

# Highland County Board of Health

Thursday, July 16, 2020

## Agenda

- 1) Call to Order
- 2) Roll Call
- 3) Variances – Private water and Sewage Installer
- 4) Monthly EH Stats
- 5) Nursing Report
- 6) Levy Approval
- 7) COVID 19 – ~~Grant Funding~~ *Update*
- 8) SIT/RS position
- 9) Act on minutes for month of June 2020
- 10) Act on bills June 17 – July 15
- 11) Open Discussion
- 12) Adjourn





# Highland County General Health District

1487 North High St. Suite 400, Hillsboro, OH 45133

Telephone: (937) 393-1941 • Fax: (937) 393-4694 • Email: info@highlandcountyhealth.org

**Public Health**  
Prevent. Promote. Protect.

## VARIANCE REQUEST

Date: 7/13/2020		Name of Applicant: Doug Thompson	
Property Location: N/A		Township: N/A	
City:		State:	Zip:
<b>Program:</b> <input type="checkbox"/> Body Art <input type="checkbox"/> Campground <input type="checkbox"/> Food <input checked="" type="checkbox"/> Household/Small Flow Sewage Treatment <input type="checkbox"/> Private Water System <input type="checkbox"/> Public Swimming Pool/Spa/Special Use Pools <input type="checkbox"/> Resident Camps <input type="checkbox"/> Schools/Jails/Institutions <input type="checkbox"/> Other: Contractor Registration		<b>Section of Code:</b>  See Attached	
Reason for the Request: WAS SET TO ATTEND ADAMS COUNTY CEU Seminar DEC 12 <sup>TH</sup> 2019 I WAS SICK AND COULD NOT ATTEND AND I GOT CEU HOURS ON LINE AFTER FIRST OF THE YEAR			
Applicant Signature: Doug Thompson			
Mailing Address: 5190 Bardwell Buford Rd			
City: Mt Orab		State: Ohio	Zip: 45154
Contact Phone: (937) 416-4546		E-Mail: N/A	
<b>Office Use Only Below</b>			
Sanitarian to refer questions to: Anna McCoppin, PS			
Variance Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action			
Variance Restrictions/Expiration/Comments:			
Board of Health President Signature: John Hall			Date: 7-16-20





# Highland County General Health District

1487 North High St. Suite 400, Hillsboro, OH 45133

Telephone: (937) 393-1941 • Fax: (937) 393-4694 • Email: info@highlandcountyhealth.org

**Public Health**  
Prevent. Promote. Protect.

## VARIANCE REQUEST

Date: 7/1/2020		Name of Applicant: Ashley Kiley	
Property Location: 4011 Davidson Rd		Township:	
City: Hillsboro		State: OH	Zip: 45133
<b>Program:</b> <input type="checkbox"/> Body Art <input type="checkbox"/> Campground <input type="checkbox"/> Food <input type="checkbox"/> Household/Small Flow Sewage Treatment <input checked="" type="checkbox"/> Private Water System <input type="checkbox"/> Public Swimming Pool/Spa/Special Use Pools <input type="checkbox"/> Resident Camps <input type="checkbox"/> Schools/Jails/Institutions <input type="checkbox"/> Other: _____		<b>Section of Code:</b>	
Reason for the Request:  See Attached statement			
Applicant Signature:			
Mailing Address: Same as above			
City:		State:	Zip:
Contact Phone:		E-Mail:	
<b>Office Use Only Below</b>			
Sanitarian to refer questions to: Philip Webb			
Variance Outcome: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> No Action			
Variance Restrictions/Expiration/Comments:			
Board of Health President Signature: Joe Hall			Date: 7-16-20



July 9, 2020

Blanket Variances for water cistern

4011 Davison Road

Hillsboro, Ohio

I Ashley Kiley purchased the property 4011 Davison Road Hillsboro Ohio with the intent to build. Upon the process for building our bank requested inspections of the cistern/ clean water storage tank that was present on the property before purchase. After inspections through the Highland County Health Department it was found there is no origin of the tank so the inspection did not pass. Therefore I am requesting blanket variances for the tank to be used for clean water. I have paid for the permit already for the tank. The tank has been inspected by a private water system contractor that found all parts were intact and present and approved for clean water usage. The tank was measured at a 2700 gallons. We have had a clean water sample collected and completed through the health department. All functions were approved by the water contractor. I would appreciate the Department of Health approval for the usage of the tank and grant these variances at this time.

