



Public Health
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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
December 9, 2020 at 3:00 P.M.

Meeting Location: Virtual Meeting

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
Dr. Teresa Wood
Dave Petty

Board Members Absent

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

Staff Present

Larry Hanna, Administrator; Sheri Ledgett, Clerk Specialist; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Jen Valentine, R.S.; Amy Gabriel, Accreditation Coordinator; Stephanie Fyffe, Nursing Director; Kevin Barlow, Env. Food Supervisor.

Others Present

Carrie Brown, County Administrator
Jeff Porter, Human Resources Director

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

Approval of Minutes

The board discussed that starting with this meeting going forward that the names of the board members be added to motions that are not unanimous.

Brian Oliver made a motion to approve the November 10, 2020 board minutes. Dave Petty seconded the motion. The motion passed by a unanimous voice vote.

Financial Division

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn stated we are 92% through 2020 and that we have received in 85% of the revenue and spent 79% of budget. Mrs. Ehorn discussed the resolutions that were presented to the board.

- Resolution 2020 – 65:** \$610.80 Memo Expense for OPERS payment for former employee now working at the Fairfield Community Health
- Resolution 2020 – 68:** Authorization for Staff Increases
- Resolution 2020 – 70:** \$5,000.00 Appropriate Unappropriated Funds for the Camps Fund (7005)
- Resolution 2020 – 69:** \$5,508.00 Cash Transfer, Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the Solid Waste Fund (7010)
- Resolution 2020 – 71:** \$25,000.00 Cash Transfer, Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the Public Health Nursing Fund (7006)
- Resolution 2020 – 72:** \$200,000.00 Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the Bioterrorism Fund (7321 – Subfund 71732157)
- Resolution 2020 – 73:** \$100.00 Cash Transfer, Appropriate Unappropriated Funds from District Health Fund (7003) and \$21,086.74 Appropriate Unappropriated Funds to the Self Insurance Fund (7862)
- Resolution 2020 – 74:** \$188,000.00 Cash Advance Repayment from the Bioterrorism Fund (7321) to the District Health Fund (7003)
- Resolution 2020 – 75:** \$29,000.00 Appropriate Unappropriated Funds for the C&DD Fund (7646)
- Resolution 2020 – 76:** \$4,500.00 Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the WPCLF Subfund (71700324)
- Resolution 2020 – 77:** \$608.74 Memo Expense for OPERS payment for former employee now working at the Fairfield Community Health

Brian Oliver made a motion to approve Resolutions 2020-65, 2020-69, 2020-70, 2020-71, 2020-72, 2020-73, 2022-74, 2020-75, 2020-76, 2020-77. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote:

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

Motion passed.

The summary report was given to board members while Mrs. Ehorn went over highlights and expenses listed in the report.

- Expenses not budgeted or unexpected (over \$1,000)
 - o None for November
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
 - o Allison Baggott-Rowe - Contact Tracer - \$3,730.50
 - o Daily Services- Contact Tracer Supervisor- \$5,456.55
 - o Sarah Grim- Contact Tracer-\$3,159.00
 - o South Central Ohio Insurance Consortium - Med/Dental Ins - \$44,380.50
 - o Treasurer, State of Ohio - C&DD State Fees - \$7,450.07
- COVID-19 Grant as of 11/30/20
 - o Revenue - \$394,952.66
 - o Expenses - \$203,870.80
- Contact Tracing Grant as of 11/30/20
 - o Revenue - \$217,867.14 (Includes an advance of 50% of grant award \$196,072)
 - o Expenses - \$230,576.69
- CARES Act Funding
 - o Revenue - \$67,400.27 (Covers salary and fringes)
 - o Expenses - \$74,967.79 (salary, fringes, and misc. covered supplies not reimbursed yet)

Health Insurance/Dental Update – as of October 31, 2020

JHP - Health Insurance Ending Balance (deficit)/surplus	\$116,096.66
SCOIC – Health, Dental, Life Insurance Ending Balance (deficit)/surplus	\$60,023.40

- Cash balance as of November 30, 2020
 - o All programs - \$2,557,206.54
 - o District Health (not including District Health Subfunds) - \$1,484,535.52

Mrs. Ehorn went over the resolutions with the board. Ms. Ehorn discussed resolution 2020-68 in detail. This resolution was for staff increase for 2021 for a 2% increase that would start on first paycheck in January. Larry asked that the voting to be halted until after executive discussion took place. Tina Childers tabled the voting until after the executive discussion.

