

CRAWFORD COUNTY PUBLIC HEALTH

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Board Meeting Minutes
February 19, 2020-4:30PM
1st Floor Conference Room

Board Members Present: Dr. Stephen Novack, Kurt Fankhauser, Bill Scott, Dean Sipe, and Scott Woodworth.

CCPH Staff: Kate Siefert, Health Commissioner; Kathy Bushey, WIC Director; Pam Kalb, Contract Manager; Amy Ramirez, Nursing Director; Steve Jozwiak, Environmental Health Director; Mary Salimbene Merriman, Epidemiologist and Krista Whitmeyer, Director of Administrative Services.

The meeting began with the Pledge of Allegiance.

- **Minutes:**

After a review of the board minutes from December 4, 2019, Board Meeting, Dr. Novack made a motion to accept the minutes. Scott Woodworth seconded this motion. All members present voted "aye" and the motion carried.

- **Expenses:**

The Board reviewed the expenses for December. Dean Sipe made a motion to approve the expenses as presented. Scott Woodworth seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Expenses**

The Board reviewed January expenses. Dean Sipe made a motion to approve the expenses as presented. Dr. Stephen Novack seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

Administrative Services Updates:

- **Resolution #1:**

A motion was made by Dean Sipe to approve reserve balance fund quarterly contributions. Scott Woodworth seconded this vote. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Resolution #2:**

Dr. Stephen Novack made a motion to approve quarterly Health District fees. This motion was seconded by Dean Sipe. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Resolution #3:**

A motion was made by Scott Woodworth, second by Dr. Stephen Novack, to approve rescinding Resolution 2019-16, Crawford County Public Health being the administrative agent for Crawford County Family and Children First Council. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Resolution #4:**

Dr. Stephen Novack made a motion to approve Crawford County Public Health being the administrative agent for Crawford County Family and Children First Council. Scott Woodworth seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

WIC Division Updates:

WIC received a donation of 300 ounces of breastmilk today. WIC would like to celebrate when the donations hit 10,000 ounces. These donations will help feed an incredible amount of babies in the NICU.

WIC's new computers will be installed the week of February 24, 2020. All of WIC's staff will have a training on March 2nd in Columbus to learn how to use the new WIC system.

WIC clerk, Jill Stoffer, turned in her resignation. Her last day worked was January 9, 2020. A motion was made by Dr. Stephen Novack to accept the resignation of Jill Stoffer. Dean Sipe seconded this motion. The motion carried by all members voting "aye."

Kate, Krista and Kathy conducted interviews to fill this vacant position. After all interviews were complete, Brittney Harrand, was hired to best fill this position.

- **Resolution #5:**

Dr. Stephen Novack made a motion to approve hiring Brittney Harrand for the position of part-time WIC Clerk. Scott Woodworth seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

Help Me Grow Updates:

Pam gave an overview of the Help Me Grow Programs to the Board Members.

Epidemiologist Report:

Mary Salimbene Merriman reviewed the 2019 Annual Communicable Disease Report with the Board. The top five communicable diseases for 2019 was chlamydia, Hepatitis C, influenza-associated hospitalizations, gonorrhea and Hepatitis B. These were the same top five reported for 2018. There were 232 Class B Diseases and 1 Class C Disease reported for 2019. Of these 232 Class B Diseases, 53% were sexually transmitted infections and 18% vaccine preventable illnesses. The report gives a breakdown by the top five diseases by month for 2019, a five-year breakdown by number of cases and the average age of people infected.

Nursing Division Updates:

Mary reviewed all of the communicable diseases reported for 2019. The communicable disease numbers for the Nursing Division will be higher than Mary's report. The nurse's statistics for communicable diseases are the number of investigated cases.

The Crawford County Jail's census has been down for January.

The school nurses are keeping track of the absences in the schools. There have been numerous students out with influenza. Colonel Crawford closed for two days, one was for weather and the other was to clean the school. This closing was against a weekend and was successful with the number of absences decreasing upon students coming back to school on Monday.

- **Resolution #6:**

A motion was made by Dr. Stephen Novack, seconded by Kurt Fankhauser, to approve hiring Jacquilyn Shell for the position of seasonal part-time public health school nurse position. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

A motion was made by Dr. Stephen Novack to approve Whitney Long, RN, to travel to Washington, DC, on May 6-May 8, 2020 (with Colonel Crawford schools) and for Elizabeth Crall, RN, to also travel to Washington DC, on May 18-May 21, 2020 (with Wynford Local Schools). Scott Woodworth seconded this motion. All members present voted "aye" and the motion carried.

