

MINUTES
BUTLER COUNTY BOARD OF HEALTH
February 17th, 2022 7:00 PM

I. Call to Order

The meeting was held at the Butler County General Health District and called to order by the Board President, Mr. Simpson. The following members were present: Mr. Baumgartner, Dr. Burley, Dr. Emmert, Mrs. Johnson, Mr. Simpson, Mr. Schulte, Mr. Urban and Mr. Woeste. Also present were staff members Erik Balster, Health Commissioner, Betsy Waldeck, Interim Nursing Director, Carrie Yeager, Environmental Health Director, Erin Smiley, Health Promotion Director, Kim Geisler, Chief Fiscal Officer, Jerry Frederick, Chief Plumbing Inspector, Amber Chamberlain, Executive Administrative Assistant.

a. Monthly Financial Report

Mrs. Geisler presented the monthly District Health Fund Financial Report for January 2022. The January District Health revenue totaled \$323,314.12 and the District Health expenditures totaled \$517,036.33. The balance in the District Health Fund as of January 31, 2022 is \$2,087,727.62.

Mrs. Geisler presented the monthly Food Service Fund Financial Report for January 2022. The January Food Service Fund revenue totaled \$4,801.13 and the Food Service Fund expenditures totaled \$33,646.38. The balance in the Food Service Fund as of January 31, 2022 is \$597,858.19.

Mrs. Geisler presented the monthly Household Sewage Treatment System Fund Financial Report for January 2022. The January Household Sewage Treatment System Fund revenue totaled \$153,732.15 and the Household Sewage Treatment System Fund expenditures totaled \$36,823.92. The balance in the Household Sewage Treatment System Fund as of January 31, 2022 is \$254,366.27.

2022-02-001 Mr. Urban made a motion to accept the January District Health Fund, the Food Service Fund, and the Household Sewage Treatment Fund reports as presented. Mr. Schulte seconded the motion. The motion passed unanimously.

b. Approval of Bills

Mrs. Geisler presented the February meeting bills list for board review and approval. This list included a Then and Now for the Butler County Commissioner's Office for postage in the amount of \$5,859.25.

A copy of the bills list is attached to these minutes.

2022-02-002 Mr. Woeste made a motion to approve the February meeting bills list as well as approve the Then and Now for the Butler County Commissioners Office for postage in the amount of \$5,859.25. Mr. Baumgartner seconded the motion. The motion passed unanimously.

c. Approval of Minutes

2022-02-003 Mrs. Johnson made a motion to approve the January 2022 board meeting minutes. Mr. Urban seconded the motion. The motion passed unanimously.

II. Items from the Public

None.

III. Guest Staff Member

None.

IV. Old Business

None.

V. New Business

None.

VI. Items from Administrative Staff

a. Items from the Interim Nursing Director

Mrs. Waldeck presented the Nursing Department report. During the month of January, nursing staff has continued partnership with the Butler County Educational Services Center to host COVID vaccine clinics at their facility two times per week. All vaccines have been available at these clinics: Moderna, Pfizer, Janssen, and Pediatric Pfizer (5-11 years) and first, second, and booster doses have been administered. Clinics have accommodated both scheduled appointments and walk-in visits. There has been a significant decrease in the amount of clients attending vaccine clinics. The greatest response were individuals seeking booster doses.

The overall estimated total of vaccines administered by BCGHD from December 2020 through January 2022 is 42,083. BCGHD has administered approximately 621 vaccinations during the month of January. Of that total, approximately 127 of those vaccines were for 5-11 year old children.

The total number of vaccines given at the January clinics held at the Butler County Educational Services Center were approximately 413. Of that total, 78 of the doses were for 5-11 year old children.

There were two school clinics held in the month of January. The first school clinic was held on January 8th at Talawanda High School. Approximately 153 vaccines were administered. Of

those vaccines, 34 were pediatric doses and 119 were adult doses.

The second school clinic was held on January 23rd at Monroe High School. Approximately 55 vaccines were administered. Of those vaccines, 15 were pediatric doses and 40 were adult doses.

Nursing staff have continued to vaccinate homebound residents as well as hard to reach and high-risk populations with various mobility/medical issues. There was a steep increase in homebound individuals who requested booster doses.