Mrs. Ehorn discussed the health insurance premium figures. Any funds left from JHP will roll over to SCOIC at end of the year.

Mrs. Ehorn asked for approval to apply for the PHEP/CRI (Public Health Emergency Preparedness/ Community Readiness Initiative grant. The RFP was just released.

Brian Oliver made the motion to approve writing for the PHEP/CRI grant Dr. Teresa Wood seconded the motion.

Roll Call Vote:

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

Motion passed.

Mrs. Ehorn informed the board that the department has had an employee resign from their position as of Friday December 11, 2020. They would like to donate their sick time to another employee. The board asked if we have currently had a policy. FDH does not have a sick leave donation policy. The staff will be researching policies from other agencies and this will be brought back later.

Mrs. Ehorn discussed the policy on comp and vacation time. Due to the pandemic and the staff accruing comp time she asked the board for a waiver to let staff carry over their vacation and comp time into 2021.

Dr. Teresa Wood made a motion to approve the waiver to carry over staff time accrual. Dr. Steven Kapetansky second the motion.

Roll Call Vote:

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

Motion passed.

Mrs. Ehorn presented a new policy regarding mandating staff to receive the COVID-19 vaccine. Medical exceptions and other exceptions spelled out in policy would be considered for withdrawal of vaccine. Discussion ensued and tabled mandatory vaccination until next meeting.

Tina Childers made a motion to table the policy until further information is provided. Dr. Teresa Wood seconded the motion.

Roll Call Vote:

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

Motion passed.

Approval for out-of-county travel and Financial Report.

Brian Oliver moved to approve financial report and out-of-county travel. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote:

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

Motion passed.

Due to technical difficulties Board of Health meeting adjourned at 3:38pm.

Board of Health meeting reconvened at 3:40pm on motion by Tina Childers and seconded by Brian Oliver. Motion passed by unanimous voice vote.

Environmental Division

Kelly Spindler, Environmental Director started with asking approval from the Board of Health to approve the solid waste facilities and the C & DD facilities listed on the December BOH agenda.

Landfills: Pine Grove Landfill, Lancaster Transfer Station, Lancaster Tire Collection, Southeaster Correctional Facility

C&DD Facilities: M & B Demolition Disposal, Walnut C&DD LLC

Brian Oliver made a motion to approve the landfills of Fairfield County that is listed above. Dr Teresa Wood seconded the motion.

Roll Call Vote:

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

Motion passed.

Resolution 2020-78 That a variance from Ohio Administrative Code 3701-29-06 (G)(3)(a) and 3701-29-15(N)(2), be granted to Bernie and Jennifer Mauck allowing a sewage system to be installed less than 10 feet from the drainage/utility easement at 3251 Eagle Drive, Carroll, and to reduce the length along contour of the lines.

Brian Oliver made a motion to approve the Resolution 2020-78 to approve a variance for allowing a sewage system to be installed less than 10 feet from the drainage/ utility easement Dr Teresa Wood seconded the motion.

Roll Call Vote:

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

Motion passed.

Ms. Spindler ask for approval to hire for the sanitarian position that is vacant for the food program.

Tina Childers made a motion to hire for the vacant food sanitarian position. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote:

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

Motion passed.

Ms. Spindler informed the board that Lakeview RV Park owner, Jeremy Primmer was given a 30 day extension on providing documentation to the Ohio Department of Health to add additional lots. The board acknowledges the time spent on this issue with the park and asked Ms. Spindler to let ODH handle the matter until a decision is made so she can focus on other matters within the Environmental Division.

