

Highland County Board of Health
Thursday, October 21, 2020

Agenda

1. EH 2020 Fee Schedule – Second Reading, Public Discussion
2. Call to Order
3. Roll Call
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. Quality Improvement
 - a. Single Entry Way Update
 - b. Network Upgrade
 - c. Phone Upgrade
8. COVID-19 Updates
 - a. Case Updates
 - b. Pop Up Testing Oct 30
 - c. Mass Vaccination
 - d. Grant Management
9. COVID-19 Temporary Vacation, Sick, Compensatory Time Policy Review
10. Open Discussion
11. Adjourn

HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

Combined EH Stats

SEPTEMBER 2020

I. SEWAGE PROGRAM

	# of Variance Requests		3	Installer Registration (I)
184	Sewage Consultations		24	Year to Date: I
6	Lot Splits/Minor Sub: Approved		0	Septage Hauler Registration (SH)
	Lot Splits/Minor Sub: Disapproved		10	Year to Date: SH
	Grant Jobs Approved		0	SH Truck Inspections
	2019 WPCLF Grants Closed		1	Service Provider Registration (SP)
	2019 Funding 150,000		12	Year to Date: SP
	2020 WPCLF			Installer Training/Testing

TOWNSHIP	STSON Inspections	Site Eval. Insp.	Final and 12 Month Insp	Completed Finals	Site Eval Completed	Installation Permit	Replacemen t Permit	Alteration Permit	STSON Permits Issued
Brush Creek			1	1					1
Clay			1						
Concord	2	1	5	1	2		2		3
Dodson	1	3			1				1
Fairfield		2	3	2	1	1			2
Hamer									
Liberty		2		1	3	2			3
Jackson					1				
Madison		1	1		1	2			1
Marshall	4	1	1	1	2	2			4
New Market	2	1	1	1					8
Paint	1				1				1
Penn				1		1	1		1
Salem	1								1
Union		2			2				
Washington					1				
White Oak									
TOTALS	11	13	13	8	15	8	3	0	26

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

We now have a new sanitarian in training named Cassandra Hudnell from Chillicothe Ohio. She recently graduated from Ohio University - Chillicothe.

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
9/4, 11, 18, 22	SEWAGE COMMITTEE
16-Sep	BOARD OF HEALTH
	STAFF MEETING
	EH DIV STAFF MEETING
	PHAB
	HEALTH SPACE
14-Sep	PROGRAM CONFERENCE CALL indicate program: Dept of Commerce - COMMERCIAL PLUMBING
MULTIPLE	COVID-19 meetings {9/8 & 22EH Directors, 9/3 & 17 Superintdents Meeting; 9/8 Gov. Call; 9/9 ODH weekly call;
MULTIPLE	9/2 INTERVIEWS FOR S.I.T POSITION; 9/2 PRICING FOR SEWAGE FILE ARCHIVE; 9/25 ARC GIS x2 COVID MAPPING AN

2-Sep Taught food class - HCCAO

9/29 & 30 EPA training MULTIPLE TOPICS - PHIL

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		



Public Health
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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

NOTICE OF VIOLATION

Date: **8-25-2020**

Property Owner Name:	Herbert Phillips				
Mailing Address:	6652 Hollow Parkway				
City:	Hillsboro	State:	Ohio	Zip:	45133

Re: Complaint

Nature of Complaint:	Trash and solid waste
Parcel Number(s):	33-01-369-999-.99
Complaint Property Address:	6652 Sleepy Hollow Parkway

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

Date of Investigation:	8-18-2020
Complaint was found to be:	<input checked="" type="checkbox"/> Valid - <i>Corrective measures must be taken.</i> <input type="checkbox"/> Not Valid - <i>No further action needs to be taken.</i> <input type="checkbox"/> Outside of the Jurisdiction of this agency at this time.
At the time of the inspection the following was observed:	Trash and solid waste seen

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

<u>Health District Premise Maintenance Regulation 2.1:</u> "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
--

This public health nuisance must be abated by the deadline.


Deadline(s):	October 14, 2020
Corrective Action(s):	1. Contact this office prior to the deadline to schedule a re-inspection for verification of compliance. • Trash and solid waste taken to a license landfill
Failure to comply:	<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. Board meeting date: <i>October 15, 2020 9:00 am</i>

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:	Philip Webb
e-mail:	pwebb@highlandcountyhealth.org
Phone:	937-393-1941 #110

Sincerely,



Registered Sanitarian
Environmental Health Division

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



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NOTICE OF VIOLATION

Date: **8-19-2020**

Property Owner Name:	Susan Hatfield				
Mailing Address:	11424 Dundee Drive				
City:	Hillsboro	State:	Ohio	Zip:	45133

Re: Complaint

Nature of Complaint:	Trash and Solid Waste
Parcel Number(s):	33-16-902-131.00
Complaint Property Address:	11424 Dundee Drive Hillsboro, Ohio

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

Date of Investigation:	8-18-2020
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:	Solid waste and trash seen on property

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

Ohio Revised Code 3734.03

“No person shall dispose of solid waste by open burning or open dumping, except as authorized by the director of environmental protection in rules adopted in accordance with division (V) of this section 3734.01, section 3734.02, or sections to 3734.73 of the Revised code and except for burying or burning the body of a dead animal as authorized by section 941.14 of the Revised code.”

This public health nuisance must be abated by the deadline.