Due to COVID response, the clinic remains closed for children vaccines and walk-in TB testing.

Nursing staff have continued to vaccinate homebound residents as well as hard to reach and high-risk populations with various mobility/medical issues. There was a steep increase in homebound individuals who requested booster doses.

Nursing staff is currently following 4 active TB cases. The cases are no longer contagious but are in the continuation of treatment phase. At this time, nursing staff is awaiting further data on 2 individuals to determine if they are active cases.

Nursing staff is currently following six perinatal Hepatitis B cases. Four cases are in the process of completing the Hepatitis B vaccination series. Two will have post vaccine serology testing later this year.

The Public Health Nurse position has been filled. One Director of Nursing position still remains open.

b. Items from the Health Promotion Director

Ms. Smiley presented the Health Promotion Report. She began by briefly discussing the Ohio Equity Institute (OEI) grant. The OEI team have begun conducting interviews for and Epidemiologist, Neighborhood Navigator, and Health Equity Coordinator. Offers will be made to individuals in February. Staff have also continued distribution of the Transportation survey in partnership with BCRTA.

Ms. Smiley updated the board on the Moms and Babies First (MBF) program. The program submitted a Medicaid application to the main contractor. This grant pays for 1 full-time Community Health Worker, supports administrative costs for supervision, and tentatively Doula and Lactation support for moms currently not eligible for services.

Ms. Smiley briefly discussed the Cribs for Kids program. Even with a vacancy in the position, staff increased follow-ups from 12% in December 2021 to 67% in January 2022. A total of 58 families have been served at the same time last year versus 53 in 2022.

Ms. Smiley gave updates on the Maternal and Child Health Program. She introduced the Whole Woman Project, which launches March 1st – May 31st. The project includes a team of partners dedicated to offering educational resources, tools and guidance for women's health needs so

they can be the best version of themselves. The campaign will include a new landing page for the BCGHD website, resource billboards, social media toolkits for partners to share, flyers for businesses, swag bags, and advocacy efforts.

c. Items by the Chief Plumbing Inspector

Mr. Frederick presented the January plumbing report that was sent out in the board packet.

Mr. Frederick informed the board that the Butler County Engineers office was interested in purchasing the 2005 Ford F250 currently in possession of BCGHD. The vehicle needs some work done and is not being used. Mr. Frederick suggested to the board to sell the vehicle to the Butler County Engineers office in the amount of \$200.00.

2022-02-004 Mr. Urban made a motion to approve selling the 2005 Ford F250 currently in possession of the Butler County General Health District to the Butler County Engineers office in the amount of \$200.00. Mr. Schulte seconded the motion. The motion passed unanimously.

d. Items by the Environmental Health Director

Ms. Yeager presented the Environmental Health Division Board Report.

WPCLF: The job on Hamilton Trenton Road is waiting for the weather to get better to be able to install the mound system.

February follow up inspections from last month's board orders have been pushed back a week due to the snow storm. An update will be provided during next month's meeting.

There were no food service pre-administrative hearings were conducted in the month of January.

Ms. Yeager brought to the board a Sewage Program Variance. Mike Hensley Plumbing did not have CEU's for 2021 but has taken CEU's for 2022. Ms. Yeager requested from the board to approve a sewage variance for Mike Hensley plumbing to allow CEU's earned in 2022 to count toward the 2021 requirement.

2022-02-005 Mr. Urban made a motion to approve the sewage variance for Mike Hensley plumbing to allow CEU's earned in 2022 to count toward the 2021 requirement. Mr. Baumgartner seconded the motion. The motion passed unanimously.

All food license renewals were mailed out by the end of the day on Monday, January 24th. Staff began receiving and processing renewals on February 1st and renewals have been coming in steadily.

e. Items by the Chief Fiscal Officer

Mrs. Geisler reviewed the January Financial Report that had been sent in the Board packet.

Mrs. Geisler began by giving a grant update to the board. Harm Reduction Coordinator, Tyrina Taylor and Mrs. Geisler completed and submitted a grant application for the Harm Reduction Grant from the Department of Health and Human

Services Substance Abuse and Mental Health Services Administration. This grant is to further the harm reduction and bloodborne infectious disease prevention services throughout the county. The grant program runs from May 30, 2022 through May 29, 2025 and if approved, will total \$1,200,000.00 (\$400,000.00 per grant year).