Sent from my iPhone

Ashley Kiley  
7-9-2020





**HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT**

Combined EH Stats	JUNE	2020
-------------------	------	------

**I. SEWAGE PROGRAM**

<b>1</b>	# of Variance Requests			<b>0</b>	Installer Registration (I)
<b>213</b>	Sewage Consultations			<b>12</b>	Year to Date: I
<b>5</b>	Lot Splits/Minor Sub: Approved			<b>0</b>	Septage Hauler Registration (SH)
	Lot Splits/Minor Sub: Disapproved			<b>8</b>	Year to Date: SH
	Grant Jobs Approved			<b>0</b>	SH Truck Inspections
	2019 WPCLF Grants Closed			<b>0</b>	Service Provider Registration (SP)
	2019 Funding 150,000			<b>5</b>	Year to Date: SP
	2020 WPCLF			<b>0</b>	Installer Training/Testing

TOWNSHIP	STDOM Inspections	Site Eval. Insp.	Final and 12 Month Insp	Completed Finals	Site Eval Completed	Installation Permit	Replacement Permit	Alteration Permit	STDOM Permits Issued
Brush Creek									
Clay		1			1				
Concord		1	1						
Dodson									
Fairfield	1		1			1			3
Hamer			1	1				1	1
Liberty		5							
Jackson		1							
Madison		2			4				1
Marshall	1	1	3	1					3
New Market				1	1	1			1
Paint	2	1			1	1			
Penn		2	1	1				1	1
Salem					1				
Union		1	2	1	1			1	1
Washington									
White Oak			2					1	
<b>TOTALS</b>	<b>4</b>	<b>15</b>	<b>11</b>	<b>5</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>11</b>

<b>II. Animal Bites</b>	
7	# Reported - Dogs
4	# Reported - Others
5	Investigations
35	Consultations
1	Heads to Lab
	Positive

<b>III. Specialty Consultations</b>			
6	Bed Bugs	2	Mold
	Carbon Monoxide		Radon
	Formaldehy		PHAB
	Lead in Water	67	COVID-19 CONSULTS
1	Lead Paint	6/8 & 6/22	COVID-19 MASS E-MAILS
	MHP		Other:

Animal Bite Breakdown								
Type	Events	Human Exposures	Type	Events	Human Exposures	Type	Events	Human Exposures
Dog	6	6	Bats	1	1	Reptiles/Other		
Cat			Raccoons			Farm Animals		
Rabbits/Mice/Squirrel			Ferrets			Non Highland County	3	3

IV. FOOD PROGRAM									
License Issued	FSO Risk I-IV	RFE Risk I-IV	Vending	Temporary FSO	Temporary RFE	Mobile FSO	Mobile RFE	Total	
Commercial						2		2	
Non-Commercial				1				1	
YTD Total Licenses Issued								0	

Action	Risk	Vending	Micro-Markets	Temporary FSO/RFEs	Mobiles	NonHC - Mobiles	Summer Feed	Total
Plan Review Received	1							1
Inspections (All types)	17							17
Consultations	20			8	10			38
Complaints	7							7
FB Outbreaks Reported								0
FB Outbreaks Consult.								0

V. PRIVATE WATER SYSTEM (PWS) PROGRAM									
	PWS (new)	PWS (Other)	Public Water Supplies	Totals	Water Sampling	Bacterial	OTHER:	Total Sampling	
Inspections	4	1		5	# Taken	21	7		
Consultations	30	33	4	67	# Safe	7			
Approved	1			1	# Unsafe	14			
Disapproved				0	<b>Water Haulers</b>				
New Permits	6			6		Water Hauler Registrations(WH)			
Alt. Permits				0	1	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	3	8		2	
Sewage Complaints from Public	1		2			
Sewage - Failing STSOM						
All Other Complaints			3			
<b>Total Complaints</b>	<b>3</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>2</b>	
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		7						
Licenses/Approvals YTD								
Previous Year Totals								
Temporary/Time-Limited		1						
Temp/Time-Limited YTD								
Plan Review								
Temp. Fac. Plan Review								
Inspections		3			1		4	
Consultations	7	7		2	1		5	
Complaints	1			1				

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

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

DATE	MEETINGS/TRAININGS
6/12; 6/13;	SEWAGE COMMITTEE
	BOARD OF HEALTH
23-Jun	STAFF MEETING
	EH DIV STAFF MEETING
	PHAB
	HEALTH SPACE
30-Jun	PROGRAM CONFERENCE CALL indicate program: Food
	Ohio EPA Sewage Inspections
10-Jun	Court - Nuisance

Covid Meetings: 6/11; 6/15; 6/16; 6/23; 6/30

WPCLF Breakdwon					
Calendar Year	Grant Year	Amount Approved for	Date Closed	Spent	5 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		

# Highland County COVID-19 School Reopening Guidelines

Developed by the Highland County Health Department and the public and private school systems in Highland County.