Deadline(s):	October 14, 2020
Corrective	1. Contact this office prior to the deadline to schedule a re-


Action(s):	inspection for verification of compliance.	
	• Take all solid waste and trash to a licensed landfill.	
Failure to comply:	<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.	
	Board meeting date:	October 15, 2020 9:00 am

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e-mail:	pwebb@highlandcountyhealth.org
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Environmental Health Division

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ROTARY
37-708-9255





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NOTICE OF VIOLATION

Date: **8-25-2020**

Property Owner Name:	Manju Sharma /Varun Properties INC				
Mailing Address:	1525 Eastern Ave				
City:	Gallipolis	State:	Ohio	Zip:	45631

Re: Complaint

Nature of Complaint:	Trash and solid waste
Parcel Number(s):	33-16-202-060.00
Complaint Property Address:	Sleepy Hollow Parkway

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

Date of Investigation:	8-18-2020
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 and solid waste

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

<u>Health District Premise Maintenance Regulation 2.1:</u> "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
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This public health nuisance must be abated by the deadline.

Deadline(s):	October 14, 2020
Corrective Action(s):	1. Contact this office prior to the deadline to schedule a re-inspection for verification of compliance. • Trash and solid waste taken to a licensed landfill
Failure to comply:	<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.
Board meeting date:	October 15, 2020 9:00 am

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NOTICE OF VIOLATION

Date: **8-25-2020**

Property Owner Name:	Yonneene Mckenzil				
Mailing Address:	11446Dundee Drive				
City:	Hillsboro	State:	Ohio	Zip:	45133

Re: Complaint

Nature of Complaint:	Trash and solid waste
Parcel Number(s):	33-16-902-128.00
Complaint Property Address:	11446 Dundes Drive

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

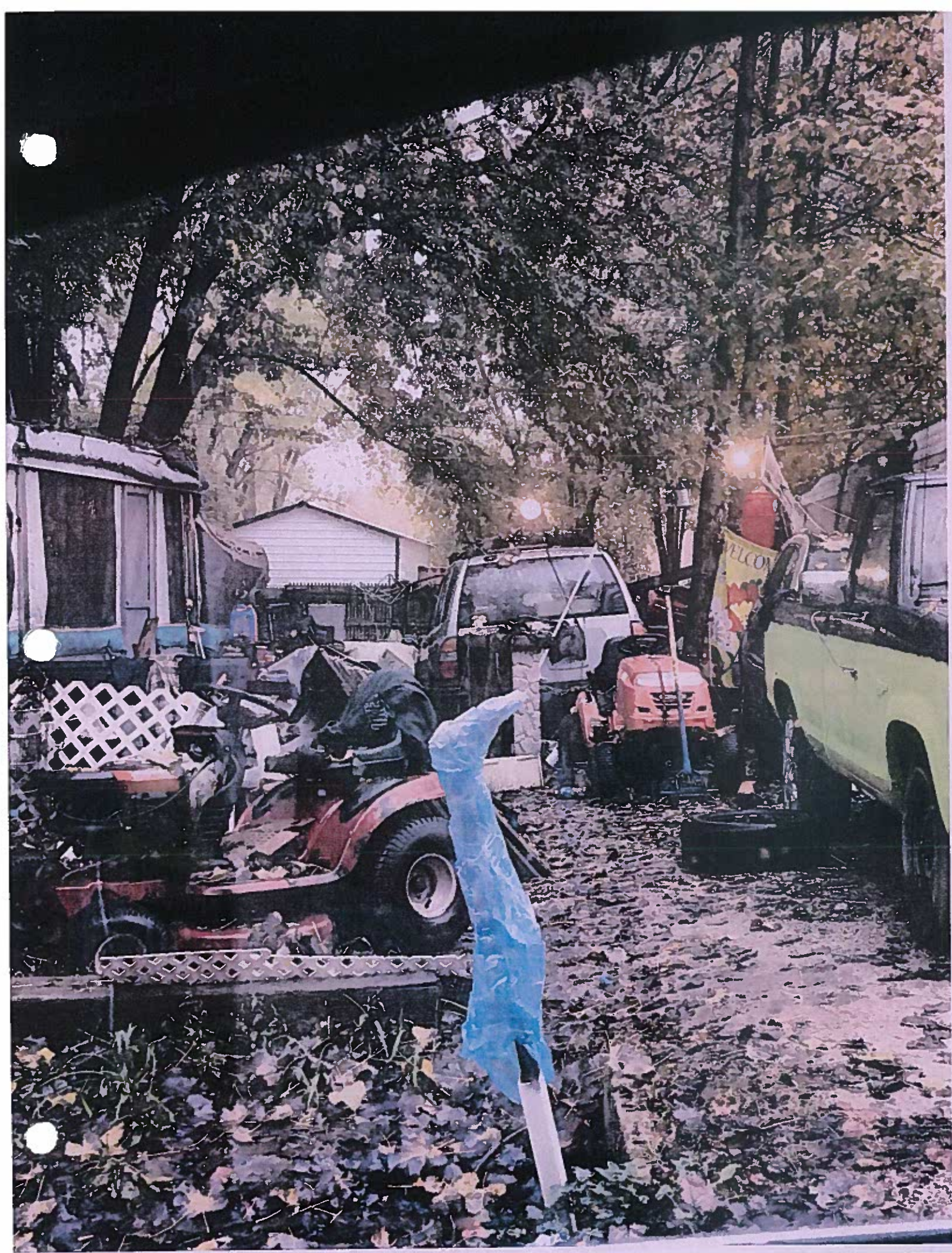
Date of Investigation:	8-18-2020
Complaint was found to be:	<input checked="" type="checkbox"/> Valid - Corrective measures must be taken. <input type="checkbox"/> Not Valid - No further action needs to be taken. <input type="checkbox"/> Outside of the Jurisdiction of this agency at this time.
At the time of the inspection the following was observed:	Trash and solid waste seen

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

<p><u>Health District Premise Maintenance Regulation 2.1:</u> “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</p>

This public health nuisance must be abated by the deadline.

