



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

112 E. Memorial Drive, Suite A
Pomeroy, Ohio 45769
(740) 992-6626
Fax (740) 992-0836

Board of Health Meeting Minutes August 8, 2017

Board of Health (BOH) President Roger Gaul called the convention to order at 5:00 PM.

In attendance: Gaul; BOH Vice President Edna Weber; BOH Member Pam Patterson; BOH Member Eric Rock; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Community Health Worker Laura Grueser.

Staff Presentation:

Grueser discussed the newly implemented Community Health Worker (CHW) Diabetes Care Coordination Program. Brochures were disseminated for Member review. The presentation generated several questions from the Membership.

Midkiff circulated a copy of the Memorandum of Understanding (MOU) with Holzer, which outlines responsibilities of the Meigs County Health Department (MCHD) and Holzer in care coordination of Holzer's high-risk Diabetic patients. Grueser and Midkiff contacted Matt Mossburg of Holzer earlier in the day to address some concerns. Mossburg offered satisfactory responses. A vote was solicited later during the meeting.

Grueser exited the meeting at 5:25PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 07/11/17 BOH Meeting Minutes as mailed. Mansfield made a motion to approve the document; Rock seconded the motion. Motion carried unanimously.

Environmental Health:

Swatzel reviewed the July 2017 Nuisance Status Report and action taken. There were 14 investigations including 8 animal bites; 2 bed bugs infestations; 2 solid waste complaints; 1 mold complaint; 1 sewage complaint.

Swatzel explained that, because of staff vacations, the following did not receive sufficient notice of the BOH's decision on July 11 to grant them 30 days to abate their respective nuisance complaints: Clyde and Billie Jo Lee, Ronald Spradlin and Penny Sheets, Linda Stobart. Any progress toward abatement will be reported during the September convention.

Meanwhile, the MCHD has been in contact with Linda Stobart's granddaughter, who requested the MCHD plan for a dumpster to be delivered to the site so that she could coordinate abatement efforts. Swatzel will contact A-1 Sanitation to order the service. The MCHD is assisting because not all the solid waste illegally deposited on Stobart's property belong to her.

The MCHD and Chester Bowhunter and Archery Club is co-sponsoring a public presentation about ticks on Aug. 31st beginning at 6:30PM at the Club. Light refreshments will be served. The keynote speaker is Timothy McDermott, who is the Agriculture and Natural Resources Educator in Hocking County for Ohio State University Extension. He has been with Extension for the past two years where he is co-lead on the Insect Vectored Disease Team. He has presented on tick and mosquito vectored diseases and prevention strategies to county, state, and national public health teams, naturalist organizations and corporate businesses. Prior to joining OSU Extension, he worked in small animal private veterinary practice in Columbus since 1996 where he diagnosed and treated insect-vectored diseases in companion animals from ticks, mosquitos, fleas, mites and lice. He graduated from Ohio University with dual majors of Zoology and Electrical/Computer Engineering in 1993 and obtained his DVM from The Ohio State University in 1996.

The Meigs County Fair is Aug. 14-19. Numerous illness prevention measures are being undertaken by the MCHD and local Fair Board including signage promoting good hygiene practices; the provision of hand-wash stations; hand-washing signage at food vendors and a Meigs Health Matters article in the Sunday Times-Sentinel on Aug. 13. There was a swine flu outbreak during the 2017 Clinton County Fair. Swatzel, who is a Meigs Fair Board Member, said that swine are checked by a veterinarian upon arrival and monitored daily for symptoms. The hogs are quarantined if they become symptomatic during the fair. The area is disinfected as needed.

Swatzel advised that the MCHD is implementing its mosquito control program for vector-borne illness prevention. The OEPA recently sent the MCHD its \$6,000 award. Complaints received by the MCHD resulted in investigations and the Ohio Dept. of Health (ODH) visiting Meigs County to provide trapping equipment and mosquito identification and testing (in certain species) in areas in Racine, Syracuse, Rutland and Pomeroy. Mosquitoes from Racine and Syracuse were found to be positive for West Nile Virus (an illness native to Ohio since the early 2000s). The MCHD will identify breeding areas in Racine and Syracuse in which abatement efforts can be targeted including the elimination of standing water and the application of larvicide. An article appeared in The Pomeroy Daily Sentinel today to inform the public.

Swatzel exited the meeting at 5:48PM.

New Business:

Midkiff requested a motion to approve the July 2017 fiscal report as presented. The available total cash balance equaled \$225,863.12. The Health District retained a \$90,000 budgeted carry over. Gaul made a motion to approve the fiscal report as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the revised May and June Fiscal Reports as presented. Midkiff said she thought there was a discrepancy with the County Auditor's reports that necessitated the corrections. Rock made a motion to approve the reports, but he asked that Fiscal Officer Sharon Buchanan provide the Membership with an explanation. Gaul seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve the payment of July 2017 bills as presented via the expenditure spreadsheet. There was a question about a grant expenditure exceeding \$5,000 for a commercial refrigerator. Midkiff could not recall at the time who benefited from the equipment, but said that she would provide the Membership with the answer. Mansfield made a motion to approve the payment of the bills as presented; Patterson seconded the motion. All were in favor of the motion. (Note: The equipment went to the Mulberry Community Center/Meigs Cooperative Parish Food Pantry.)