The Fiscal Department has continued a Performance Management Project in Clear Impact to help ensure fiscal sustainability in the general fund throughout the year. For this project, staff monitors the General Fund cash balance (not including grant funds) for year-to-date revenue received being equal to or greater than the year-to-date expenditures each month with continuing a goal of 5% revenue over expenditures by the end of 2022. For the month of January, general fund year-to-date revenue over expenditures is at -90.92%. This included advancing \$100,000.00 to the HSTS fund. Without including this advance, the revenue over expenditures would have been -14.48%.

Mrs. Geisler presented a proposed preliminary 2023 budget to the board that, if approved, will be presented at the District Advisory Council meeting on March 10, 2022.

2022-02-006 Dr. Burley made a motion to approve the proposed preliminary 2023 budget and for Mrs. Geisler to present the budget during the District Advisory Council meeting. Dr. Emmert seconded the motion. The motion passed unanimously.

Personnel changes since the last meeting includes the hiring of Matthew Keener, full-time Sanitarian in Training, began January 24, 2022 at an annual salary of \$36,004.50; James Karrer, Public Health Nurse I, began on January 25, 2022 at an annual salary of \$41,860.00; and Madison Ittel, full-time Sanitarian in Training, began on February 14, 2022 at an annual salary of \$36,004.50.

f. Items by the Executive Administrative Assistant

Mrs. Chamberlain presented contracts to be approved by the Board of Health:

1. 2022 Water Pollution Control Loan Fund Agreement with Ohio EPA
2. Participating Addendum – T-Mobile
3. CN22 COVID-19 Vaccinations Grant contract with the City of Hamilton Health Department
4. CN22 COVID-19 Vaccinations Grant contract with the City of Middletown Health Department
5. Public Entities Pool Liability Insurance Packet
6. Baldwin Group

2022-02-007 Dr. Burley made a motion to approve all contracts as listed as well as allow the Health Commissioner to sign on behalf of the Board of Health. Mr. Urban seconded the motion. The motion passed unanimously.

VII. Items by the Health Commissioner

Mr. Balster began by giving the board an update on developments and projects that he has been working on. He informed the board that he is in the works of restarting a Workforce Development Grant process with the Ohio Department of Health. Proposed positions with this grant would include a position change for the current Emergency Response Coordinator to a Director of Emergency Preparedness. Other proposed positions would include an HR Coordinator and an Assistant Health Commissioner. The budget revision process for this is in the works.

Interviews for the Director of Nursing position have begun. The first round of screening interviews is the week of February 14th and will be followed by in-person interviews.

The 2021 Annual Report is currently being developed for the 2022 District Advisory Council Meeting on March 10th, 2022.

Mr. Balster stated that he has started initial plans for the next Community Health Assessment. Planning for a brief ceremony regarding the achievement of PHAB Accreditation has begun and will be held in the spring.

Mr. Balster gave a Legislative update to the board. Substitute House Bill 51 passed both the House and Senate and is now awaiting Governor DeWine's Signature. Once signed, public bodies will again be permitted to hold public meetings by teleconference, video conference, or any other similar electronic technology through June 30, 2022.

Mr. Balster informed the board of updates done to the Exit Interview Procedure and Policy. In the updated policy, if the exit interview is conducted verbally or a combination of written and verbal, the Department Director and/or the employee's direct supervisor can be present for the first half of the interview, but excuse themselves prior to discussing one's reasons for leaving their position. This process allows the opportunity for honest and critical feedback that the employee may not otherwise have provided.

2022-02-008 Dr. Burley made a motion to approve the Exit Interview Procedure and Policy. Mr. Urban seconded the motion. The motion passed unanimously.

Mr. Balster discussed updates to Annex D – Orders of Succession and Chain of Command to the board.

2022-02-009 Dr. Emmert made a motion to approve updates to Annex D – Orders of Succession and Chain of Command. Mrs. Johnson seconded the motion. The motion passed unanimously.

Mr. Balster discussed updates to Annex C – Delegations of Authority to the board.

2022-02-010 Dr. Emmert made a motion to approve updates to Annex C – Delegations of Authority. Mr. Baumgartner seconded the motion. The motion passed unanimously.

