

Date: September 19th, 2018

The Harrison County General Health District Board of Health members met for the regular scheduled meeting at 4:30 pm on September 19th, 2018 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:

Garen Rhome, Administrator
Bonnie Snider, Fiscal Officer
Teresa Pecar Koniski, Director of Nursing
Erika Battistel, Environmental Health Director
Scott Pendleton, Health Commissioner
Dr. Richard Clark, Medical Director

Guest Present: Ms. Leann Cline

Call to Order

Anita Carr, President called the regular scheduled meeting to order at 4:35 p.m. John Snodgrass moved to accept the Meeting Minutes for June and July as written and mailed with an exception made by John Snodgrass to correct a typo error on page 6 from handwashing staton to station, 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 August.

Clinic

Tuberculin Skin Tests: 8
Prevent Blindness Ohio (Vision Care Assistance) No applicants or screenings

Board member Anita Carr expressed concern about losing the program on prevent blindness due to no applicants seen. Teresa Koniski stated this is a state program and not a grant. Dr. Jill Barker's office located in Cadiz has the information sheets and application of limitations to qualify for the vision care assistance.

Immunization Clinic/Vaccinations:

Childhood Vaccinations: 28
Adult Vaccinations: 3

The immunization clinic is handling standard childhood and adult immunizations as well as exotic immunizations for travelers as needed. We are preparing our autumn vaccine restocking order currently as we are becoming low on several vaccines. Temperature logs have remained steady for the year to date with no temperature excursions.

Paternity Test:

Total test for the month: 5

Reportable Infectious Diseases

The County had 13 reportable communicable disease reports that included 5 cases of Chlamydia and 8 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 8/31/18 we have had 19 cases of Lyme reported with 5 of the 19 being pediatric cases under the age of five.

Health Commissioner Scott Pendleton said to increase our outreach efforts involving Lyme disease and tick-borne illness including a press release in the local paper.

Meetings Attended

August 14th Family and Children First Council (FCFC) Meeting
August 14th Safe Schools Healthy Students
August 20th Mental Health and Recovery Harrison Co. Opiate Hub

Trainings

August 23^{re} Public Health Emergency Preparedness (PHEP) Tabletop Exercise in Jefferson Co.
August 30th Perinatal Hepatitis B webinar
August 30-31st Rebecca Eberhart attended mandatory WIC Breastfeeding Support training in Columbus

Community Outreach

August 10th Scio Street Fair
August 22nd Back to School Rally

Grant Programs

Reproductive Health and Wellness Program (RHWP)

We had 16 visits in August (plus two earlier non reported visits totaling 18 reported for August).
Our goal is to get to a minimum of 15 visits per month, which we have now met for the month of July and August.

The Federal government has changed their grant cycles once again, making the FY 19 RHWP grant end March 31, 2018 not August 31, 2018. Fiscal Year 2019 will therefore start September 1, 2018 and end March 31st, 2019.

WIC

Total Participants Active (Caseload): 246 in August which is up 7 from 239 from August
Total participants seen in Cadiz location: 84.
Total Participants seen in Scio location: 5

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.

Teresa reported numerous problems reported by the WIC staff concerning the building that WIC is currently housed in. The Board of Health discussed the age and maintenance issues that prompted discussion for moving the WIC office. After discussion **Health Commission and the Board of Health agreed to relocate just the WIC department to a new location.**

WIC currently has two billboards up, one on Route 22 and one on Route 250.

Maternal Child Health Grant

(MCH)

Cribs for Kids:

16 cribs were purchased originally and as of 9/12/18 all 16 have been distributed. We have not heard from ODH regarding the FY2019 program and whether or not the Jefferson/Belmont/Harrison/Carroll Counties grant application has been chosen for award. Our portion would be 20 cribs if approved.

Blessing in a Backpack

We are being invoiced monthly for 200 students in Blessings in a Backpack (BIB). Currently Harrison Hills City School District (HHCS D) has over 200 students participating weekly from both Harrison East and Harrison North Elementary Schools.

We have 4 weeks' worth of funding remaining for August and September's BIB invoices to Harrison Hills. Blessings in a Backpack has been notified of the amount of funding we have left and will send an invoice that matches it.

