



HARRISON COUNTY
Public Health

Harrison County General Health District
538 North Main Street – Suite G
Cadiz, OH 43907-1282
Phone: (740) 942-2616 – Fax: (740) 942-9331
HealthDepartment@harrisoncountyohio.org

HARRISON COUNTY GENERAL HEALTH DISTRICT

Minutes of the Board of Health

Held November 19th, 2020

Due to the COVID-19 Pandemic the meeting of the Board of Health was conducted through Zoom Video Communications.

Call to Order: President Adele Mason called the meeting to order at 1:00 pm.

Board Members Present:

Dr. Dan Jones
Ms. Melissa Powers
Mrs. Kate Sedgmer
Mrs. Adele Mason
Mr. Kent Murray

Absent:

Staff Members and Other Members Present:

Garen Rhome, Administrator
Katie Norris, Fiscal Officer in Training
Erika Battistel, Director of Environmental
Teresa Koniski, RN
Leann Cline, PHAB Accreditation Coordinator

Approval of Minutes:

President Adele Mason advised a correction to October's meeting minutes on page five, paragraph five where Dr. Jones asked about the Board working on continuing education hours. Garen stated the Health Department will schedule a study session to get the training done. Garen asked Dr. Jones what he thought of the material. Dr. Jones stated the material was educational because it was a time-consuming process. The correction should state only that it was educational and not time-consuming.

The previous minutes from October 15, 2020 were motioned for approval as corrected by Kent Murray. Kate Sedgmer seconded the motion all voted yes; motion carried. Ayes: All, Nays: None

Vital Statistics and Public Nursing Report:

The Vital Statistic and the Nursing Reports for September were submitted for Board review. (see attached report).

Adele asked for a status update on the WIC relocation.



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Garen: I contacted Renea [lessor] and we intend to sign the lease and begin payment for that location beginning December 1st. That does not mean we are prepared to move to the new location, but they have done the improvements to the sidewalk and fixed the paint, so they are ready for us. We will give Harrison Community Hospital thirty days' notice before the move, but we are going to sign that and it will be ours, officially, on December 1st.

Adele: Okay, very good.

Garen: I spoke with Renea, the lessor, last Friday, so less than a week ago and we are still on track.

With no further discussion, Kate Sedgmer motioned to accept the Vital Statistic Report and the Nursing Report portion of the consent agenda as submitted, seconded by Melissa Powers, all voted yes; motion carried. Ayes: All, Nays: None

Financial Report:

The Cash Balance Report and the Auditor's Financial Report for month ending October 31st, 2020 was presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$28,890.83
2. Expenses paid totaled: \$126,719.55
3. October 31st, 2020 ending balance: \$1,144,577.92

CASH BALANCE REPORT						
Report Period: October 2020						
Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$751,180.34	\$10,714.22	\$66,895.46	\$56,122.76	\$492,719.96	\$1,098,375.95
E001-E05 District Health-Property Tax	\$0.00	\$295.29	\$773,020.11			
E001-E02 Private Water	\$1,574.91	\$2,070.00	\$12,038.00	\$2,235.47	\$9,472.10	\$4,140.81
E001-E03 Food Service	\$14,005.75	\$289.30	\$33,923.05	\$2,798.47	\$35,737.43	\$12,191.37
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$35.00	\$574.51	\$5.49
E001-E06 Camps	\$0.00	\$0.00	\$5,591.25	\$676.06	\$4,796.69	\$794.56
E001-E11 Septics	\$2,171.24	\$1,158.00	\$22,602.10	\$296.00	\$22,628.26	\$2,145.08
E001-E12 RHWP Grant	\$12,737.06	\$2,981.34	\$16,020.65	\$1,879.69	\$23,357.28	\$5,400.43
E001-E14 PHEP Grant	\$12,811.70	\$800.00	\$56,355.00	\$5,689.39	\$49,530.82	\$19,635.88
E001-E17 WPCLF Program	\$440.00	\$0.00	\$56,367.85	\$16,629.00	\$54,496.85	\$2,311.00
E001-E18 WIC Grant	\$8,078.48	\$8,955.62	\$87,672.78	\$8,196.08	\$88,272.34	\$7,478.92
E001-E22 Cribs for Kids - MCH	\$4,390.40	\$249.95	\$4,144.80	\$0.00	\$563.32	\$7,971.88
E001-E24 Veggie U Program - MCH	\$3,533.48	\$0.00	\$0.00	\$0.00	\$499.39	\$3,034.09
E001-E26 CO20 Covid Response Grant	\$0.00	\$0.00	\$11,622.02	\$19,748.96	\$32,468.17	-\$20,846.15
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$1,577.11	\$2,225.83	\$12,432.67	\$15,307.22	-\$13,081.39
E001-E28 Stigma Reduction Initiative	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Grand Total	\$810,923.36	\$28,890.83	\$1,164,058.90	\$128,719.55	\$830,424.34	\$1,144,577.92
	R	R	R	R		

