

**Highland County Board of Health**  
**Thursday, November 19, 2020**

Agenda

1. Call to Order
2. Roll Call
3. EH 2020 Fee Schedule – Third and Final Reading
4. Nuisance Case Review
5. Review - Act on minutes for the month of September, 2020
6. Review - Act on bills September 17, 2020 to October 21, 2020
7. 2021 Budget Review and Approval
8. Quality Improvement
  - a. Single Entry Way Update
  - b. Network Upgrade
  - c. Phone Upgrade
9. COVID-19 Updates
  - a. Case Updates
  - b. Pop Up Testing Oct 30
  - c. Mass Vaccination
  - d. Grant Management and Final Funds
10. COVID-19 Temporary Vacation, Sick, Compensatory Time Policy Review
11. Cost of Living Adjustments for 2021
12. 2021 Meeting Schedule
13. Open Discussion
  - a. Small Flow EPA Agreement
14. Adjourn

HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

<b>Combined EH Stats</b>	<b>OCTOBER 2020</b>
--------------------------	---------------------

**I. SEWAGE PROGRAM**

	# of Variance Requests		<b>0</b>	Installer Registration (I)
<b>125</b>	Sewage Consultations		<b>24</b>	Year to Date: I
<b>2</b>	Lot Splits/Minor Sub: Approved		<b>0</b>	Septage Hauler Registration (SH)
	Lot Splits/Minor Sub: Disapproved		<b>10</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>12</b>	Year to Date: SP
	2020 WPCLF			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		3			2				
Clay			2	1	1	1			1
Concord			3		1				1
Dodson			1		2	2			1
Fairfield		1	4	1	1		1		1
Hamer		1							
Liberty	1	2			1				1
Jackson	2	2				2			
Madison			4	1		2			1
Marshall			3	1					1
New Market					1				2
Paint		1	1			1			
Penn					1				
Salem		1	1	1	1				2
Union			1			1			
Washington									
White Oak									
<b>TOTALS</b>	<b>3</b>	<b>11</b>	<b>20</b>	<b>5</b>	<b>11</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>11</b>

II. Animal Bites	
12	# Reported - Dogs
1	# Reported - Others
8	Investigations
24	Consultations
	Heads to Lab
	Positive

III. Specialty Consultations			
	Bed Bugs	2	Mold
	Carbon Monoxide		Radon
	Formaldehy		PHAB
	Lead in Water	20	COVID
1	Lead Paint		Other:
	MHP		Other:

Animal Bite Breakdown								
Type	Events	Human Exposures	Type	Events	Human Exposures	Type	Events	Human Exposures
Dog	10	10	Bats			Reptiles/Other		
Cat	1	1	Raccoons			Farm Animals		
Rabbits/Mice/Squirrel			Ferrets			Non Highland County	2	2

IV. FOOD PROGRAM										
Issued Licenses	FSO Risk I-IV	RFE Risk I-IV	Vending	Temporary FSO	Temporary RFE	Mobile FSO	Mobile RFE	Total		
Commercial								0		
Non-Commercial				2				2		
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)	18			2				20
Consultations	16			5	3			24
Complaints								0
FB Outbreaks Reported								0
FB Outbreaks Consult.								0

V. PRIVATE WATER SYSTEM (PWS) PROGRAM									
	PWS (new)	PWS (Other)	Public Water Supplies	Totals	Water Samples	Bacterial Samples	OTHER:	Total Samples	
Inspections	4			4	# Taken	7	4	11	
Consultations	27	8		35	# Safe	2			
Approved				0	# Unsafe	5			
Disapproved				0	<b>Water Haulers</b>				
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				



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

Fee notification letters sent 10/1/2020 to various programs (camps/resident camps, food, vending, contractors - STS & PW, swimming,

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
Nov-20	SOLID WASTE SURVEY - TO BE ABBREVIATED VERSION - NO ONSITE VISIT BY EPA