NURSING/WICSTAFF

Mrs. Fyffe, Nursing Director went over highlights from her report. Ms. Fyffe started by informing the board about the contact tracing process. Ms. Fyffe mentioned that the department is receiving a 100 plus cases a day. Ms. Fyffe and Mr. Hanna has been working with ODH and their requirements which the department has been following with their contact tracing. Mrs. Fyffe went over the 3 new phases of quarantine. Information about the new quarantine guidelines and information to self-quarantine and to isolate will be put out through the department's website and social media. She discussed the new protocols of who to contact for quarantine, if they are two weeks out past contacting the individual, they are not making that contact they are focusing on the contacts that still fall in the time frame of quarantining. Ms. Fyffe stated that the tracers went from being 1700 contacts behind to about 550 currently. More tracers were hired and started taking on contacts as of last Friday. Mrs. Fyffe is hopeful that we should be working in real time soon. She made the board aware of a Zoom meeting that will take place on Monday, December 14 at 2pm with other medical providers in the county and several other organizations, and that she will be speaking about COVID related topics and discussing the new quarantine guidelines as well. Discussion ensued. She did mention that the department has posted for the Communicable Disease Nurse position. Dr. Kapetansky asked about the timeline for the COVID-19 vaccine. Mr. Hanna mentioned that we should have vaccine on hand by December 22nd. Tiffany Nash, PHEP Coordinator mentioned that we currently have two POD sites that will be set up. Discussion ensued.

Administrator Report

Larry Hanna, Administrator the COVID-19 policy.

He asked the board to reevaluate the COVID-19 Sick Leave Policy for staff that must be quarantined to be able Sick time but not have it deducted from their actual accrual balances. This will help staff who do not have sick time accumulated to cover being off work.

Brian Oliver moved to approve the COVID-19 Sick Leave Policy change for staff that must be quarantined to be able to use Sick time but not have it deducted from their actual accrual balances. Dr. Teresa Wood seconded the motion.

Roll Call Vote:

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

Motion passed.

Mr. Hanna discussed billboards regarding COVID that were purchased in conjunction with Fairfield County, Fairfield Medical Center and FDH. One north and one South of the Meijer's on Rt 33. Mr. Hanna also discussed a thank you letter from the Fairfield County Coroner about Tiffany Nash. Mrs. Nash helped on a Holiday with supplies that they were out of. He wanted to thank her for reaching out and helping in a quick response.

Mr. Hanna also shared that the health department leadership was buying lunch for the department staff on December 21st. and work ½ day.

Misc.

N/A

Public Comments

N/A

Larry asks for the board to go into Executive Session.

Brian Oliver moved for the Board of Health to go into Executive Session at 4:25pm for personnel discussion. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote:

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

Motion passed.

Tina Childers reconvened back into the regular Board of Health meeting at 5:03pm with roll call.

Roll Call Vote:

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

Motion passed.

Resolution 2020-68 is to Authorize staff increases. Larry Hanna asked that that the board approve Resolution 2020-68 with his recommended amendments.

Dr. Steven Kapetansky made the motion to approve the amendments to Resolution 2020-68. Dave Petty seconded the motion.

Roll Call Vote:

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

Motion passed.

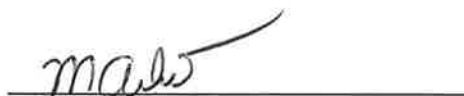
Larry Hanna ask about options to get document signing by the board while doing virtual meetings. Interoffice, hand deliver or walk in for board members to sign documents. Brian Oliver mentioned working with Fairfield County on a program they have already in place. Mr. Hanna will get more information from county IT.

Adjournment

The meeting adjourned at 5:11 p.m. on motion by Dave Petty. Dr. Teresa Wood seconded the motion. Motion passed by unanimous voice vote.



Tina Childers, President
Fairfield Department of Health



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