

The Kenton-Hardin General District Health board met in regular session at 5:00 p.m. on Tuesday, September 28, 2021. The following board members were present: Ms. Jeryl Kissling, Mr. Robert Wood, Ms. Marty Gray, Ms. Angela Aaron, Ms. Jamie Hunsicker, Dr. Larry Oates and Mr. Chase Doll. Employees present: Ms. Cindy Keller, Mr. Derek Dunson, Mr. Kevin Risner, Ms. Kelsey Ralston, Ms. Jackie Prater and Mr. Shane Lotts. Guests present: Kenton Times reporter Mr. Tim Thomas, Township trustee Daryl Flowers, Hardin County Commissioner Mr. Fred Rush, and Kenton City Mayor Lynn Webb.

## **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**

### **1.03 Acceptance of Agenda**

### **1.04 Approval of Minutes**

After review Ms. Jeryl Kissling made the motion to approve the August 24, 2021, minutes. Ms. Jamie Hunsicker second the motion. The motion passed with a majority roll call vote.

## **2.0 Committee Reports**

### **2.01 Sanitarian/Environmental**

Mr. Shane Lotts, Environmental Director reported in the agenda, that he performed 4 Site Inspections and 5 well permits, 8 – 12-month sewage inspections, 7 sewage system final inspections and 1 tattoo inspection.

The EPA project for a septic tank replacement for Jean Coleman at 17524 State Route 81, Forest was completed on September 20, 2021. The paperwork will be processed as soon as requested paperwork is received.

330 S. Main St., Dunkirk has had a request for condemnation from the Village of Dunkirk through their solicitor. Pictures were made available to the board members. Mr. Lotts has done an inspection previously for Human Services in May 2021. After discussion, Ms. Angela Aaron made a motion to condemn the property at 330 S. Main Street, Dunkirk, Ohio. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote.

16280 South St., (Grant) Forest has had a request for condemnation from the Pleasant Township Trustees so that they can clean the property up. After discussion and review, Ms. Jamie Hunsicker made a motion to condemn the property at 16280 South St., Forest. Mr. Chase Doll second the motion. The motion passed with a majority roll call vote.

The cost methodology has been completed and submitted to ODA and ODH for them to review before any cost adjustments are brought to the board for approval for first reading in October.

He stated that the Health Department is going thru an Ohio Department of Health food survey at this time. Everything is going well.

Mr. Derek Dunson gave his report. He performed 11 routine food inspections. 2 pre-licensing food inspections, 8 Temporary food license inspections, 2 30-day inspections. Mr. Dunson collected 8 water samples for bacteria testing. Completed 2 private water well permits. 2 Cat, 1 dog and 1 raccoon bites were reported.

## **2.02 Nursing**

Nursing Director, Ms. Melissa Humbles' report was given by Health Commissioner, Ms. Cindy Keller. There will be a drive thru flu clinic held on Saturday, October 2, 2021, under the building at the Health Department. There are flu clinics scheduled around the county at various businesses. There will be a flu clinic scheduled at the Council on Aging also. She also stated that we are waiting to give COVID boosters of Moderna to the general population. Right now, only Pfizer has been approved with conditions. The nurses are getting more questions from schools and the public in regards to Covid cases.

## **2.03 Health Commissioner**

Health Commissioner, Ms. Cindy Keller's report was given. Covid vaccine rates for Hardin County is at 35%. We are at 23 in the state Ohio for cases per 100,000 (that translates to 1074 cases per 100,000). The county is at approximately 350 cases. We did put out a mask advisory. Again, this is an advisory/recommendation. The Facebook reach on this post was over 47,000. We have never reached that many people before with any previous post we have put out. That was followed the next day with a joint letter from OhioHealth, Kenton Community and KHHD.

We still do not have approval on a booster at this time except for the immunocompromised and cancer patients receiving chemotherapy. The only vaccine being reviewed for approval right now is Pfizer. We do not know what they will be doing with Moderna or J&J, Research does show that the Moderna is still working well at effectiveness of the current strains in the 80% range, Pfizer followed are around 75% and J&J followed somewhere below that.

