



BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health
Minutes of the Board of Health
May 13, 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
Dr. Teresa Wood

Board Members Absent

Dave Petty
Brian Oliver

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; Merrilee Taylor, Emergency Preparedness Coordinator

Others Present

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

Approval of Minutes

Dr. Teresa Wood moved to approve the April 8, 2020 board meeting minutes as presented. Dr. Steven Kapetansky seconded the motion.

Roll Call Vote: Tina Childers - aye
Dr. Steven Kapetansky – aye
Dr. Teresa Wood - aye

The motion passed.

Financial Division

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn stated that we are 33% of the way through 2020 and have collected 38% of revenue and spent 35% of the budget. Mrs. Ehorn discussed the resolutions that were presented to the board.

Resolution 2020-23 – The purpose of Resolution 2020-23 is for the appropriation of unappropriated monies in the Bioterrorism fund for coronavirus activities in the amount of \$75,353.14.

Resolution 2020-24 – The purpose of Resolution 2020-24 is to approve the conversion of previously earned compensation time, due to work related to the coronavirus, to be paid out to employees. This is retroactive to January 20th and ends March 27th. The state auditor was contacted for approval and thought this was acceptable if approved by the board. The grant is allowing us to pay overtime. Normally, employees earn comp time instead of being paid out for hours over 37.5 or time and a half for hours worked over 40. This resolution allows us to take previously earned comp time as related to coronavirus work and converting it to allow to be paid. When employees finally take their already accrued comp time, it will be paid out of programs that they are currently being paid out of now and not the coronavirus monies.

Approval of Resolutions 2020-23; and Resolution 2020-24 – **Dr. Steven Kapetansky made the motion to approve Resolutions 2020-23 and Resolution 2020-24. Dr. Teresa Wood seconded the motion.**

Questions were asked regarding whether employees were given the option to be paid out or use their comp time. Mrs. Ehorn stated that the staff were not given the option to save their comp time. The justification for this is that there would be a lot of comp time accrued that would not be taken until much later, when the grant funds are gone. Staff would be taking time earned related to the coronavirus under their normal everyday programs. We would like to avoid this happening. Several staff already have a substantial amount of comp time. If everyone banks time, we will always have people off and be short staffed and we need to make sure comp time usage expenses comes out of the appropriate fund/program.

**Roll Call Vote: Tina Childers - aye
Dr. Steven Kapetansky - aye
Dr. Teresa Wood – aye**

The motion passed.

MISCELLANEOUS

- COVID Related Revenue and Expenses update – Mrs. Ehorn stated that FDH received a grant from the Ohio Department of Health in the amount of \$101,029.00 and supplemental funding in the amount of \$47,460.00 for a total of \$148,489.00. We received COVID-19 subsidy monies in the amount of \$8,237.10 and a Public Health and Social Services emergency Fund (CARES Provider Relief Fund) in the amount of \$4.49. We were awarded \$124,257.00 for a contract tracing grant that will run from May 1st through Dec. 30th. We do not have guidance on this grant (we are not sure how this money can be used yet).

She has requested reimbursement from the COVID grant for expenses from January through the end of April for \$82,802.07. This should be coming in soon. We are spending \$24,000.00 in salary and fringes per pay depending on who is working and the hours they work.

- Update on Health Insurance – As of March 31, 2020, we have a surplus of \$60,116.79 in health insurance and a surplus of \$4,787.88 in the dental insurance.
- Cash balance as of April 30, 2020
 - o All programs - \$2,095,482.28
 - o District Health (not including District Health Sub funds) - \$1,264,861.07

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
Dr. Teresa Wood – aye

The motion carried.

Environmental Report – Mrs. Spindler discussed resolutions that were presented to the board.

Resolution 2020-25 – The purpose of Resolution 2020-25 is to grant a variance for Matthew Wolfe, 1350 George Road, Lancaster from Ohio Administrative Code 3701-28-07(J) Table 1, which describes the distance requirements for private water systems. Mrs. Spindler reported that the well was drilled as a part of a major subdivision. All major subdivision have additional easements. When the house was built it was right up against an easement. The well was drilled in a 15-foot utility easement. The owner of the property is asking for a variance for the location of the well. The original well was drawn up on the side of the home, the requirement is 10 feet from an easement which is why the variance is being requested.

