



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
November 10, 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
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

N/A

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

Approval of Minutes

The board discussed the October 14, 2020 minutes under the Environmental Division Resolution 2020-59 – The board discussed adding the following wording to the October 14, 2020 minutes to Mr. Shankle's section.

Mr. Shankle discussed his concerns on cost and time with this issue. Discussion ensued. "The board decided to grant the variance needed after listening to Mr. Shankle's concerns and hardships that would take place if made to go forth with Ms. Spindler's recommendations. The board will move forward with OAC 3701-28-19 (B) (1) which states there will be unusual and unnecessary hardship in complying with the rules".

Brian Oliver made a motion to amend the October 14, 2020 minutes. The motion approves granting a variance for Mr. Shankle's resolution 2020-59 following the OAC 3701-28-19 (B) (1) due to there will be unusual and unnecessary hardship in complying with the rules. Dr. Steven Kapetansky 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 83% through 2020 and that we have received in 90% of the revenue and spent 68% of budget. Mrs. Ehorn discussed the resolutions that were presented to the board.

Resolution 2020 - 58: \$614.28 Memo Expense for OPERS payment for former employee now working at the Fairfield Community Health

Resolution 2020 - 60: \$100,000.00 Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the Bioterrorism Fund (7321) (Subfund 71732159-CARES ACT)

Resolution 2020 - 62: \$1,548.31 Appropriate Unappropriated Funds for the Solid Waste Fund (7010 - CFLP)

Resolution 2020- 64: \$15,000.00 Cash Transfer, Appropriate Unappropriated Funds, Amend Certificate, Update Receipt Line for the Public Health Nursing Fund (7006)

Dr. Teresa Wood made the motion to approve Resolutions 2020-58, 2020-60, 2020-62, 2020-64. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

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)
 - Mid OH Valley Integrated Systems – Alarm System Monitoring \$359.88
- Invoices paid during the month over \$3K, budgeted and/or reimbursed, but not mentioned above:
 - Cody W. Eccard – WPCLF Projects - \$27,722.00
 - Fairfield Co. Commissioners – Office 365 Annual Fee - \$15,899.27
 - Fairfield National Bank – Credit Card Fees (2 months) - \$3,347.84
 - Glaxosmith Kline – Flu Vaccine - \$3,296.98
 - Sarah Grim – Contact Tracer covers several weeks - \$4,797.00
 - Seqirus – High Dose Flu Vaccine - \$4,685.88
 - SCOIC – Medical and Dental Ins. Premium \$42,035.16
 - SurveyMonkey – Contact Tracing Program for Schools - \$12,000.00
 - Treasurer, State of Ohio – C&DD/Vital Statistics State Fees - \$35,044.58
 - Treasurer, State of Ohio – Audit - \$5,002.00
 - Treasurer, State of Ohio – Water, Sewage, Camps, Food State Fees - \$7,349.00
- COVID-19 Grant as of 10/30/20
 - Revenue - \$175,641.44
 - Expenses – \$179,589.47
- Contact Tracing Grant as of 10/30/20
 - Revenue - \$217,867.14 (Includes an advance of 50% of grant award \$196,072)
 - Expenses - \$182,135.86

- CARES Act Funding
 - Revenue - \$67,400.27 (Covers salary and fringes)
 - Expenses - \$69,933.61 (salary, fringes, and misc. covered supplies not reimbursed yet)
- Health Insurance/Dental Update – as of September 30, 2020

JHP - Health Insurance Ending Balance (deficit)/surplus	\$141,448.49
SCOIC – Health, Dental, Life Insurance Ending Balance (deficit)/surplus	\$61,425.06

- Cash balance as of October 31, 2020
 - All programs - \$2,392,005.78
 - District Health (not including District Health Subfunds) - \$1,335,648.41

Mrs. Ehorn stated that the Health Department was not able to spend about 5% of the WIC funding in FY20, that was about \$22,000, mostly due to staffing changes, this was close to the amount last year the Health Department did not spend.

Mrs. Ehorn discussed the health insurance premium for 2021. She discussed the two plans the Health Department had prior, which was the High Deductible Plan and the PPO plan. The board approved the rates for the PPO plan at the October 14, 2020 Board of Health Meeting, however the rates for the High Deductible plan were not available at the time. Ms. Ehorn mentioned the Health Department does not currently have anyone on the High Deductible plan. The Board of Health reviewed and discussed the High Deductible insurance rates. If any staff wishes to enroll in the plan, it will be available. Mrs. Ehorn brought the insurance rates to the meeting. There were no rate increases. Board of Health reviewed and approved the rates.

Dr. Teresa Wood made the motion to approve the rates for the High Deductible Plan and the PPO Plan. Dr. Steven Kapetansky seconded the motion. The motion passed by 4 Ayes, 0- Nays, 1- Abstaining.

Mrs. Ehorn stated the audit is almost complete. There were three audit issues that were indicated as just verbal not actual findings.

