

**Highland County Board of Health**  
**Thursday, January 16, 2020**

Agenda

1. Call to Order
2. Roll Call
3. WPCLF 001 Authorizing Resolution
4. Review - Act on minutes for the month of December, 2019
5. Review - Act on minutes for the emergency December 31 Meeting, 2019
6. Review - Act on bills December 20, 2019 to January 16, 2019
7. Legislation Review
8. Quality Improvement
  - a. Single Entry Way Update
9. Open Discussion
  - a. BOH Performance Review Results
  - b. BOH and Staff Meeting Schedule for 2020 Meetings
  - c. Health Commissioner Evaluation Discussion
  - d. Levy Discussion
10. Adjourn

**Resolution No. WPCLF 2020-001**

A RESOLUTION AUTHORIZING **JARED WARNER, HEALTH COMMISSIONER** TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE **HIGHLAND COUNTY HEALTH DEPARTMENT** FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS:

Whereas, the **Highland County/Health Department** of **Highland County** seeks to repair and/or replace failing home sewage treatment systems; and

Whereas, the **Highland County/Health Department** of **Highland County** intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

Whereas, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement; now therefore,

BE IT RESOLVED by the **Highland County/Health Department** of Highland **County**, Ohio:

SECTION 1. That **Jared Warner, Health Commissioner** be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the **Highland County/Health Department** of Highland **County**, Ohio.

SECTION 2. That is resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: 1/16/20 after 1 reading. Vote: Yeas 4 Nays 0

Approved: 1/16/20

Attest:   
Health Commissioner

  
President of Highland County Board of Health

Offered by: J. Kames

Seconded by: R. McCray

*(Attach a copy of the meeting minutes hereto)*

## MINUTES

### BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Thursday, December 19, 2019

The Highland County General Health District Board of Health held its December, 2019 meeting on December 19, with the following members present:

Mr. John Holt  
Mr. Rob McCray  
Dr. Julie Karnes  
Mr. Craig Edgington

1. Call to Order

The meeting was called to order by Mr. Holt at 9:10AM.

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  
Philip Webb, Sanitarian  
Tim Colliver, Times Gazette

3. WPCLF Project Proposals / Payments – Tabled until January 2020

4. Variance Request for Christian Staffer, 14415 Cynthiana Rd., Hillsboro, OH

Ms. McCoppin discussed a variance request for the use of a temporary household sewage tank for 14415 Cynthiana Rd. Hillsboro Ohio until weather permitted a full system to be installed. After discussion, Dr. Karnes made a motion to approve the variance request. Mr. Edgington seconded the motion. Motion carried unanimously.

5. Private Water System Fee Category Addition – Temporary Hauled Storage Tanks

The BOH reviewed a proposal from the EH Division to add a category to the existing Private Water Fee Schedule to include a "Temporary Hauled Storage Tanks" as required by the newly updated state law. After discussion, Dr. Karnes made a motion to approve

the addition of this category to the fee schedule, at a cost of \$100 per license. Mr. McCray seconded the motion. Motion Carried unanimously.

6. PHAB updates

- a. Documents Fully Submitted – Mr. Warner informed the board that all PHAB documentation had been fully submitted after the completeness review process.
- b. CHA 2019 Update and Next Steps - Mr. Warner provided an update on the 2019 CHA report. Work continues to put final edits together on this report.

7. November BOH Minutes

Review of Minutes for November 2019. Mr. McCray moved the motion to approve minutes. Mr. Edgington seconded the motion. Motion passed unanimously.

8. Bills from November 20, 2019 to December 19, 2019

Ms. Page presented the bills from November 20, 2019 to December 19, 2019. Dr. Karnes moved to approve bills. Mr. McCray seconded the motion. Motion passed unanimously.

Mr. Warner and Ms. Page also provided an update on the YTD Budget.

9. Budget Revision 2019

Ms. Page provided a proposed budget revision to move funds between line items in several categories. After discussion, Mr. McCray made a motion to approve the budget revision. Mr. Edgington seconded the motion. Motion carried unanimously. Budget change specifics are recorded in the Budget Resolution document.

10. Budget Revision 2020

Appropriation amounts for 2020 have been approved previously, and do not appear to require any changes. Further revisions are not needed at this time, and the agenda item was tabled.

11. Legislation Review

Mr. Warner provided an update of current vaping legislation being proposed at the state level. Federal legislation is also being considered to address vape flavors and restrictions designed to reduce youth use.