Nexgen Contract. We will be asking for a approval on the Nexgen contract with the Mental Health Board for the Employee Assistance Program. This program will provide various services to the employees including Mental Health. Mental Health Board pays through the partnership for these services. There is a \$1800.00 fee that will never be charged to KHHD and will be waived once we complete the application that is required. This program is one of the activities in the new Strategic Plan and will assist the fragile, struggling staff with things like PTSD symptoms as a result of the prolonged COVID response. We are very fortunate to have this offered. The contract was reviewed by the prosecutor and approved. The program will start October 1<sup>st</sup> and there are several among our staff that are eagerly awaiting the start of this program. A motion was made by Ms. Marty Gray to approve the Nexgen Contract. Second by Ms. Jeryl Kissling. The motion passed with a majority roll call vote.

Kevin Risner our Emergency Response Coordinator has submitted a letter of resignation. He has accepted another position and his last day will be September 30<sup>th</sup>. A motion was made to accept the resignation of Mr. Kevin Risner by Ms. Marty Gray and second by Ms. Jeryl Kissling. The motion passed with a majority roll call vote. A job posting for this position was approved.

CDC Public health Workforce Grant has been submitted and went into effect on September 1, 2021. This is a Workforce Enhancement grant. It is to enhance and hire additional staff. We have written on it for a full time Clerk, Part time RN/Health Educator, Part Time Accreditation Coordinator and a small portion that will help fund the Administrator/Health Commissioner. This is an 18-month grant. The Clerk position will be covered 100% including benefits for the life of this grant. This position should be considered in closed session. A motion was made to accept the Workforce Grant by Ms. Jamie Hunsicker and second by Ms. Angie Aaron. The motion passed with a majority roll call vote.

Policy #10.1.2017.5 KHHD Financial Oversight Policy was given to the Health Board members and reviewed by the BOH Financial Committee. Paragraph 3 under the Procedure section to have a monthly contact with the financial person. A motion was made to approve this update by Ms. Jamie Hunsicker. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

### **Accreditation**

Ms. Kelsey Ralston reported more of the details in her report.

**Strategic plan**

The Strategic Plan is completed and sent to each board member for review. A motion was made by Ms. Jeryl Kissling to accept the Strategic Plan with one change, to add annual recognition. Second by Mr. Chase Doll. The motion passed with a majority roll call vote.

**BOH Training**

Ms. Keller stated that she has gotten many of the board’s certificates from the completed training. The certificates will be in each file.

**2.04 Emergency Preparedness**

Mr. Kevin Risner PHEP coordinator stated it has been a privilege to serve as a staff member at the Health Department. The FY22 PHEP deliverables up to date until December 10, 2021, there will be 2 deliverables due then. He had a meeting with Mr. Rick Roush of Union County and Nursing Director, Ms. Melissa Humble they will be filling in until a replacement can be hired for the PHEP coordinator position. The October 2, 2021, drive thru flu clinic will serve as an exercise it will be counted as a Covid clinic as well.

The MRC (Medical Reserve Corps). Efforts continue toward re-activation of the Hardin County MRC unit, Ms. Tia Hamilton is leading that effort.

**2.05 Public Relations / PIO**

Ms. Kelsey Ralston reported that the Ohio Buckles Buckeyes car seat program was responded to very well at the Hardin County Fair. There was a sign up in the Health Department Booth for those that meet the qualifications for the program. She is making calls and getting appointments scheduled.

The Accreditation site visit was successful, she made copies of the report received on September 28, 2021. She gave a copy to the board members for review. Our accreditation status will be known prior to the Health Board meeting in November of 2021.

The plan for Performance Management has been revised and we are continuing to update the sheets we have, as more will be done with the other sheets with the approval of the strategic plan.

She reported that the Health Department Facebook page has been very active the past week. We will continue to promote other programs going forward.

**2.06 Vital Statistics**

Registrar, Ms. Jackie Prater submitted the vital statistics report for August 2021. 85 Certified death certificates were issued, 24 Death Certificates were filed. In addition, 153 certified copies of birth certificates were issued, 1 birth verifications for government offices were made and 4 home births was filed.