Mr. Balster briefly discussed the Medical Director contract to the board.

2022-02-011 Dr. Emmert made a motion to approve the Medical Director contract. Mr. Baumgartner seconded the motion. The motion passed unanimously.

Mr. Balster briefly discussed a letter of support for the Bloodborne Infectious Disease Program. The letter would need board approval and, if approved, to be signed by the board president.

2022-02-012 Dr. Emmert made a motion to approve the letter of support for the Bloodborne Infectious Disease Program and for it to be signed by the board president. Mr. Woeste seconded the motion. The motion passed unanimously.

Mr. Balster gave some updates on the most recent Epidemiology Report. The most recent report states that there were approximately 90,257 confirmed cases and 1039 Ohio Department of Health verified deaths due to COVID-19 in Butler County.

Incidence per 100,000 population is 174.6 per 100,000.

The median age of confirmed cases is 37 years of age. In the total reported cases by zip code section of the report, the zip code 45011 leads with 16,505 total cases followed by the zip code 45044 with 12,899 total cases.

This serves as 0.5 hours of CEU's for the Board of Health in Public Health principles.

Mr. Balster also stated that in late January, the Ohio Department of Health instructed local health departments to shift away from contact tracing and move toward outbreak or cluster investigation. Additionally, schools are no longer required to contact trace, but are encouraged to still follow "Mask to Stay, Test to Play."

VIII. Items by the Medical Director


None.

IX. Items from the Board Members

None.

2022-02-013 Mr. Woeste made a motion to adjourn the meeting. Dr. Emmert seconded the motion. The motion passed unanimously.

The meeting was adjourned at 8:25 p.m.



President

Eric Balster

Secretary

Butler County General Health District

February 2022 Bills List

District Health Fund 7000

P.O. Number	Account	Vendor Name	Amount
22002111	529000	Hathaway Stamps	\$ 70.50
22000327	529000	Lowe's Companies	\$ 44.53
22000344	529000	Office Depot	\$ 34.05
22000344	529000	Office Depot	\$ 12.19
22000344	529000	Office Depot	\$ 198.98
22000344	529000	Office Depot	\$ 8.99
22000344	529000	Office Depot	\$ 565.75
22000344	529000	Office Depot	\$ 15.30
22000344	529000	Office Depot	\$ 38.30
22000344	529000	Office Depot	\$ 198.78
22002251	529000	US Bank - Amazon (Office Supplies)	\$ 27.99
22002251	529000	US Bank - Amazon (Office Supplies)	\$ 101.00
22002251	529000	US Bank - Amazon (Office Supplies)	\$ 39.99
22001028	529000	Voyager	\$ 2,072.37
	536000	Butler Warren Veterinary Association	\$ 350.00
22000143	536000	Clemans Nelson & Assoc	\$ 175.00
22000143	536000	Clemans Nelson & Assoc	\$ 175.00
22000301	536000	Hartford	\$ 431.21
22000333	536000	Mobile Analytical Services Inc	\$ 34.20
22000335	536000	Monro DBA/Mr Tire	\$ 110.68
22000335	536000	Monro DBA/Mr Tire	\$ 110.68
22001924	536000	Nationwide Hotel & Conference Center (Plumbing Inspectors)	\$ 992.00
22002318	536000	Nieman Plumbing (Estimate)	\$ 600.00
22002166	536000	Ohio Assoc. of Plumbing Inspectors - Conference Registration	\$ 1,200.00
22001042	536000	Public Entities Pool of Ohio	\$ 26,000.00
22000424	536000	RICOH	\$ 540.88
22000428	536000	Rollins DBA / Orkin	\$ 443.52
22000433	536000	Rouse's Heating & A/C	\$ 289.00
22000433	536000	Rouse's Heating & A/C (Boiler Cold Water Return Pump Estimate)	\$ 3,600.00
22001547	536000	Royal Document Destruction	\$ 65.00
22001010	536000	The Baldwin Group	\$ 441.86
22000663	550000	Perry Kelly Plumbing (Refund)	\$ 1,745.00
22000679	550000	State of Ohio / Dept of Health - PWS fees	\$ 460.00
22002342	550000	State of Ohio / Division of Real Estate - Burial Permits	\$ 235.00