12. Quality Improvement

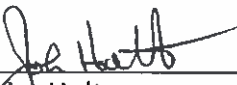
Mr. Warner provided a review of the current quality improvement projects underway at the health department. Customer Service Survey results, the Website Review and Updating project, and the Single Entry Way project were discussed.

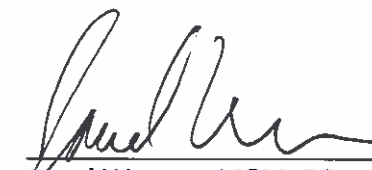
13. Open Discussion

- a. **BOH Performance Review Process**  
The Board will plan a performance review of the Health Commissioner during the January BOH Meeting.
  
- b. **BOH Schedule for 2020 Meetings**  
Dr. Karnes made a motion to move the regular BOH meetings to the third Wednesday of the month at 9am. Mr. McCray seconded the motion. Motion carried unanimously.  
  
After this motion was passed, further discussion identified a conflict for the EH division. Mr. Edgington made a motion to move the regular BOH meetings to the third Thursday of the month at 9AM at the Highland County Health Department. Dr. Karnes seconded the motion. Motion carried unanimously.
  
- c. **Personnel Policy Review - Winter Storm Level Adjustments**  
Mr. Warner discussed the need to update and specify how winter storm levels that the Highland County Sheriff declares impact staff reporting to work. Dr. Karnes made a motion to approve the proposed policy revision. Mr. McCray seconded the motion. Motion carried unanimously.
  
- d. **RCORP Grant Update RCORP Grant**  
Mr. Warner provided an update on the RCORP Grant and the health department's partnership with UC and HDH to address substance abuse disorder in Highland County.
  
- e. **ODH Food Survey in April 2020**  
Mr. Warner reported on the upcoming food survey that ODH will be performing in Highland County.

14. **Adjourn**

Dr. Karnes made a motion to adjourn the meeting. Mr. Edgington seconded the motion. Motion carried unanimously. Meeting was adjourned at 11:00 AM.

  
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John Holt  
President, Board of Health

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

MINUTES

BOARD OF HEALTH MEETING  
HIGHLAND COUNTY, OHIO

Tuesday, December 31, 2019

The Highland County General Health District Board of Health held an emergency meeting on December 31, 2019, with the following members present:

Mr. Rob McCray  
Dr. Julie Karnes  
Mr. Craig Edgington

1. Call to Order

The meeting was called to order by Mr. McCray at 8AM.

2. Roll Call

The following individuals were present at the meeting:

Mr. Rob McCray  
Dr. Julie Karnes  
Mr. Craig Edgington  
Jared Warner, Health Commissioner  
Connie Page, Fiscal Officer

3. Budget Revision 2019

A final budget revision was needed for 2019 in order to bring all budgets into compliance with state fiscal management practices. Ms. Page provided a proposed budget revision to move funds between line items in several categories. After discussion, Dr. Karnes made a motion to approve the budget revision. Mr. Edgington seconded the motion. Motion carried unanimously. Budget change specifics are recorded in the Budget Resolution document.

4. Adjourn

Dr. Karnes made a motion to adjourn the meeting. Mr. Edgington seconded the motion. Motion carried unanimously. Meeting was adjourned at 8:10 AM.

  
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Rob McCray  
President, Board of Health

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

# 2019 Highland County Health Department - Board of Health Self Assessment Results

Meetings	R1	R2	R3	R4	AVG,
Board meetings are scheduled at convenient times.	3	3	4	4	3.5
Board meetings are held at a convenient location.	5	5	4	5	4.75
Meeting agendas are provided prior to the board meeting.	5	5	5	5	5
Materials for review/action are distributed with sufficient time for review	4	4	4	5	4.25
Meetings follow appropriate rules of order.	5	4	4	5	4.5
Meeting minutes are distributed with sufficient time for review.	5	5	5	5	5

Governance	R1	R2	R3	R4	AVG,
I have a copy of and understand the Highland County Board of Health By-Laws.	4	1	3	3	2.75
I have a copy of and understand the Highland County Board of Health Handbook.	4	1	3	3	2.75
I understand the role of the Highland County Board of Health.	5	3	4	5	4.25
The Highland County Board of Health membership complies with the Ohio Revised Code Requirements.		4	4	5	4.33
The Highland County Board of Health effectively recruits new members for the Board.	5	1	4	3	3.25

Strategic Planning	R1	R2	R3	R4	AVG,
I understand and support the Highland County Health Department Mission.	5	4	5	4	4.5
The Highland County Health Department Strategic Planning Process effectively gathers information to support decision making.	5	4	4	5	4.5
I understand the role of the Highland County Board of Health in Strategic Planning	4	4	4	5	4.25

