

Highland County Board of Health

Tuesday September 17, 2019

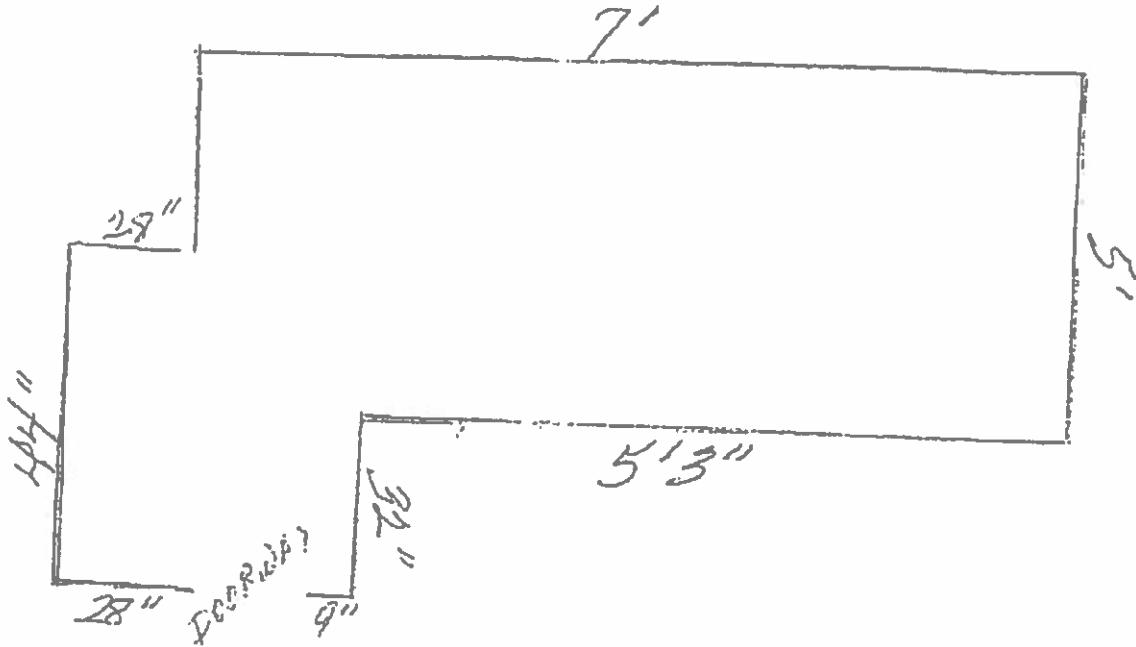
Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Rumbaugh Variance**
- 4. EH 2020 Fee Schedule – First Reading**
- 5. Nursing Fee Schedule – Review**
- 6. PHAB update**
 - a. Documentation Submitted!**
 - b. CHA 2019 Update**
 - c. Completed QI projects - MARCS and Internal Emergency Training**
 - d. Admin Policy Review Schedule and Major Events Calendar**
- 7. Review - Act on minutes for the month of August, 2019**
- 8. Review - Act on bills August 21, 2019 to September 17, 2019**
- 9. Legislation Review**
 - a. SIT/RS Rule Review**
 - b. Tobacco 21 Enforcement**
 - c. 2019 AOHC Salary Survey**
- 10. Quality Improvement**
 - a. Customer Service Survey Themes**
 - b. Website Review and Updating**
 - c. Single Entry Way**
- 11. Continuing Education – Record Retention Policy – Connie Page**
- 12. Open Discussion**
 - a. Levy – March 2019**
 - b. SIT Position Update**
 - c. Sewage Survey 9/25/2019**
- 13. Adjourn**

8/28/19

Attn: Anna

HAROLD & KAREN RUMBALGH
13255 US HWY 50W
BAINBRIDGE, OH 45612
HIGHLAND COUNTY
937-365-1290 HOME
937-763-5886 CELL



Here is the drawing of the room you requested on 8/28/19. This is not a fourth bedroom as we and the auditor have indicated as we only have three bedrooms.