District Health Fund 7000 Total:**\$ 41,427.75**

Butler County General Health District
February 2022 Bills List

District Health Fund 7000 - Cribs for Kids Grant (HC4K)

P.O. Number	Account	Vendor Name	Amount
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Fund 7000 (HC4K) Total:			\$ -
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District Health Fund 7000 - COVID Enhanced Operations (HCEO)

P.O. Number	Account	Vendor Name	Amount
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22000346	529000	Office Depot	\$ 168.58
22000346	529000	Office Depot	\$ 56.12
22000346	529000	Office Depot	\$ 168.58
22002193	529000	Quality Publishing	\$ 378.89
22000420	530500	Mary Bridge	\$ 9.52
22000420	530500	Mita Patel	\$ 29.68
22000120	536000	City of Hamilton	\$ 1,880.00
22000308	536000	Language Line Services Inc	\$ 303.40
22000332	536000	Miami University	\$ 32,698.65
22000426	536000	RICOH	\$ 420.11

Fund 7000 (HCEO) Total:			\$ 36,113.53
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District Health Fund 7000 - COVID (HCN22)

P.O. Number	Account	Vendor Name	Amount
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22000349	529000	Office Depot	\$ 511.99
22000349	529000	Office Depot	\$ 17.56
22000349	529000	Office Depot	\$ 25.49
	530500	Betsy Waldeck	\$ 29.84
22000127	536000	City of Hamilton	\$ 3,723.70

Fund 7000 (HCN22) Total:			\$ 4,308.58
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Butler County General Health District

February 2022 Bills List

District Health Fund 7000 - COVID Commissioners Funding (HCVDC)

PO Number	Account	Vendor Name	Amount
22002287	529000	US Bank - Best Buy - iPad for Health Commissioner	\$ 999.99
22002287	529000	US Bank - Best Buy - Apple Keyboard Case	\$ 349.00
22002287	529000	US Bank - Best Buy - Apple Pencil	\$ 129.00
22001041	529000	Office Depot	\$ 39.99
22001041	529000	Office Depot	\$ 244.99
Fund 7000-HCVDC Total:			\$ 1,762.97

District Health Fund 7000 - Drug Overdose Prevention (HDOP)

PO Number	Account	Vendor Name	Amount
22001474	529000	Dell Marketing LP	\$ 280.14
Fund 7000-HDOP Total:			\$ 280.14

District Health Fund 7000 - Help Me Grow Home Visiting (HHMG)

P.O. Number	Account	Vendor Name	Amount
22002169	529000	Florida State University	\$ 175.00
22000028	530500	Marie Brice	\$ 64.06
22000028	530500	Michelle Tubbs	\$ 81.31
Fund 7000 (HHMG) Total:			\$ 320.37

District Health Fund 7000 - Medicaid Infant Mortality (HMCD)

P.O. Number	Account	Vendor Name	Amount
22001005	530500	Francine Kuwonu	\$ 61.43
Fund 7000 (HMCD) Total:			\$ 61.43

District Health Fund 7000 - Maternal Child Health Grant (HMCP)

P.O. Number	Account	Vendor Name	Amount
22002191	529000	Quality Publishing	\$ 499.73
22002319	529000	Quality Publishing	
21004027	536000	Kirchner Maketing LLC	\$ 10,000.00
Fund 7000 (HMCP) Total:			\$ 10,499.73

Butler County General Health District
February 2022 Bills List

District Health Fund 7000 - Ohio EPA Mosquito Grant (HMOSQ)

P.O. Number	Amount	Vendor Name	Amount
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Fund 7000 (HMOSQ) Total:			\$ -
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District Health Fund 7000 - Moms Quit for Two Grant (HMQ2)

P.O. Number	Amount	Vendor Name	Amount
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22000154	536000	Envision Partnerships	\$ 4,475.00
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Fund 7000 (HMQ2) Total:			\$ 4,475.00
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District Health Fund 7000 - Ohio Equity Institute Grant (HOEI)

P.O. Number	Amount	Vendor Name	Amount
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22001556	529000	Walmart - Client Incentives	\$ 500.00
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Fund 7000 (HOEI) Total:			\$ 500.00
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District Health Fund 7000 - Public Health Emergency Preparedness Grant (HPHEP)