- Late charges for Speedway due to getting the bill late from the business which in turn prolonged the checks being cashed late. (another vendor is currently being considered)
- OPERS clinic activity revenue and expenses were not being tracked on the department’s financial statements in the past, they would like the tracking of all incoming and outgoing transactions going forward.
- SCIOC- Auditors would like to see incoming and outgoing transactions on the financial statements. This has not been done in the past.

The Fairfield Department of Health did opt out of the exit interview for the audit. Dr. Kapetansky asked if there was any significance to declining the exit the interview.

Mrs. Ehorn explained that if there is a need by the board or the Fiscal Officer there can be an exit interview. The auditors would make a sight visit (or zoom meeting) to go over the findings. Ms. Ehorn stated that she has not known of the health department asking for an exit interview in the past.

Dr. Teresa Wood asked if the money that was not used for the WIC program be cut from the grant for the following year. Ms. Ehorn did mention that it could or may have an impact on the WIC grant for money not used. Although, Ms. Ehorn mentioned that the grant for next year went up slightly.

Brian Oliver asked if services are still being offered for WIC. Stephanie Fyfe, Nursing Director mentioned that the clientele has went down since the pandemic. Mr. Oliver asked if the clients that previously had used the benefits have had contact from the department. Ms. Fyffe explained that WIC staff has made phone calls and have had many no shows for appointments made.

Dr. Steven Kapetansky thanked Ms. Ehorn for her efforts and only hearing the department had 3 minor recommendations with no findings for this year's audit.

Ms. Ehorn asked for the Board of Health to approve the Fairfield County's Holiday Schedule for 2021.

Dave Petty made a motion to approve the Fairfield Department of Health to follow the Fairfield County Holiday Schedule for 2021. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Approval for out-of-county travel and Financial Report – Dr Teresa Wood moved to approve financial report and out-of-county travel. Dave Petty seconded the motion. The motion passed by a unanimous voice vote.

Environmental Division

Kelly Spindler, Environmental Director started out with four resolutions needing approval from the Board of Health.

Resolution 2020-63 The purpose of Resolution 2020-63 is to refer to prosecution Richard and Barbara Pentrack, 1105 Hamburg Road, SW, Lancaster, OH 43130 to comply with OAC 3701-29-06(E){3}: *"No STS or GWRS or part thereof shall create a public health nuisance, as defined in section 3718.011 of the Revised Code."* No contact has been made by Mr. or Mrs. Pentrack from September, when the incident started, to current date November 10, 2020.

Resolution 2020-66 The purpose of this resolution is to grant a variance for the property located at 3668 Quail Run Court, Lancaster, OH 43130 (Dustin and Lindsey Poling) allowing the STS to be installed less than 10 feet from the drainage/utility easement as required in OAC 3701-29-06 (G). The distance will be approximately 8 feet. The easement was wider than the installer was anticipating and moving the leach field would be difficult and delay the installation until Spring.

Resolution 2020-67- The purpose of this resolution is to grant a variance for the property located at 3712 Quail Run Court, Lancaster, OH 43130 (Zach and Katrina Bowman) to waive the required minimum

distance for a septic system from an easement as required in OAC 3701-29-06(G). The leach line will be at the edge of the easement. The house had been built 60 feet from the initial anticipated site which pushed the septic system closer to the easement. Any further delay would push the installation of a new leach field to Spring.

Dr Teresa Wood made the motion to approve Resolutions 2020-66 and Resolution 2020-67 to approve the variances. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Resolution 2020-53 for the increase in fees. This was the final reading and adoption of the fees. Mr. Oliver made a statement that raising fees in the middle of a pandemic was not a recommendation he would be in favor of. Dave Petty made a statement of the loss of revenue due to the pandemic and feels that the health department needed to raise the fees due to increased expenses. Dr. Wood was in favor of waiting on raising the fees while in the middle of a pandemic. Dr. Steven Kapetansky asked about increments being done instead of a full amount at one time. The amount coming in by raising the fee schedule would be approximately \$25,000-&28,000. Discussion ensued.

Dave Petty made the motion to approve Resolution 2020-53 to approve raising the fee schedule. Tina Childers seconded the motion. The motion passed 3 Ayes, 2 Nays, 0 Abstaining.

Tina Childers asked if the health department was going to be reimbursed by the COVID grant for the sanitarians inspecting mask complaints within businesses. Kelly Spindler explained that the appointed staff has been completing this duty for several months, and any time spent by Environmental staff on COVID related duties are paid by a COVID grant depending on what task was being performed.

NURSING/WIC STAFF

Mrs. Fyffe, Nursing Director went over highlights. Ms. Fyffe started by informing the board that the Immunization position has been filled by Jessica Whalen who started November 3rd. Rebecca Sutter turned in her 2 week resignation, she will be taking a position with Ohio Department of Health for a Contact Tracing Supervisor Position. She asked for the board to approve to replace Communicable Disease Nurse position.

Dr. Teresa Wood made the motion to approve hiring a Communicable Disease Nurse. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.