Deadline(s):	October 14, 2020
Corrective Action(s):	<ol style="list-style-type: none"> Contact this office prior to the deadline to schedule a re-inspection for verification of compliance. <ul style="list-style-type: none"> Trash and solid waste taken to a license landfill
Failure to comply:	<p><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.</p> <p>Board meeting date: October 15, 2020 9:00 am</p>







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NOTICE OF VIOLATION

Date: **8-25-2020**

Property Owner Name:	Connie Henderson				
Mailing Address:	11445 Dundee Drive				
City:	Hillsboro	State:	Ohio	Zip:	45133

Re: Complaint

Nature of Complaint:	Trash and solid waste
Parcel Number(s):	33-16-902-098.00
Complaint Property Address:	11445 Dundee Drive

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

Date of Investigation:	8-18-2020
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NOTICE OF VIOLATION

Date: **8-25-2020**

Property Owner Name:	Shawn Haynes and Guthrie Gwendoyne / Surv				
Mailing Address:	6655 Sleepy Hollow Parkway				
City:	Hillsboro	State:	Ohio	Zip:	45133

Re: Complaint

Nature of Complaint:	Trash and solid waste
Parcel Number(s):	33-16-202-061.00
Complaint Property Address:	6655 Sleepy Hollow Parkway

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

Date of Investigation:	8-18-2020
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 and solid waste

