



BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
August 12, 2020 at 3:00 P.M.

Meeting Location: OSU Extension Office, Conference Room, Lancaster, Ohio.

Call to Order: President Tina Childers called the Board of Health meeting to order at 3:00 p.m.

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

Dr. Mark Aebi, Health Commissioner; Larry Hanna, Administrator; Sheri Ledgett, Clerk Specialist; Jamie Ehorn, Fiscal Officer; Tiffany Nash, Nursing Director; Kelly Spindler, Environmental Director; Amy Gabriel, Accreditation Coordinator; Stephanie Fyffe, Immunization Coordinator.

Others Present

Jeff Fix, County Commissioner; Paul & Manik Hoch, Pink Cricket Owners.

Board of Health President, Tina Childers announced that the Board of Health meetings are now being recorded.

Approval of Minutes

Dr. Steven Kapetansky moved to approve the July 8, 2020 board meeting minutes as presented. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.

FISCAL

Jamie Ehorn, Fiscal distributed the Month-end reports for July 2020. She stated we have received in 58% of our revenue and have spent 42% of budget. She has five resolutions she was presenting.

Resolution 2020 – 42: \$7.72 Appropriate Unappropriated Monies for the Maternal and Child Health Fund (71706951)

Resolution 2020 – 43: \$10,000 Cash Transfer, Amend Certificate of Estimated Resources and Update the Receipt line for the Public Health Nursing Fund (71700639)

Resolution 2020 – 44: \$4,224.96 Memo Expense for OPE RS payment for former employee now working at the Fairfield Community Health Center (this includes clean-up from prior years

Resolution 2020 - 45: \$134.88 Memo Expense for OPE RS payment for former employee now working at the Fairfield Community Health Center (this includes clean-up from prior years

Resolution 2020-46: \$267,887 Cash Advance, Appropriate Unappropriated Monies, Amend Certificate of Estimated Resources and Update the Receipt line for the Bioterrorism Fund (71732158 8242 Subfund - Contract Services Grant)

Tina Childers asked for a motion to approve Resolutions 2020-42,43,44,45 and 46. Dr. Teresa Wood made the motion to approve Resolution 2020-34. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.

- Expenses not budgeted or unexpected (over \$1,000)
 - None for July 2020
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
 - Public Entities Pool of Ohio - Liability Insurance Premium \$12,148
 - South Central Ohio Insurance -July 2020 Medical and Dental Ins. Premium - \$54,392.41
 - Treasurer- State of Ohio -Vitals & C&DD - \$39,421.13
 - Treasurer - State of Ohio -Water, Sewage, Pools, FSO - \$7,127.00
- COVID-19 Grant as of 7 /31/20
 - Revenue - \$156,790.59 1st
 - Additional \$98,150 awarded - no guidance received yet
 - Expenses - \$198,200.96 Expenses – COVID-19
- Contact Tracing Grant as of 7 /31/20
 - Revenue - \$217,867.14 (Includes an advance of 50% of grant award \$196,072)
 - Expenses - \$46,985.56

- Health Insurance/Dental Update – as of July 31, 2020

Health Insurance Ending Balance (deficit)/surplus	\$140,806.72
Dental/Life Insurance Ending Balance (deficit)/surplus	\$6,585.65

- Cash balance as of July 31, 2020
 - All programs - \$2,343,634.41
 - District Health (not including District Health Sub funds) - \$760,315.45

Approval of Youth Services Agreement Contract- The Youth Services Agreement Contract is through Fairfield County Teen Works. This is a renewal contract. The purpose of this contract is to give the participants on the job experience. Fairfield County Teen Works pays the participants to work at the department.

Tina Childers ask for a motion to approve the Youth Services Agreement Contract for another year. Brian Oliver made the motion to approve the Youth Services Agreement Contract for another year. Dr Teresa Wood second the motion. Motion passed by a unanimous voice vote.

Approval of Financial Report

Tina Childers asked for the approval of the Financial Report. **Dave Petty made the motion to approve the financial report. Brian Oliver seconded the motion. Motion passed by a unanimous voice vote.**

ENVIRONMENTAL

The Environmental Division Report was submitted to the board and filed appropriately in health department files. Kelly Spindler Environmental Director highlighted the written report. She stated that she had no variances or resolutions. She pointed out the updates on her report.

Shiloh Store –

(Old Historic March Store) The current operators were able to receive a license as a new food service operation on July 31, 2020.

Lakeview Campground –

At the July 2019 BOH meeting, Jeremy Primmer, Lakeview Campground owner was given until October 1, 2020 to submit plans to Ohio Department of Health for additional camp sites. Mrs. Spindler reminded the board that this deadline is approaching.

Resolution 2020-38 This resolution was presented at the July Board of Health Meeting. At that time, the board decided to give Ruth McClellan of 7020 Woolard Road until August to abate the solid waste nuisance at her property because she had made progress. Jen Valentine, Sanitarian reported that this property has been cleaned and has been abated.

VECTOR CONTROL

Dr Teresa Wood asked about the Mosquito Program. She questioned who oversaw the program and the grant. Mrs. Spindler explained that while Mr. Hanna wrote and applied for the grant, the responsibilities of the grant falls under her and she receives weekly reports on the work being done.