Jenny Gibson at Harrison Hills City School District (HHCS D) stated in the Safe Schools Healthy Students meeting that there is a large fund raiser being planned for the Blessing In a Backpack program with the Hopedale Legion.

Project Kind:

The HHCSO Intervention Specialist, Tiffany Stock met with Marie Economos, Project KIND creator, and conducted a training for the program Project KIND will be implemented in all 5 Kindergarten classrooms at HHCSO (two at Harrison North and 3 at Harrison East). The HHCSO restocked the reward chests for the students with money left over from the previous grant (FY 2017)

Veggie U:

Veggie U has officially closed, but we will be offering the third grade teachers at Harrison Hills the supplies to continue the program as they can utilize the lesson plans online.

Innovative Funding:

The Community Garden in Hopedale has been donating produce from the garden to food pantries within the county but now that school is in session produce will be utilized on the salad bar. The first week of September saw 20 pounds of garden produce delivered to the school.

Black light Glo-Germ supplies were purchased to do handwashing education at the elementary schools this fall prior to flu season.

As of 9/14/18 the Harrison County General Health District (HCGHD) has the following balances in funds from programs that have been discontinued by ODH from the maternal and Child Health Grant.

1. Cribs for Kids	\$1,808.83
2. Nutrition Assessment & Innovative	\$1,423.61- \$529.73 =\$386.12
3. Blessings in a Backpack	\$6,268.42
4. Project Kind	\$1,478.88
5. Veggie –U	\$4,016.06

(Cribs for Kids and Blessing in a Backpack will receive additional funds for September

Although these programs have been discontinued by ODH we would like to request Board of Health approval to utilize these funds to purchase needed supplies to maintain these programs in-house.

After discussion motion by **John Snodgrass to approve the use of residual funds for Cribs for Kids, Nutrition Assessment, Innovative, Project Kind and Veggie U to continue these successful programs that were discontinued by the Ohio Department of Health, seconded by Adele Mason, all voted yes, motion carried.**

Carroll County Smoking Cessation Grant

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

Children with Medical Handicaps (CMS)

We have 21 active cases we are assisting with as a couple clients have moved and so have transferred out of Harrison County.

There were 2 home visits that were conducted in August, we have 2 cases pending approval and we have one potential new case.

Medical Records

Harrison County General Health District (HCGHD) presented our RC-1 and RC-2 forms to the Harrison County Records Commission for permission to professionally destroy the Family Planning charts from 1999-2007. Commissioner Paul Coffland signed the requests after some discussion on HIPPA concerns and the forms were submitted via email to the Ohio Historical Society for review. Once we obtain the Historical Society's approval these charts will be professionally shredded in bulk by the MRDD Workshop. RC-1 is a one-time request to destroy documents, RC-2 is a form for ongoing permission to destroy listed documents without having to resubmit to the County Records Commission and State Historical Society.

Revision of Records Retention policy Section IV to: (policy attach to board members email)

1. Change "children's health records" from five years to six years (to match medical records)

- Add Children with Medical Handicaps record requirements
- Remove “Venereal Disease Case Records” and “Venereal Disease Case Register or Index” as the Harrison County General Health District doesn’t have these
- Add WIC Participant Records to comply with WIC requirements.

Patricia Brown moved to approve the changes to the record retention policy Section IV as stated and discussed, seconded by John Snodgrass, all voted yes, motion carried.

FINANCIAL REPORT: By Bonnie Snider, Fiscal Office

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

- Revenue received ending August 31st totaled \$245,340.66 which included the 2nd half Gen. Property Tax in the amount of \$213,621.26 (Gross) minus Auditor and Treasurer’s fees in the amount of \$6,187.51. Also included was the Subdivisions money in the amount of \$10,500.00. The In House Revenue Summary report was presented also for the Board of Health to review.
- August expenses paid out totaled: \$79,491.37 which included three pay periods for August totaling \$48,333.28, Benefits totaled \$12,247.74 and August vouchers totaled \$18,910.35.
- August ending balance: \$772,161.52