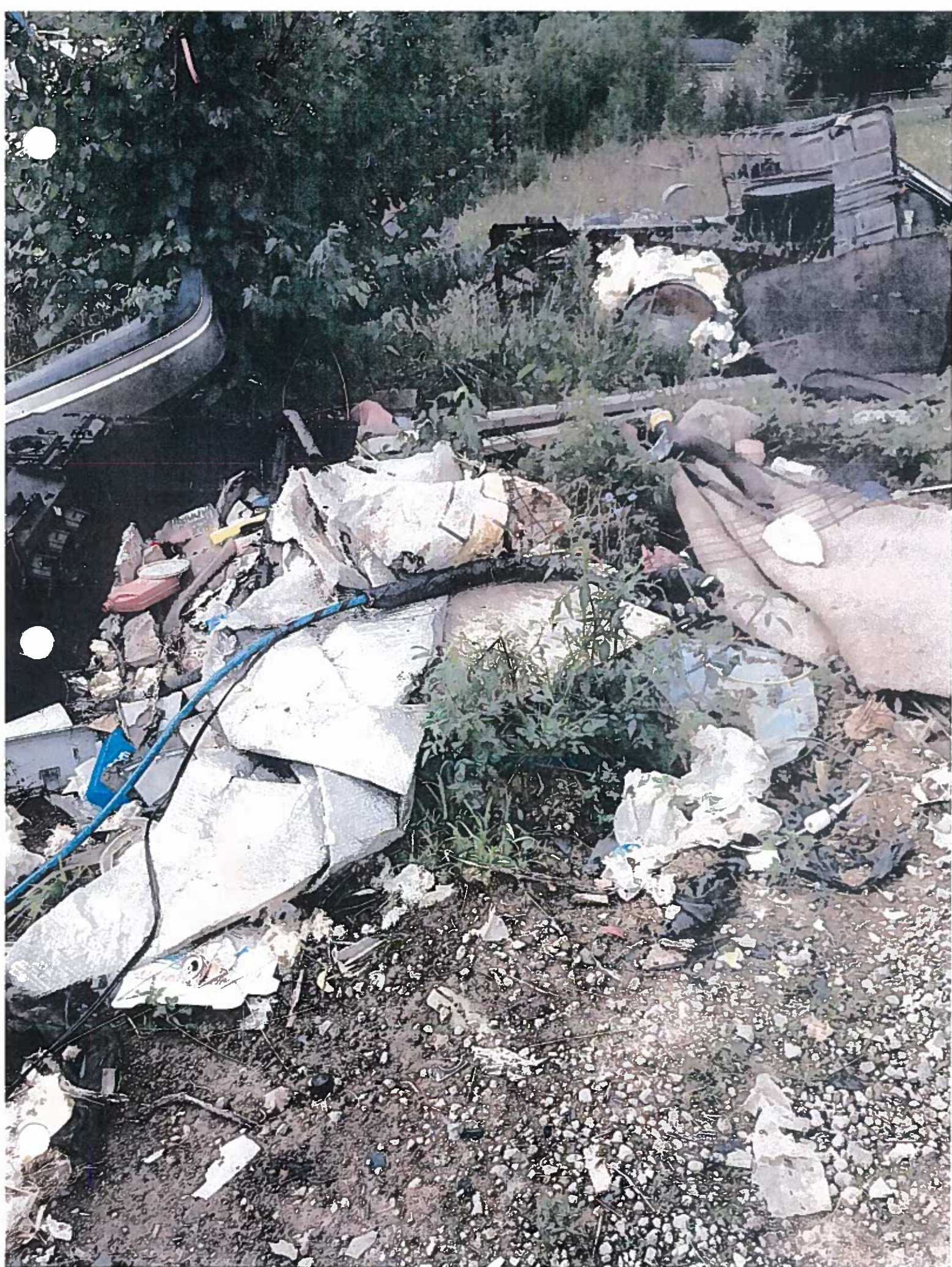
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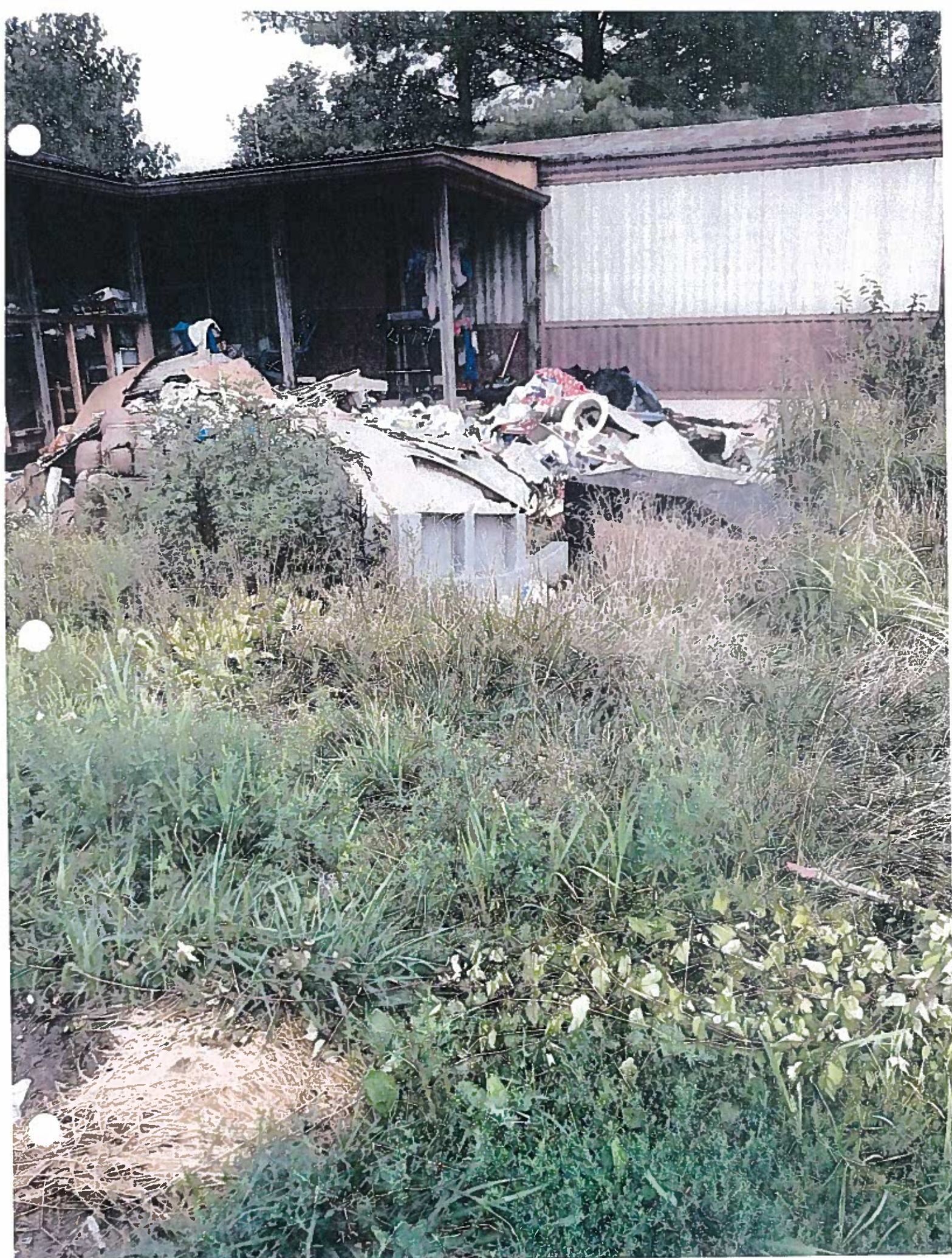
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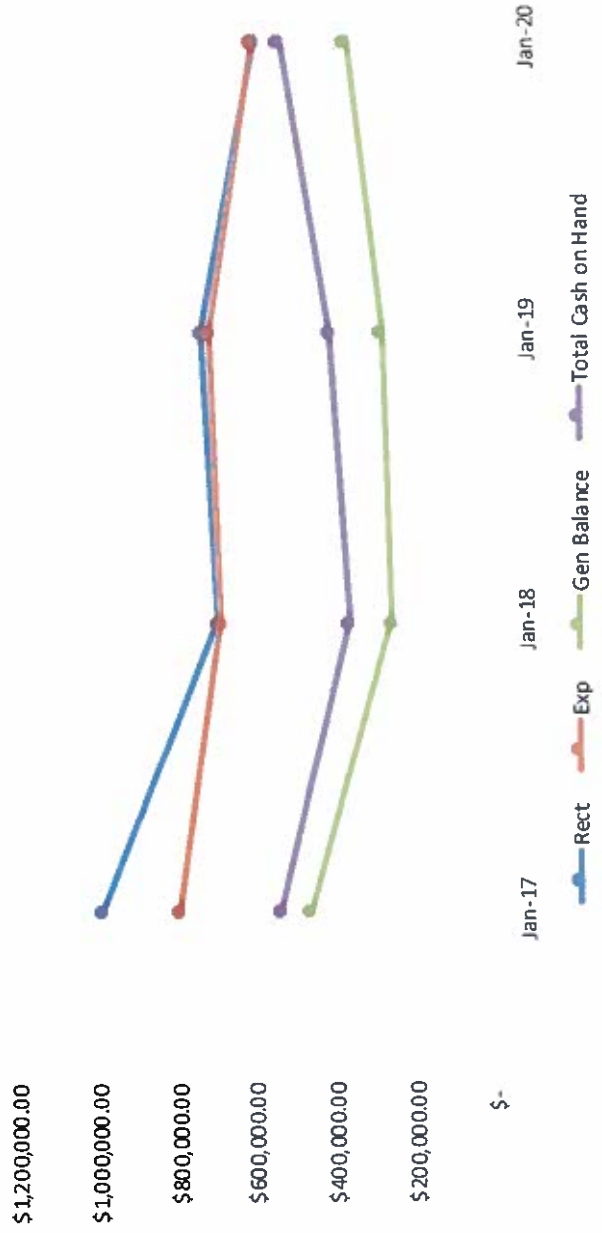


