

The Kenton-Hardin General District Health board met in regular session at 5:00 p.m. on Tuesday, January 26, 2021 at the Hardin County Annex. The following board members all present by WebEx; Ms. Jeryl Kissling, Ms. Jamie Hunsicker, Mr. Robert Wood, Ms. Marty Gray, Dr. Larry Oates, and Ms. Angela Aaron, Mr. Roger Crates. Employees present by WebEx; Ms. Cindy Keller, Ms. Melissa Humble, Mr. Kevin Risner, Ms. Kelsey Ralston, Ms. Dionne Staley, Ms. Jackie Prater. Guests present by WebEx; County Commissioner Mr. Fred Rush, Kenton Times reporter Mr. Dan Robinson, WKTN Tom Nesbitt and Kenton City Mayor Lynn Webb, Township trustee Daryl Flowers.

1.0 Convention

1.01 Call to Order

President, Mr. Robert Wood called the meeting to order at 5:00 pm.

1.02 Pledge of Allegiance recited

1.03 Acceptance of Agenda

1.04 Approval of Minutes

After review Ms. Jamie Hunsicker made the motion to approve the December 15, 2020 minutes. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote.

2.0 Committee Reports

New Officers for 2021 were discussed, Ms. Jeryl Kissling stated that she would be willing to stay on as Vice President and Mr. Robert Wood stated that he would be willing to stay on as President. All were in favor of keeping the same officers. The motion passed with a majority roll call vote.

2.01 Sanitarian/Environmental

Ms. Cindy Keller, Health Commissioner, gave Mr. Shane Lotts, Environmental Director's report in his absence, that he performed 4 Site Inspections.

The food fees for 2021 and 2020 were presented for comparison. (ODH) Ohio Department of Health and (ODA) Ohio Department of Agriculture wanted revisions made to the anticipated costs. This will only affect risk costs. Mobile and temporary will not change due to the revisions. Vending will only change with the yearly CPI increase Mr. Lotts is asking for an emergency approval from the Board with the changes reflected. Ms. Jamie Hunsicker made the motion to accept the 2021 food fees with the revisions. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote.

There is also a letter included in the agenda regarding a request from Mr. Ben Riblet. He is asking the board for permission to live in a new house at 0567 County Road 75, Ada with only the septic tank installed until June 1, 2021 or whenever the weather improves to allow for the installation of the remaining leach field. Mr. Riblet would be responsible for maintaining the pumping of the tank when needed with a septic pumper as needed. A motion was made by Ms. Jamie Hunsicker to approve the tank installation and seconded by Mr. Roger Crates. The motion passed with a majority roll call vote.

Mr. Lotts and Mr. Dunson have spent time working on COVID 19 response with numerous phone calls and emails.

Sanitarian Mr. Derek Dunson completed Routine Food Inspections, 2 Food Plan Reviews and started one food truck plans. He also collected 4 Water samples and 2 well inspections. Mr. Dunson also Had 4 animal bites, 3 dogs and 1 bat (tested and was negative for rabies).

2.02 Nursing

Ms. Melissa Humble said there were no updates in any of the programs. She also stated that the COVID 19 Vaccine Clinics are going well.

No questions from the board.

She reported that the training for her new position as Director of Nursing is going well. I have been trained with VFC vaccines and Project Dawn. She is focusing on the COVID 19 Vaccine drive thru clinics and appointments. So far this has been going well. We had our first drive thru on January 20, we had a lot of help and support from volunteers. The first dose clinics will be held on Wednesdays and 2nd dose clinics on Monday afternoons.

2.03 Health Commissioner

Insurance- Contacted Wendy French at PEP (Public Entities Pool), in regards to insurance on our property and vaccines. As a result of the MOU we were working on with ONU, insurance we thought we had through CORSA we did not have. PEP carries our liability insurance and they are the insurer for Public Health for vaccine. The annual cost from PEP will be \$895.00 for \$155,000 coverage on property and \$100,000 on vaccine. This will be prorated to April of this year as of now, it is \$195.00 and if we find we need to make changes we can do that in April. That insurance was put into effect on Wednesday, January 20, 2021.