**2.07 Administrative/Financial**

Ms. Dionne Staley gave the financial reports for August and year to date for 2021

Purchase Orders need Approved and Signed:

- a. General Supplies \$15,000.00
- b. Sewage Travel \$500.00
- c. Infrastructure Contracts \$5000.00

A motion was made by Ms. Jamie Hunsicker to approve the Purchase Orders above. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

Appropriations need approved:

d. General Salaries - E000-E01	\$55,000.00
e. General PERS - E000-E10	\$20,000.00
f. General Supplies- E000-E01	\$15,000.00
g. Food Service Salaries- E000-G01	\$15,000.00
h. Sewage Salaries- E004-K01	\$4,000.00
i. Sewage PERS- E004-K03	\$500.00
j. Sewage Travel-E004-K05	\$500.00
k. Infrastructure Contracts- E010-S09	\$5000.00

A motion was made by Ms. Jeryl Kissling to approve the appropriations above. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Staley said that the Audit Report has been finalized by the State of Ohio. There are two corrections that need to be made that require Board of Health approval:

- Create a line item in the General Fund Revenue: E000-E03 Intergovernmental Funds
- Create a line item in the General Fund Expense: E000-E05 Equipment

A motion was made by Ms. Jamie Hunsicker to approve the above line items to be created. Mr. Chase Doll second the motion. The motion passed with a majority roll call vote.

She stated that the Health Department received a \$1,000.00 grant from the PEP+ Grant for the Transaction Window with Bulletproof Glass. This is specifically for the window, and I do need to submit a receipt to Public Entity Pool. The original quote, which has expired, from Total Security Solutions was \$1,880.45 from April 23, 2021. I received a new quote from Total Security Solutions on September 23, 2021, for \$2,189.45. It increased slightly by \$309.00 This quote is still the lowest cost and we were not able to find anyone locally. We would like approval to purchase the transaction window \$1,000 from the grant and \$1,189.45 from General Health Funds. After discussion, the motion was made by Ms. Jamie Hunsicker to approve the purchase of the transaction window. Second by Ms. Angela Aaron. The motion passed with Ms. Marty Gray saying no to the motion.

**3.0 Board Continuing Education**

Health Commissioner, Ms. Cindy Keller had information about this in her report.

**4.0 Old Business**

County Commissioner, Mr. Fred Rush gave a report on SB#52, a revision to solar and wind power, takes effect October 11, 2021.

**5.0 New Business**

Kenton City Mayor stated that they have a supply of masks, hand sanitizer, sanitizer stands and wipes. She said to please let people know to reach out the City Building for these supplies.

**6.0 Anniversary/Employee Recognition - None**

**7.0 Board President**

Ms. Marty Gray made the motion to go into closed session at 6:00 pm to discuss personnel. Ms. Angela Aaron second the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:45pm. Ms. Jamie Hunsicker made a motion to Hire Ms. Tia Hamilton as a full-time clerk funded by the Workforce Development Grant, at the end of the MRC Grant which is November 21, 2021. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

A motion was made by Ms. Jamie Hunsicker to advertise the PHEP Grant Coordinator position. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Jamie Hunsicker made a motion to increase Medical Director Dr. Lawrence Kuk's monthly pay to \$200. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Jamie Hunsicker made a motion to advertise for a full time Public Health Administrator. Second by Ms. Jeryl Kissling. The motion passed with a majority roll call vote.

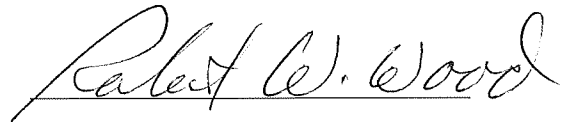
## 8.0 Adjournment

As there was no further business, Ms. Jamie Hunsicker made a motion to adjourn the meeting. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:50 pm. The next meeting will be October 26, 2021, at 5:00 pm.

### ATTEST:



Ms. Cindy Keller, MSN, RN  
Health Commissioner



Mr. Robert Wood  
Board President