

**Highland County Board of Health**  
**Thursday, February 20, 2020**

**Agenda**

1. Call to Order
2. Roll Call
3. Review - Act on minutes for the month of January, 2020
4. Review - Act on bills January 16, 2020 to February 20, 2020
5. Legislation Review
6. Quality Improvement
  - a. Single Entry Way Update
7. Open Discussion
  - a. Cancer Concerns in Highland County
  - b. COVID-19 Updates
  - c. Health Commissioner Evaluation Discussion
  - d. Levy Discussion
8. Adjourn

## MINUTES

### BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Thursday, January 16, 2020

The Highland County General Health District Board of Health held its January, 2020 meeting on January 16, 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 9:05AM.

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

3. WPCLF 001 Authorizing Resolution – Ms. McCoppin presented the authorizing resolution for the 2020 WPCLF project. After discussion, Dr. Karnes made a motion to approve the resolution and application for the grant. Mr. McCray seconded the resolution. Motion carried unanimously.

4. December 2019 BOH Minutes

Mr. Warner presented the minutes for the December 2019 BOH Meeting. Mr. Edgington moved the motion to approve minutes. Dr. Karnes seconded the motion. Motion passed unanimously.

5. December 31, 2019 Emergency Meeting BOH Minutes

Mr. Warner presented the minutes for the December 31, 2019 BOH Meeting. Mr. Edgington moved the motion to approve minutes. Dr. Karnes seconded the motion. Motion passed unanimously.

6. **Bills from December 20, 2020 to January 16, 2020**  
Ms. Page presented the bills from December 20, 2020 to January 16, 2020. Dr. Karnes moved to approve bills. Mr. McCray seconded the motion. Motion passed unanimously.
7. **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.
8. **Quality Improvement**  
Mr. Warner provided a review of the current quality improvement projects underway at the health department. The Single Entry Way project were discussed in some detail. After discussion, Mr. Edgington made a motion to approve spending \$3,500 on initial construction costs for the single entry way project. Dr. Karnes seconded the motion. Motion carried unanimously.
9. **Open Discussion**
  - a. **BOH Performance Review Results**  
Mr. Warner presented the results of the BOH self assessment conducted at the December BOH meeting. Overall, the board scored itself well, though several areas of governance need additional attention. Mr. Warner will be looking into bylaws and BOH handbook development over the next year.
  - b. **BOH and Staff Meeting Schedule for 2020**  
Mr. Warner presented the BOH and Staff meeting schedules for 2020, and invited the board to attend staff meetings if interested.
  - c. **Health Commissioner Evaluation Discussion**  
Mr. Warner left the room briefly to allow the BOH to discuss what evaluation process would be used to evaluate the health commissioner's performance during the past year. Ms. Page was tasked with developing an assessment tool based on BOH input.
  - d. **Levy Discussion**  
Mr. Warner reported on the levy process.
  - e. **Job Descriptions**  
Mr. Warner presented final draft job descriptions to the BOH for health department staff. Staff will review these descriptions during upcoming performance review meetings.


10. Adjourn

Dr. Karnes made a motion to adjourn the meeting. Mr. Edgington seconded the motion. Motion carried unanimously. Meeting was adjourned at 10:41 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

# Highland County General Health District

## Public Health Nursing Report

### 2020 YTD Totals

	(report 5.04)	Jan	YTD	2019						
				01/2019	1ST Quarter	2nd Quarter	3rd Quarter	4th Quarter	2019 total	
<b>A.</b>	<b>OFFICE</b>									
	Office Visits	270	270	168	511	511	926	2521		
	Phone Calls	144	144	170	521	521		2088		
	Pregnancy Tests	0	0	1	2	2		12		
	Lead Tests	1	1	1	1	1		1		
	Children Services Exams	1	1	0	2	2		11		
	Newborn Screenings	0	0	0	0	0		2		
	Lice Checks	15	15	5	19	19		69		
	PPD Skin Tests	9	9	16	39	39		151		
	PHN Visits	0	0	0	0	0		3		
	Tick Collections	0	0	0	0	0		0		
	Lab Draws	3	3	1	19	19		0		
<b>B.</b>	<b>CARE-A-VAN (CAV)</b>									
	CAV Visits	35	35	4	16	16		182		
	Blood Glucoses	0	0	0	1	1		9		
	Blood Pressures	2	2	1	2	2		47		
	Lab Draws	2	2	0	1	1		20		
	Child Immunizations	15	15	6	16	16		382		
	Adult Immunizations	4	4	0	0	0		4		