With no questions Kate Sedgmer motioned to accept the financial report as presented and that the report be filed for audit, Kent Murray seconded the motion, all voted yes, motion carried. Ayes: All Nays: None



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The voucher report for period 10/15/2020 – 11/19/2020 was presented to board members for viewing and approval in the total amount of \$24,432.32 as follows: Supplies: \$8,188.48, Equipment: \$4,156.21, Utilities: \$2,083.10, Contract Services: \$7,162.97, Mileage/Expenses: \$1,816.56, Advertising & Printing: \$287.68, State Fees: \$106.50, Promotional Items \$630.82.

Vouchers presented were approved upon a motion by Kent Murray, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Purchase Orders were presented to the Board of Health for viewing and approval in the amount of \$40,871.50 as follows:

<u>PO Number</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>PO Type</u>
20-1094	E000-E05	Utilities	\$3,913.23	Blanket
20-1095	E000-E02	Supplies	\$13,759.21	Blanket
20-1096	E000-E06	Contract Service	\$12,999.06	Blanket
20-1097	E000-E07	Mileage & Expense	\$5,000.00	Blanket
20-1098	E000-E09	Advertising/Printing	\$2,000.00	Blanket
20-1099	E000-E14	Contingencies	\$1,000.00	Blanket
20-1100	E000-E17	Insurance & License	\$2,000.00	Blanket
20-1101	E000-E21	Dues & Fees	\$200.00	Blanket

Kate Sedgmer motioned to approve purchase orders as presented, second by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Environmental Report:

The Environmental Division’s Consent Agenda Report was submitted for Board review. (see attached report)

Discussion:

Erika began with **Resolution No: 2020-104** regarding WPCLF Funding Tier 85” for Terri Boggs of 42040 Old Jewett Road, Jewett OH, that as part of the guidelines of said WPCLF grant, this governing body does hereby approve and award since contract #2019-08 to Jeff Rice, Soil Scientist by this resolution for the specific residential sewage treatment systems listed on Attachment A, of which is part of this resolution.

Melissa Powers motioned to approve Resolution No: 2020-104, seconded by Kate Sedgmer all voted yes, motion carried. Ayes: All Nays: None

Adele asked Erika if their department’s computer issues were solved.

Erika stated they are still waiting for the IT guy, Larry, to come in and download Health Space. They are having issues with the elite firewall and need an IBM program to install Health Space. Erika stated she let John know timelines of the process is imperative so food, camps and pools can be entered beginning first of the year.



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Erika stated all O&M (operation & maintenance) Fees are currently \$50 and proposed making an adjustment to the fees based on number of years. Jade and Erika believe a yearly O&M fee of \$10 would be sufficient. Two through five years either \$20-\$25 and leave the ten year at a \$50 rate. Individuals were currently paying \$50 on top of maintenance they must do.

Garen: Quick background – we started charging O&M fees sometime within the last three years.

Adele: I think we can back it up now that we are better funded. Any further questions or objections?

Garen: We will modify the form. To confirm, you want to reduce the one-year fee to \$10? You want to reduce two, three, four and five-year fees to \$25?

Erika: Yes, that is fine.