DATE	MEETINGS/TRAININGS
10/2; 10/16; 10/23	SEWAGE COMMITTEE
21-Oct	BOARD OF HEALTH
10/8; 10/20; 10/29	STAFF MEETING
	EH DIV STAFF MEETING
	PHAB
	HEALTH SPACE
10/6; 10/8	EPA training & ODH food training
	Ohio EPA Sewage Inspections
10/2; 10/8; 10/5; 10/22; 10/23; 10/29; 10/30	COVID MEETINGS, TRAINING, CONTACT TRACING, TESTING

WPCLF Breakdown					
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		

**Covid Complaints received in EH Division**

Covid Complaints received in October

Total

23



# 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](mailto:info@highlandcountyhealth.org)



## NOTICE OF VIOLATION

Date: 10/7/20

Property Owner Name:	Gary & Rochell Twarek/ Survivor		
Mailing Address:	10871 State Route 28		
City:	Leesburg	State:	OH
Zip:	45135		

### Re: Complaint

Nature of Complaint:	Trash
Parcel Number(s):	12-02-200-040.00
Complaint Property Address:	10871 State Route 28

The Highland County Health Department (HCHD) received the above-mentioned complaint and a HCHD staff member performed and investigation.

Date of Investigation:	10/7/20
Complaint was found to be:	<input checked="" type="checkbox"/> Valid - Corrective measures must be taken. <input type="checkbox"/> Not Valid - No further action needs to be taken. <input type="checkbox"/> Outside of the Jurisdiction of this agency at this time.
At the time of the inspection the following was observed:	Trash on the front porch, in the back yard, food waste in buckets.

You are currently in violation of the following code(s)/regulation(s) regarding this complaint:

#### **Health District Premise Maintenance Regulation 2.1:**

“No person shall store, place, burn or dispose on his premises or the premises of another or permit to accumulate on his premises, any solid waste in such a manner whereby it will become a rodent or insect harborage or breeding place, or create a health menace, unsanitary condition, or nuisance.” As adopted under authority of ORC 3709.21 & ORC 3709.22

#### **OAC 3745-27-05 (C)**

“No person shall conduct, permit, or allow open dumping. In the event that open dumping is occurring or has occurred at a property, the person(s) responsible for the open dumping, the owner of the property, or the person(s) who allow or allowed open dumping to occur, shall promptly remove and dispose or otherwise manage the solid waste in accordance with Chapter 3734. of the Revised Code, and shall submit verification that the solid waste has been properly managed. [Comment: Prompt removal and disposal of solid waste does not relieve any obligations under state or federal environmental statutes. This may include environmental clean-up of the site and/or remediation of ground water contamination resulting from the open dumping.]”



This public health nuisance must be abated by the deadline.

Deadline(s):	<b>11/19/20</b>
Corrective Action(s):	<b>1. Contact this office prior to the deadline to schedule a re-inspection for verification of compliance.</b> <ul style="list-style-type: none"><li>• Please note that under Ohio Administrative Code 3745-19-04 – the burning of materials which contain rubber, grease, asphalt, liquid petroleum products, plastics or building materials is prohibited.</li></ul>
Failure to comply:	<b><u>If the deadline is not met and our office contacted for an inspection</u>, your case will be turned over to the Highland County Board of Health at their next scheduled monthly board meeting.</b> <b>Board meeting date:</b> 11/19/20

Highland County Board of Health meets on the 3rd Thursday of each month at 9:00 AM in the Health Department's meeting room. These meetings are open to the public. If a meeting must be changed it will be posted on local news media, HCHD social media, and posted on the hall bulletin board.