Armor Vax-this is a vaccine program being looked at by the state to handle mass vaccination. Wood County is currently using. We meet with a group call hosted by NAACHO for this program. It meets our needs. Literally will take care of scheduling, pre-registration, clinic registration, vaccine administration screen, check in is scanning the code, everything is auto uploaded into Impact SIIS. There is an insurance and billing component that we will not be using for COVID vaccine. A user agreement has been sent and is in review with prosecutor. Cost is only a \$.50 royalty fee per vaccine. Cost will be covered by COVID funds. We will want to use this for these clinics and evaluate. Looks like something that could replace InSync, our current program, moving forward. That is yet to be determined, but if possible, it would save the health department a hefty amount of money.

Resolution-AOHC has recognized Health Department for their response in the COVID pandemic. That resolution was shared with the BOH. In addition, additional recognition is being given by AOHC to each individual staff member in this response. WE at Kenton Hardin Health Department also want to extend our recognition for the outstanding response of our staff. Each of the staff is receiving a certificate will be put in their file as well.

(Kevin Risner, Kelsey Ralston, Tracie Simon Marshal, Darlene Ellis, Jennifer Newland, Jackie Prater, Dionne Staley, Shane Lotts, Derek Dunson and Cindy Keller)

Training and transition going well Ms. Melissa Humble. First couple of weeks was a bit of a juggling act, but now moving much smoother. Melissa is doing very well, has taken over the vaccine program, COVID clinic planning, has all the vaccine ordering information and supply ordering information for nursing programs, all VFC information. VFC plan has been changed at ODH. She also has the Project Dawn program and TB program information. She will need to take some additional training to take on the HMG Supervision, but is helping on completing the desk audit. I have been talking with our representative, Tiffany Armstrong for Help Me Grow and contemplating if the program is still feasible. The 11 people that we have, have not reached out to us and haven't attended any Zoom Meetings.

Dr. Canterbury is also doing well. Trying to get him contacts that he needs, getting him involved in all Health Commissioner Meeting and Local Support meetings. He has overviewed Health Commissioner Responsibilities. He is now working with staff to learn about the different programs. He will be working with the Mayors to build that relationship and has met with Mayor Webb. Currently in process of getting access to Gateway account so he will have access to OPPD and I want him to have access to ODRS just for his information and monitoring. He is working on trainings.

She also reported on the Disease Reports for January report as well as November and December which was not provided to us on those months. She asked if anyone had any questions. COVID numbers for our county remain high with active cases. New case curve appears to have flattening.

Accreditation-

We received our documents back from PHAB. We have 41 to respond to. Kelsey and I will be addressing this. We will be pulling Dr. Canterbury in when able just as a learning. He will need to know this process moving on in the future.

Strategic plan- a copy of the current strategic plan has been given to Dr. Canterbury. It is the plan that he and I will be working with the BOH in the near future to do the updated Strategic plan.

Ms. Keller has been meeting with the County Commissioners 2 times a month for updates and has been on calls with Lou Cook from John Husted’s office. It is wonderful having a voice at the state level. Schools are going to be selecting a provider, which is ONU Pharmacy. The health department isn’t responsible for providing the vaccine to the schools per Governor DeWine during the conference call which is on Monday mornings.

2.04 Emergency Preparedness

Mr. Kevin Risner gave his report and he is continuing to work on FY21 PHEP deliverables. Most deliverables this year are related to COVID response activities.

KHHD now has six different channels of COVID grant funds from which to draw for COVID response activities. The two most recent additions are VN21 and the “Enhanced Ops COVID” grant. The VN21 grant provides KHHD \$20,000 as a deliverable payment for completing a COVID response online survey, and the Enhanced Ops COVID grant with will make approximately \$89,000 available for COVID expenditures. It is also likely that an additional COVID response grant will be available to KHHD within the next month.

Mr. Risner reported that KHHD has received a message from a fraternity of Ohio Northern University asking for support for events related to responsible alcohol use and substance abuse. We will likely provide information about the appropriate use of Narcan in overdose situations.

