



CRAWFORD COUNTY PUBLIC HEALTH

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Board Meeting Minutes
August 20, 2020-4:30PM
1st Floor Conference Room

Board Members Present: Bill Scott, Zachary Wolfe, Dean Sipe, Phyllis Crall (virtual), Scott Woodworth (virtual) and Kurt Fankhauser (virtual).

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

- **Minutes:**

After a review of the board minutes from June 17, 2020, Board Meeting, Bill Scott made a motion to accept the minutes. Phyllis Crall seconded this motion. All members present voted “aye” and the motion carried.

Administrative Services Updates:

- **Expenses:**

The Board reviewed the expenses for June. Bill Scott 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. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Expenses:**

The Board reviewed the expenses for July. Scott Woodworth made a motion to approve the expenses as presented. Kurt Fankhauser seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #21:**

Bill Scott made a motion to approve the quarterly Reserve Balance contribution for April through June 2020. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #22:**

Phyllis Crall made a motion to approve the quarterly Health District fees. This motion was seconded by Bill Scott. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #23:**

A motion was made by Dean Sipe, seconded by Scott Woodworth, to approve budget adjustments in multiple funds. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #24:**

Bill Scott made a motion to approve creating a new fund, amended certificate and supplemental appropriation in the 2020 District Health Budget for HSTS Grant FY20 (March 2020-November 2021). This motion was seconded by Dean Sipe. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #25:**

A motion was made by Kurt Fankhauser to approve an amended certificate and supplemental appropriation in COVID 19 Contact Tracing Grant. Bill Scott seconded this vote. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #26:**

A motion made by Kurt Fankhauser, seconded by Scott Woodworth, to approve a cash advance for \$25,000.00 into COVID 19 Contract Tracing Grant. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #27:**

Bill Scott made a motion to approve a supplemental in the Sewage Fund. Dean Sipe seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

- **Resolution #28:**

A motion was made by Kurt Fankhauser, and seconded by Phyllis Crall, to approve the health insurance discount to enrolled employees. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

A motion was made by Bill Scott, seconded by Scott Woodworth, to approve CCPH entering into a contract with Galion City Health Department for an additional \$24,156.00 for COVID Contact Tracing Grant. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

Bill Scott made a motion for CCPH to enter into contract with Galion City Health Department for the Coronavirus Response Supplemental Grant in the amount of \$10,752.00. This motion was seconded by Kurt Fankhauser. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

WIC Division Updates:

WIC's participation show rates have been down the last couple of months.

The doors to the CCPH's office building were back open on Monday, June 15, 2020. The employees and customers have been meeting the requirements of wearing their masks in the office.

Kathy did submit her application to apply for the FY21 WIC Grant and was awarded \$310,946. This grant will begin October 1, 2020.

The WIC Division has not received any milk bank donations in June or July. The Crawford County OhioHealth Mothers Milk celebrated the one-year anniversary on August 14, 2020.

- **Resolution #29:**

Bill Scott made a motion to approve hiring Brandi Godlove for the position of part-time WIC Clerk. This motion was seconded by Phyllis Crall. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

Help Me Grow Updates:

The Help Me Grow Division has been frustrated with the COVID-19, with no home visiting and a rapid decline in referrals since the middle of March. Upon a conference call with Ohio Department of Health today, they do not want any in home visits made. Pam is hoping all home visits resume soon.

The home visiting program is giving out diapers, wipes and safety items to keep the families engaged.

The Early Intervention Program is making some exceptions for home visits. Kate will be working on a new policy for home visits to put protocols in place.

Nursing Division Updates:

The National Guard was here on Monday, August 17, 2020, to administer free COVID testing from 3-7pm. This was a drive-thru clinic through the health department's parking lot. There was about 25 National Guards, 3 volunteers, EMA, Bucyrus Police Department and approximately 15 CCPH employees. There was 206 clients tested. The test results were to come in today. That is less than 24 hours for results.

Area media covered the drive-thru event. There were also some protesters who were stationed down by the intersection of Beal Avenue and Isaac Beal Road.

Amy reviewed the COVID tracking data to date with the Board. The total number of COVID cases is at 186, with currently 16 active cases. The data was broken down into gender, age range and # per zip code.

The Nursing Division is waiting for their first shipment of flu vaccine for 2020-2021 flu season. This year the vaccine will be Fluzone Quadrivalent for those 18 and younger and FluBlok for those over 18.