Thank you,

The Rumbalgh's

HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

Name:	Combined Monthly Stats		
Month:	AUGUST	Year:	2019

SEWAGE PROGRAM

149	Sewage Consultations		23 YTD	1	Installer Registration
3	WPCLF Grants Closed		12 YTD		Septage Hauler Registration
4	Lot Splits/Minor Sub: Approved		8 YTD		Service Provider Registration
	Lot Splits/Minor Sub: Disapproved				Land Application Inspection

TOWNSHIP	STSON Inspections	Site Eval. Insp.	Final and 12 Month Insp	Completed Finals	Site Eval Completed	Installation Permit	Replacement Permit	Alteration Permit	STSON Permits Issued
Brush Creek	4	1	1	1				1	2
Clay			2						
Concord									
Dodson	2	1	5	1			1		3
Fairfield	1	3	2	2					1
Hamer		1							
Liberty	1		1	2					3
Jackson		2							
Madison			2	1		1			
Marshall	2	1	1	1		1	1		1
New Market									2
Paint		2	1	1					
Penn						2			
Salem			10						1
Union			3	1					1
Washington		1				1			
White Oak		1				1			
TOTALS	10	13	28	10	0	6	2	1	14

PRIVATE WATER SYSTEM (PWS) PROGRAM

	PWS (new)	PWS (Other)	Public Water Supplies	Totals	Water Samples	MMO- MUG:	DT:	OTHER:	Total Samples
Inspections	5	1		6	# Taken	3	8	6	17
Consultations	18	20		38	# Safe	1	5		
Approved	1			1	# Unsafe	2	3		
Disapproved									
New Permits					Water Permits reported quarterly.	Water Haulers			
Alt. Permits				Registrations		3 YTD			
Sealing Permits				Truck Inspections					
						Consultations			

Highland County General Health District

Public Health Nursing Report

August 2019

A. OFFICE		
Office Visits	336	
Phone Calls	238	
Pregnancy Tests	0	
Lead Tests	0	
Children Services Exams	0	
Newborn Screenings	0	
Lice Checks	8	
PPD Skin Tests	15	
PHN Visits	1	
Tick Collections	0	
B. CARE-A-VAN (CAV)		
CAV Visits	59	
Blood Glucoses	0	CAV went to Union Stockyard,
Blood Pressures	0	Producer's stockyards,
Lab Draws	1	Greenfield, Leesburg, and Rocky
Child Immunizations	24	Fork.
Adult Immunizations	3	
C. IMMUNIZATIONS		
Child Immunizations	227	Vaccine clinics were held at Lynn
Adult Immunizations	76	Golf for Hep A and Hep B
Adult Influenza	0	vaccines. 16 adults were
Adult Pneumonia	2	vaccinated with 29 total
		vaccines.
D. SPECIALTY CLINICS		
Senior Citizens BP	25	
Walk-In Clinics		
1st Wednesday		The nursing division had
Total Seen	57	extended hours every
Total Imm.	121	Wednesday evening during the
2nd Wednesday		month of August for Back to
Total Seen	47	School Vaccines. A total of 147
Total Imm.	72	people utilized those extended
3rd Wednesday		clinics for 280 total vaccines.
Total Seen	28	
Total Imm.	54	
4th Wednesday		

Total Seen 15
 Total Imm. 33

Total Seen
 Total Imm. No 5th Wednesday

Eye Clinic
 Total Seen New Recheck No Eye Clinic

E. LABORATORY SERVICES

Test	Number of Tests	HDH Lab Charge per Test	Total HDH Lab Charge	Patient Fee	HCHD Received	Notes
Basic Metabolic Panel	0	\$ 9.99	\$ -	\$ 20.00	\$ -	
Comprehensive Metabolic Panel	0	\$ 14.39	\$ -	\$ 35.00	\$ -	
Hemoglobin A1C	0	\$ 13.22	\$ -	\$ 25.00	\$ -	
Hepatic Function Panel	0	\$ 8.61	\$ -	\$ 25.00	\$ -	
Iron	0	\$ 8.82	\$ -	\$ 30.00	\$ -	
TIBC	0	\$ 11.91	\$ -	\$ -	\$ -	
Lipid	1	\$ 14.80	\$ 14.80	\$ 30.00	\$ 30.00	
PSA-Screen	1	\$ 20.44	\$ 20.44	\$ 30.00	\$ 30.00	
PTNR	0	\$ 5.36	\$ -	\$ 15.00	\$ -	
MMR Titer	1	\$ 44.80	\$ 44.80	\$ 90.00	\$ 90.00	
Varicella Titer	0	\$ 17.53	\$ -	\$ 55.00	\$ -	
Totals	3		\$ 80.04		\$ 150.00	

