residential Sewage Treatment for Leonard Bethel 39170 Route 151 Jewett, Ohio.

The Board of Health discussed the Resolutions, John Snodgrass moved to approve both Resolutions as presented, seconded by Patricia Brown and all voted yes, motion carried.

There is a couple who would like to apply for the OEPA grant stating their septic is failing. The gentleman makes \$8k more than where the qualifications are set at, but his wife has been battling with cancer and he has two years' worth of medical bills and asked us if that is something that we can deduct from his income to qualify. This was discussed with the OEPA and they said they will leave the decision up to us. OEPA stated "we do not specify what income or how the income is verified to qualify." The board was asked to discuss this matter, review his income/bills and make a decision. If we are willing to qualify them, will we qualify them for 50%, 85% or 100%

This matter was discussed with the Board of Health's decision to table the matter until more documents are received.

Food Program

There is an Amish store selling meats and dry goods in Freeport that does not have a license to do so. I have dealt with them a couple of years ago and told them what the regulations are. I gave them all the proper contacts in order to start a business. They have disregarded it, and continue to conduct business without being regulated. I am in the process of writing them a legal notice with the proper rules/regs/verbage. I will state that if this continues, that they will have to contend with the county prosecutor.

Jade and I have attended a very important meeting with the state about the new food service marking guides and survey techniques on October 24th. I have since reached out to Michelle Miller, RS (ODH) to set up a training for us at her convenience.

Jade went out to do a loan evaluation on a home and noticed that they had installed a non-permitted septic on their property. We called Ohio Department of Health and they told us that we need to issue a notice of violation to the installer which will be 25% of our permit fee. The homeowner will have to buy a replacement permit and we will have to get a variance from the board.

Guest: Tylvn Bova

Ms. Bova introduced herself and presented a Policy Proposal on Mosquito Management Plan. The proposal provides information on why is the Mosquito Management Plan needed, the cost and funding stating EPA provides grant money for implementation, benefits, and what the plan consists of.

The Board of Health tabled the matter until Health Commissioner Scott Pendleton is present.

ADMINISTRATION: By Garen Rhome

- The county is preparing to utilize a new geographic information system (GIS). We have had a few phone call meetings with the county's selected company. I have an in-person meeting scheduled to see how best the health department might be able to use the GIS. Mostly from an environmental division stand point. Wells, private sewage, public water infrastructure, public sewage infrastructure, etc. The current contract with the county is exploratory in nature. If the county decides to hire the firm in the future, our roles and usage of the GIS expand.
- I accepted the resignation of Lou Ann Dyer, WIC Clerk on October 18. The WIC staffing schedule has been adjusted in the time being while we search for a new clerk. This is a part time 16hr/week position. (Further details may be shared in an executive session if requested)
- Currently, the department's Public Health Emergency Preparedness (PHEP) capability is being tested in our annual "FUNCTIONAL EXERCISE." A departure from previous year's functional exercise, this year's exercise is being spread out over a more realistic time frame of a couple of weeks. We are demonstrating our ability to respond to an increasingly threat of pandemic flu. Previous years, the entire in length of the incident is worked over a table top in the span of one day. This year's exercise is meant to create an added level of realism.
- You will likely note that there is no nursing report attached. The nursing division, with help and input from myself, PHEP and Jenn, has been working a confirmed pertussis (whooping cough) case in the county. It was reported late, Thursday, November 8. Contacts, recommendations, and protocols are keeping the nurses very busy. THIS IS A DEVELOPING SITUATION. We hope the case remains an isolated one, however the infected individual has many contacts at school, home, babysitting, family, etc. Teresa and Brandi, as usual, have performed superbly.
- Teresa and I continue to be an active presence in the county's "opioid hub" group and meetings. This group of businesses and stakeholder's is coming together to learn what each organization is doing and/or can do to combat the opioid crisis and to identify gaps in what may be lacking or needed.

Accreditation Report (Leann Cline reports)

Meetings

For the month of October until present, I have met weekly with Leadership to discuss division successes and barriers, provided updates on accreditation activities, and reviewed the status on the Quality Improvement projects. I have met monthly with domain lead staff to review their progress in

gathering domain information and review their supporting documentation. I am preparing documentation to be uploaded once granted e-PHAB access upon the completion of training.

I am in the process of connecting with the individual in charge of conducting the Harrison Community Hospital Community Health Needs Assessment, in an effort to partner up to conduct the Community Health Assessment in the spring of 2019.

I continue to review online PHAB training modules, researching PHAB appropriate documentation, and speaking with other accreditation coordinators to learn more from their accreditation experience.

As a reminder, I will be attending the E-PHAB training in Alexandria, Virginia on November 13-14th. This training will allow us to move forward with uploading documentation into the E-PHAB system and review the PHAB expectations on documentation.

The next regular Board of Health meeting is scheduled for December 19th. Due to closing the books out for the year **Patricia Brown motioned and approved to move up the meeting to the week of December 12th—seconded by John Snodgrass, all voted yes, motion carried.** Other board members not in attendance with be notified e-mail.

Patricia Brown motioned to adjourn the meeting at 5:43 pm, seconded by John Snodgrass, all voted yes motion carried.

Anita Carr, President_____

Patricia Brown, Vice President_____

Scott Pendleton, Health Commissioner_____