Ms. Fyffe informed the board of the drive through Flu Clinic we had at the Fairgrounds. She thanked Fairfield Medical Center for their participation and professionalism of staff that helped with the flu clinic. Amy Gabriel, Accreditation Coordinator shared information that was gathered from the staff evaluators at the clinic and this information helped the department review recommendations to schedule future clinics. Dr. Steven Kapetansky thanked everyone for holding the flu clinic.

Ms. Fyffe stated the department has been working with the schools. She informed the board that the Health Department has activated their Surge Plan for Contact Tracers. The case load has increased significantly from November 5th to current date. The department is 379 cases behind. All contact tracers

have been continuously working long hours but still struggling to keep up with the case loads coming in every day. Ms. Fyffe was asked by board member Brian Oliver, how many contact tracers we currently have. She replied that the department has 12 Contact Tracers. Different scenarios with COVID-19 contact tracing procedures were discussed. Discussion ensued.

Dr. Teresa Wood followed up on the possibilities of Mount Carmel student nurses helping the department. Ms. Fyffe stated we were working with Mount Carmel and that the plan did not work out.

Administrator Report

County Commissioners Emergency Meeting

Larry Hanna, Stephanie Fyffe and Dr. Aebi attended the Emergency Meeting held by the Fairfield County Commissioners. He discussed some topics of concern that were discussed at the meeting. Fairfield Medical Center is close to capacity with 30 hospital beds being occupied and having no replacement of sick staff. FMC is greatly concerned especially with holidays coming up creating super spreading. Military help is not offered due to the military being deployed to other high spread areas. Mr. Hanna stated that we are depending on a lot of volunteer qualified vaccinators and first responders such as Emergency Management (EMA) and Fire Departments to help with the Vaccine Campaign. Agencies that could be involved in the Point of Dispensing (POD) sites are EMA, FDH and FMC (if not overloaded with treating COVID-19 at that time).

Larry Hanna was asked if the department has a plan in place if staff are to work from home. The department does have a plan in place if forced to work from home. Exposure and quarantine related to COVID-19 procedures were discussed in detail and medical history of previous vaccines. Discussion ensued.

Mr. Hanna had meetings with Commissioner Fix from Lancaster, Mayor Gray from Pickerington and Darrin Monhollen, Violet township trustee on where to hold POD sites in these locations. Currently we have one that will be held at the Fairfield County Fairgrounds. Tiffany Nash, PHEP Coordinator is currently working on POD sites. Tiers were discussed for the vaccine. When vaccine has been approved and issued to POD sites, we anticipate a fast turnaround receiving the vaccine. Tiers will be set for receiving the vaccine.

Tier 1-Healthcare Providers, Long-term care facilities and individuals. Tier 2 and 3 is still being worked out.

Mr. Oliver asked if community would receive any information on Social Media on flu and COVID-19 vaccinations. This information is being worked on to get out to the community.

Mr. Hanna was asked about the District Advisory Council Meeting (DAC). He asked all board members if they have received the information on when and how to access the virtual meeting that will be held on November 9th. Lancaster Contract was discussed. Discussion ensued.

Mr. Hanna went over some information regarding the Operation and Maintenance (O & M) program. Discussion for a part-time sanitarian and a full-time position for a clerk for data entry. Board agreed for the 2021 budget for these positions.

Plumbing contract renewal for Hocking County was asked to be approved by the Board of Health.

Dr. Steven Kapetansky moved to approve the renewal of the Plumbing contract. Dave Petty seconded the motion. The motion passed by unanimous voice vote.

Mr. Hanna informed the Board of Health that starting November 12th, Governor DeWine has asked that all counties form a COVID Defense Team. Ours will be called "Fairfield County COVID Defense Team". These meetings will have FDH, EMA, Fairfield County Commissioners, Fairfield County Mayors & Township Trustees. These meetings will help come up with a plan for Fairfield County to lessen the load of COVID-19.

FDH Staff has accumulated a lot of Vacation and Comp time. Mr. Hanna would like the Board of Health to waive the amount of vacation and comp time that the staff can carry over for the end of this year. Mr. Hanna also gave another option on staff being paid out. The board agreed but ask to see what the approximate dollar amount would be for the department if staff wanted to be paid out.

Larry proposed that we have a virtual meeting for the December 9, 2020. Board of Health agreed.

Brian Oliver asked if Social Media could get more information out to the community for upcoming events.

Mr. Hanna shared that Dr. Aebi would like to limit the number of people that is not in the same household for the upcoming holidays to lessen the COVID spread. The board thought this should be coming from the state level. Discussion ensued.

Misc.

Tina Childers thanked the Fairfield Department of Health Staff for the outstanding job they are doing, and she appreciated their time and efforts dealing with COVID.

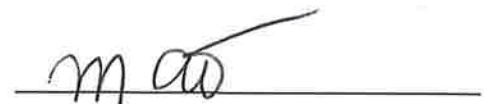
Public Comments

N/A

Adjournment

The meeting adjourned at 5:50 p.m. on **motion by Brian Oliver. Dr. Steven Kapetansky 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