



BOARD OF HEALTH RECORD OF PROCEEDINGS

**Fairfield Department of Health
Minutes of the Board of Health
April 8, 2020 at 3:00 P.M.**

Meeting Location: Fairfield Department of Health (FDH), Conference Room, Lancaster, Ohio. The meeting was held by live broadcast due to the coronavirus (COVID-19) outbreak response. Board members were present via conference call.

Call to Order: President Tina Childers called the Board of Health meeting to order at 3:00 p.m. Mrs. Childers asked board members to announce their name prior to speaking and that all votes will be done by Roll Call so the Administrative Assistant can transcribe the meeting and the public can determine who is voting.

Board Members Present

Tina Childers
Dr. Steven Kapetansky
Brian Oliver
Dave Petty
Dr. Teresa Wood

Board Members Absent

A quorum was established. The meeting began with the Pledge of Allegiance.

Staff Present

Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director

Others Present

No public participants were present, but public were invited to call during the public comment section.

Moment of Silence

A moment of silence was held for all the victims, first responders, health care providers and health department employees who have been impacted by the COVID-19 pandemic.

Approval of Minutes

**Dr. Steven Kapetansky moved to approve the March 11, 2020 board meeting minutes as presented.
Dr. Teresa Wood seconded the motion.**

Roll Call Vote: Tina Childers - aye
Dr. Steven Kapetansky – aye
Brian Oliver - aye
Dave Petty - aye
Dr. Teresa Wood - aye

The motion passed.

Financial Division

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn discussed the resolutions that were presented to the board.

Resolution 2020-14 – The purpose of Resolution 2020-14 is to memo expense \$905.12 for the January OPERS payment for the former employee now working at the Fairfield Community Health Center.

Resolution 2020-16 – The purpose of Resolution 2020-16 is to appropriate unappropriated funds, amend the certificate of estimated resources and update the receipt line item for the District Health fund in the amount of \$40,000.00. The \$40,000.00 is from the Ohio Children’s Trust fund grant that the department was awarded.

Resolution 2020-17 – The purpose of Resolution 2020-17 is for a cash advance; appropriate unappropriated fund, amend a certificate of estimated resources and update the receipt line for the Bioterrorism fund in the amount of \$50,000.00. The bioterrorism fund is where the COVID-19 grant funds will be placed.

Resolution 2020-18 – The purpose of Resolution 2020-18 is for the appropriation of unappropriated monies in the Nuisance Abatement fund. This money was going to be used for the tire collection drive. The tire collection drive was cancelled due to COVID-19 but will be rescheduled in the future.

Resolution 2020-20 – The purpose of Resolution 2020-20 is for a cash transfer, amend certificate of estimated resources and update the receipt line for the Public Health Nursing fund in the amount of \$32,000.00.

Resolution 2020-21 – The purpose of Resolution 2020-21 is to memo expense \$595.76 for the February OPERS payment for the former employee now working at the Fairfield Community Health Center.

Resolution 2020-22 – The purpose of Resolution 2020-22 is for a cash transfer in the amount of \$22,278.51 for the Health Self Insurance fund.

Approval of Resolutions 2020-14; Resolution 2020-16; Resolution 2020-17; Resolution 2020-18; Resolution 2020-20; Resolution 2020-21 and Resolution 2020-22 – **Brian Oliver made the motion to approve Resolutions 2020-14; Resolution 2020-16; Resolution 2020-17; Resolution 2020-18; Resolution 2020-20; Resolution 2020-21 and Resolution 2020-22. Dr. Steven Kapetansky seconded the motion.**

Roll Call Vote: Tina Childers - aye
Dr. Steven Kapetansky - aye
Brian Oliver - aye
Dave Petty - aye
Dr. Teresa Wood – aye

The motion passed.

Mrs. Ehorn discussed the COVID-19 Response grant that FDH was awarded in the amount of \$101,029.00. This is a one-year grant. The grant can pay for salaries and overtime for the COVID-19 response. The department also received a payment in the amount of \$8,723.10 to be used for COVID-19 activities. These monies were a COVID-19 subsidy from the Ohio Department of Health (ODH).

Mrs. Ehorn reported on the associated expenses for COVID-19 as of April 8, 2020. Expenses for COVID-19 to date are salaries and fringes in the amount of \$52,365.89. FDH staff are reporting their time spent on COVID-19 related activities.

Board Member Dr. Kapetansky asked how soon the COVID-19 grant funds would be available to use. Mrs. Ehorn explained that the grant money is expensed and then is reimbursed. April expenses can be turned in for reimbursement on May 10th.