2020 Budget Overview

August Budget Comparison	Aug-17	Aug-18	Aug-19	Aug-20	2019-2020 Difference
Rect	\$ 990,160.22	\$ 697,193.67	\$ 735,499.60	\$ 601,604.07	\$ -133,895.53
Exp	\$ 797,280.95	\$ 690,878.40	\$ 717,834.96	\$ 605,984.77	\$ -111,850.19
Gen Balance	\$ 465,570.86	\$ 262,465.07	\$ 284,951.84	\$ 370,616.13	\$ 85,664.29
RV Balance	\$ 4,367.31	\$ 7,686.45	\$ 11,095.24	\$ 14,243.43	\$ 3,148.19
Swimming Balance	\$ 3,504.22	\$ 3,518.32	\$ 4,723.09	\$ 6,107.99	\$ 1,384.90
Food Balance	\$ 10,025.07	\$ 29,026.62	\$ 41,011.38	\$ 71,649.50	\$ 30,638.12
Water Balance	\$ 7,028.63	\$ 7,078.50	\$ 10,235.46	\$ 13,707.05	\$ 3,471.59
Capital Balance	\$ 51,619.86	\$ 56,619.86	\$ 61,619.86	\$ 61,619.86	\$ -
Total Cash on Hand	\$ 542,115.95	\$ 366,394.82	\$ 413,636.87	\$ 537,943.96	\$ 124,307.09

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



Highland County Health Department

Funding Source	\$ Amount	\$ Amount Remaining to expense	2020												2021											
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CO2020	\$ 55,524.00	\$	March 16, 2020 to March 15, 2021																							
CO2021	\$ 51,701.00	\$ 51,701.00	March 1, 2020 to December 30, 2020																							
CT2020	\$ 146,633.00	\$ 58,434.93	May 1, 2020 to December 30, 2020																							
CT2021	\$ 30,000.00	\$	June 19, 2020 to June 30, 2021																							
FCFC	\$ 12,758.16	\$																								
Total	\$ 296,616.16	\$ 110,135.93																								

CT21 Grant

Expense	\$ per hour	Annual Salary	Hours	Percentage	Total Dollar Amount in Grant	Amount Remaining
Chasity Davis	\$27.75	\$54,834.00	217	11.00%	\$ 6,031.74	
Katy Lewis	\$47.56	\$93,978.56	198	10.00%	\$ 9,397.86	
Bonnie Rusch	\$41.70	\$82,399.20	198	10.00%	\$ 8,239.92	
TBD	\$27.75	\$54,834.00	217	11.00%	\$ 6,031.74	
Supplies					\$ 298.74	

\$ 30,000.00

CO21 Grant	Cost Per Unit	Quantity	Total Dollar Amount	\$ amount remaining to spend
Laptop Stand	16.99	6	\$ 101.94	\$ 101.94
Battery Back up	105	15	\$ 1,575.00	\$ 1,575.00
Ethernet Cord Adapter	17.99	8	\$ 143.92	\$ 143.92
Nurse- TBD		1	\$ 18,000.00	\$ 18,000.00
Nurse Computer	599.99	3	\$ 1,799.97	\$ 1,799.97
Computer Monitor	149.99	3	\$ 449.97	\$ 449.97
Monitor Adaptor	37.99	3	\$ 113.97	\$ 113.97
Keyboard / Mouse	70.19	3	\$ 210.57	\$ 210.57
Microsoft Office	229.99	3	\$ 689.97	\$ 689.97
Accidental Coverage	179.99	3	\$ 539.97	\$ 539.97
Shipping & Handling			\$ 245.00	\$ 245.00
Flash Drive- 5 pack	16.99	2	\$ 33.98	\$ 33.98
Glitter Bug- Educational Material	25	5	\$ 125.00	\$ 125.00
Glitter Bug			\$ 245.00	\$ 245.00
Anna McCoppin	\$39.17		\$ 7,740.09	\$ 7,740.09
VOIP Phone System			\$ 8,965.00	\$ 8,965.00
Wireless Phone	650	2	\$ 1,300.00	\$ 1,300.00
GIS Mapping Software			\$ 700.00	\$ 700.00
Adobe			\$ 450.00	\$ 450.00
Paper Shredder			\$ 275.00	\$ 275.00
Ryobi Mister		1	\$ 240.00	\$ 240.00
Sanitizing Spray			\$ 36.99	\$ 36.99
Sanitizing Spray			\$ 29.99	\$ 29.99
Card Scanner			\$ 354.99	\$ 354.99
Software			\$ 599.00	\$ 599.00
Dry Erase Board			\$ 146.95	\$ 146.95
Computer Charger			\$ 12.68	\$ 12.68
42" Workstation w/ 3 Drawers, Table & Refrigerator			4,052.99	\$ 4,052.99
Sensaphone			\$ 1,016.00	\$ 1,016.00
Lab Chair			\$ 1,099.00	\$ 1,099.00
Additional Covid Supplies			\$ 408.06	\$ 408.06
		\$51,701	\$ 51,701.00	\$ 51,701.00
			\$0.00	

CT 20 Grant Expense	\$ Per Hour	Total Dollar Amount	Total Dollar Amount Remaining in Grant	1st	2nd	3rd	4th	5th	6th	7th
				10-Jun-20	10-Jul-20	\$ 44,053.00	10-Sep-20	10-Oct-20	10-Nov-20	10-Dec-20
Ebbie VanPelt	\$24.42	\$4,342.85	(\$2,417.58)			\$ 1,947.66	\$ 1,094.99	\$ 2,417.58		
Shirley Cox	\$28.07	\$3,327.98	\$1,026.24				\$ 1,170.60	\$ 1,178.94		
Connie Page	\$33.25	3,942.12	\$2,878.12				\$ 665.00	\$ 399.00		
Chasity Davis	\$27.75	21385.26	56,858.14	\$0.00	\$3,690.75	\$ 4,833.44	\$ 2,906.88	\$ 3,316.13	\$ -	\$ -
Katy Lewis	\$47.56	36651.64	\$18,625.89	\$10,000.00		\$ 4,137.72	\$ 1,890.51	\$ 1,997.52		
Bonnie Rusch	\$41.70	32135.69	\$8,124.49	\$10,000.00		\$ 6,004.80	\$ 3,502.80	\$ 4,503.60		
Jared Warner- CT	\$2.34	20031.56	\$14,381.90	\$1,988.92	\$1,046.80	\$ 408.00	\$ 2,145.94			
Jared Warner- NonCT	\$2.34	14805.94	\$4,809.00			\$ 5,324.64	\$ 4,972.90			
Supplies		6,529.96	\$4,148.73	\$0.00			\$ 2,381.28			
Server/ Computer Unit		3,480.00	\$0.00	\$0.00			(\$ 3,480.00)			
		\$146,633.00	\$58,434.93	\$21,988.92	\$4,737.55	\$ 23,496.46	\$ 24,162.38	#####	\$ -	\$ -