P.O. Number	Account	Vendor Name	Amount
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22002192	529000	Office Depot	\$ 42.99
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22002192	529000	Office Depot	\$ 25.00
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22001002	536000	City of Middletown	\$ 322.72
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22000668	536000	State of Ohio / Dept of Admin Svcs - MARCS radios	\$ 250.00
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22002341	536000	Butler County E.M.A.	\$ 2,142.85
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	536000	Butler County Sheriff's Office Communications Section	\$ 290.00
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Fund 7000 (HPHEP) Total:			\$ 3,073.56
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District Health Fund 7000 - Tuberculosis (HTBS)

P.O. Number	Account	Vendor Name	Amount
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22001348	529000	Kroger Pharmacy (TB Patient)	\$ 34.44
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22000354	529000	Office Depot	\$ 2.14
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22000026	530500	Mary Beth Grollmus	\$ 90.68
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22000310	536000	Language Line Services Inc	\$ 180.15
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Fund 7000 (HTBS) Total:			\$ 307.41
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Butler County General Health District
February 2022 Bills List

Food Service Program Fund 7001

P.O. Number	Account	Vendor Name	Amount
22000351	529000	Office Depot	\$ 185.83
22000351	529000	Office Depot	\$ 20.53
22000351	529000	Office Depot	\$ 8.09
22002288	529000	Thermoworks	\$ 1,473.78
22002145	530500	Ohio Environmental Health Assoc. Conference Registrations	\$ 1,350.00
22000336	536000	Monro DBA/Mr Tire	\$ 54.42
22000428	536000	Rollins DBA / Orkin	\$ 443.52
22000425	536000	RICOH	\$ 499.58
22001043	536000	Public Entities Pool of Ohio	\$ 25,521.00
22001011	536000	The Baldwin Group	\$ 583.89
22000673	550000	State of Ohio / Dept of Health - FSO fees	\$ 252.00
22000670	550000	State of Ohio / Dept of Health - RFE fees	\$ 140.00
Food Service Fund (7001) Total:			\$ 30,532.64

Pools Program Fund 7004

P.O. Number	Account	Vendor Name	Amount
22001013	536000	The Baldwin Group	\$ 113.62
22000675	550000	State of Ohio / Dept of Health - Pool fees	\$ -
Pools Program Fund (7004) Total:			\$ 113.62

RV/Camps Fund 7005

P.O. Number	Account	Vendor Name	Amount
RV/Camps Fund (7005) Total:			\$ -

Household Sewage Treatment Fund 7006

P.O. Number	Account	Vendor Name	Amount
20001474	529000	Dell Marketing LP	\$ 280.14
22000337	536000	Monro DBA/Mr Tire	\$ 1,065.40
22000337	536000	Monro DBA/Mr Tire	\$ 36.02


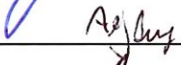
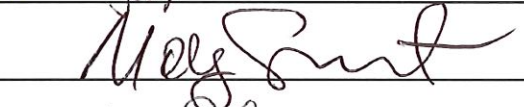
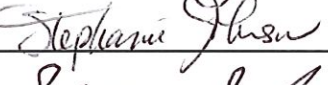
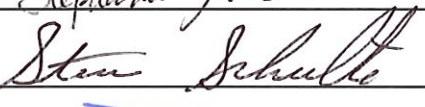

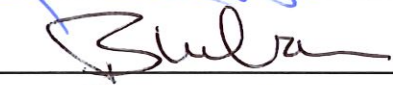
Butler County General Health District
February 2022 Bills List

22000666	550000	State of Ohio / Dept of Health - HSTS fees	\$	444.00
Household Sewage Treatment Fund (7006) Total:			\$	1,825.56
Total for the month of February 2022			\$	135,602.29

***Then & Nows:**

P.O. Number	Account	Vendor Name	Amount
22000191	529000	Butler County Commissioner's Office (Postage) (HCEO grant)	\$ 5,859.25
Then & Now Total:			\$ 5,859.25

Board of Health Approved:

Mr Baumgartner 
Dr Burley 
Dr Emmert 
Mrs Johnson 
Mr Schulte 
Mr Simpson 
Mr Urban 
Mr Woeste 