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Fairfield Department of Health

BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
January 13, 2021 at 3:00 P.M.

Meeting Location: OSU Extension Office

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, Colt Bush, SIT.

Others Present

Bob Eisenacher
Merle Swain Jr.

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

Approval of Minutes

Brian Oliver made a motion to approve the December 9, 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 went over the highlights of the summary report. The department has received in 92% of the revenue and spent 82% of the expenses.

Mrs. Ehorn discussed Resolution 2020-79 that was presented to the board.

Resolution 2020 – 79: \$634.01 Memo Expense for OPERS payment for former employee now working at the Fairfield Community Health.

Brian Oliver made a motion to approve Resolutions 2020-79 to approve expenses for OPERS for former employee. Dave Petty seconded the motion. Motion passed by unanimous voice vote.

- Expenses not budgeted or unexpected (over \$1,000)
 - None for December
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
 - Daily Services – Contact Tracer Supervisors - \$4,614.64
 - Dell Marketing – Contact Tracer Laptops - \$27,976.01
 - Katom Restaurant Supply – Vaccine Freezer (CARES funding) - \$4,509.07
 - South Central Ohio Insurance Consortium – Med/Dental Ins - \$46,126.49
 - Spohn Excavating – WPCLF Projects - \$60,783.00
 - Treasurer, State of Ohio – C&DD State Fees - \$7,566.05
 - Treasurer, State of Ohio – WIC BWC Refund – \$3,379.66 (\$2,491.66 and Sewage State Fees \$888.00)
- COVID-19 Grant as of 12/31/20
 - Revenue - \$394,952.66
 - Expenses – \$238,462.45
- Contact Tracing Grant as of 12/31/20
 - Revenue - \$230,574.66
 - Expenses - \$311,986.32
- CARES Act Funding
 - Revenue - \$75,056.79
 - Expenses - \$79,565.86 (freezer not reimbursed yet)

- Health Insurance/Dental Update – as of November 30, 2020

JHP - Health Insurance Ending Balance (deficit)/surplus	\$116,183.15
SCOIC – Health, Dental, Life Insurance Ending Balance (deficit)/surplus	\$16,809.99

- Cash balance as of December 31, 2020
 - All programs - \$2,472,868.18
 - District Health (not including District Health Subfunds) - \$1,466,611.11

Ms. Ehorn went over additional highlights on the summary report with the board. Ms. Ehorn also discussed the revenue and expenses that were COVID related that was listed on the report. The first two grants listed on the report, the COVID-19 Grant and the COVID-Contract Tracing Grant were extended, they were to end on December 31, 2020. The money that the department paid out to purchase a freezer at the end of the year, did not get reimbursed back from the funding from the County Commissioners for Fiscal year 2020. Ms. Ehorn did reassure it is coming. She also went over the health care premium balances for Jefferson Health Plan and SCOIC. She will follow up with the board when any funds left from JHP will transfer to SCOIC. Ms. Ehorn finished with the cash balances as of December 31, 2020.

The board asked about money that has been distributed for COVID out of our 2020 budget will be reimbursed back by grants. Ms. Ehorn did state she has asked for all reimbursements. She also stated that more grant money will be coming starting February 1, 2021 for the department for COVID related expenses. More details for this grant money will be coming later. Mrs. Ehorn described what CO and CT was for the audience that attended the meeting.

Mrs. Ehorn asked the board to review the copies she presented to them for the 2022 budget. Mrs. Ehorn discussed the figures for the 2022 budget that includes the health department, Lancaster City Contract funding and the DAC funding to complete the 2022 budget. The 2022 budget will be discussed at the next DAC Meeting. The Board asked Ms. Ehorn to distribute enough detail to the DAC to explain the 2022 budget. Discussion ensued.

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

Dave Petty moved to approve financial report and out-of-county travel. Brian Oliver seconded the motion. Motion passed by 4" Ayes, 0" Nays and 1" Abstained" by Dr. Steven Kapetansky.

Environmental Division

Kelly Spindler started by presenting her Resolutions to the Board. Ms. Spindler had one resolution on the agenda and a walk in. Ms. Spindler explained why the walk-in resolution was presented too late for it to be added on the agenda for this meeting. Time and weather play a significant part on not waiting to submit a resolution for the next board meeting just to make it on the agenda and create a wait time for the person working with a time limit to finish a job, so the department just moves forward by doing a walk-in resolution to the meeting. All resolutions are recorded in each meetings minute's to be documented.

Mrs. Spindler went over Resolutions 2020-05 & 2020-06.

Resolution 2020-06; it is a variance waiving the minimum distance needed from septic system treatment from the property line to a building located at 2927 Lancaster-Kirkersville Rd. It is an existing home with a makeshift tank and a straight discharge to a ditch. It is a narrow area that is being worked with and they are putting in a NPDS discharging system with a tight area. A variance is needed to fix the nuisance.

Dr. Teresa Wood made the motion to approve the variance. Dave Petty seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".

Resolution 2020-05 variance needed for putting in a mound system. Right now, soil is too wet and thick to put in mound, but owner would like to go ahead with putting in the tanks and use them and keep them pumped until the weather is good and the septic system can be completed. By law, it requires to have a variance that is specific to the rule to proceed with the work. Owners would like to move into the house. Owners are staying in a hotel.

Dr. Teresa Wood moved to approve the variance to proceed with putting in tanks to use until septic system can be completed. Dr. Steven Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained.

Lakeview Campground- Mrs. Spindler gave an update. Ms. Spindler was contacted by Peter Ginn, who is an engineer with ODH. Mr. Ginn shared with Ms. Spindler that he received an email today from the owner and has not had a chance to look at the email yet. Any information that ODH received from the owner needs reviewed and once it is reviewed, ODH will contact FDH to update the agency. The campground has been given a 30-day extension. Discussion ensued.