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

Blanket Purchase Orders		
18-1079	Supplies	\$20,000.00
18-1080	Equipment	\$6,000.00
18-1081	Utilities	\$6,000.00
18-1082	Contract Services/Other Programs	\$15,000.00
18-1083	Contract Services/Accreditation	\$20,000.00
18-1084	Contract Services/WPCLF Program	\$75,000.00
18-1085	Mileage/Expense	\$5,000.00
18-1086	Advertising/Printing	\$1,000.00
18-1087	State Fees	\$6,000.00
18-1088	Contingencies	\$2,000.00
18-1089	Insurance/License	\$2,000.00
18-1090	Accreditation Fees	<u>\$5,600.00</u>

September vouchers in the amount of \$21,771.74 was presented, after viewing **Adele Mason moved to approve payments as presented, seconded by John Snodgrass, all voted yes, motion carried.**

In House Allocation adjustments in funds were presented to the Board of Health, after viewing **Patricia Brown moved to approve adjustments as presented, seconded by Adele Mason, all voted yes, motion carried.**

Allocation Adjustments/Court House Side				
		Present	Adjustments	New Approp.
		Appropriation		
E000-E01	Salaries	\$471,168.13	-\$3,297.26	\$467,870.87
E000-E02	Supplies	\$106,414.40	\$6,975.13	\$113,389.53
E000-E03	Equipment	\$26,730.07	-\$3,866.00	\$22,864.07
E000-E07	Mileage/Expense	\$40,578.45	\$280.87	\$40,859.32
E000-E11	Workers Compensation	\$3,920.00	-\$42.74	\$3,877.26
E000-E15	Health Insurance	\$86,969.15	-\$50.00	\$86,919.15
Total adjustments			\$0.00	

In House Allocation line Adjustments			
Septics	Present Allocation	Expense Approp. Adjustment	New Appropriation

E000-E01	Salaries	\$20,000.00	\$42.74	\$20,042.74
E000-E11	<u>Workers Compensation</u>	\$300.00	<u>-\$42.74</u>	\$257.26
	Total Adjustment		\$0.00	

<u>PHEP</u>		Present Allocation	Expense Approp. Adjustment	New Appropriation
E001-E01	Salaries	\$41,000.00	-\$1,000.00	\$40,000.00
E000-E02	Supplies	\$13,674.50	\$2,866.00	\$16,540.50
E000-E03	Equipment	\$5,500.00	-\$866.00	\$4,634.00
E000-E15	<u>Health Insurance</u>	\$2,400.00	-\$1,000.00	\$1,400.00
	Total Adjustment		\$0.00	

<u>WIC Program</u>				
E000-E02	Equipment	\$8,230.07	-\$3,000.00	\$5,230.07
E000-E015	<u>Health Insurance</u>	\$1,500.00	<u>\$3,000.00</u>	\$4,500.00
	Total Adjustment		\$0.00	

<u>Blessings In A Backpack</u>				
E001-E01	Salaries	\$3,840.00	-\$2,340.00	\$1,500.00
E001-E02	Supplies	\$3,000.00	\$3,540.00	\$6,540.00
E000-E015	<u>Health Insurance</u>	\$2,019.29	-\$1,200.00	\$819.29
	Total Adjustment		\$0.00	

<u>Innovative Program</u>				
E000-E01	Supplies	\$10,500.00	<u>-\$280.87</u>	\$10,219.13
E000-E07	<u>Mileage/Expenses</u>	\$0.00	\$280.87	\$280.87
	Total Adjustment		\$0.00	

<u>Cribs for Kids</u>				
E001-E02	Supplies	\$1,204.20	\$850.00	\$2,054.20
E000-E15	<u>Health Insurance</u>	\$850.00	<u>-\$850.00</u>	\$0.00

ENVIRONMENTAL by Erika Battistel

STS Program:

Ericka Battistel informed the Board of Health that the Septic survey was conducted August 28th thru August 29th by Kyle Bianco, Oho Department of Health with Mr. Bianco stating the survey went quit well.