<b>C. IMMUNIZATIONS</b>	Jan	Total
Adult Immunizations	69	69
Adult Influenza	40	40
Adult Pneumonia	1	1

<b>D. SPECIALTY CLINICS</b>	Jan	Total

Rainsboro BP		8	8
Walk-In Clinics			
1ST WEDNESDAY			
Total Seen	0	0	0
Total Imm.	0	0	0
2nd Wednesday			
Total Seen	12	12	12
Total Imm.	22	22	22
3rd Wednesday			
Total Seen	8	8	8
Total Imm.	18	18	18
4th Wednesday			
Total Seen	10	10	10
Total Imm.	19	19	19
5th Wednesday			
Total Seen	4	4	4
Total Imm.	5	5	5
Eye Clinic			
Total Seen	0	0	0
New	0	0	0
Recheck	0	0	0

not calculated consistently in 2019

14	60	293
42	176	578
16	32	199
38	67	295
8	18	201
14	58	339
4	42	213
16	115	364
0	0	74
0	0	134
0	2	15
0	0	4
0	2	11

E.

LABORATORY SERVICES

Number of Tests	Jan	Total
Basic Metabolic Panel		0
Comprehensive Metabolic	1	1
Hemoglobin A1C	1	1
Hepatic Function Panel		0
Iron	1	1
TIBC		0
Lipid	1	1
PSA-Screen		0
PTINR		0
TSH		0

0	1	3
0	0	2
0	1	2
0	1	3
0	0	0
0	0	0
0	15	25
0	0	13
0	0	3
0	0	1



Salmonella	0	0	0
E. coli shiga toxin	0	0	0
Syphilis	0	0	0
Varicella	1	0	0

0 1  
0 0  
0 0  
1 2

3  
1  
2  
5

**G.**

BCMH	Jan	Total
Home Visits	0	0
Community Based Visits	0	0
Office Visits	2	2
PHN Referrals	1	1
Active Cases	124	124
Billed to Date	720.00	720.00

0 0  
0 0  
2 8  
0 0

5 0  
0 28  
1 1

125  
630.00

1,570.00

7,540.00



HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

Combined EH Stats	January	2020
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I. SEWAGE PROGRAM			
1	# of Variance Requests		
186	Sewage Consultations		7
5	Lot Splits/Minor Sub: Approved		7
5	Lot Splits/Minor Sub: Disapproved		5
0	Grant Jobs Approved		5
1	2019 WPCLF Grants Closed		0
0	2019 Funding 150,000		4
0	2020 WPCLF		4
			0
			Installer Registration (I)
			Year to Date: I
			Septage Hauler Registration (SH)
			Year to Date: SH
			SH Truck Inspections
			Service Provider Registration (SP)
			Year to Date: SP
			Installer Training/Testing

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	2								
Concord	1								1
Dodson									
Fairfield					1				1
Hamer	4	1							
Liberty		1			4			1	1
Jackson					1				
Madison	1	1			1				
Marshall					1				1
New Market	3	3				1			
Paint			1	1	2				1
Penn	1	1			1	1			1
Salem					1				1
Union	4	2			1				
Washington	1								4
White Oak	2	3			1				1
<b>TOTALS</b>	<b>19</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>13</b>