Resolution 2020-26 – The purpose of Resolution 2020-26 is to grant a variance to waive the requirement minimum distance of a well from a building located at 3450 Winchester Southern Road, Canal Winchester, Ohio 43110 (Rick Rogers). The required minimum distance cannot be met due to the current location of the well and the building as stated in OAC Section 3701-28-07(D). Mrs. Spindler stated that this is a private water system with minimum distance requirements. This property had an existing home. The buyer tore the home down. The well was an older well that was below the surface of the ground and drilled prior to 1981 when private water rules were adopted in Ohio which required well casings to be brought above the surface of the ground. The existing house was torn down and the owner had Steve Adkins of Adkins Water look at the well. He brought the casing to the surface, put in a new pitless adapter and a new pressure tank. This would have required a permit which Mr. Adkins did not obtain. He is also not a registered private water systems contractor. After the house was torn down, the owner built a pole barn building about 15 inches from the well. Board members felt that 18 inches is not a lot of room. BOH members asked the environmental director her feelings on this.

Mrs. Spindler stated that we will try to deal with the issues about the permit and the installer not being registered. The owner does not want to drill another well currently. She stated that she is unsure of the age of the well and sometime in the future they may have to drill a new well. Once the alteration work is completed, they will have to connect to the new house that they are building. If we do a variance and the water is not good, they must drill another well. Just because they are getting a variance, does not mean the well will be approved. The variance approval is just for the distance of the building.

Approval of Resolutions – Dr. Teresa Wood made the motion to approve Resolutions 2020-25 and Resolution 2020-26. Dr. Steven Kapetansky seconded the motion.

**Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Dr. Teresa Wood – aye**

The motion carried.

UPDATE ON ENVIRONMENTAL STAFF

Mrs. Spindler discussed Environmental staff activities regarding the COVID-19 response. Sewage and water staff consist of Jen Valentine, Devin Delgado and Colt Bush. Mrs. Delgado has worked exclusively as a contact tracer in the COVID-19 response. She is the lead in contact tracing. She is currently training volunteers and organizing the contact tracing activities. She is working at FDH about 75% of the time; Jen Valentine is the Public Information Officer in all emergency responses. She does not have a lot of time spent in COVID. Colt Bush has not spent any time in COVID. Dennis Oliver is the Plumbing Coordinator. Plumbing has not slowed down at all. Food Safety staff is Kevin Barlow, Jacob Webb, and Kelly Gregory. Since Mr. Barlow is also a nurse, he has been working on the intake team for the COVID response. He has been taking essential/non-essential calls, although food facilities and campgrounds have continued to call him. Beginning on Monday May 18th, Mr. Barlow will transition back as the Food Service Program Coordinator. Jacob Webb and Kelly Gregory have been working from home and doing some work at FDH doing mobile food and answering phone calls regarding food. Both were brought in on the essential/non-essential team. They have been making spot checks on local businesses to make sure employees are wearing masks as required by the Governors orders. Hannah Chamberlain is working in the rabies program. She has also been helping with the business checks.

COVID-19 UPDATE

Mrs. Nash gave the COVID-19 update as of May 13, 2020. There were 195 people that are probable or diagnosed with COVID-19. We have 32 hospitalized or has been hospitalized and 10 in ICU. Fairfield County has three deaths. 87 of the total cases are male. 108 are female. Age range is 3 years to 85 years with a median age of 44 years. We have 125 that have recovered from COVID. Mrs. Nash reviewed the exposure sources - 41% from the community; 20% from close contact; 12% were health care exposures; 21% were household contacts and 3% were travel related. It was thought that COVID-19 only affected the older population, but we do have quite a few young people that have been infected.

Mrs. Nash explained the investigation process. She stated that we launch an investigation on anyone who has tested positive or who is symptomatic and match the symptoms of COVID. Part of the investigation process is that we look for exposure date; identify all people who they have been in contact with from the exposure date and then the intake team does an initial investigation; those contacts are delegated to the contact team. The contact tracing teams gets in touch with these individuals daily to see if they become symptomatic. If they are, every person they come in to contact with becomes a new investigation.

FDH is collaborating with Fairfield Medical Center on COVID testing. We are working with long term and mental health to make sure they are prepared on how to deal with COVID. We are also collecting and collating data. Countless meetings with state and other stakeholders are being held.

UPDATE ON NURSING/WIC STAFF

The Nursing clinic has been closed due to the Governor's orders. WIC clientele are continuing to be seen but they wait in their car and then we call them to come in for their appointment. They wait at the FDH entrance and are seen one person at a time. At this time heights, weights and fingerstick requirements for WIC clients has been waived. Interviews are being held on the phone with a health care professional in WIC.