F. COMMUNICABLE DISEASE

Disease	Total Cases	Note
Campylobacteriosis	0	
Chlamydia	7	
Cryptosporidiosis	0	
Gonococcal	1	
Hepatitis A	1	
Hepatitis B	4	4 rechecks
Hepatitis C-NEW	6	
Hepatitis C-RECHECK	7	
Influenza A	2	
Legionellosis Pneumonia	0	
Lyme Disease	1	
Meningitis	0	
Pertussis	4	3 pts in 2 households, outbreak
RMSF	1	
Streptococcal Group A	0	
Streptococcal Group B	0	

Tuberculosis	0
Varicella	0
Salmonella	1
E. coli Shiga toxin	1

G. BCMH

Home Visits	1
Community Based Visits	0
Office Visits	2
PHN Referrals	0
Active Cases	128
Billed to Date	\$ 4,610.00

MINUTES

BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Tuesday, August 20, 2019

The Highland County General Health District Board of Health held its August, 2019 meeting on August 20, with the following members present:

Mr. John Holt
Mr. Rob McCray
Dr. Julie Karnes
Mr. Craig Edgington
Absent: John Griffith

1. Call to Order

The meeting was called to order by Mr. Holt at 4:35PM.

2. Roll Call

The following individuals were present at the meeting:

Mr. John Holt
Mr. Rob McCray
Dr. Julie Karnes
Mr. Craig Edgington
Jared Warner, Health Commissioner
Anna McCoppin, Director of Environmental Health
Bonnie Rusch, Director of Nursing
Connie Page, Fiscal Officer
Chris Shope, Sanitarian
Karen Rumbaugh
Harold Rumbaugh

3. Rumbaugh Septic System

Mr. Harold Rumbaugh and Mrs. Karen Rumbaugh spoke to the Board of Health about their frustration with the sewage installation process and their interactions with the health department. They also expressed concern with the proposed septic system design provided by this office and its encroachment into their agricultural land. After considerable discussion, the board offered its apologies to the Rumbaughs about their frustration with the septic installation process, and Mr. Shope scheduled an appointment with the Rumbaughs to reassess their property for alternative system site locations.

4. Environmental Health Agenda Items

- c. **CHIP Review**
Mr. Warner provided a review of the Community Health Improvement Plan (CHIP), including a look at the identified community goals, progress towards meeting those goals, and other updates on CHIP processes.
 - d. **Performance Management Plan**
Mr. Warner provided a review of the Performance Management Plan, including an in-depth review of the newly developed personal professional development plans, a new customer satisfaction survey effort, a review of the newly developed employee training matrix, and an overview of the Performance Management Plan document. Dr. Karnes made a motion to approve the Performance Management Plan. Mr. McCray seconded the motion. Motion carried unanimously.
8. **2019 Budget Appropriations Update**
Ms. Page provided a review of the 2019 budget, and discussed several line item changes needed to adjust some funds to cover expected costs for the second half of the fiscal year. After discussion, Dr. Karnes made a motion to approve the budget adjustments described by Ms. Page. Mr. McCray seconded the motion. Motion carried unanimously.
9. **2020 Budget Appropriations**
Ms. Page provided a proposed 2020 budget. This budget reflects the loss of the 1989 .5 mill levy. After discussion, Dr. Karnes made a motion to approve the proposed 2020 budget presented by Ms. Page. Mr. McCray seconded the motion. Motion carried unanimously.
10. **Review – Act on minutes for July, 2019**
Mr. Edgington made a motion to approve the July 2019 Minutes with one correction in 8.d. where the word “board” is misspelled. Mr. McCray seconded the motion. Motion carried unanimously.
11. **Review – Act on Bills for July 17, 2019 – August 20, 2019**
Ms. Page provided a list of bills for July 17, 2019 – August 20, 2019. After discussion, Dr. Karnes made a motion to approve the bills. Mr. McCray seconded the motion. Motion carried unanimously.
12. **Open Discussion**
- a. **Staff In-service Day –** Mr. Warner reported on the successful staff in-service day held on August 15. Staff conducted training on fire extinguisher use, active shooter, stop the bleed, emergency planning for the health department, and other topics related to internal emergency preparedness efforts. Staff also reviewed the concepts of Quality Improvement, Performance Management, Workforce Development, and other areas related to ongoing PHAB accreditation efforts.