## Introduction

The purpose of this document is to provide a common framework for Highland County school systems to use in planning for the 2020-2021 school year. This framework is intended to provide general guidelines for both private and public school systems to use as each organization works to balance health concerns with academic needs of our students and community. Each school should follow the COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, a document created by the Ohio Department of Health and the Ohio Department of Education.

## Understanding the Risk

COVID-19 Coronavirus likely represents a limited direct health risk to students and those 18 years old and younger, though there are reports of multi-system inflammatory syndrome in children (MIS-C) and serious illness is still possible. There are also questions about long term impacts of COVID-19 and how that might affect children. The greatest COVID-19 risk for school settings appears to be the inadvertently spreading COVID-19 to student households, extended family, and to school staff members and their families. This also presents the potential for increasing the overall rates of COVID-19 in high risk populations.

Attending school in person has inherent risks, and it is not possible to remove these risks completely from the school. For students and parent volunteers with underlying health conditions or higher risk factors for significant illness, parents should reach out directly to schools to discuss school options.

## Public Health Terminology

- Isolation – a sick person is kept away from others until recovery conditions are met.
- Quarantine – non-symptomatic person who was in close contact with a sick person is monitored for any signs of illness.
- Close Contact – Within 6 ft. of a probable or confirmed COVID-19 case for at least 15 minutes.

## General Recommendations

The Highland County Health Department (HCHD) supports local school system decisions for reopening school, including a full return to a regular, 5-day school week, provided that appropriate prevention, mitigation, and response policies are utilized. The significant limitations of household internet access, household technology access, and nutrition access in the home make it very difficult for Highland County students to participate in online or remote learning. The guidelines below are meant to mitigate many of the risks of close contact that occurs in a school building, and to strike the right balance between school health and safety and the educational needs of the community.

## Highland County COVID-19 School Reopening Guidelines

No set of guidelines can completely capture all of the situations that a school system will face. When schools are considering safety precautions for special circumstances, they should consider these key recommendations for preventing the spread of COVID-19.

State school requirements, Ohio Public Health Advisory System changes, disease outbreaks in the area, and other factors could lead to a shift in how schools operate. Parents, students, staff, and public health leaders should all be prepared to adjust and refine these guidelines as information and circumstances change.

## COVID-19 Operational Guidelines for K-12 Schools

### Common Disease Prevention Concepts

- **Symptoms Assessment and Monitoring** – Staff and Students should be checked for fever before or immediately upon entering a school building or attending a school event. Anyone with a fever of over 100 F should not be permitted to attend school or participate in any in person school functions. Each school system will determine the most effective and practical way to accomplish these health assessments.
- **Social/Physical Distancing** – Social /physical distancing is the most effective way of slowing the spread of COVID-19. When at all possible, all people in the school should maintain social and physical distancing.
- **Handwashing** – Students, parents, volunteers, and staff should be required to wash their hands with soap and water when entering the building and at regular intervals throughout the day. When soap and water are not available, hand sanitizer should be made available.
- **Face coverings** – Masks / face coverings are recommended for students in the classroom and in the school building. School bus and similar settings where it is not possible to practice social/physical distancing, and where symptoms screening does not occur prior to getting on the bus, masks use should be required for students and staff. Each school district will develop their own policies on mask requirements.
- **Contact Tracing** – Each school should implement a detailed, comprehensive plan for identifying close contacts if a COVID-19 case is identified in the school system. This will require assigned seats, detailed attendance records, and other documentation to identify the interactions between students at school. This information will be used to support health department efforts if a COVID-19 case is identified in a school.
- **Be Flexible** – Be prepared for taking a break in activities, changes of venue, canceled events, or a move to online schooling if case counts in a school appear to be increasing.

### Communication

- **Policy Outreach** – The HCHD should work with each school system to communicate the county's approach to a safe return to school.
- **COVID-19 Case Response** – The HCHD will provide a detailed explanation of how positive cases will be handled, including how contact tracing, testing, and communication with parents will occur. This will be addressed in a separate document.

## Highland County COVID-19 School Reopening Guidelines

- **Signage** – Consistent signage and messaging should be used by schools to communicate ways to reduce COVID-19 transmission, what symptoms to watch for, and to not enter the building if a person is sick.

