

The Kenton-Hardin General District Health board met in regular session at 7:00 p.m. on Tuesday, December 18, 2018 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Ms. Angela Aaron, Ms. Jeryl Kissling and Dr. Larry Oates. Employees present: Dr. Kalyan Das, Mr. Derek Dunson, Ms. Cindy Keller, Mr. Shane Lotts, Ms. Jackie Prater, Ms. Kelsey Ralston, Ms. Arin Tracy and Ms. Pamela Romanko. Guests present: Kenton Times Reporter Mr. Tim Thomas.

1.0 Convention

1.01 Call to Order

President, Bob Wood called the meeting to order at 7:00 pm.

1.02 Pledge of Allegiance recited

1.03 Acceptance of Agenda

1.04 Approval of Minutes

A. November 27, 2018

After review of the minutes, Ms. Jeryl Kissling moved to approve the November 27, 2018 minutes as presented. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

2.0 Committee Reports

2.01 Administrative/Financial

Because there were numerous items requiring signatures from the Board Members, the Fiscal Officer/Accountant, Ms. Pamela Romanko was moved forward in the agenda. She first presented the itemized transaction report and the financial reports for November.

The 2019 Budget revisions were approved at the November Board of Health meeting but was not signed by the board member who were present at that meeting. Ms. Romanko asked for the signatures of the Board Members who attended the November meeting on the document.

Ms. Romanko reported that the Maternal and Child Health Grant had ended on September 30 but there was money still remaining in that Fund. This money was left over from the former Healthy Child Grant which was a bill for service program as well as funds remaining in this year's grant since it changed to pay set amounts for the deliverables. These funds need to be transferred to the General Fund. A Board Action is required to amend the 2018 Budget to transfer the money to the General Fund. This money belongs to the Health Department and should no longer be recorded or reported as Maternal Child Health Grant Funds. Dr. Larry Oates moved to amend the 2018 Budget to include the transfer of the total amount (36,094.31) from Maternal and Child Health Fund to the General Fund. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted. At that time, Ms. Romanko presented the letter to the Auditor and purchase order required to complete the transfer for signatures of the Board Members present.

Ms. Romanko stated that when the 2019 Budget revisions were presented, there were no provisions for the EPA Grant Funds that we will receive and pay out. A Board Action is required to amend the 2019 Budget to create two new accounts, (one income and one expense) and to add \$100,000 to Grant Funds Received revenue account and \$100,000 to Grant Disbursements expense account. Ms. Angela Aaron moved to amend the 2019 Budget to include two new accounts in the Sewer Fund with \$100,000 budgeted for each account. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted. At

that time, Ms. Romanko presented the letter to the Auditor and purchase order required to complete the budget amendment for signatures of the Board Members present.

Ms. Romanko then presented the 2018 Carry-over Purchase Orders that are to cover the December bills that will need to be paid in January. This is not an addition to our budget, just purchase orders to finish up the 2018 year. In addition, she presented the 2019 Purchase Orders required to disburse the funds preciously appropriated in the 2019 Budget. The Board Members proceeded to sign all purchase orders presented.

Ms. Romanko also directed the Board's attention to the Monthly Board Member Visitation Sign-In Sheet for visits since the last Board of Health meeting.

2.02 Sanitarian/Environmental

Mr. Derek Dunson presented his written report. His report stated that he performed 20 routine food inspections and 10 vending inspections. He is preparing to perform plan reviews for two food operations that are being sold. The licenses for the new year will be due March 1st. In addition, Mr. Dunson reported that he filed 3 animal bite reports and pulled 4 water samples.

Sanitarian, Mr. Shane Lotts presented his written report. His written report indicated that he performed 4 well permits. A pool survey is scheduled for January 23, 2019.

The issue with the well that was sealed by Jason Stalk on the property at 17832 SR 117, Roundhead has been settled. Mr. Lotts received the well seal report on December 17, 2018.

Mr. Lotts submitted the fees that were recommended by the District Advisory Council at their October 17, 2018 meeting for the required third reading. Dr. Larry Oates moved to accept the third reading of the Environmental Fees for 2019. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

The nuisance at 513 Decatur Street has been abated.

Tim Curtin paid for his site inspection for 0693 Township Rd 195, Forest, so no action is required by the Board of Health at this time.

Ms. Kissling questioned Mr. Lotts on the status of the nuisance at 130 Pioneer St in Dunkirk that is owned by Ricky Lytle. Mr. Lotts reported that the Village of Dunkirk has confirmed that Mr. Lytle has paid the water bill. He has still not received anything from the fire chief regarding the property's violation of the Ohio Revised Fire Code. No further action is required at this time.

2.03 Nursing

Director, Ms. Cindy Keller reported 93 Immunizations, No Lead tests, 11 TB screens, 107 patients on BCMH, 13 Help Me Grow families and Family Planning saw 40 patients since the last Board of Health meeting.

Ms. Keller presented her written report. She reported that the end of the year Healthy Lifestyles Coalition meeting would be held the next day. She directed the board's attention to the 2018 timeline stating the activities of the coalition as well as the 2013 timeline for comparison.

Ms. Keller's written report stated that 4 cribs were distributed in December. Also included in her report was information on the Hepatitis A Outbreak for the state of Ohio. There are 919 total cases in Ohio with still no cases being reported in Hardin County.

Ms. Keller then presented the contract with Lifeworks school to perform hearing and vision screening for 8 students. The contract has been reviewed and approved by the County prosecutor. Polly will be performing the screenings. We will also send Tracie at no cost to the school so that she will be trained in this. The fee is \$33.00 per hour. Ms.