Hardin County Healthcare Coalition participants have resumed monthly conference call communication to share information and maintain up-to-date information about COVID-19 activities, if any. Pharmacy providers are conducting COVID vaccination clinics within Hardin County’s long-term-care facilities. LTC facility directors have reported that the program is progressing well.

2.05 Public Relations / PIO

Ms. Kelsey Ralston said that she will be putting a map of the fairgrounds on our website. Car seats are still coming and she stated that she can only take about one more shipment. The coordinator would be willing to come to get the older expiration dated seats and redistribute them to other counties. She is working on an accreditation spread sheet to show timeline on when documents are due to be updated and finished.

2.07 Vital Statistics

The vital statistics report for December 2020 - 88 Certified death certificates were issued, 27 Death Certificates were filed. In addition, 76 certified copies of birth certificates were issued, 7 birth verifications for government offices were made and 1 home birth was filed.

2.08 Administrative/Financial

Ms. Dionne Staley reported totals for the month of December 2020.

1. Financial Report for December 2020

2. Purchase Orders need Approved and Signed:

- a. List provided,
 - i. 21-0382 E000-E02 \$3,266.25
 - ii. 21-0087 E014-X1 \$500.00
 - iii. 21- E000-E21 \$450.00
 - iv. 21- E000-E12 \$7,500.00

A motion to approve the purchase orders was made by Ms. Marty Gray and seconded by Ms. Jamie Hunsicker. The motion passed with a majority roll call vote.

3. Budgets need approved:

- a. 2021 Revised- updated with actual carry overs.
- b. 2022 Budgets, I will have them available at the February meeting.

A motion was made to accept the 2021 revised budget by Ms. Jeryl Kissling and seconded by Ms. Jamie Hunsicker. The motion passed with a majority roll call vote.

4. Bill needs approved:

- a. To reimburse a patient back for a payment that insurance ended up paying. On 10/22/2020 insurance declined paying \$80.55 of the billed amount due to that amount being part of the patient's deductible. The patient remitted payment on 11/12/2020. On 12/2/2020 Insurance sent payment for the \$80.55.

A motion was made to reimburse the patient \$80.55 for over payment by Ms. Jeryl Kissling and seconded by Ms. Angela Aaron. The motion passed with a majority roll call vote.

5. Quickbooks has been updated from the outdated Windows version to the Online Version. I am finishing up the setting up process and moving the files over to the newer version.

6. A motion is needed regarding payment or accrual of comp time. A motion was made by Ms. Marty Gray to pay out Flex/Comp time once the last pay of each month and seconded by Ms. Jeryl Kissling. The motion passed with a majority roll call vote.

3.0 Board Continuing Education

None

4.0 Old Business

None

5.0 New Business

Mayor Webb reminder that the City of Kenton received 100,000 disposable masks and still have 24,000 left to distribute.

Mr. Fred Rush reported that they have appreciated Ms. Keller coming 2 times a month for updates on the Health Department activities. He also stated that the north side of the courthouse will be blocked off to have new windows installed in the courthouse. They are going to have new networking put in throughout the courthouse and should be completed by late spring.

6.0 Anniversary/Employee Recognition

Ms. Kelsey Ralston was recognized for her years of service.

7.0 Board President

Mr. Robert Wood brought up the need to have Committees updated.

Administration Committee – Robert Wood, Jamie Hunsicker, and Dr. Larry Oates
Finance Committee – Robert Wood, Chase Doll and Jeryl Kissling
Personnel Committee – Robert Wood, Roger Crates, Angela Aaron and Marty Gray

Ms. Jeryl Kissling motioned to go into closed session at 6:00 pm to discuss personnel recognition. Mr. Roger Crates seconded the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:15pm with no decisions made.

8.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made a motion to adjourn the meeting. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:16pm. The next meeting will be February 23, 2021 at 5:00 pm.

ATTEST:



Ms. Cindy Keller, MSN, RN
Health Commissioner



Mr. Robert Wood
Board President