Garen: And you want to maintain the ten-year fee of \$50?

Erika: Yes.

Kent Murray motioned to approve the Environmental Division portion of the consent agenda, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Accreditation:

The Accreditation Report was submitted for Board review. (see attached report)

Leann did not have anything new to update. Leann stated she was missing Kate Sedgmer and Melissa Powers' accreditation training certificates.

Kate and Melissa both noted their training was finished and they will submit certificates.

Melissa Powers motioned to approve the Accreditation portion of the Consent Agenda, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

The Administration report was submitted for Board review. (see attached report)

Garen opened the floor for anyone to discuss any matters related to coronavirus response, internal mechanisms, external messaging, etc.

Adele: How will ODH contact tracers be able to help?

Garen: Normal contact tracing is typically done by Teresa with maybe some help from Rebecca. We moved from maybe one person to about nine people, which are not all full-time employees. Just this week we gained Tiffany Davis as our ODH contact tracer. Tiffany also works with Teri Comparato to help us with our contact tracing. We are maybe two and a half days into it, and it is a little slow, but we are still hopeful. The details



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are worked out that we keep household contacts and will provide ODH with all contact information for other contacts.

Adele: Do contacts need to be entered into a system before Tiffany Davis can pick up the work? Is that a good obstacle for us being able to get it into the system? Who is helping?

Garen: Yes. It has been a learning process. We want to at least get the phone numbers for those contacts outside the household and provide the contact tracing pool with the ODRS (Ohio Disease Reporting System) number of the index case so the close contacts ODH contact tracers work on behalf of us are associated with the correct case. Every single time I have called Teri she has answered or called back within thirty seconds. They are very, very open to modifying that system to try and make it fit best and adapt with Harrison County.

Melissa: What are they considering a close contact? Is it still by the 15-minute exposure time frame?

Garen: Yes, that is still the CDC's definition, Ohio's definition, and Harrison County's definition. 15 minutes or more cumulative time of 6ft or less during a person's infectious period. Of course, if you also have direct contact with somebody it does not have to take 15 minutes.

Melissa: Are we on time? [regarding contact tracing]

Garen: We are on time to the day but that is solely to the credit of Teresa, Brandi, and Erin. Nobody is going home until the work is over. We are not waiving the white flag in Harrison County, and we are not giving up. We are going to keep working cases and try to keep the work as personal to Harrison County as possible. As we know, there are 15,000 people in the county and, so far, we are almost at 700 close contacts. That is a high percentage of the county we have spoken to in the last eight months.

Dr. Jones: How are things at Harrison Hills school district? Is there anything new going on in terms of cases or potential changes?

Garen: I think we are at four or five students right now and close to 130 students quarantined, but maybe one group of students came off recently. The absenteeism for Covid19 or anything else unrelated was about 17.5% of absenteeism. I do not know how that relates to average absenteeism on a typical November 10th day. The district has tied their plans to the public health alert level system and if they are orange, they are in session. That certainly does not mean we cannot flex that or respond at a moment notice to change that. I probably text or email Dana Snider every day so we stay in close contact. Having Holli and Beth as part of our little public health response here has been very helpful.

Adele: They will soon be wrapping up a second nine weeks so it will be interesting to see if there is a big change in how many parents elect to use virtual school.

Garen: I can send an email out to this group because I do have those numbers.



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Dr. Jones: From a Health Department perspective, do you feel that their protocols and socially distant measures and all the other things to implement are appropriate? Are they following the appropriate guidelines or having a hard time with the kids doing that? How does that school compare to other surrounding county schools?

Garen: To answer your question specifically, I think they are doing a very good job relatively speaking to the situation. I think they are very responsive and responsible when we must pull somebody out of class. I think they are doing a very good job and if you see a lot of communications out of Ohio, we see the same thing here. The 8am to 5pm or 8am to 6pm people at work, people at offices, people at school, are highly structured and in many respects, that school is probably one of the best places to be and helping to reduce the spread of people at home because of the structure, rules and mask wearing.