II. Animal Bites	
1	# Reported - Dogs
1	# Reported - Others
2	Investigations
4	Consultations
	Heads to Lab
	Positive

III. Specialty Consultations		
6	Bed Bugs	Mold
	Carbon Monoxide	Radon
	Formaldehy	PHAB
	Lead in Water	Other:
1	Lead Paint	Other:
	MHP	Other:

Animal Bite Breakdown								
Type	Events	Human Exposures	Type	Events	Human Exposures	Type	Events	Human Exposures
Dog	1	1	Bats			Reptiles/Other		
Cat			Raccoons			Farm Animals		
Rabbits/Mice/Squirrel			Ferrets			Non Highland County	1	1

cat

IV. FOOD PROGRAM								
Licenses Issued	FSO Risk I-IV	RFE Risk I-IV	Vending	Temporari y FSO	Temporari y RFE	Mobile FSO	Mobile RFE	Total
Commercial	0	0	0	0	0	0	0	0
Non-Commercial	0	0	0	0	0	0	0	0
YTD Total Licenses Issued								3

Action	Risk	Vending	Micro-Markets	Temporari y FSO/RFEs	Mobiles	NonHC - Mobiles	Summer Feed	Total
Plan Review Received	1							1
Inspections (All types)	95			1				96
Consultations	181	2	8	1	25			217
Complaints	2							2
FB Outbreaks Reported								0
FB Outbreaks Consult.	1							1

V. PRIVATE WATER SYSTEM (PWS) PROGRAM								
	PWS (new)	PWS (Other)	Public Water Supplies	Totals	Water Samples	Bacterial Samples	OTHER:	Total Samples
Inspections		1		1	# Taken	4		4
Consultations		24	2	26	# Safe	2		2
Approved	1			1	# Unsafe	2		2
Disapproved				0	Water Haulers			
New Permits				0	Water Hauler Registrations(WH)			
Alt. Permits				0	0 Year to Date: WH Registered			
Sealing Permit				0	Truck Inspections			
Other Permits				0	Consultations			

VI. Nuisances & Solid/IW Program						
Type	# Received	Inspections	Consultations	Invalid	Abated	Other
Solid/Infectious Waste Complaints (EPA citation)						
Trash Complaints (Local code)	2	7	5			
Sewage Complaints from Public	1	5	10			
Sewage - Failing STSOM		2	3			
All Other Complaints	1		1			
Total Complaints	4	14	19	0	0	
Year to Date						
Solid and IW Waste Compliance Review						

**VII. ADDITIONAL PROGRAMS**

Type	Body Art	Campground	Day Care	Jail	Resident Camp	School Program	Swimming Pool	Other
Licenses/Approvals	4	0						
Licenses/Approvals YTD	4	0						
Previous Year Totals	5	9	0	3	6	14	9	
Temporary/Time-Limited								
Temp/Time-Limited YTD								
Plan Review								
Temp. Fac. Plan Review								
Inspections	2							
Consultations	3	1						
Complaints						29		

**VIII. EH Program Comments, Needs, Explanations of above stats etc.**

DATE	Scheduled Surveys
April	ODH Food
May	ODH Private Water Program
2019 Surveys	12/2019 ODH Campgrounds; 12/2019 ODH Pools; 11/2019 Ohio EPA Solid Waste

DATE	MEETINGS/TRAININGS
1/9 & 24	SEWAGE COMMITTEE
16-Jan	BOARD OF HEALTH
23-Jan	STAFF MEETING
	EH DIV STAFF MEETING
	PHAB
	HEALTH SPACE
	PROGRAM CONFERENCE CALL indicate program:
1/16	Ohio EPA Sewage Inspections

**WPCLF Breakdwn**

Calendar Year	Grant Year	Amount Approved for	Date Closed	Spent	% Used
2018	2017	\$300,000.00	12/31/2018	\$46,461.80	15%
2019	2018	\$200,000.00	12/31/2019	\$180,407.35	90%
2020	2019	\$150,000.00	12/31/2020		
2021	2020	\$150,000.00	12/31/2021		
2022	2021	TBD	12/31/2022		