h. WPCLF 2018-17

Ms. McCoppin presented 2 bids for the installation of a household septic system at 2499 US 50, Hillsboro, OH. DC Construction submitted a bid of \$32,150. Cody Wheeler Septic submitted a bid of \$34,800. After discussion, Dr. Karnes made a motion to accept the bid from DC Construction for \$32,150. Mr. Edgington seconded the motion. Motion carried unanimously.

i. SIT/RS Position Hiring

Mr. Warner and Ms. McCoppin provided the board with an update on the SIT>RS position hiring process. 2 candidates were interviewed for the position. Mr. Warner requested board approval to make a job offer of \$16.50 hourly to one of the candidates, providing that the candidate was approved for SIT status and that reference checks went well. Mr. McCray made a motion to approve the hire based on the conditions established by Mr. Warner. Mr. Edgington seconded the motion. Motion carried unanimously.

5. RCORP Grant

Mr. Warner reported that a grant with partnerships at UC health, Highland District Hospital, and other community partners had been approved by HRSA. The health department would be receiving approximately \$60,000 annually for the next 3 years to support efforts related to substance abuse prevention, infectious disease management, and other areas.

6. Possible Office Furniture Spending Approval

Ms. Page reported that East Ambulance company had a large number of used office furniture items available for purchase. After discussion, Mr. Edgington made a motion to approve Mr. Warner to spend up to \$1,000 on used office furniture for the health department. Mr. McCray seconded the motion. Motion carried unanimously.

7. Continuing Education

Mr. Warner presented continuing education on several of the required PHAB core documents, including updates in several documents.

a. Strategic Plan Review

Mr. Warner provided a review of the strategic plan, including a review of the ongoing process for the HCHD strategic goals. This included a discussion on how goals and progress towards goals are monitored and assessed.

b. CHA Update

Mr. Warner provided an update on the Community Health Assessment survey currently being promoted across the community. To date, over 465 surveys have been completed. Efforts continue to increase survey numbers, with a goal of having 600 completed surveys.

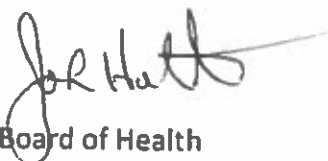
- a. **2020 WPCLF Grant**
Ms. McCoppin reported the availability of WPCLF grant dollars for the 2020 project period. After discussion, Mr. Edgington made a motion to approve the HCHD application for WPCLF for 2020. Mr. McCray seconded the motion. Motion carried unanimously.
- b. **WPCLF 2018-11**
Ms. McCoppin presented a bid from ABC Engineers / Jason Little for the design of a household septic system at 2499 US 50, Hillsboro, OH, for the amount of \$2,000.00. After discussion, Dr. Karnes made a motion to accept the bid. Mr. Edgington seconded the motion. Motion carried unanimously.
- c. **WPCLF 2018-12**
Ms. McCoppin presented a bid from ABC Engineers / Jason Little for the design of a household septic system at 3456 Certier Rd, Sardinia, Ohio, for the amount of \$2,250.00. After discussion, Dr. Karnes made a motion to accept the bid. Mr. Edgington seconded the motion. Motion carried unanimously.
- d. **WPCLF 2018-13**
Ms. McCoppin presented 2 bids for the installation of a household septic system at 3456 Certier Rd, Sardinia, Ohio. DC Construction submitted a bid of \$31,700. Cody Wheeler Septic submitted a bid of \$29,800. After discussion, Dr. Karnes made a motion to accept the bid from Cody Wheeler Septic for \$29,800. Mr. Edgington seconded the motion. Motion carried unanimously.
- e. **WPCLF 2018-14**
Ms. McCoppin presented a bid from Cody Wheeler Septic of \$23,400 for the installation of a household septic system at 10429 Winegar Rd., Greenfield, OH. After discussion, Dr. Karnes made a motion to accept the bid from Cody Wheeler Septic for \$23,400. Mr. Edgington seconded the motion. Motion carried unanimously.
- f. **WPCLF 2018-15**
Ms. McCoppin presented a bid from Cody Wheeler Septic of \$8,500 for the installation of a household septic system at 4321 Sorg Rd., Hillsboro, OH. After discussion, Dr. Karnes made a motion to accept the bid from Cody Wheeler Septic for \$8,500. Mr. Edgington seconded the motion. Motion carried unanimously.
- g. **WPCLF 2018-16**
Ms. McCoppin presented a bid from Cody Wheeler Septic of \$33,200 for the installation of a household septic system at 4027 SR 124, New Vienna, OH. After discussion, Dr. Karnes made a motion to accept the bid from Cody Wheeler Septic for \$33,200. Mr. Edgington seconded the motion. Motion carried unanimously.

