

## Holmes County Board of Health

Regular Session  
Minutes—January 17, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **January 17, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:05 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	None
Carol Miller	Jennifer Talkington	
	Tara Conner	
	LaVonne Flickinger	
	Rebecca Starner	
	Taylor Krebs	

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session to Discuss Contract

### APPROVAL OF MINUTES

Minutes from the **December 2019** regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the **December 2019** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 23-20 APPROVAL OF ACCOUNTS PAYABLE

Mrs. Miller moved that the accounts payable for **December** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

001	District Health	\$7,503.97
010	Sewage Program	\$2,315.07
030	Clinic	\$190.88
060	Special Services	\$283.83
110	RV/Park/Camp Fund	\$50.94
120	Swimming Pools	\$46.50
140	Private Water Fund	\$562.83
150	Solid Waste Fund	\$2.83
190	Food Service Fund	\$305.19
310	Maternal & Child Health	\$41.82
340	Falls Among Older Adults	\$3,068.33
360	Immunization	\$544.42
420	Help Me Grow	\$332.03
430	WIC	\$3,914.15
470	PHEP	\$1,698.16
#	Total	<b>\$20,860.95</b>

## **24-20 APPROVAL OF ACCOUNTS TRANSACTIONS**

The Board reviewed the account transactions report for the month of **December**. Dr. Miller moved that the account transactions report for the month of **December** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **HEARINGS**

*None*

## **PUBLIC PARTICIPATION**

*None*

## **CONTINUING BUSINESS**

## **NON-ACTION ITEM REPORT**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## **NEW BUSINESS**

### **25-20 PRIVATE WATER VARIANCE REQUEST**

The Health Commissioner presented the final reading of the recreation proposed fees. Ms. Burns moved that the final reading be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **26-20 PRIVATE WATER FEES**

The Health Commissioner recommended approval to hire Joshua Phillips as SIT. He is a former employee of the Tuscarawas County Health Department, but is from Holmes County. He is glad to be home. Mrs. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **INCOME & EXPENSE**

The income and expense report for the month of **December** was reviewed. Dr. Miller moved that the reports be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **STATISTICS**

Mike informed the Board that due to the COVID response some of the stats are lagging. Mike shared that it will be interesting to watch birth numbers as we anticipate a baby boom towards the end of the year as a result of COVID. So far in 2020 birth and death numbers area in line with previous years. With regard to reportable diseases, we are still seeing cases of pertussis, Lyme disease, and chlamydia. Mike shared that we are not doing outreach clinics at this time so there is not a lot to report. Raquel, Sue, and Tara have been working on plans to re-start immunization clinics with enhanced safety protocols. WIC is up almost 50 cases.

## **HEALTH COMMISSIONER REPORT**

Mike thanked staff for their hard work. He shared that this is public health's defining moment and how we react is important. Mike reminded everyone that our mission throughout this response, in addition to public health and safety, has been to be kind, check in on each other, and take care of yourself. Mike shared that we have 10 confirmed cases of COVID-19, 2 hospitalizations, and 1 fatality. He emphasized that the HCGHD is being as transparent as possible, but there is a lot of misinformation circulating. Mike invited the Board members to ask questions to himself or staff.

### INCOME & EXPENSE

The income and expense report for the month of **January 2020** was reviewed. Dr. Miller moved that the report be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### EXECUTIVE SESSION

President Mr. Kurt Rodhe asked for a motion to go into executive session to discuss personnel matters with no action to be taken. Mrs. Miller so moved and Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

On a motion from Mrs. Miller, seconded by Mr. Miller, the board reconvened from executive session at 8:53 AM. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

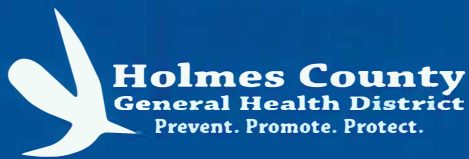
The being no further action, the Board adjourned at **9:20 AM.**



Kurt Rodhe, Board President



Michael E. Derr - Secretary



## Holmes County Board of Health

Regular Session  
Minutes—February 21, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **February 21, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:06 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	None
Carol Miller	Jennifer Talkington	
Paul Miller	Tara Conner	
Eric Miller	LaVonne Flickinger	
	Rebecca Starner	
	Taylor Krebs	