\$88,198.08

\$88,198.08

FCFC COVID-19 Funding

6/9/20

Jared Warner

Item	Count	Cost Each	Total	\$ spent	\$ left to spend	Justification
Surface Pro 7 Tablet Computer	4	\$ 850.00	\$ 3,400.00		\$ 3,400.00	Tablet computer used to provide patient services and education efforts in the field.
Microsoft Office 2019	4	\$ 229.00	\$ 916.00		\$ 916.00	Focus on COVID-19 prevention education during each patient interaction.
Tablet Accessories	4	\$ 250.00	\$ 1,000.00		\$ 1,000.00	Support for tablets
Poster Printing for Schools	250	\$ 5.00	\$ 1,250.00		\$ 1,250.00	Large, color, paper signage. Emphasis on education, symptoms screening, hand washing. Consider this training material under the spending guidance.
Training for Preschools	1	\$ 4,500.00	\$ 4,500.00		\$ 4,500.00	Contract with the health department to provide hand washing training at 5 Highland County preschools (first come, first serve scheduling)
Posters for Fairs, other large events	30	\$ 10.00	\$ 300.00	\$ 546.23	\$ (246.23)	Large, corrugated plastic, reusable posters for use at any large outdoor events, including fireworks shows, county fairs, summer festivals, and similar settings.
HP T120 Printer Ink Cartridges	8	\$ 40.00	\$ 320.00		\$ 320.00	Poster printing supplies for use in developing any event specific or custom made educational material related to COVID-19
HP T120 Paper Rolls	5	\$ 70.00	\$ 350.00		\$ 350.00	Poster printing supplies for use in developing any event specific or custom made educational material related to COVID-19
EZFoam Hand Sanitizer Refills (case)	2	\$ 70.53	\$ 141.06	\$	\$ 141.06	The HCHO has 8 sanitizer stations currently deployed in the county in high traffic government agencies. These sanitizer refills would help to replace these supplies as they run out
Printing Handouts	1000	\$ 0.10	\$ 100.00		\$ 100.00	Cost for printing handout materials for parents to take home.
Mailing to Amish Schools	100	\$ 0.50	\$ 50.00		\$ 50.00	Cost of mailing materials to Amish and Mennonite Schools
Sanitizer Stations	5	\$ 75.00	\$ 375.00	\$ 414.35	\$ (39.35)	Creation of additional sanitizer stations for use at community events, fairs, and festivals
Education Supplies	510	\$ 0.11	\$ 56.10		\$ 56.10	Handout materials for use in education and training events in preschool locations
Total			\$ 12,758.16	\$ 960.58	\$ 11,797.58	

Highland County General Health District Temporary COVID-19 Leave and Leave Buyout Policy

BOH Approved _____

Effective _____

Purpose for Policy: This policy exists to address temporary COVID-19 related leave issues. This policy will remain in effect through the duration of the declared emergency in Ohio.

General: Due to the worldwide COVID-19 pandemic, a temporary suspension of the cap on vacation. This enactment is to encourage employees to be present for work during this unprecedented period in public health history and to ensure that employees do not lose their accrued leave time.

The following policies are enacted to ensure minimal disruption in the employees compensation package.

Policy 1: In light of the COVID-19 pandemic, the Board acknowledges the Families First Coronavirus Response Act (FFCRA) policy managed by the United States Department of Labor. Employee leave for quarantine, isolation, or to care for children under quarantine or isolation will not be charged to sick leave balances. Employees who are on quarantine are expected to work from home.
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Policy 2: Employees with vacation leave balances of at least forty (40) hours or compensatory time balances shall have the option to buyout up to forty (40) hours total of combined leave. Leave will be paid out at employee's regular hourly rate as earned income.

- Payments will not be applied to earned income for Public Employee Retirement System purposes.
- Vacation leave is accrued per pay period based on the accrual schedule in the Personnel Policy.
- Request for leave balance payouts must be submitted prior to November ##, 2020, and will be paid in December, 2020.
- Additional opportunities for leave balance payouts may be approved at the Board's discretion.

Policy 3: Employees who have reached or will reach their maximum balance of vacation leave prior to January 2, 2021, shall have a temporary balance cap extended to 480 hours. After the emergency declaration ends in Ohio, employees will have 1 full calendar year to use excess vacation time and reduce vacation balance amounts to below 240 hours. Employees are encouraged to use vacation time as they are able throughout the COVID-19 response.