- b. JFS Back to School Event – Mr. Warner provided a report on the recent Back to School event held at Southern State. 970 families, 2,060 children, and 5,000 people attended the event.
- c. Medical Billing for EOB portion of Patient Responsibility– Mr. Warner and Ms. Rusch discussed the collection of the patient responsibility amount from insurances for services provided by the health department. After discussion, Dr. Karnes made a motion to approve the health department billing patients for their insurance designated responsibility for a period of up to 3 months (3 bills sent), provided that the health department identifies the break-even point for billing and does not bill for costs that fall below that billing threshold. This policy would be effective September 1, 2019. Mr. Edgington seconded the motion. Motion carried unanimously.
- d. Vital Statistics Fee Increase
Ms. Shirley Cox, HCHD Registrar, provided research on other health department vital statistics fees. Mr. Warner provided this information to the BOH, and discussed a potential increase of Vital Statistics fee from the current \$22.00 to \$25.00. After discussion, Dr. Karnes made a motion to approve the increase of vital statistics fees to \$25.00, effective September 1, 2019. Mr. McCray seconded the motion. Motion carried unanimously.

13. Adjourn

Dr. Karnes made a motion to adjourn the meeting. Mr. Edgington seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:30 PM.

John Holt
President, Board of Health



David Warner, MEM, RS
Health Commissioner
Secretary, Board of Health



SEPTEMBER

Prepared by: Connie Page

Estimated Health Salary Costs for September		Actual Health Salary Costs for August	
Item	Cost	Item	Cost
Salaries	\$39,813.35	Salaries	\$39,813.35
PERS - Employer Pickup	\$707.72	PERS - Employer Pickup	\$707.72
PERS - Monthly Contributions	\$5,573.87	PERS - Monthly Contributions	\$5,573.87
Medicare	\$542.56	Medicare	\$542.56
Medical Mutual	\$11,090.40	Medical Mutual	\$11,090.40
Total Estimated	\$57,727.90	Total	\$57,727.90

Health Expenses to be Paid				Full amount	Discount
Payee	Cat. Number	Item	Cost		
Merck	E2	Vaccines	\$ 2,101.42		
GSK	E2	Vaccine	\$ 5,254.11		
Pfizer	E2	Vaccines	\$ 1,890.13		
Sanofi	E2	Vaccines	\$ 4,823.11		
Com Doc	E2	Staples for copier	\$ 57.00		
Fifth Third	E3	Enhanced 6 professional software	\$ 109.00		
Hamilton County Public Health	E5	Epi Contract 2nd half 2017	\$ 2,100.00		
Stericycle	E5	Sharps Disposal	\$ 47.96		
ComDoc	E5	Maintenance & Usage fees			
Greystone System	E5	Quarterly Security Fee	\$ 99.00		
Milhauff Stang	E5	Audit fees for 1/17-12/18	\$ 1,127.00		
Xerox	E5	Monthly Lease			
AT&T	E5	Caravan Hot Spot	\$ 57.23		
Environmental Control	E5	Cleaning Service	\$ 225.00		
HCFR Inspections, LLC	E5	Plumbing Permit Remits	\$ 1,050.00		
Highland District Hospital	E5	Lab Testing	\$ 80.04		
Charter Communications/Spectrum	E5	Phone Service	\$ 357.68		
Time Warner Cable	E5	Internet Services	\$ 109.99		
Masi Labs	E5	Water Samples	\$ 211.05		
Chillicothe Fire & Security	E5	Fire Extinguishers used for training	\$ 90.00		
Snyder Solutions	E5	August support	\$ 40.00		
OEHA	E7	OEHA Fall Educational Conference	\$ 125.00		
AOHC	E7	Fall Conference (Dr. Mizer)	\$ 220.00		
Leah Lewis	E7	July and August mileage	\$ 84.24		
Barbara Eaglin	E7	May - Sept 13th mileage	\$ 16.12		
Philip Webb	E7	August Mileage	\$ 141.44		
Chris Shope	E7	August Mileage	\$ 388.44		
Brittane Dance	E7	August Mileage	\$ 265.72		
Anna McCoppin	E7	August Mileage	\$ 49.92		
Connie Page	E7	Reimburse for supplies for Fair	\$ 40.84		
Connie Page	E7	Mileage for April 30th - Sept 13th	\$ 31.20		
Bonnie Rusch	E7	June - Aug 8th mileage	\$ 84.76		
Fifth Third	E7	Lunch for Training day	\$ 124.83		
Bonnie Rusch	E12	Reimburse for Background check	\$ 30.00		
Wex Bank	E12	Care A Van Fuel	\$ 98.91		
Reserve Account - Pitney Bowes	E12	Postage	\$ 1,000.00		
Fifth Third	E12	Fair booth and passes	\$ 345.00		
Treasurer, State of Ohio	E17	Vital Stats Security Paper	\$ 235.00		
Treasurer, State of Ohio	E17	Sewage Remits	\$ 627.00		
Ohio Division of Real Estate & PL	E17	Burial Permits	\$ 22.50		
ABC Engineers	E19	Dolph Project	\$ 2,000.00		
ABC Engineers	E19	Ooten Project	\$ 2,250.00		
Total General Health Expenses from 08/20/19 - 9/17/19			\$ 28,010.64		