### Transportation

- **Private Vehicle Transportation** – Students should be encouraged to use personal vehicles for school transportation. If students/staff from different households share rides, masks are recommended.
- **Clean High Touch Surfaces** – Clean high touch areas between bus groups, including handrails and seat tops.
- **Face Coverings / Masks** – In alignment with state guidelines, school districts are encouraged to require masks for all students on the bus.
- **Assigned Seats** – Students will be assigned seats and grouped by household and/or grade. For example, a brother and sister should share a bus seat. If this is not possible, students should share a seat with someone from their classroom.
- **Seating Capacity** – Where possible, only 2 students should sit in the same bus seat.
- **Health Screening** – It is recommended that students be screened by school representatives prior to getting on the bus. In some cases, such as large group pickup locations, busy routes, etc., this may delay pickup of students and present traffic safety issues. If temperature cannot be checked prior to bus entry, school districts are encouraged to require masks for all students on the bus.
- **Air Movement/Turnover** – When weather allows, open bus windows and vents to increase air exchange and air turnover rates.

### Building Entry

- **Signage** – Consistent signage and messaging should be used by schools to communicate ways to reduce COVID-19 transmission, what symptoms to watch for, and to not enter the building if a person is sick.
- **Health Screening** – Students should have temperatures checked before or immediately upon building entry. No record of this health screening needs to be maintained. Each school system will determine the most effective and practical way to accomplish these health assessments.
- **Hand Washing / Sanitizing** – Immediately upon entering the building, and before going to the classroom, students must wash or sanitize their hands.
- **Clean High Touch Surfaces** – Staff and students should clean high touch surfaces (desks, door handles, etc.) as the classroom finishes use of an area and prepares to leave.

### Classroom

- **Social / physical distancing** – Rearrange classrooms to allow 6 ft. distance between students, when possible. This will not always be possible.

## Highland County COVID-19 School Reopening Guidelines

- **Face Coverings / Masks** – Allow students to wear face coverings / masks. Staff should wear masks when appropriate and when it does not interfere with their ability to perform their job. Face shields may be a useful alternative in some settings.
- **Individual Supplies** – Individual supplies should be used when possible by each student. Discourage sharing of school supplies.
- **Remove Items** – Staff and teachers should remove unnecessary items from classrooms to allow surfaces to be cleaned more easily.
- **Assigned Seats** – Assigned seats must be used in all classroom settings. This is a key part of allowing the health department to limit the number of people placed in quarantine.
- **Class Groups** – Keep classes together as much as possible in order to reduce the number of close contacts a student has each day. This will not always be possible.
- **Clean High Touch Surfaces** – Clean high touch surfaces (door knobs, faucet handles, locker handles, keyboards, computer mice, etc.) on a regular schedule.
- **Absenteeism Policy** – A non-punitive absence policy should be adopted by each school system. This policy should eliminate perfect attendance awards, allow for more flexibility in attendance based on community risk levels, family situations, and other factors.

### Meals

- **Handwashing** – Require handwashing for all students prior to eating meals.
- **Share Table** – Share tables for redistributing prepackaged food is currently not allowed by Ohio Department of Health. Further guidance may be provided later.
- **Clean High Touch Surfaces** – Clean high touch surfaces (tables, lunch lines, door knobs, keypads, etc.) on a regular schedule.
- **Meals** – Schools may consider having meals in classrooms. If this is not possible for space or logistical reasons, students in a common dining area should have assigned seats or areas.

### Recess

- **Low Contact Activities** – Schools should provide structured recess with a focus towards low contact activities.
- **Maintain Classroom Separation** – Separate classrooms and cohorts during recess times to limit the number of close contacts for each student.
- **Outdoor Recess** – Recess should be held outdoors when weather allows. If held indoors, efforts should be made to increase the air exchange rates in the recess area.
- **Hand Washing / Sanitizing** – Immediately after recess, and before going to the classroom, students must wash or sanitize their hands.

### School Visitors

- **Necessary Visitors Only** – Recommend limiting school visitors as much as possible. Visitors should report directly to designated locations.



## Highland County COVID-19 School Reopening Guidelines

- **Health Screening** – Visitors should have temperatures checked and undergo a basic health screening upon entry. No record of this health screening needs to be maintained.