Amy sent out the 2020-2021 School Health Services Contract to all area schools back in May. All of the contracts have been approved except for Crestline St. Joseph Catholic Schools. A motion was made by Bill Scott to approve contracting with Crestline St. Joseph Catholic Schools. Scott Woodworth seconded this motion. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

Environmental Health Updates:

The county fair was held the week of July 20-25. The EH inspectors conducted inspections of the mobile food operations. Issues did exist with facial coverings and social distancing with the units, however the inspectors were able to resolve these issues. The inspectors had only one mobile operator they had to report to the fair board for additional assistance. This issue was resolved.

Michael continued conducting food operation and water system inspections. Jenny conducted several pool and campground inspections. Blythe spent most of her time on emergency response activities for the pandemic and conducting numerous site evaluations and inspections for the sewage program.

Cindy Brookes reported that all of the 2019 HSTS grant funds will be spent before the end of the year. Cindy has already begun placing new applicants into the 2020 funds and we have already submitted a pay request to OEPA under our 2020 grant. Many projects are in the process of installation.

CCPH officially heard from the Public Health Accreditation Board (PHAB) that our site visit will be on October 19, 21 & 22, 2020. The site visit will be conducted virtually. CCPH will have more information in the coming weeks.

Steve completed the cost analysis for Environmental Health Division. A meeting with the Licensing Council to review the 2021 fees was completed on July 16, 2020. The first reading and review of the 2021 Environmental Health Fees was completed with the Board.

- **Resolution #30:**

The Board reviewed the Public Health Nuisance Synopsis for 6127 Lincoln Highway, Crestline. This property is owned by Josh Houston. After reviewing the synopsis and pictures, Bill Scott made a motion to deem Josh Houston (6127 Lincoln Highway, Crestline) creating a public health nuisance and failing to comply with Board of Health orders. Scott Woodworth seconded this motion. All members present voted "aye" and the motion carried.

- **Resolution #31:**

A variance request from household sewage system rules for 1860 N. Sandusky Avenue, Bucyrus. The septic tank is on the neighbor's property and needs to be placed on the actual homeowner's property. This variance is for the system violating the minimum horizontal

isolation distance from a property line. After discussion with the Board and property lot reviewed, Dean Sipe made a motion to approve the variance request from Household Sewage System Rules for 1860 N. Sandusky Avenue, Bucyrus. Bill Scott seconded this motion. All members present voted "aye" and the motion carried.

A motion was made by Bill Scott to approve applying for the 2021 HSTS Repair and Replacement Program Grant. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

A motion was made by Bill Scott to approve CCPH to enter into contract with Central Ohio Trauma System for the Regional HealthCare Emergency Preparedness County-Level Healthcare Coalition Coordination Agreement. Phyllis Crall seconded the motion. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

Health Commissioner Updates:

Kate updated the Board on the great job the Fair Board did during the fair. They had double the amount of trash containers and multiple hand washing stations. The Fair Board Members were wiping down the benches and trash containers. They even spent extra monies and paid for restroom attendants. There were no direct COVID cases linked to the fair.

Suicide Walk for Prevention is September 26, 2020. It is \$25.00 per individual to walk. Due to COVID you have to walk in your own groups. The Board decided to support this event by paying up to eight people to participate in this event and not to exceed \$200.00. There will be no paid time or flex for the employees participating. A motion was made by Bill Scott and seconded by Dean Sipe, to approve up to eight people to participate in the Suicide Walk for Prevention on September 26, 2020, not to exceed \$200.00, and there will be no paid time or flex for the employees participating. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

During the COVID Testing Event on Monday, September 17, 2020. The cost of box lunches and snacks for the National Guard and volunteers exceeded the \$400.00 allotment per event. A motion was made by Dean Sipe to approve \$465.00 for the purchase of supplies and goods for the COVID Testing Event on September 17, 2020. This motion was seconded by Scott Woodworth. The vote carried by a roll call vote, Dean Sipe-yes. Phyllis Crall-yes. Zachary Wolfe-yes. Bill Scott-yes. Scott Woodworth-yes. Kurt Fankhauser-yes.

Other Business:

The Board of Health Bylaws have not been reviewed since 2015. Zach asked Vice President of the Board, Phyllis Crall, to Chair this Bylaw Committee. Phyllis accepted being the Chair of this committee. Dean Sipe and Kurt Fankhauser volunteered to be on the committee. Kate Siefert as the Secretary will also be on the committee. The bylaws are only about five pages long. Kate will get some examples of other Boards of Health's bylaws and school board bylaws. Most of the correspondence will be by email.

With no further business to discuss, the meeting adjourned at 6:22pm. The next scheduled Board of Health Meeting is September 16, 2020.



President



Secretary