Judy Scali continues to do the Children with Medical Handicaps grant and is on the contact team. Stephanie Fyffe is on the intake team and assisting Mrs. Nash as her back up. Bekah is EPI Branch Director and is the lead for both contact and intake teams. Tiffany Nash pulls the data daily and handles the daily Communicable Disease investigations and is the Operations Chief for COVID. Board Member Dr. Kapetansky questioned when we move from an emergency response mode to an epidemiologic mode, are we going to change our methods to match this or go forward with no changes. Mrs. Nash stated that from the Epidemiology side, we anticipate an increase in the workload and we are currently working on plans to increase the staffing pool to accommodate this. We saw a lot of cases increase after Easter. Board Member Dr. Wood asked how many contact tracers we are going to add with the additional COVID money. Mrs. Nash responded that some money has been earmarked for contact tracing and at this point we have not received the guidelines from the state yet. We anticipate getting six to eight more contact tracers. Board Member Tina Childers discussed the workload at the health department between daily operations and the COVID response. Mrs. Nash stated that we are trying to move people back to daily activities. We are using volunteers to help. Right now, the workload is higher. Mrs. Spindler stated that as the numbers increase, we are hoping that between contact tracing employees and volunteers from ODH that we do not have to use FDH staff so they can continue working. Mrs. Nash stated that a volunteer is not a one-to-one trade off with a staff member, we do not give volunteers the more involved people, we do not expect them to take those cases. We do have volunteers working on contact tracing right now. Board Member Childers suggested putting out an email to all county employees asking for volunteers. We recently put a volunteer form on the website too. We must do background checks on all volunteers.

Mrs. Nash has been busy writing for the Maternal and Child Health grant, which is due Monday, May 18th and the Kribs for Kids grant. She is finishing up the Ohio Children's Trust fund grant and has been having major issues with the vendor which she is currently working on.

Administrator Report

UPDATE ON EMERGENCY RESPONSE PLAN

Mr. Hanna asked Merrilee Taylor, Emergency Response Coordinator to give an update. Mrs. Taylor highlighted FDH activities. She reported that FDH activated our response and ICS on March 9th. The state opened at the same time. Our response capacity is on multiple levels. We are coordinating with response efforts locally with the hospital, other health care providers; long-term care, EMA, law enforcement, and EMS. The public health response is an integrated response with local regional partners, regional partners (COTS) and state and federal partners. In our ICS under Operations, the EPI is taking the focus right now. We also have Kelly Spindler working distribution for test supply kits/PPE's and a shipment of masks. We get routine shipments coming in from state and federal resources and we are monitoring inventory on a county level. Vital Statistics has been put on standby because as deaths begin to increase, they will be tracking those. Moving forward, this response will move through different phases as the situations change. We adjust as the situation changes. This is not going away anytime soon. Public Health is ramping up for whatever is coming. The vaccination campaign will begin as soon as a vaccination becomes available. Mrs. Taylor stated that FDH is currently in a small first phase and it will expand as the situation expands.

Mrs. Taylor discussed the Situation Reports (SITREPS). These reports are sent out to EMA and staff. The annexes activated so far are outlined in the emergency response plan. This is a large and complex responsibility. These are not just day-to-day operational roles; these are two different roles that staff work in. Board Member Childers asked whether the plan has been working smoothly. Mrs. Taylor replied that we do need to get our response tightened up and be able to jump from day-to-day and response roles. The main goal of ICS is to keep it functional and keep the 1-1 reporting and conserve the staff. We have limited staff and they cannot be burned out. There is a span of control built for ICS staff.

Mosquito Control Grant

Mr. Hanna stated that we have had the mosquito control grant from OEPA for several years. We were awarded this grant this year in the amount of \$23,520.00. We were going to have a tire drive using some of this funding but due to COVID it was cancelled. We are hoping to reschedule the tire drive later this year. We had a former employee who had worked as our seasonal technician interested in the 13-week position. Mr. Hanna asked for permission to hire this individual and she will begin later this month. This position is fully funded.

Tina Childers moved to hire the technician for the mosquito control grant position. Dr. Steven Kapetansky seconded the motion.

**Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Dr. Teresa Wood – aye**

The motion carried.

Nursing Clinic Update

Mr. Hanna discussed reopening the nursing clinic. FDH has a work plan to slowly reopen the clinic later in the month of June and then slowly rebuilding it to full capacity in August. If we reopen our clinic, we will have to pull some employees back from the COVID Contact Tracing positions response to their normal FDH job duties. COVID money will be used to hire contact tracers. Mr. Hanna asked the board for permission to start investigating and hiring contact tracers if we do not expense more than \$124,000.00. Contact tracers will work on a contract basis until December 31, 2020. Contact Tracers would be fully funded by the COVID funding.

Dr. Teresa Wood moved to approve hiring contact tracers using COVID funding. Dr. Steven Kapetansky seconded the motion.

**Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Dr. Teresa Wood – aye**

The motion carried.

Public Comments – There was no public comments noted.

Adjournment

The meeting adjourned at 4:34 p.m. on motion by Dr. Steven Kapetansky. Dr. Teresa Wood seconded the motion.

**Roll Call Vote: Tina Childers – aye
Dr. Steven Kapetansky – aye
Dr. Teresa Wood - aye**

The motion passed.



Tina Childers, President
Fairfield Department of Health



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