Environmental Health Updates:

The Environmental Health Division was unable to spend the entire 2018 Household Sewage Treatment System (HSTS) Grant. This grant closed on November 30, 2019. All existing applicants will be moved to the 2019 HSTS Grant. The amount of \$150,000 has been allotted for this grant.

Blythe returned in November from maternity leave. She has been working diligently on the Public Health Emergency Preparedness (PHEP) Grant and the sewage program.

Jenny has been working on accreditation with our upcoming site visit on March 25-26, 2020.

Mike has continued to conduct numerous food and water inspections.

All renewal information has been mailed for sewage contractors, water haulers, body art facilities, resident campgrounds and food facilities.

A motion was made by Kurt Fankhauser to approve applying for the FY21 PHEP Grant. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Resolution #7:**

Dean Sipe made a motion to approve entering into a Water Pollution Control Loan Agreement for the repairs and replacement of household sewage treatment systems in Crawford County. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

- **Resolution #8:**

A motion was made by Dean Sipe, seconded by Dr. Novack, to deem Brian Vaughn failure to comply with Board of Health orders for renewal of water hauler registration and vehicle inspection. All members present voted "aye" and the motion carried.

Health Commissioner Updates:

The Board reviewed the Crawford County Commissioner's Resolution for the indirect cost to the County Departments. The County Commissioners would like to the Board of Health to pay \$66,664.00 in indirect cost based on the county's 2018 actual cost. Kate has been in contact with the Ohio Department of Health and the Ohio Health Commissioner's Association regarding these billings from Crawford County Commissioners. The County Commissioners are legally responsible to provide these services to the Health Departments as stated in the ORC. The CCPH will not be paying this bill.

A motion was made by Kurt Fankhauser to enter into a Memorandum of Agreement with Licking County Health Department to conduct a radon outreach activity during the month of January 2020. Dr. Stephen Novack seconded this vote. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

Kate reviewed Crawford County Personnel Policy and Operational Procedures Manual updates. Kate would like to increase the food purchases amount in policy #36-Food Purchases for Appropriate Events. This policy currently has a limit of \$200 per event. This amount is being requested to be increased to \$400 per event. With the CCPH's accreditation site visit coming up in March, this food amount is needing to be increased to cover feeding CCPH's partners.

Policy #82-Recognition Policy and Procedures is also in need of updating. In the section of Donors and/or volunteers of previous years, instead of choosing one donor or volunteer, this change will recognize all donors and volunteers throughout the calendar year.

A motion was made by Kurt Fankhauser to approve the changes to Policy #036, Food Purchases for Appropriate Events Policy. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

Dean Sipe made a motion to approve the changes to Policy #082, Recognition Policy and Procedures. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Dr. Stephen Novack-yes. Kurt Fankhauser-yes.

Kate presented the management team's recommendation for Partner of the Year. The management team discussed 4 potential partners for the award, but all agreed that Avita Health System really went above and beyond in 2019. In addition to collaborating on the CHA and CHIP and the WIC Baby Shower like they always do, they also added a Picture Perfect Breastfeeding event in August that our WIC office also worked on. Plus, what really stood out is their willingness to provide free lab work to mothers that wish to donate to our OhioHealth Mothers' Milk Bank Drop Off site. It is unusual for one healthcare system to provide free assistance to a program that benefits another healthcare system. Therefore, it is the managements team's recommendation to the Board that they consider Avita Health System to be our 2019 Partner of the Year.

Kurt Fankhauser made a motion, seconded by Scott Woodworth, to approve Avita Health System for the Public Health Partner of the Year. The vote carried by a roll call vote, Dean Sipe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes. Dr. Stephen Novack-recuse.

Other Business:

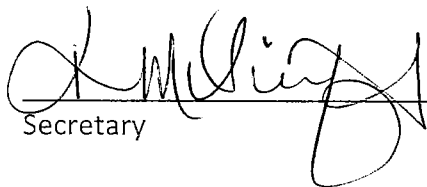
Each Board Member received a report of the Board of Health Attendance and Summary of Actions for calendar year 2019.

The Annual District Advisory Council meeting will be held at the Crawford County Fairgrounds at the Annual Township Meeting on March 19, 2020, at 6pm.

With no further business to discuss, the meeting adjourned at 6:40pm. The next scheduled Board of Health Meeting is March 18, 2020.



President



Secretary