### COVID-19 Case Response Procedures

- **Isolation of Sick Students** – Students that become ill while at school should be sent to the nurse's station or other designated area. A mask should be placed on the student to prevent the spread of illness. Sick students should each have their own isolated area to wait until parent/guardian pickup.
- **Contact Tracing** – If a positive case is identified, public health officials will work with school leadership and parents of the student to identify close contacts at school and outside of school. Close contact is generally defined as being closer than 6 ft. to another person, for at least 15 minutes of time.
- **Testing Follow-up** – Provide access to testing in the classroom, bus, and school building on a voluntary basis. This is especially recommended for classrooms if an epidemiological link to an existing case is not identifiable.
- **Quarantine** – There are ongoing statewide discussions about how far to extend quarantine for potentially exposed students. Initially, plans are to perform traditional contact tracing to identify close contacts. Close contact is generally defined as being closer than 6 ft. to another person, for at least 15 minutes of time.
- **Communication with Parents** – Close contacts within a school can be very difficult to identify. Because of this, we recommend that schools perform a callout to all student families when a positive case is identified. This communication would include specific instructions for what symptoms to watch for, where to call with questions, and other important information needed to respond to a positive case within a school.
- **Classroom or School Closures** – More extensive classroom or building closures may be needed to control disease spread. Public health officials will work with local school leadership to determine when or if closures would be appropriate. If a significant percentage of a classroom or school becomes ill, the health department will work with school leadership to review the situation, and may recommend that this classroom or school be closed for a minimum of 5 school days, and that extensive testing be offered to the classroom or school.

It appears that approximately 95% of people who develop COVID-19 will have symptoms within 7 days from the time of exposure (Grantz, May 11, 2020).

**Returning to School** – Students, staff, and volunteers who have been diagnosed with COVID-19 can return to school after a minimum of 10 days have passed since symptom onset, and three days (72 hours) have passed with no fever (without the use of medication), and other symptoms have improved.

## Highland County COVID-19 School Reopening Guidelines

Students, staff, and volunteers who have had a fever, but no other symptoms related to COVID-19, may return to school after a minimum of 72 hours after the fever is no longer present (without the use of medication).

This is an area where further discussion is taking place, and guidelines may change over time.

### Parent / Caregiver Responsibilities

No matter how diligent schools are at implementing procedures to control disease, nothing will be more effective than educated and engaged parents and caregivers. Parents and caregivers should, at a minimum, do the following:

- **Educate Students** – Talk with students about COVID-19. The CDC provides some excellent resources for parents and caregivers to use to address student concerns about COVID-19. Explain that school may look a little different, and why these changes are being made. Talk about the importance of handwashing, staying home when sick, and other simple and practical ways to reduce illness at school.
- **Symptom Monitoring at Home** – Parents/caregivers should monitor students for any symptoms of illness. Symptoms may include any of the following: *Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.*
- **Be Flexible** – School health and safety plans will adjust over time as health experts learn more about COVID-19 in a classroom setting. Changes will be communicated with parents and caregivers.
- **Be Ready** – If several cases are identified in a classroom, or several cases are identified in a school, school officials and / or the health department may decide to temporarily close the school. In some cases, this may shift the school to online / remote learning, limit mass transportation options, limit after school activities and events, etc. In other cases, it may simply be closed for a period of time to help control the spread of disease. Parents should have plans for childcare developed, be prepared for feeding kids at home, and otherwise be ready to respond to school schedule changes.

### Conclusion

Public health and school leadership are using the best information available at this time to develop these guidelines. As the community learns more, these policies may be adjusted to better address COVID-19 in the school system. As changes are discussed and made to school policies, public health and school leadership is dedicated to being transparent about the factors leading to these decisions. No policies will completely satisfy all people, but as a community this framework can provide some common sense, practical, and achievable guidelines for a safe return to school.

## JUNE 18, 2020 BOH MINUTES

1. BOH meeting was called to order at 9:09 AM

2. Roll Call:

- In attendance: John Holt, President; Rob McCray; Craig Edgington; Connie Page; Brittane Dance; Bonnie Rusch; Anna McCoppin (acting secretary); Attending via phone: Dr. Julie Karnes
- Absent: Tim Parry, Jared Warner

3. EH Division Updates: Ms. McCoppin stated her division was very busy with COVID-19 complaints and consultations.

4. Nursing Division Updates: Ms. Rusch stated they are having free PSA testing this month. Mr. Edgington asked about the Care-A-Van and its running. Ms. Dance stated they are starting it up frequently during the pandemic time frame. Ms. Rusch gave updates on the COVID-19 case numbers. Mr. Holt commented that it would be nice to see what townships the cases are associated with.