Policy 4: The Board of Health recognizes that exempt salaried employees may be working longer hours that would normally be expected, with little opportunity to take advantage of flexible work hours that are normally available to salaried positions. The board may authorize discretionary bonus payments to exempt staff during emergency situations. {pending auditor approval, audit risk that we don't want to pay back later}

HIGHLAND COUNTY GENERAL HEALTH DISTRICT

Departmental Budget for the year of 2020

Revision as of 10/21/20

Current
Appropriation
for

Revised
Appropriation
for

Code	Expenditure Classification	Year 2020	Year 2020
Fund: General Health			
Expenditures:			
0245-E000-E01-006	Salaries	590,000.00	\$590,000.00
0245-E000-E02-040	Office Supplies	25,000.00	\$80,000.00
	Medical Supplies	100,000.00	\$100,000.00
0245-E000-E03-060	Equipment	5,000.00	\$10,000.00
0245-E000-E04-070	Contract Repairs	5,000.00	\$5,000.00
0245-E000-E05-075	Contract Services	112,000.00	\$112,000.00
0245-E000-E07-050	Mileage	18,000.00	
	Meetings	500.00	
	Board Members Pay	5,800.00	
			\$24,300.00
0245-E000-E09-045	Printing & Advertising	2,000.00	\$2,000.00
0245-E000-E10-010	P.E.R.S.	90,000.00	\$90,000.00
0245-E000-E11-025	Workers Compensation	7,000.00	\$7,000.00
0245-E000-E12-090	Other - Miscellaneous	7,000.00	\$8,000.00
0245-E000-E13-080	Transfers Out		
0245-E000-E14-090	Property Tax Deductions/Fees	18,000.00	\$18,000.00
0245-E000-E15-020	Insurance	125,000.00	\$125,000.00
0245-E000-E16-015	Medicare	9,200.00	\$9,200.00
0245-E000-E17-090	Remit to State	45,000.00	\$45,000.00
0245-E000-E18-075	Health Educator Contracts		
0245-E000-E19-075	Sewage Contracts	137,000.00	\$76,000.00
0245-E000-E20-075	BCJI Imp Contract	0.00	
		1,301,500.00	\$1,301,500.00

10/22/2020

Employment Contract Amendment

Whereas the Highland County Board of Health desires to maintain a Health Commissioner; and

Whereas Highland County COVID-19 response has caused and continues to cause the need for extensive work hours for the Health Commissioner; and

Whereas the Health Commissioner has operated previously under a contract agreement based on a 32-hour work week;


Now therefore it is agreed by and between the Highland County Board of Health and the Health Commissioner, Jared M. Warner, as follows:

1. Health Commissioner compensation will be increased to reflect a 40-hour work week. The hourly rate of compensation annually for a 32-hour work week will be increased at the same hourly rate to reflect 8 additional hours weekly.
2. Sick leave, vacation time, and other benefits that accrue based on hours of work will be adjusted to a 40-hour work schedule. Additional sick and vacation time will not be accrued as a result of this compensation increase.
3. Additional adjustments to hours worked, pay rates, and other compensation policies for the Health Commissioner may be enacted at a later date, if approved by the Board of Health.
4. This increase in compensation is effective October 25th, 2020, and remains in effect until November 6th, 2021.

In witness thereof, this agreement is executed in duplicate counterparts, each of which will be deemed an original by the officers of the Highland County General Health District Board of Health and by Jared Warner, Health Commissioner.


John Holt, President
Highland County Board of Health

Date: 10/22/20


Jared M. Warner, MEM, RS
Health Commissioner

Date: 10/22/20

MINUTES

BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Wednesday, September 16, 2020

The Highland County General Health District Board of Health held its September, 2020 meeting on September 16, with the following members present:

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

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
Mr. Craig Edgington
Mr. Tim Parry
Jared Warner, Health Commissioner
Connie Page, Fiscal Officer
Anna McCoppin, Director of Environmental Health
Philip Webb, Sanitarian

3. Cost Methodology and First Reading for EH Fees 2021

Mr. Warner and Ms. McCoppin presented proposed license fees for EH programs for 2021. After discussion, Mr. Edgington made a motion to waive the first reading of the 2021 EH Fee Schedule. Mr. Parry seconded the motion. Motion passed unanimously.

4. Nels Rosendall, 6654 Pied Piper, Hillsboro - Sewage running into the creek and into the Rocky Fork Lake. EH Division reported this nuisance as abated.

5. Renee Weaver, 2448 SR 138, Hillsboro - Sewage surfacing around septic tank. After discussion, the board decided to table this nuisance to allow additional follow-up from EH Division.

6. Ronnie Duncan - 10643 North Shore Rd., Hillsboro - Sewage going into a bucket from the camper. EH Division reported this nuisance as abated.

7. Carolyn Creed - 9985 US 62, Leesburg - Motor on jet aeration is not working. After discussion, Mr. Parry made a motion to submit this nuisance to the prosecutor at the discretion of the EH division. Mr. McCray seconded. Motion carried unanimously.
8. Amy Main - 6629 Pied Piper Parkway, Hillsboro - Trash accumulation. EH Division reported this nuisance as abated.
9. KLR Investors, LLC - 7057 New Vienna Rd, Penn Twp - Open burning of construction demolition and trash bags. After discussion, Mr. Parry made a motion to submit this nuisance to the prosecutor at the discretion of the EH division. Mr. McCray seconded. Motion carried unanimously.
10. Review - Act on minutes for the month of August, 2020
Mr. Warner presented the minutes for the August 2020 BOH Meeting. Mr. McCray made a motion to approve minutes. Mr. Edgington seconded the motion. Motion passed unanimously.
11. Bills from August 21, 2020 to September 16, 2020
Ms. Page presented the bills from August 21, 2020 to September 16, 2020. Mr. Parry made a motion to approve the bills. Mr. McCray seconded the motion. Motion passed unanimously.
12. 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.
 - Vaccine Cooler Purchases – Mr. Warner reported on new vaccine cooler purchases to allow testing supplies and future vaccine supplies to be stored at the health department.
13. Continuing Education – Mass Dispensing Principles
Mr. Warner provided a presentation and discussion about the overall concepts and planning aspects of a mass vaccination campaign. Education was conducted from 9:25AM to 9:50AM.
14. SIT/RS and RN Hiring Updates
Mr. Warner provided an update on the hiring process for both a new SIT and a new RN. Interviews had completed for the open SIT/RS position and the Public Health Nursing position. Mr. Warner requested board approval to hire Cassandra Hudnell at the hourly rate of \$16.50, and Shala Schutte at the hourly rate of \$21.00, so long as reference checks and other conversations with these candidates continued to go well. Mr. Parry made a motion to approve the hires. Mr. McCray seconded the motion. Motion carried unanimously.