Please contact this office with any questions or concerns regarding your responsibilities in this matter. Your questions will be best answered by the sanitarian handling this case. Updates regarding remediation actions should also be directed to this sanitarian:

HCHD Sanitarian handling this case:	
e-mail:	
Phone:	

Sincerely,

  
Registered Sanitarian  
Environmental Health Division

CC:


Highland County Health Department hours of operation:  
8AM-5:30PM Mon. & Wed.; 8AM-4PM Tues., Thurs., & Fri.  
Hours may vary during holiday weeks













## MINUTES

### BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Wednesday, October 21, 2020

The Highland County General Health District Board of Health held its October, 2020 meeting on October 21, with the following members present:

Mr. John Holt  
Mr. Rob McCray  
Mr. Craig Edgington  
Mr. Tim Parry

1. Public Hearing - A Public Hearing was held immediately prior to the October Board of Health meeting being called to order. Mr. Warner opened the hearing for public discussion of the proposed 2021 EH Fees Schedule. No members of the public were present for the meeting.
2. Call to Order  
The Board of Health meeting was called to order by Mr. Holt at 9:05AM.
3. EH 2020 Fee Schedule – Second Reading, Public Discussion  
Mr. Edgington made a motion to end the public comment period and waive the second reading of the proposed fees. Mr. McCray seconded the motion. Motion carried unanimously.
4. Roll Call  
The following individuals were present at the meeting:
  - Mr. John Holt
  - Mr. Rob McCray
  - Mr. Craig Edgington
  - Mr. Tim Parry
  - Jared Warner, Health Commissioner
  - Connie Page, Fiscal Officer
  - Anna McCoppin, Director of Environmental Health
  - Philip Webb, Sanitarian
  - Brittane Dance, Emergency Response Coordinator
5. Nuisance Case Review  
Mr. Webb provided an overview of the following nuisance cases:



- 6652 Sleepy Hollow Pkwy, Hillsboro, Herbert Philips – Trash, solid waste, and tire accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
  - 6655 Sleepy Hollow Pkwy, Hillsboro, Shawn Haynes and Guthrie Gwendolyn – Trash, solid waste, and tire accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
  - Sleepy Hollow Pkwy, Munji Sharma/Varun Properties – Trash, solid waste, and tire accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
  - 11424 Dundee Dr., Hillsboro, Susan Hatfield – Trash, solid waste, and tire accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
  - 11446 Dundee Dr., Hillsboro, Yonneene McKenzil – Trash, solid waste, and tire accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
  - 11445 Dundee Dr., Hillsboro, Connie Henderson – Trash and solid waste accrual was observed. After discussion, Mr. Parry made a motion to send this case to the prosecutor. Mr. Edgington seconded the motion. Motion passed unanimously.
6. Review - Act on minutes for the month of September, 2020  
Mr. Warner presented the minutes for the September, 2020 BOH Meeting. Mr. McCray made a motion to approve minutes. Mr. Edgington seconded the motion. Motion passed unanimously.
7. Bills from September 17, 2020 to October 21, 2020  
Ms. Page presented the bills from September 17, 2020 to October 21, 2020. Mr. McCray made a motion to approve the bills. Mr. Parry seconded the motion. Motion passed unanimously.
8. Quality Improvement
- Single Entry Way Updates – Mr. Warner reported on recent development for the single-entry way project.
  - Network Upgrade – Mr. Warner described a project proposal to upgrade network systems to allow better coordination of COVID-19 response. Mr. Edgington made a motion to approve the network upgrades. Mr. Parry seconded the motion. Motion carried unanimously.

- Phone Upgrade – Mr. Warner reported on new phone system upgrades being made to improve the staff’s ability to respond to incoming COVID-19 calls. Mr. Edgington made a motion to approve the network upgrades. Mr. Parry seconded the motion. Motion carried unanimously.