5. Health Commissioner Updates: Anna reviewed the following for Mr. Warner since he could not be in attendance:

- Community Events authorization: Mr. Warner has been working with the community leaders to evaluate proposed events. Authorization/denial through a risk-based approach.
- Highland County Fair – Mr. Warner has been working with fair officials. Currently they are planning to run a full fair. Ms. McCoppin has been working with the 4H Food Booth regarding COVID-19 compliance.
- 4<sup>th</sup> of July Parades and Fireworks – Our office is authorizing these events. However no passing out of candy.
- School Fall Opening – Our office has met with school superintendents to evaluate possible plans at reopening for the 2020-2021 school year. Still waiting for the ODH recommendations. Mr. Holt asked when those would be forthcoming. Currently it is unclear of when those will be provided.

6. COVID-19 Grant Funding Updates: Ms. Dance gave updates on each of the grants.

- FCFC (Family & Children First Council) \$13,000.00 to be used for: tablets for nurses; education materials for schools; training for preschools; posters for large events; hand sanitizing stations.
- Contact Tracing Grant - \$46,463.00 to be used for: Personnel; card scanner & software; QuickBooks accounting software; 2 laptops
- Corona Virus - \$55,524.00 – to be used for: Personnel; digital screen/webcam; 3 laptops; video conferencing equipment and speakers

**JUNE 18, 2020 BOH MINUTES**

7. Budget Revisions: Ms. Page provided a sheet that documented proposed budget revisions. She discussed the proposed revisions.

Motion to Approve the budget revisions made by:	Dr. Julie Karnes
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

8. Act on May 2020 Minutes: Minutes were reviewed – no changes needed to be made.

Motion to Approve the minutes made by:	Rob McCray
Motion Seconded by:	Craig Edgington
Passed Unanimously:	YES

9. Review of May 21 – June 17, 2020 bills: Ms. Page reviewed the bills and asked that they be paid. Members did not have issues with bills submitted.

Motion to Approve and pay the bills made by:	Dr. Julie Karnes
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

10. Open Discussion:

- November Levy: Ms. McCoppin asked the BOH to approve the placement of the .5 millage renewal levy on the November 2020 election ballot.

Motion to Approve the placement of the renewal levy on the fall election ballot made by:	Craig Edgington
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

- RCORP Grant Invoice: Ms. Page stated that periodically as necessary we are required to send an invoice to maintain the grant.
- SIT Position Posting: Ms. McCoppin stated that in the next few months Mr. Warner would be revisiting the reposting of the position in order to provide more help to the EH Division.
- New Accounting Software: Ms. Page stated the accounting system is so old that there is no technical assistance available so if it goes down it would be problematic. She stated that the system needs to be updated soon. She said they are looking into Quick Books. Mr. Holt asked if a motion was needed. Ms. Page stated no not until a quote was obtained. Ms. Dance stated that some of the initial cost up to the 1<sup>st</sup> year can be covered by the COVID-19 grant as part of the Contact Tracing.

JUNE 18, 2020 BOH MINUTES

7. Budget Revisions: Ms. Page provided a sheet that documented proposed budget revisions. She discussed the proposed revisions.

Motion to Approve the budget revisions made by:	Dr. Julie Karnes
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

8. Act on May 2020 Minutes: Minutes were reviewed – no changes needed to be made.

Motion to Approve the minutes made by:	Rob McCray
Motion Seconded by:	Craig Edgington
Passed Unanimously:	YES

9. Review of May 21 – June 17, 2020 bills: Ms. Page reviewed the bills and asked that they be paid. Members did not have issues with bills submitted.

Motion to Approve and pay the bills made by:	Dr. Julie Karnes
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

10. Open Discussion:

- November Levy: Ms. McCoppin asked the BOH to approve the placement of the .5 millage renewal levy on the November 2020 election ballot.

Motion to Approve the placement of the renewal levy on the fall election ballot made by:	Craig Edgington
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes

- RCORP Grant Invoice: Ms. Page stated that periodically as necessary we are required to send an invoice to maintain the grant.
- SIT Position Posting: Ms. McCoppin stated that in the next few months Mr. Warner would be revisiting the reposting of the position in order to provide more help to the EH Division.
- New Accounting Software: Ms. Page stated the accounting system is so old that there is no technical assistance available so if it goes down it would be problematic. She stated that the system needs to be updated soon. She said they are looking into Quick Books. Mr. Holt asked if a motion was needed. Ms. Page stated no not until a quote was obtained. Ms. Dance stated that some of the initial cost up to the 1<sup>st</sup> year can be covered by the COVID-19 grant as part of the Contact Tracing.



**JUNE 18, 2020 BOH MINUTES**

- Health Department Financial Comparison from 2019 to 2020: Ms. Page stated that the HCHD is down \$10,000.00 in revenue due to reduced/lack of services that were offered to the public over the past few months because of the COVID-19 pandemic.