Midkiff beseeched a motion to approve the July 2017 daily deposit records as submitted to the County Auditor/Treasurer. Gaul made a motion to approve the daily deposit records as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the July 2017 financial transactions (Advances, Transfers, Corrections, Then and Now Certificates and Appropriations) as presented. Gaul made a motion to approve the financial transactions as presented; Weber seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve July donations in the amount of \$20. Gaul made a motion to approve the donations as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve paying for two medical coding and billing courses for Sherry Hayman, RN via the University of Rio Grande (Fall 2017 Term) in the amount of \$718.48. A detailed invoice was available for Member review. Hayman performs medical coding and billing on behalf of the MCHD, but she has not had formal training. She will necessitate an additional course during the Winter Term before she takes the AACP Certification Test. Hayman requires less courses because of her previous nursing education credits. The MCHD anticipates a receipt in more revenue from medical claim billing as a result. Hayman will be able to cross-train another staff member to perform these duties in her absence. Gaul made a motion to approve payment for the courses as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the revised MCHD Organizational Chart effective 8/1/17 as presented. Health Educators Laura Cleland and Juli Simpson are now supervised by Midkiff instead of Director of Nursing Leanne Cunningham. The CHW Program is supervised by Cunningham and was added to the organizational chart. CHWs are under the Ohio Board of Nursing. Rock made a motion to approve retroactively the revised MCHD Organizational Chart as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively the following job descriptions effective 8/1/17: Director of Nursing; part-time Health Educator (Maternal and Child Health Program); full-time Health Educator (Creating Healthy Communities). Midkiff explained what changes were made to the documents. Mansfield made a motion to approve retroactively the job descriptions; Patterson seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve retroactively the annual commercial insurance property policy/premium via Owners Insurance Company/Simmons-Musser & Warner Insurance effective 8/6/17. Midkiff explained that the MCHD and WIC policies were combined for consistency and cost-savings. The total for \$264,000 coverage equals \$807, which will be paid for by the BOH and grants via the MCHD's Cost Allocation Plan. Patterson made a motion to approve retroactively the annual commercial insurance property policy/premium as presented; Weber seconded the motion. Motion carried unanimously. Midkiff said she did not have sufficient time to reassess the coverage with the MCHD's current inventory this year, but that will happen before the policy renews in 2018.

Midkiff asked for a motion to approve two policies required for PHAB accreditation: Communications and Information Technology. The policies were emailed to Members prior to the meeting for review. The policies will become effective 8/9/17, if approved. Gaul made a motion to approve the policies as presented; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the MOU with Holzer Health Systems for care coordination service collaboration via the Appalachian Regional Commission/Marshall University- funded Community Health Worker Program. Rock made a motion to approve the MOU as presented; Mansfield seconded the motion. Motion carried unanimously.

Other New Business:

Midkiff noted that Cunningham ordered 2017-2018 influenza vaccine from VaxCare and ODH. She ordered less doses this year because numerous doses were returned at the end of last season. VaxCare will be imposing a fiscal penalty on those providers who excessively order this year. Midkiff announced that the MCHD will offer a drive-thru clinic on Oct. 7th from 9AM-noon (likely at the fairgrounds). The MCHD hasn't coordinated such clinic in the past and needs to practice in case of an emergency that requires mass vaccination of the public.

Midkiff explained that the MCHD is considering changing email providers because its current system (via Opulent Source) is not HIPAA compliant. A proposal from ZOHO via Eden Marketing (the company that manages the MCHD's website) was obtained by Emergency Reponse Coordinator Frank Gorscak and shared with the Membership for consideration. The MCHD staff would be able to retain current email addresses. The current email service is paid for with Public Health Emergency Preparedness grant funds, which are declining. If the change occurs, remaining Ebola monies would be used to cover year one costs of \$1,580. The estimated annual costs beginning in year two is \$1,080 and a portion either would have to be assessed to all the grants via the Cost Allocation Plan or paid for solely with monies from the General Fund. There was a consensus to allow Gorscak in conjunction with Senior Management to make the decision about transitioning systems.

Old Business:

Midkiff and Barr relayed that the County's three educational districts decided not to have the MCHD provide school-based head lice screenings in 2017-2018. Meanwhile, medical claim billing from the screenings conducted in 2016-2017 is complete.

Midkiff reported that Ohio University Intern Shannon Brown will complete his unpaid summer internship on Aug. 11th with approximately 150 hours of work. A positive evaluation was sent to his OU Advisor by the MCHD. Barr also will be providing Brown with a written professional reference. Midkiff reminded the Membership that it considered providing Brown with a \$400 stipend upon successful completion of his unpaid internship, if funding was available. Gaul made a motion to approve a \$400 stipend for Brown; Rock seconded the motion. All were in favor of the motion.

Miscellaneous Business:

Midkiff provided information on the following meetings/events: Aug. 9 Staff Meeting beginning at 8:15AM; Aug. 22 Evening Immunization Clinic until 7PM and Aug. 23 Accreditation/Quality Improvement Team Meetings beginning at 8:30AM. BOH Members are welcome to attend. The MCHD will be closed on Sept. 4 for Labor Day.

The Membership viewed the presentation entitled: *Ethics* from the 2017 OABH Resource DVD.

The next BOH Meeting will take place on 09/12/17 at 5:00 PM in the conference room of the Meigs County Health Department. Mansfield advised that she would not be in attendance.

With no further business to discuss, Rock made a motion to adjourn the convention at 6:51PM, which was seconded by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 08/08/17 meeting minutes.)