Erika reported having issues with the homeowners of the peat moss system located at 45850 Old Hopedale Road, Cadiz Ohio stating they have been overloading and parking their vehicles on top of the system. Health Commissioner Scott Pendleton stated to write them a letter stating that after the system was installed the Harrison County Health Department is not responsible for the operation and maintenance of it.

Presented to the Board of Health was four Resolutions to be passed by the Board of Health as follows

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

1. **Resolution Number 2018-59** Awarding contract number 18-034-04 to Mark Flowers for the proposal submitted and accepted for the repair and or replacement of Residential Sewage Treatment Systems for Leonard Bethel) 39170 Route 151 Jewett Scio Road, Ohio.
2. **Resolution Number 2018-60** awarding contract number to Jeff Rice, 18-034-03 for Sharon Jones 83639 Sawko Road Cadiz, Ohio.
3. **Resolution Number 61-2018** Homeowners to install without having to be Bonded & Insured. When the registered installer performs the duties of an installer on only the registrant's personal residence, the board of health may waive paragraphs (C) (1), (C) (4), and (C) (6) of this rule. (1) The registration fee

established by the board of health in accordance with **rule 3701-36-14** of the Administrative Code: (4) Proof of no less than five hundred thousand dollars general liability insurance coverage. In the case of dual or multiple registrations as an installer, septic hauler, and/or service provider, the required general liability insurance shall apply to multiple registration categories. (6) Proof of a surety bond or other financial assurance options approved by the director of health which provides statewide coverage for all work performed on a STS in any local health district in the state of Ohio, on a form provided by the director of health.

4. **Resolution Number 62-2018** Reduction of a permit for abandonment of a STS and establish a permit fee in accordance with paragraph (D) (12) **of rule 3701-29-05** of the Administrative Code. The Fee will be reduced to \$10.00 (ten dollars).

The Board of Health discussed all four resolutions, after discussion John Snodgrass moved to approve all four Resolution Numbers 2018-59 thru 62-2018, seconded by Adele Mason, all voted yes, motion carried.

Food Service

StumpTown and Sally Buffalo temporary food/campground inspections were conducted.

Next ServSafe test will be proctored September 25, 2018.

ACCREDITATION: By Leeann Cline

For the months of July and August until present, I have met weekly with Leadership to discuss division successes and barriers, provide updates on accreditation activities, and to review 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 have been reviewing online PHAB training modules, researching PHAB appropriate documentation, and speaking with other accreditation coordinators to learn more from their accreditation experience.

I attended the Southeast Region Accreditation Coordinators monthly meeting on August 28th.

Garen and I are registered to attend 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.

ADMINISTRATION: By Garen Rhome

Still working with the website developers to hone the new site. I have reviewed the web site mock up, passed my changes onto the developer, and they are making those changes.

Planning and prep is well underway for our Drive thru flu clinic. Scheduled for Friday, Oct 5th. Marketing and media is underway. Including but not limited to newspaper, social media, and a banner over Rt. 250/Rt. 9 courthouse.

Also noted in the Accreditation report, Leann and I are attending the EPHAB training course in November. Upon completing this training, our “1 year countdown” begins, in theory

Health Commissioner and I will be attending the Ohio Department of Health Fall Conference in Columbus next week.

Information was passed out on Issue I to all members and staff.

Board member John Snodgrass inquired about the status of the Board of Health purchasing PPE/Safety masks for local EMS stations as had been discussed in a previous meeting, totaling approximately \$7,287. A majority of the cost would be paid with money provided to the Health District by the Mental Health & Recovery Board of Belmont, Harrison and Monroe counties. With concern that granting the full request of the Harrison EMS Association may be cost prohibitive, Board of Health requested a re-examination of the quoted cost and/or the requested number of masks from the EMS Association

The next regular scheduled meeting will be held on October 17th.

Patricia Brown moved to reschedule November’s meeting to November 14th, seconded by Adele Mason, all voted yes, motion carried.

Patricia Brown motioned to adjourn the meeting, seconded by Adele Mason. Meeting adjourned at 6:00 pm.

Anita Carr, President _____

Patricia Brown, Vice President _____

Scott Pendleton, Health Commissioner _____