11. Executive Session called to discuss Jared Warner's job performance and survey results regarding his performance review by his peers:

Motion to go into Executive Session made by:	Rob McCray
Motion Seconded by:	Craig Edgington
Passed Unanimously:	Yes
Time Entered	9:34 AM
Roll Call:	John Holt; Rob McCray; Craig Edgington; Connie Page; (via phone) Dr. Julie Karnes
Motion to close the Executive Session and return to open session made by:	Craig Edgington
Motion Seconded by:	Rob McCray
Time Executive Session Ended	10:04 AM

12. Closing of the June 18, 2020 BOH Meeting:

Motion to adjourn the June 18, 2020 BOH meeting made by:	Craig Edgington
Motion Seconded by:	Rob McCray
Passed Unanimously:	Yes
Meeting adjourned at:	10:06 AM

  
\_\_\_\_\_  
John Holt  
President, Board of Health

  
\_\_\_\_\_  
Anna McCoppin  
Director of Environmental Health





## July

Prepared by: Connie Page

Estimated Health Salary Costs for July		Actual Health Salary Costs for June	
Item	Cost	Item	Cost
Salaries	\$43,047.36	Salaries	\$43,047.36
PERS - Employer Pickup	\$707.72	PERS - Employer Pickup	\$707.72
PERS - Monthly Contributions	\$6,026.65	PERS - Monthly Contributions	\$6,026.65
Medicare	\$587.05	Medicare	\$587.05
Medical Mutual	\$11,196.57	Medical Mutual	\$11,196.57
<b>Total Estimated</b>	<b>\$61,565.35</b>	<b>Total</b>	<b>\$61,565.35</b>

Health Expenses to be Paid			
Payee	Cat. Number	Item	Cost
SOS	E2	Toner and index pages	\$ 123.98
McKesson	E2	Supplies	\$ 177.08
Jani Chem	E2	Multifold Towels	\$ 58.74
Fifth Third	E2	Bus. Cards, picktochart, vaccine sign, cord and speakers for polycom phone	\$ 259.66
Connie Page	E2	Reimb. for Keys purchased for back door	\$ 16.60
Chris Shope	E2	Reimb for batteries	\$ 13.62
Anna McCoppin	E2	Reimb for flags	\$ 47.15
Baldwin Group	E5	BCMH Program License	\$ 262.13
Audiometric Services by petrehn	E5	Audiometer Calibration x2	\$ 60.00
ComDoc	E5	Maintenance & Usage fees	\$ 211.56
Xerox	E5	Monthly Lease	\$ 214.29
AT&T	E5	Caravan Hot Spot	\$ 53.37
Environmental Control	E5	Office Cleaning	\$ 225.00
HCFR Inspections, LLC	E5	Plumbing Permit Remits	\$ 375.00
Highland District Hospital	E5	Lab Testing (June)	\$ 144.15
Warner Communications/Spectrum	E5	Phone Service	\$ 351.14
Time Warner Cable	E5	Internet Service	\$ 119.99
Public Health Accrediation	E5	Annual Accreditation Fee	\$ 5,600.00
Local Public Health Collaborative	E5	4th Quarter installment	\$ 2,009.25
Stericycle	E5	Sharps Disposal	\$ 20.95
Brittance Dance	E7	June Mileage	\$ 18.72
Chasidy Davis	E7	June Mileage	\$ 10.92
Bonnie Rusch	E7	June Mileage	\$ 66.04
Chris Shope	E7	June Mileage	\$ 262.08
Philip Webb	E7	June Mileage	\$ 76.44
Anna McCoppin	E7	June Mileage	\$ 41.60
Highland District Hospital	E7	50% of Trustee Meeting	\$ 455.25
Highland County Agricultural Society	E12	Fair Booth and 4 passes	\$ 345.00
Roy Neal	E12	Refund Site Evaluation	\$ 200.00
Bobabarica	E12	Refund plan review	\$ 425.00
Area Energy	E12	Refund duplicate pay (unable to process in June)	\$ 1,320.00
James Wilcox	E12	Refund for 3 site evaluatiosn	\$ 600.00
Treasurer, State of Ohio	E17	Quarterly Vital Statistics Fees (April-June)	\$ 9,539.04
Ohio Division of Real Estate & PL	E17	Burial Permits	\$ 2.50
Treasurer, State of Ohio	E17	Sewage Remits	\$ 401.00
<b>Total General Health Expenses from 06/18/19-7/15/19</b>			<b>\$ 24,107.25</b>