Board Member Dr. Teresa Wood asked if the COVID-19 grant funding is paying salaries for staff working during normal business hours or is it just overtime hours for anything related to COVID-19. Mrs. Ehorn stated that anyone who is working COVID-19 during working hours and after hours can be paid out of these funds. Board Member Woods stated that it makes sense for employees to be paid as normal until that maxes out and then use the COVID-19 funds. This way the monies can be tracked to determine how much is being spent from COVID versus their regular salary. Administrator Hanna stated that this is already being tracked. He explained that the department will use the COVID-19 grant money first and then will use District Health funds when the grant is exhausted. Board Member Brian Oliver asked if the money would continue to be tracked even after the grant is exhausted. He felt that we should be cautious on what we are spending above and beyond that grant. He suggested that when the grant funding is gone, the board should meet, discuss and decide on the next step and find out if there is going to be additional money to help with this response from both the state and federal levels. Board of Health members asked to be kept updated as this situation progresses.

Approval for out-of-county travel and Financial Report – Dr. Teresa Wood moved to approve financial report and out-of-county travel. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote: Tina Childers - aye
Dr. Steven Kapetansky - aye
Brian Oliver - aye
Dave Petty - aye
Dr. Teresa Wood – aye

The motion carried.

Environmental Report – Mrs. Spindler, Environmental Director, announced that due to the COVID-19 response, there was no Environmental Review Committee meeting held and no board report. Board Member Oliver thanked Kelly Spindler for her responses to his questions over the past two weeks.

Nursing Report

Approval for Applying for the Maternal and Child Health Grant – Mrs. Nash, Nursing Director, reported that FDH were recipients of this grant in the past. After reviewing all the deliverables of this grant, Mrs. Nash stated that it would be beneficial to work with Family Adult and Children First as a subcontractor on the grant. FDH has already submitted a notice of intent to apply. Family, Adult and Children First Council has expressed interest in subcontracting with FDH for the grant.

Approval of Kids for Cribs grant – This grant provides pack and plays and cribs for underserved families. Mrs. Nash requested approval to write for both grants.

Dr. Teresa Woods made the motion to approve the Nursing Director applying for the Maternal and Child health grant and the Kids for Cribs grants. Dr. Steven Kapetansky seconded the motion.

**Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Brian Oliver – aye
Dave Petty – aye
Dr. Teresa Wood – aye**

The motion carried.

Administrator Report

Mr. Hanna announced that the Fairfield Department of Health is now a Nationally Accredited Health Department. This has been a huge accomplishment for the department. The staff have been working towards this status for a long time.

COVID-19 UPDATE

Mrs. Nash gave the update on COVID-19 as of April 8, 2020. As of 2:00 p.m. today ODH statewide numbers reflect 5,148 confirmed cases; 1,495 have been hospitalized; 472 are in ICU and there are 193 deaths. Fairfield County has 65 confirmed cases: 14 hospitalized, 5 in ICU and 0 deaths. As parts of Fairfield County are in both Columbus City and Franklin County, the 65 reported cases include these entities. Fairfield County has 36 of these confirmed cases and 10 of those have recovered.

Questions from board members ensued. Dr. Steven Kapetansky referred to the Situation Reports that are sent to the board weekly. He would like more information on the Epidemiology portion of the report. He would like the report to show if clusters are found; number of person-to-person contacts; and if the outbreaks are in a certain location or occupation. Mrs. Nash responded that she would begin to monitor this but in the beginning of this pandemic, she watched the mode of transmission very closely, most was through community spread. Follow-up on patients was discussed. Nursing staff are closely monitoring patients who are positive but once they are released there is currently no follow-up. Board Member Oliver asked if FDH gets notified of the number of tests performed in Fairfield County and how many are negative. Mrs. Nash stated that FDH does not get notified if the cases are negative. Mrs. Nash reported that there is a new case definition and we will be getting clarification on this from ODH.

Health Care Discussion – Mrs. Ehorn discussed FDH health insurance coverage. She stated that since the health insurance plan is a self-insurance plan, we must decide how to cover an employee if they contract COVID-19. We could pay 100% of costs for the employee or we can continue to use the insurance as it is right now. After a lengthy discussion, the board members agreed to leave the insurance as is but continue to monitor this situation. If an employee contracts COVID-19, an emergency board meeting can be held to discuss at that time.

Board Member Dr. Wood suggested that due to the stressfulness of this pandemic, staff should be reminded of the Employee Assistance program and other programs that they could use to help them destress. FDH's staff response to the COVID-19 outbreak was discussed. Many staff are rotating their days; the building is closed to the public; WIC appointments are continuing but clients are met in the lobby; meetings are held virtually, and most staff are working on a flexible schedule or entirely from home.

Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 3:55 p.m. on motion by Dr. Steven Kapetansky. Brian Oliver seconded the motion.

Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Brian Oliver – aye
Dave Petty – aye
Dr. Teresa Wood - aye

The motion passed.



Tina Childers, President
Fairfield Department of Health



Mark Aebi, M.D., Secretary
Fairfield Department of Health