Restaurant Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	G1	Employee Salaries	
PERS	G1	Monthly Contributions	
Medicare	G1	Employer Medicare	
Workers Comp	G11	Workers Comp	
Treasurer, State of Ohio	G2	FSO Remits	\$ 56.00
Treasurer, State of Ohio	G2	RFE Remits	\$ 28.00
Emily Hughart	G3	Refund for Mobie License	\$ 110.00
Philip Webb	G3	August Mileage	\$ 108.68
Anna McCoppin	G3	August Mileage	\$ 48.88
Total Restaurant Expenses from 08/20/19 - 9/17/19			\$ 351.56

Private Water Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	S78	Employee Salaries	\$ -
Baileys Test Strips	S79	Test Strips for water tests	\$ 60.50
Treasurer, State of Ohio	S81	Private Water Permit Remit Fees(ODH)	
Treasurer, State of Ohio	S81	Private Water Permit Remit Fee(ODNR)	
Masi Labs	S83	Water Sample Testing	\$ 427.00
Workers Comp	S86	Workers Comp	
Ann McCoppin	S87	August Mileage	\$ 13.00
Chris Shope	S87	August Mileage	\$ 6.24
Philip Webb	S87	August Mileage	\$ 115.96
Total Private Water Expenses from 08/20/19 - 9/17/19			\$ 622.70

Swimming Pool Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	E21	Employee Salaries	
PERS	E210	Monthly Contributions	
Medicare	E28	Employer Medicare	
Workers Comp	E211	Workers Comp	
Anna McCoppin	E27	August Mileage	
Philip Webb	E27	August Mileage	
Treasurer, State of Ohio	E23	Pool License Remits	-
Total Swimming Pool Expenses from 08/20/19 - 9/17/19			\$ -

RV Park Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	EE1	Employee Salaries	
PERS	EE10	Monthly Contributions	
Medicare	EE16	Employer Medicare	
Treasurer, State of Ohio	E02	Campground remits	
Workers Comp	EE11	Workers Comp	
Philip Webb	EE3	August Mileage	\$17.68
Anna McCoppin	EE3	August Mileage	
Total RV Park Expenses from 08/20/19 - 9/17/19			\$ 17.68

Fund	8/1/2019	Aug. Receipts	Aug. Expenses	8/31/2019
General Health Fund	\$333,310.44	\$68,659.96	\$95,609.44	\$306,360.96
R/V Trailer Parks Fund	\$10,729.97	\$507.50	\$142.23	\$11,095.24
Swimming Pool Fund	\$4,787.58		\$48.85	\$4,738.73
Restaurant Fund	\$41,811.53	\$1,006.00	\$1,036.81	\$41,780.72
Private Water Funds	\$8,870.49	\$2,126.87	\$761.90	\$10,235.46
Capital Improvements	\$61,619.86			\$61,619.86
Totals	\$461,129.87	\$72,300.33	\$97,599.23	\$435,830.97