Dr. Teresa Wood ask Mrs. Spindler if we have a policy in place protecting the employees of the health department from personal attacks regarding a conflict with a business and a health department employee. Dr. Wood ask that the employee be refrained from being mentioned in the discussion over Lakeview Campgrounds. We do have a policy in place. Discussion ensued.

Ms. Spindler explained how staff is splitting up duties and working COVID-19 duties as well. The environmental staff currently has the following responsibilities with the COVID -19 response. Devin Delgado is working full time taking phone calls relating to positive cases. Kevin Barlow and Kelly Gregory respond to COVID related complaints in licensed facilities. Any time spent on enforcement will be covered by the grant enforcement funding. I am still lead for distribution and Hannah Chamberlain is my back-up. We have spent many hours contacting and distributing vaccine to entities that fall under Tier 1a and are able to administer their own vaccine shots. Jen Valentine is still PIO.

Nursing Division

Stephanie Fyffe updated the board on the COVID numbers, as of today's date we are at 100-120 being reported daily which seems to be plateaued. Last month the Contact Tracers were behind. This month all contacts have been notified and notifying contacts are up to date. More information is being investigated that was deciphered before due to the overwhelming numbers of contacts that needed to be notified prior. Since the Contact Tracers are current on contacting patients, adding information back into the questionnaire will allow us to gather more information that's needed to get a better understanding on the spread of COVID.

Mrs. Fyffe announced that the Nursing Division will be having a staffing change. Jessica Whalen the new immunization nurse is interested in the Communicable Disease position. Jessica Whalen will be transitioning into this position.

The immunization position has been posted. She noted that the posting was updated accepting LPN's as well as RN's for qualified applicants. Ms. Fyffe stated that one has applied and may start as soon as next week. Immunization position will only do our vaccine clinic only.

Ms. Fyffe mentioned the department has given out 1000 doses so far for Phase 1a. This is the only tier so far that is being vaccinated at this time. Mrs. Fyffe explained what the tiers were. Plans are changing every day. The Governor has put out new guidelines to try and achieve each week. Orders for COVID vaccine are being placed continuously. The department gets what is given at that time and schedules accordingly to how many were received going by the guidelines set at that time. A question was asked about how the community will receive the vaccine. Ms. Fyffe explained how the community can register for the vaccine on the myfdh.org website. Due to the lack of vaccine, there will not be enough vaccine right now for all groups for every individual that has signed up. The registration form will help decipher who will get it right now regarding health issues, until enough vaccine is available for everyone. Ms. Fyffe continued to share how the vaccine clinics will be ran to distribute this vaccine to the community at the Fairfield County Fairgrounds. It will be set up for people to stay in their automobiles and get vaccinated. Discussion ensued.

Ms. Spindler mentioned that other providers in our area and outside our county are signing up to be a COVID providers to be able to administer and receive vaccine. Dr. Teresa Wood gave information to the public sitting in on the meeting and to the board with how Ohio Health is setting up for COVID vaccination. Other information was given at the meeting in regards on how people could be signing up with their providers and the other agencies in their areas. This would insure more than one way to try to receive a vaccination. Guidance was given to still wear masks and social distant until the vaccination has built some immunity. Phone calls have been coming in at a very high rate from the community needing help or was unsure if they have signed up correctly. The Health Department will have some volunteers come in and return phone calls and help individuals sign up if they do not have access to website or social media. Board members ask if the website has informative information for the public as to what the process is and how to register and check back for updates. Ms. Fyffe stated that information changes daily. Discussion ensued.

WIC is running steady. Appointments are still being conducted for WIC participants. WIC numbers have gone down some due to COVID-19 but holding steady.

Administrative Division

Mr. Hanna ask the board to vote on the 2022 Health Department Budget. Tina Childers asked the board to make a motion on the 2022 Health Department budget.

Dr Teresa Wood made the motion to approve the 2022 Health Department budget. Brian Oliver seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".

Mr. Hanna ask the board to give a blanket approval to extend the COVID money. This would allow Mr. Hanna to hire people to do volunteer duties. Mr. Hanna stated for example, "Volunteers are a wonderful thing, but most volunteers work on their schedules. There have been times when a volunteer vaccinator was needed, we didn't have coverage". Mr. Hanna asked that to restrict the undue hardship on having staff fill in or to try and get volunteers for times that are needed, this approval would solely be based on Mr. Hanna moving forward with hiring some vaccinators to cover this without having to wait until the next board meeting for approval in hopes that would fix the issue of not having coverage.

Dr. Teresa Wood made a motion to approve the blanket approval for Mr. Hanna to hire vaccinators to have dependable coverage. Dr. Steve Kapetansky seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".

Mr. Hanna expressed to the board on how much he has witnessed his staff at the health department being tired but dedicated giving caring and countless hours under this pandemic and had asked the board to grant a one-time 3% adjustment for hazard pay for the health department staff, basing the amount off their 2020 salary. This would be from a needs assessment of approximately \$34,000 that was created by Mr. Hanna and Jamie Ehorn that would cover a large portion of the amount. The General Fund would cover approximately \$14,000. The board thought it sounded better to have it considered "appreciation for extraordinary service" instead of hazard pay.

Brian Oliver made a motion to approve the 3% for appreciation for extraordinary service. Tina Childers seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".

Adjournment

The meeting adjourned at 4:33 p.m. on motion by Dr. Teresa Wood. Brian Oliver seconded the motion. Motion passed by 5" Ayes, 0" Nays and 0" Abstained".



Tina Childers, President
Fairfield Department of Health



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