Jeryl Kissling moved to approve the contract for hearing and vision screening with Lifeworks school. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

Ms. Keller presented the Standard Operating Procedure for the Comp / Flex Time for the approval of the Board Members. It was reviewed by the prosecutor's office. Ms. Jeryl Kissling moved to approve the Standard Operating Procedure for the Comp / Flex Time. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

Ms. Keller reported that the CQI team for EPI has completed the EPI Event Decision Tree. It has been used by the Health Department for 7 months.

Ms. Keller further reported that Ms. Arin Tracy has tendered her resignation to the Board of Health. She has accepted a new position that is a step forward for her. Ms. Keller stated that Ms. Tracy would like to maintain a paid PRN position to be able to assist the Health Department in a consultation type relationship. The resignation is effective December 31, 2018. Ms. Jeryl Kissling moved to accept Ms. Arin Tracy's resignation. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

Ms. Keller then reported that they have discussed with Mr. Kevin Risner the opportunity to fill Ms. Tracy's position as Emergency Preparedness Coordination and PDO Grant Manager. Mr. Risner would like to take that position. The management team feels that he is qualified and very capable to fill the requirements of this position. This would be a change in status with no change in salary. Ms. Jeryl Kissling moved to have Mr. Kevin Risner assume the Emergency Preparedness Coordinator position effective December 31, 2018. Dr. Larry Oates seconded the motion. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted. The advertisement for the open PDO Grant Coordinator will be posted.

Ms. Jeryl Kissling then inquired of Ms. Keller if she had looked into the feasibility of continuing the outside clinics and/or rotating the days that we go to Forest and Dunkirk. Ms. Keller reported that we will be doing that more toward the end of winter.

2.04 Health Commissioner

Health Commissioner, Dr. Kalyan Das presented the Communicable Disease Report for November. The report indicated that there were 12 reports of Communicable Diseases in Hardin County for the month of November which is a decrease from 22 cases in October. Ms. Cindy Keller reported that they had to perform an investigation of the case of Carbapenemase Producing Carbapenem Resistant Enterobacteriaceae. The actual bacteria was an emerging bacteria that is medication resistant. In the past, it has been associated with livestock husbandry but no source for this case was identified. She was treated via an IV antibiotic in the hospital. Dr. Das also noted that there have been no influenza cases in Hardin County in November.

2.05 Public Relations / PIO

Public Information Officer, Ms. Kelsey Ralston reported that she attended the FEMA training for advanced Public Information Officers. She drew the Boards attention to the sample Strategic Communication plan that she developed for the Health Department's most recent exercise that was attached to her written report.

She also reported that she was able to get the Spanish version of the Customer Satisfaction Survey posted on the website. She is still working towards getting pictures of the staff and Board Members on our website. There is also a link to Healthy Lifestyles on our website and we have an advertisement in the Winter Guides. In addition, she has been distributing letters and flyers to promote radon testing. She then drew the Board's attention to the monthly Billboard report.

Ms. Ralston also reported that her car seat certification expires in September, 2019. She is required to do a community seat check event this year for her certification. She is also working with WIC in the car seat program.

2.06 Emergency Preparedness

Coordinator, Arin Tracy presented her written report.

Ms. Tracy reported that they had the Bidders’ call for the PHEP Grant for the 2020 Fiscal Year. The Notice of Intent and the Letter of Support were signed and submitted.

2.07 Accreditation

The final date to submit all documentation to PHAB is September 7, 2019.

We are still waiting for the information for the Hospital Council of Northwest Ohio.

She placed a Competency Training Spreadsheet in Smartsheets and all employees have been given access to record and track their individual Competency Trainings.

2.08 Vital Statistics

Registrar, Ms. Jackie Prater presented her written report on Vital Statistics. In November, 51 death certificates were made, no burial permits were filed and 13 new death certificates were filed. In addition, 123 certified copies of birth certificates were made, 12 birth verifications for government offices were made and 4 home births were filed.

3.0 Old Business

Ms. Pamela Romanko reported that Windstream has issued a credit on our current Windstream account.

4.0 New Business

5.0 Anniversary/Employee Recognition

Ms. Jeryl Kissling presented a gift card to recognize the employee who began service with the Health Department in December. Ms. Polly Downing has been serving for 1 year. Ms. Keller also informed the Board members that Ms. Downing completed her education and has earned her Bachelor’s degree.

6.0 Board President

Dr. Larry Oates moved to go into closed session to discuss employee matters. Ms. Jeryl Kissling seconded the motion. The Board of Health went into closed session at 7:55pm. The motion passed with unanimous roll call vote. The Board of Health came out of closed session at 8:25 p.m.

Ms. Jeryl Kissling made a motion that Ms. Jackie Prater will no longer serve as the front office supervisor at her request. Dr. Larry Oates seconded the motion. Dr. Das will speak to Ms. Prater, Ms. Newland and Ms. Romanko about the distribution of authority over them. The motion passed with unanimous roll call vote. To create a quorum, Mr. Robert Wood also voted.

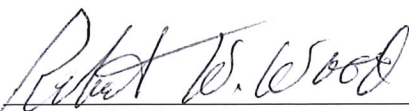
7.0 Adjournment

As there was no further business, Ms. Jeryl Kissling made the motion to adjourn the meeting. Dr. Larry Oates seconded the motion. The meeting was adjourned at 8:27p.m. The next meeting is January 22, 2019 at 7:00pm.

ATTEST:



Kalyan Das, MD
Health Commissioner



Robert Wood
Board President