9. COVID-19 Updates – Mr. Warner provided an update on current COVID-19 activities in the county for the following topic areas:

- Case Updates
- Pop Up Testing Oct 30
- Mass Vaccination
- Grant Management


10. COVID-19 Temporary Vacation, Compensatory Time Policy Review

- Mr. Parry made a motion to move into executive session to discuss personnel issues and compensation. Roll Call Vote:
  - Mr. Holt - Yes
  - Mr. McCray - Yes
  - Mr. Edgington – Yes
  - Mr. Parry – Yes
- Executive session entered at 10:30 AM
- Executive Session ended at 11:03 AM
- Mr. Parry made a motion to move Mr. Warner’s position from a 32-hour based work week to a 40 hour FTE work week for the period of 1 calendar year, beginning in the next full pay period, and to increase his pay to reflect 8 hours of additional paid time each week. This would not include a difference in accrued vacation or sick time. Mr. Edgington seconded the motion. Motion carried unanimously.

11. Open Discussion

12. Adjourn

Mr. Edgington made a motion to adjourn the meeting. Mr. Parry seconded the motion. Motion carried unanimously. Meeting was adjourned at 11:10 AM.

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

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

November

11/13/2020

Prepared by: Connie Page

Estimated Health Salary Costs for November		Actual Health Salary Costs for October	
Item	Cost	Item	Cost
Salary	\$47,595.38	Salaries	\$67,372.63
PERS - Employer Pickup	\$707.72	PERS - Employer Pickup	\$1,061.58
PERS - Monthly Contributions	\$6,663.36	PERS - Monthly Contributions	\$9,441.63
Medicare	\$652.20	Medicare	\$937.41
Medical Mutual	\$10,967.03	Medical Mutual	\$10,967.03
<b>Total Estimated</b>	<b>\$66,585.69</b>	<b>Total</b>	<b>\$89,780.28</b>

October had 3 pay periods

Health Expenses to be Paid			
Payee	Cat. Number	Item	Cost
SOS	E2	Toner, calendar and envelope moisteners	\$ 167.15
Jani Chem	E2	Sanitizer pole and drip pan	\$ 82.87
McKesson	E2	Medical supplies	\$ 279.39
GSK	E2	Vaccines	\$ 2,982.64
Fifth Third	E2	Bus Cards, Chairs, Card Scanner, Laptop stands	\$742.60
Highland District Hospital	E2	Medical supplies	\$450.54
Pitney Bowes	E2	Postage ink (2 @ 75.99 Each)	\$151.98
Medicus Health	E2	Phlebotomy chair and shipping costs	\$1,404.68
Fifth Third	E5	Quick Books monthly charge	\$ 37.54
Time Warner Cable/Spectrum	E5	Internet	\$ 119.99
ComcDoc	E5	Copier Usage	\$ 387.22
Xerox	E5	Monthly Lease	\$ 214.29
AT&T	E5	Cell phones	\$ 159.82
Enviromental Control	E5	Office Cleaning	\$ 225.00
Charter Communications/Spectrum	E5	Phone Service	\$ 388.01
Pitney Bowes	E5	Postage meter Lease	\$ 106.09
Hamilton County Public Health	E5	First Half Epidemiology Services	\$ 2,100.00
HCFR	E5	Plumbing permits	\$ 840.00
Jared Warner	E7	Reimburse for Website renewal /Squarespace	\$ 231.66
Jared Warner	E7	Lunch for Volunteers	\$ 114.47
Chris Shope	E7	October Mileage	\$ 192.92
Ponderosa	E7	Employee appreciation lunch	\$ 150.50
Shoelaces Catering	E7	Lunch for Covid Testing event	\$ 297.50
Connie Page	E7	Reimburse for lunch during flu clinic	\$ 121.92
Connie Page	E7	October Mileage	\$ 21.53
Anna McCoppin	E7	October Mileage	\$ 27.46
Philip Webb	E7	October Mileage	\$ 209.56
Brittane Dance	E7	Reimburse for bugie cords, labels etc.	\$ 103.66
Cameco Communications	E9	Public Hearing notice	\$ 47.50
Timberlane	E9	Apparel for Employees	\$ 1,218.00
Linzey Webster	E12	Reimburse for Well Insp, water samples	\$ 155.00
Treasurer, State of Ohio	E17	Sewage Remits	\$ 740.00
Ohio Division of Real Estate & PL	E17	Burial Permits	\$ 2.50
<b>Total General Health Expenses from 10/22/20-11/18/20</b>			<b>\$ 14,473.99</b>