<b>Operations</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>AVG,</b>
Highland County Board of Health committees are active and make regular reports to the Board of Directors.	4	1	3	2	2.5
The Highland County Board of Health sets policy for Health Department activities.	5	3	4	4	4
The Highland County Board of Health takes appropriate and timely action to address issues and challenges.	5	5	4	4	4.5
The Highland County Board of Health regularly receives reports from the QA/QI committee and takes action appropriately.	5	3	3	3	3.5
The Highland County Board of Health provides appropriate support and oversight to the Health Commissioner.	4	5	4	5	4.5
The Highland County Board of Health conducts an annual evaluation of the Health Commissioner.	5	5	3	5	4.5

<b>Code of Conduct</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>AVG,</b>
Board Members respect confidential information.	5	5	4	5	4.75
I understand the difference between governance and management.	4	4	3	5	4

<b>Finance</b>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>AVG,</b>
The Highland County Board of Health receives and reviews financial reports on a monthly basis	5	5	5	5	5
I understand the monthly financial reports.	5	5	5	4	4.75
The monthly financial reports provide sufficient information to ensure health department operations are appropriately managed.	5	5	4		4.67
The Highland County Board of Health approves the annual Health Department budget.	5	5	5	5	5
I understand the annual budget.	5	2	4	4	3.75
The Highland County Board of Health reviews and responds to financial audits.	5	4	4	4	4.25



# **BOARD OF HEALTH MEETINGS**

(3<sup>RD</sup> Thursday of each month unless otherwise stated. Dates may change if deemed necessary)

January 16<sup>th</sup> – 9:00 a.m.

February 20<sup>th</sup> – 9:00 a.m.

March 19<sup>th</sup> – 9:00 a.m.

April 17<sup>th</sup> – 9:00 a.m.

May 21<sup>st</sup> – 9:00 a.m.

June 18<sup>th</sup> – 9:00 a.m.

July 16<sup>th</sup> – 9:00 a.m.

August 20<sup>th</sup> – 9:00 a.m.

September 17<sup>th</sup> – 9:00 a.m.

October 15<sup>th</sup> – 9:00 a.m.

November 19<sup>th</sup> – 9:00 a.m.

December 17<sup>th</sup> – 9:00 a.m.

# **STAFF MEETINGS**

**(3<sup>rd</sup> Tuesday of the month except for January)**

January 15<sup>th</sup> – 9:00 a.m.

February 18<sup>th</sup> - 9:00 a.m.

March 17<sup>th</sup> – 9:00 a.m.

April 21<sup>st</sup> – 9:00 a.m.

May 19<sup>th</sup> – 9:00 a.m.

June 16<sup>th</sup> – 9:00 a.m.

July 21<sup>st</sup> – 9:00 a.m.

August 18<sup>th</sup> – 9:00 a.m.

September 15<sup>th</sup> – 9:00 a.m.

October 20<sup>th</sup> – 9:00 a.m.

November 17<sup>th</sup> – 9:00 a.m.

December 15<sup>th</sup> – 9:00 a.m.

# HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

<b>Name:</b>	<b>COMBINED MONTHLY STATS</b>		
<b>Month:</b>	DECEMBER	<b>Year:</b>	2019

## SEWAGE PROGRAM

180	Sewage Consultations	YTD 2019=24 2019=12 2019=8	2	Installer Registration
	WPCLF Grants Closed		3	Septage Hauler Registration
3	Lot Splits/Minor Sub: Approved		1	Service Provider Registration
	Lot Splits/Minor Sub: Disapproved			

TOWNSHIP	STSOM Inspections	Site Eval. Insp.	Final and 12 Month Insp	Completed Finals	Site Eval Completed	Installation Permit	Replacement Permit	Alteration Permit	STSOM Permits Issued
Brush Creek									
Clay									
Concord									
Dodson									
Fairfield	2								1
Hamer		2							
Liberty		6							1
Jackson		2							2
Madison		1							
Marshall					1				
New Market		3			1				1
Paint									
Penn						1			
Salem									
Union									
Washington									
White Oak		1							
<b>TOTALS</b>	2	15	0	0	2	1	0	0	6

## PRIVATE WATER SYSTEM (PWS) PROGRAM

	PWS (new)	PWS (Other)	Public Water Supplies	Totals	Water Samples	MMO-MUG:	QT:	OTHER:	Total Samples
Inspections					# Taken	1	4		5
Consultations	13	9		22	# Safe	1	3		4
Approved	3	n/a	n/a	3	# Unsafe		1		1
Disapproved		n/a	n/a						
New Permits	4		n/a	4		<b>Water Haulers</b>			
Alt. Permits	1		n/a	1			Registrations		2019=3
Permitting Permits	1		n/a	1			Truck Inspections		
						6	Consultations		