15. Open Discussion

- COVID-19 Updates – Mr. Warner provided an update on current COVID-19 activities in the county.
- Levy Discussion – Mr. Warner reported that all required levy documentation has been submitted to the BOE.

16. Adjourn

Mr. Edgington made a motion to adjourn the meeting. Dr. Karnes seconded the motion. Motion carried unanimously. Meeting was adjourned at 10:00 AM.



John Holt
President, Board of Health



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

October

10/20/2020

Prepared by: Connie Page

Estimated Health Salary Costs for October		Actual Health Salary Costs for September	
Item	Cost	Item	Cost
Salaries	\$66,204.00	Salaries	\$42,873.68
PERS - Employer Pickup	\$1,061.58	PERS - Employer Pickup	\$707.72
PERS - Monthly Contributions	\$8,693.22	PERS - Monthly Contributions	\$5,793.22
Medicare	\$883.78	Medicare	\$583.78
Medical Mutual	\$10,967.03	Medical Mutual	\$10,967.03
Total Estimated	\$87,809.61	Total	\$60,925.43

There are 3 pay periods in October

Health Expenses to be Paid			
Payee	Cat. Number	Item	Cost
SOS	E2	Computers, monitors, software, supplies, keyboards, mice	\$ 10,974.21
GSK	E2	Vaccines	\$ 11,179.13
Sanofi Pasteur Inc	E2	Vaccines	\$ 8,332.50
McKesson	E2	Nursing Supplies	\$ 74.90
Fifth Third	E2	ATT phones, polycom phone, quickbooks, Laptop accessories, signs	\$ 2,860.49
Brevis Corporation	E2	Germbuster	\$ 411.71
Grainger	E2	Battery Backups, Light bulbs,	\$ 1,625.01
Brittane Dance	E2	Rolodex	\$ 28.00
Connie Page	E2	Laptop stands, phone accessories	\$ 41.78
Sensaphone	E2	Sensaphone and accessories	\$ 802.74
Direct to Business Companies	E2	Paper towels for new dispensers	\$ 115.50
Quad Coutny Service and Repair	E4	Service to Generator	\$ 287.47
Time Warner Cable/Spectrum	E5	Internet	\$ 119.99
ComDoc	E5	Aug & Sept usage fees	\$ 647.70
Ricks Hometown Appliances	E5	Repaired Refrigerator	\$ 99.95
Xerox	E5	Lease payment	\$ 214.29
AT&T	E5	Cell phone bill Sept and Oct	\$ 347.86
Environmental Control	E5	October cleaning services	\$ 225.00
HCFR Inspections, LLC	E5	Plumbing Permit Remits	\$ 1,200.00
Charter Communications/Spectrum	E5	Phone Service	\$ 388.01
Stericycle	E5	Sharps Removal	\$ 49.89
Masi Environmental	E5	Water sampling	\$ 835.05
Paint Creek Joint EMS	E7	CPR for Nurses	\$ 20.00
Philip Webb	E7	September Mileage	\$ 83.20
Chris Shope	E7	September Mileage	\$ 270.40
Connie Page	E7	September Mileage	\$ 18.20
Brittane Dance	E7	September Mileage	\$ 21.84
Anna McCoppin	E7	September Mileage	\$ 35.36
Cameco Communication	E9	Public Health Nurse Ad	\$ 80.00
Treasurer, State of Ohio	E17	Sewage Remits	\$ 814.00
Ohio Division of Real Estate & PL	E17	Burial Permits	\$ 2.50
Treasurer, State of Ohio	E17	Vital Stats Quarterly Fee	\$ 11,396.08
Treasurer, State of Ohio	E17	ODH and ODNR remits	\$ 376.00
Total General Health Expenses from 09/17/20- 10/20/20			\$ 53,978.76

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	
Chris Shope	G3	September Mileage	
Philip Webb	G3	September Mileage	\$ 114.92
Anna McCoppin	G3	September Mileage	\$ 13.52
Total Restaurant Expenses from 09/17/20- 10/20/20			\$ 128.44

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)	
Philip Webb	S87	September Mileage	
Anna McCoppin	S87	September Mileage	
Total Private Water Expenses from 09/17/20- 10/20/20			\$ -

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	September Mileage	\$ -
Philip Webb	E07	September Mileage	
Treasurer, State of Ohio	E03	Pool License Remits	\$ -
Total Swimming Pool Expenses from 09/17/20- 10/20/20			\$ -

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	\$ -
Phillip Webb	E03	September Mileage	
Anna McCoppin	E03	September Mileage	
Total RV Park Expenses from 09/17/20- 10/20/20			\$ -

Fund	9/1/2020	Sept. Receipts	Sept. Expenses	9/30/2020
General Health Fund	\$401,405.68	\$221,174.80	\$109,361.44	\$513,219.04
R/V Trailer Parks Fund	\$14,155.17			\$14,155.17
Swimming Pool Fund	\$6,075.28			\$6,075.28
Restaurant Fund	\$70,457.30	\$35.00	\$1,524.87	\$68,967.43
Private Water Funds	\$13,801.93	\$1,556.05	\$252.28	\$15,105.71
Capital Improvements	\$61,619.86			\$61,619.86
Totals	\$567,515.22	\$222,765.85	\$111,138.59	\$679,142.48