Full amount | Discount  
 \$3,043.20 | -60.56



**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	
Treasurer, State of Ohio	G2	RFE Remits	
Philip Webb	G3	October Mileage	\$ 32.76
Cassandra Hudnell	G3	October Mileage	\$ 6.76
<b>Total Restaurant Expenses from 10/22/20-11/18/20</b>			<b>\$ 39.52</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)	
Treasurer, State of Ohio	S81	Private Water Permit Remit Fee(ODNR)	
Masi Labs	S83	Water Sample Testing	\$ 370.50
Workers Comp	S86	Workers Comp	
Philip Webb	S87	October Mileage	\$ 75.40
<b>Total Private Water Expenses from 10/22/20-11/18/20</b>			<b>\$ 445.90</b>

56.37

**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	E03	October Mileage	
Philip Webb	E03	October Mileage	\$ -
Treasurer, State of Ohio	E03	Pool License Remits	\$ -
<b>Total Swimming Pool Expenses from 10/22/20-11/18/20</b>			<b>\$ -</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	\$ -
Anna McCoppin	E03	October Mileage	
<b>Total RV Park Expenses from 10/22/20-11/18/20</b>			<b>\$ -</b>

Fund	10/1/2020	Oct. Receipts	Oct. Expenses	10/31/2020
General Health Fund	\$513,219.04	\$83,806.40	\$141,057.68	\$455,967.76
R/V Trailer Parks Fund	\$14,155.17		\$77.92	\$14,077.25
Swimming Pool Fund	\$6,075.28		\$34.63	\$6,040.65
Restaurant Fund	\$68,967.43	\$230.00	\$2,707.80	\$66,489.63
Private Water Funds	\$15,105.71	\$1,540.60		\$16,646.31
Capital Improvements	\$61,619.86			\$61,619.86
<b>Totals</b>	<b>\$679,142.48</b>	<b>\$85,577.00</b>	<b>\$143,878.03</b>	<b>\$620,841.45</b>

## 2020 Budget Overview

October Budget Comparison	Oct 2018	Oct 2019	Oct 2020	2019-2020 Difference
Rect	\$ 994,344.48	\$ 1,126,196.02	\$ 1,020,092.21	\$ -106,103.81
Exp	\$ 929,910.47	\$ 917,307.01	\$ 939,127.68	\$ 21,820.67
Gen Balance	\$ 320,583.81	\$ 476,176.21	\$ 455,961.76	\$ -20,214.45
RV Balance	\$ 7,404.32	\$ 10,774.23	\$ 14,077.25	\$ 3,303.02
Swimming Balance	\$ 3,428.08	\$ 4,728.69	\$ 6,040.65	\$ 1,311.96
Food Balance	\$ 21,740.75	\$ 39,772.48	\$ 66,489.63	\$ 26,717.15
Water Balance	\$ 7,866.98	\$ 13,156.35	\$ 16,646.30	\$ 3,489.95
Capital Balance	\$ 61,619.86	\$ 61,619.86	\$ 61,619.86	\$ -
Total Cash on Hand	\$ 422,643.80	\$ 606,227.82	\$ 620,835.45	\$ 14,607.63

As of Oct 2020 YTD we are +80,964.53 in General Fund Revenue vs. Expenses  
 Cash on Hand Balance is +14,607.63 compared to this time in 2019  
 Remaining amount to receive for COVID-19 Funding through Dec 2020: \$63,000 in payroll covered

### Expected Profit/Loss Remainder 2020

Oct \$0  
 Nov \$0  
 Dec (\$10,000)

October Budget Comparison 2018-2020