**FOOD PROGRAM**

Licenses Issued		FSO Risk I-IV	RFE Risk I-IV	Vending	Temporary FSO	Temporary RFE	Mobile FSO	Mobile RFE
Commercial								
Non-Commercial				n/a	1		n/a	n/a
	Risk	Vending	Micro-Markets	Temporary FSO/RFEs	Mobiles	NonHC - Mobiles	Summer Feed	Total
Plan Review Received	1					n/a	n/a	1
Inspections (All types)	26			1				27
Consultations	11				3			14
<b>Foodborne Outbreaks</b>								
Reported								
Consultations	1							1

**ADDITIONAL ENVIRONMENTAL HEALTH PROGRAMS**

	Body Art	Campgrounds	Jails	Resident Camps	School Program	Solid Waste Program	Swimming Pools	Day Care - Requested
Licenses/Approvals			n/a		n/a			n/a
Temporary/Time-Limited			n/a	n/a	n/a	n/a	n/a	n/a
Inspections	1	3	1	1	2	0	3	
Consultations	6	2	4	6	4	1	1	1
Plan Review			n/a		n/a	n/a	n/a	n/a

<i>Specialty Consultations</i>		<i>Animal Bites</i>		<i>Nuisances</i>	
1	Bed Bugs	5	#r Reported - Dogs		Reported
	Carbon Monoxide	2	# Reported - Others		Abated
	Formaldehy	6	Investigations	9	Consultaitons
1	Lead in Water	18	Consultations		Inspections
	Lead Paint	1	Heads to Lab		
	MHP		Positive		
2	Mold				
	Radon				
	Other				

DATE	<b>ENVIRONMENTAL STAFF MEETINGS AND TRAININGS</b>
12/5/2019	Training Ross Co. for new water system rules
12/17; 12/19; 12/26	Sewage Committee
14-Dec	Holiday Parade
19-Dec	ODH Pool Survey
19-Dec	ODH Camp Survey
19-Dec	BOH Meeting

# Highland County General Health District

## Public Health Nursing Report

### December 2019

<b>A.</b>	<b>OFFICE</b>	
	Office Visits	105
	Phone Calls	114
	Pregnancy Tests	0
	Lead Tests	0
	Children Services Exams	2
	Newborn Screenings	0
	Lice Checks	3
	PPD Skin Tests	8
	PHN Visits	0
	Tick Collections	0
	Lab Draws	0
<b>B.</b>	<b>CARE-A-VAN (CAV)</b>	
	CAV Visits	0
	Blood Glucoses	0
	Blood Pressures	0
	Lab Draws	0
	Immunizations	0

<b>C.</b>	<b>IMMUNIZATIONS</b>	
	Immunizations	120

<b>D.</b>	<b>SPECIALITY CLINICS</b>	
	Senior Citizens BP	123

<b>Walk-In Clinics</b>		
1st Wednesday	Total Seen	41
	Total Imm.	23
2nd Wednesday	Total Seen	7
	Total Imm.	12
3rd Wednesday	Total Seen	8
	Total Imm.	9
4th Wednesday	Total Seen	

5th Wednesday Total Imm. Christmas Holiday  
 Total Seen  
 Total Imm. No 5th Wednesday

**Eye Clinic**

Total Seen 4  
 New 0  
 Recheck 4

F.

**COMMUNICABLE DISEASE**

Disease	Total	
Campylobacteriosis	2	
Chlamydia	3	
Cryptosporidiosis	0	
Ecoli	0	
Gonococcal	2	
Hepatitis A	1	
Hepatitis B	2 new	3 recheck
Hepatitis C-NEW	8	
Hepatitis C-RECHECK	13	
Influenza A	2	
Influenza B	1	
Legionellosis Pneumonia	0	
Lyme Disease	0	
Meningitis	0	
Pertussis	0	
RMSF	0	
Streptococcus pneumonia	1	
Tuberculosis	0	
Varicella	0	
Shigatoxin	0	
Haemophilis Influenza	0	
Mumps	0	
Salmonella	1	
Plesiomonas shigelloides	1	

G.

**BCMh**

Home Visits 0  
 Community Based Visits 0  
 Office Visits 2  
 PHN Referrals 0  
 Active Cases 125  
 Billed to Date \$7,540

F.

**SUMMARY**

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