NURSING/WIC STAFF

The Nursing Division Report was submitted to the board and filed appropriately in health department files. Stephanie Fyffe, Acting Nursing Director, highlighted the written report.

Approval of Nutrition Assistant Position-

This position is full-time, working 2 days per week at the Government Services Building in Pickerington and 3 days at our main clinic site FDH. Mrs. Fyffe explained that this vacant position has placed a strain on both clinics. **Dr. Teresa Wood made the motion to approve the Nutrition Assistant position. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

Approval to increase employee salary-

Emily Sullivan, WIC employee recently passed her Registered Dietician Boards. Mrs. Fyffe asked for board approval to increase her salary rate. Dr. Teresa Wood made the motion to increase salary as listed above for Emily Sullivan. **Dr. Teresa Wood made the motion to approve the Nutrition Assistant position. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

Approval of contract with Mt. Carmel-

Mt. Carmel College of Nursing in Lancaster is interested in making a clinical course out of contact tracing. They are interested in having their senior students work with the health department with the contact portion of the contact tracing group as part of their training. There would be no cost to the health department for their services. This would start fall semester. No liability lies with the health department. Prosecutor's office already reviewed and approved the contract. **Brian Oliver made the motion to approve the contract with Mt Carmel College of Nursing. Dr. Steven Kapetansky seconded the motion. Motion passed by a unanimous voice vote.**

Administrator Report

Mr. Hanna introduced Stephanie Fyffe as the new Nursing Director as of October 1, 2020.

Mr. Hanna asked Dr. Wood to discuss the House Bill 348. Dr. Wood explained that she has been working with House Bill 348 with the Ohio Nurses Association. She will be meeting with Senator Shaeffer on August 19th at 10:00 and she welcomed anyone who would like to attend. She was open to any information or feedback from the Board of Health and staff regarding the House Bill. She pointed out key factors that fall under this bill that is associated with local boards and is looking forward to having a positive experience sharing her concerns and views. Discussion ensued.

COVID-19 UPDATE

Mr. Hanna gave an update on COVID-19. Cases are surging up and down. Fairfield County is carrying many contacts that needs to be contacted. There is a three-tier plan drafted up to use depending on how many cases each week. Tier one will include three sanitarians to help with the contact tracing. Trainings will be given at the next staff meeting. Tina Childers clarified with Mr. Hanna that Environmental Sanitarians would still be used to help with contact tracing for a while. She also asked where the hotspots were located. Mr. Hanna and Mrs. Fyffe responded with Lancaster and Violet Twp. Discussion ensued.

Approval of Family Coronavirus First Act Policy-

The Family Coronavirus First Act Policy was discussed. There are two parts, the first one is the Emergency Sick Leave for Employees which gives the employees two weeks outside of their regular sick leave and second is the Public Health Emergency Leave that allows up to twelve (12) weeks of Family and Medical Leave for eligible employees. The health department must follow the policy but can exempt their employees because they are health care workers. This was discussed with our Human Resources consultant who recommended to exempt our staff from both options. **Brian Oliver made the motion to approve exempting the Fairfield Department of Health staff from both options of the Family Coronavirus First Act Policy. Dr. Teresa Wood seconded the motion. Motion passed by 4 "ayes" and 1 "nay".**

Public Comments

Fairfield County Jeff Fix discussed the restrictions that are set on becoming a member of a board. He gave example of local boards that struggle to fill the seats with the restrictions that are set in place. He asked the board if they have associations that lobby for the board. Larry Hanna and Kelly Spindler responded with the AOHC (Association of Ohio Health Commissioners) and mentioned that Nursing and Environmental has one as well. He recommended that the Board of Health reach out to those organizations to get some views on this bill. He thanked the Board of Health and staff for all the work and the challenges they are facing. He stated the County Commissioners are keeping in touch with the Fairfield Department of Health officials weekly.

Commissioner Fix discussed the letter to the school sent out by Health Commissioner Dr. Aebi informing the schools of his delay to opening the schools. Commissioner Fix stated that the County Commissioners frustration was that they were not informed of the decision until after the letter went out.

Dr. Aebi, Health Commissioner, explained the letter that was originally sent to the school superintendents. After receiving responses from not only the school superintendents but other entities in Fairfield County we decided to revise our recommendation. He met with superintendents online and discussed safety for the students and staff. Discussion ensued.

Paul and Monique Hoch were present and addressed the board on how COVID-19 is affecting their business. They own the Pink Cricket restaurant in Lancaster. They have followed all recommendations and mandates for operation of their restaurant. They were there to support for Dr. Aebi on the letter that was sent out to school superintendents. He stated that he felt that took tremendous courage to give the recommendations that he felt was correct and safe.

Mr. and Mrs. Hoch feel the Health department is essential especially during the pandemic. They have 3 children in the local school system.

Mrs. Hoch described mental health and how it has affected her family. Mr. and Mrs. Hoch thanked Dr. Aebi for his recommendation with the schools. Teresa Wood thanked them for coming and sharing their opinions and concerns. Discussion ensued.

Adjournment

The meeting adjourned at 5:00 p.m. on August 12, 2020. **Tina Childers made a motion to adjourn. Dave Petty seconded the motion. Motion passed by a unanimous voice vote.**



Tina Childers, President
Fairfield Department of Health



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