Dr. Jones: I think it gives us comfort that you are endorsing what is going on up there. My last question for you is to follow up on the masks we donated to the school last month. How did that go and were we able to make an impact?

Teresa: It is kind of a learning curve. The original set of students we had to quarantine are back in school and that was able to be contained to one case. The school is very great on getting us all the students' demographics instantly and they were able to analyze the classrooms, seating charts and getting us all the contacts in a matter of two hours. The only thing we added was that at one point they were not having an assigned seating chart in the cafeteria which is now implemented. We have had positive cases that have been affiliated with other schools and a lot of the other school districts are involved in different levels. The child size masks just came in, so they are being delivered today.

Garen: Additionally, the school did make a PPE request to us which we fulfilled with our strategic national stockpile supplies. Just to talk about the contact tracing: we have had a couple students become positive while they are in quarantine so, success. We identified them, they stayed home and on day six they were sick. They have not been in school, contributed to any closer contacts or absenteeism.

Kent Murray motioned to approve the Administration portion of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Adele Mason moved to enter executive session at 1:32pm for personnel discussion matters. Garen Rhome, Administrator, was asked to remain with the Board in session. Roll call to vote to enter executive session:

Dr. Dan Jones	yes
Ms. Melissa Powers	yes
Mrs. Kate Sedgmer	yes
Mrs. Adele Mason	yes
Mr. Kent Murray	yes

After discussion, the Board of Health exited executive session at 2:04pm and returned to regular session.



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Adele: The BOH members coming out of executive session would like to make three motions.

The first motion be that based on performance evaluations, pay increases be awarded based on the information provided by Garen Rhome:

Teresa Koniski - @ 6% or \$1.52/hr.

Brandi Rapp - @ 5% or \$1.03/hr.

Rebecca Eberhart - @ 5% or \$1.12/hr.

Laura Ott - @ 5% or \$1.10/hr.

Alizabeth Beiber - @ 5% or \$.64/hr.

John Carr – at \$1,082 per year (\$.52/hr.) This is the amount the PHEP Funding from ODH is expected to increase next year and is about a 2.5% increase in his wage.

Bonnie Snider - @ 5% or \$.97/hr.

Jade Brown - @ 5% or \$1.08/hr.

Erika Battistel - @ 5% or \$1.25/hr.

Jennifer Smith - @ 5% or \$.80/hr.

Dr. Jones motioned to approve the awarding of pay increases based on information provided by Garen, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

The second motion is to extend an end of the year bonus for 2020 alone, broken down by full time, part time and new or lessor hour employees as provided in the information given by Garen Rhome:

\$500 to each full-time, regular employee

Erika Battistel, Jade Brown, John Carr, Rebecca Eberhart, Teresa Koniski, Brandi Rapp, Garen Rhome, Jennifer Smith, Bonnie Snider

\$250 to each part-time, regular employee

Alizabeth Beiber and Laura Ott

\$100 to each “new” September hire or other part-time employees

Erin McKenna, Tanile Dulkoski, Katie Norris, Theresa Mizer

Melissa Powers motioned to approve the 2020 end of the year bonus, seconded Dr. Jones, all voted yes, motion carried. Ayes: All Nays: None



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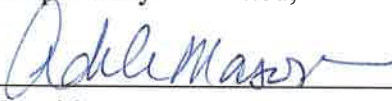
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Lastly, the BOH members discussed paying all compensation time balances in full. As of today, the existing pay period, compensation time will be paid out accumulative to 2020. There shall be future clarification of the compensation time policy in the Policy and Procedure Manual. Bonnie Snider and Katie Norris will investigate implementation of using the Paycor app for tracing time and compensation time.

Kent Murray motioned to approve payout of any and all approved compensation time at the discretion at 1.5x the employee’s current regular hourly rate (just like overtime pay), Kate Sedgmer seconded, all voted yes, motion carried. Ayes: All Nays: None

With no further business brought before the board, Kent Murray motioned to adjourn at 2:09pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,



President

Date: 12/17/2020

Vice President

Date: _____

Dr. Scott Pendleton, DVM, Secretary/or Garen Rhome, Administrator

Date: _____