Full amount Discount

**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
Philip Webb	G3	June Mileage	\$ 56.68
Anna McCoppin	G3	June Mileage	
<b>Total Restaurant Expenses from 06/18/19-7/15/19</b>			<b>\$ 112.68</b>

**Private Water Expenses to be Paid**

Category	Cat. Number	Item	Cost
Salaries	S78	Employee Salaries	\$ -
Treasurer, State of Ohio	S81	Private Water Permit Remit Fees(ODH)	\$ 444.00
Treasurer, State of Ohio	S81	Private Water Permit Remit Fee(ODNR)	\$ 108.00
Masi Labs	S83	Water Sample Testing	\$ 454.55
Workers Comp	S86	Workers Comp	
Anna McCoppin	S87	June Mileage	\$ 41.60
Chris Shope	S87	June Mileage	\$ 8.84
Philip Webb	S87	June Mileage	\$ 98.80
<b>Total Private Water Expenses from 06/18/19-7/15/19</b>			<b>\$ 1,155.79</b>

**Swimming Pool Expenses to be Paid**

Category	Cat. Number	Item	Cost
Salaries	E01	Employee Salaries	
PERS	E10	Monthly Contributions	
Medicare	E08	Employer Medicare	
Workers Comp	E11	Workers Comp	
Anna McCoppin	E07	June Mileage	\$ 6.24
Philip Webb	E07	June Mileage	
Treasurer, State of Ohio	E03	Pool License Remits	
<b>Total Swimming Pool Expenses from 06/18/19-7/15/19</b>			<b>\$ 6.24</b>

**RV Park Expenses to be Paid**

Category	Cat. Number	Item	Cost
Salaries		Employee Salaries	
PERS		Monthly Contributions	
Medicare		Employer Medicare	
Treasurer, State of Ohio	E2	Campground remits	
Workers Comp	E1	Workers Comp	
Philip Webb	E03	June Mileage	\$9.88
Anna McCoppin	E03	June Mileage	\$20.28
<b>Total RV Park Expenses from 06/18/19-7/15/19</b>			<b>\$ 30.16</b>

Fund	6/1/2019	June Receipts	June Expenses	6/30/2019
General Health Fund	\$367,852.49	\$96,750.18	\$75,216.20	\$389,386.47
R/V Trailer Parks Fund	\$14,724.26	\$0.00	\$425.17	\$14,299.09
Swimming Pool Fund	\$6,766.51	\$0.00	\$518.72	\$6,247.79
Restaurant Fund	\$73,948.45	\$275.00	\$1,519.79	\$72,703.66
Private Water Funds	\$12,972.37	\$2,167.30	\$1,247.10	\$13,892.57
Capital Improvements	\$61,619.86			\$61,619.86
<b>Totals</b>	<b>\$505,338.63</b>	<b>\$99,192.48</b>	<b>\$78,926.98</b>	<b>\$558,149.44</b>

## 2020 Budget Overview

June Budget Comparison	Jun-17	Jun-18	Jun-19	Jun-20	2019-2020 Difference
Rect	\$ 635,399.21	\$ 588,597.11	\$ 607,823.82	\$ 540,274.57	-\$ 67,549.25
Exp	\$ 630,260.63	\$ 515,464.65	\$ 488,924.55	\$ 525,884.93	\$ 36,960.38
Gen Balance	\$ 277,830.17	\$ 329,282.26	\$ 386,186.47	\$ 389,386.47	\$ 3,200.00
RV Balance	\$ 8,552.15	\$ 8,697.98	\$ 11,324.84	\$ 14,299.09	\$ 2,974.25
Swimming Balance	\$ 3,593.66	\$ 4,886.58	\$ 4,864.48	\$ 6,247.79	\$ 1,383.31
Food Balance	\$ 16,069.36	\$ 32,373.99	\$ 42,230.40	\$ 72,703.66	\$ 30,473.26
Water Balance	\$ 6,807.39	\$ 7,305.28	\$ 7,286.97	\$ 13,892.57	\$ 6,605.60
Capital Balance	\$ 51,619.86	\$ 56,619.86	\$ 61,619.86	\$ 61,619.86	\$ -
Total Cash on Hand	\$ 364,472.59	\$ 439,165.95	\$ 513,513.02	\$ 558,149.44	\$ 44,636.42

As of June 2020 YTD we are +14,389.64 in General Fund Revenue vs. Expenses  
 Cash on Hand Balance is +44,636.42 compared to this time in 2019, even without 1 levy in place

### Month to Date Yearly Comparison - June