### ADDITIONS OR CORRECTIONS TO AGENDA

*Add Executive Session for Personnel with Action*

### APPROVAL OF MINUTES

Minutes from the **January 2020** regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mr. Miller the minutes of the **January 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### 9-20 APPROVAL OF ACCOUNTS PAYABLE

Mr. Miller moved that the accounts payable for **January 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

001	District Health	\$25,899.23
010	Sewage Program	\$53,029.08
030	Clinic	\$2,002.64
060	Special Services	\$2,754.59
110	RV/Park/Camp Fund	\$368.52
120	Swimming Pools	\$227.84
140	Private Water Fund	\$4,705.50
150	Solid Waste Fund	\$12.57
190	Food Service Fund	\$1,543.78
310	Maternal & Child Health	\$41.82
340	Falls Among Older Adults	\$2,554.64
360	Immunization	\$981.93
420	Help Me Grow	\$2,095.69
430	WIC	\$2,343.56
470	PHEP	\$1,268.77
#	Total	<b>\$99,788.34</b>

## **APPROVAL OF ACCOUNTS TRANSACTIONS**

*None*

## **HEARINGS**

*Public Hearing for Second Reading of Recreation Program fees.*

## **PUBLIC PARTICIPATION**

*None*

## **CONTINUING BUSINESS**

## **NON-ACTION ITEM REPORT**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## **NEW BUSINESS**

### **10-20 SECOND READING OF RECREATION PROPOSED FEES**

Dr. Miller moved that the second reading be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### **11-20 VMSG RENEWAL CONTRACT**

The Health Commissioner presented the Board with the VMSG renewal contract. Dr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### **12-20 MOU FOR WAYNE ANTI-HUMAN TRAFFICKING COALITION**

The Health Commissioner presented the Wayne Anti-Human Trafficking Coalition MOU to the Board. Mrs. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### **13-20 RESIGNATION OF JODI GEARHART**

The Health Commissioner announced the resignation of Jodi Gearhart to the Board. He expressed appreciation for her and explained that she took a job closer to home. Mr. Miller approved that the resolution be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### **14-20 RECLASSIFICATION OF COLTON TENNANT TO SIT**

Colton Tennant was recommended to be reclassified from Environmental Technician to Sanitarian in Training (SIT) following Mrs. Gearhart's resignation. Mr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

### **15-20 APPROVAL TO RECRUIT AND HIRE SIT/RS**

The Health Commissioner recommended the Board to allow the recruitment and hiring of an SIT or RS to add to the Environmental Health team. Mr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative—none. The motion was approved.

## 22-20 BOARD OF HEALTH BY-LAWS

The Health Commissioner recommended the adjustment of Board of Health By-Laws for Board leadership. Franklin County has a similar structure. The new By-Laws would have the positions of President, Past President, and President Elect. Transition happens every two years. Mrs. Miller moved that the motion be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### INCOME & EXPENSE

The income and expense report for the month of **February** was reviewed. Dr. Miller moved that the report be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### STATISTICS

N/A

### STAFF REPORTS

Mrs. Jennifer Talkington – Busy working on COVID-19 response. Expressed appreciation for staff and Board of Health.

Mrs. Sarah Burkholder – Completely focused on COVID-19 response. Proud of whole staff and the response effort.

Mrs. Rebecca Starner – All face-to-face client meetings have been cancelled. Using phone and video for visits. There are access to internet issues for some families. Programs are staying true to models but making it work for the current situation. Kerry contacted all Falls Prevention program participants. Mrs. Starner and staff continue to work on new ways to communicate and educate.

Tara – Nursing is focused on COVID-19 response and getting guidance to the community. BCMH is conducting business through phone. Immunization clinics have been suspended.

Health Commissioner – Reemphasized that Holmes County saw the first case of COVID-19 on March 29. There is a focus on putting out accurate information to media, social media, stakeholders and partners. Confusion around testing continues to be an issue. Testing is limited. Social distancing strategies have been implemented. People are encouraged to follow guidelines. This will help to flatten the curve. The Health Commissioner encouraged Holmes County residents to, “Be a patriot and stay home.” He also encouraged meeting participants and the public to follow the Health Department’s daily objectives which are to: Be kind to someone; Check on each other; and Do something good for yourself.

The being no further action, the Board adjourned at **8:30 AM**.

  
Kurt Rodhe, Board President

  
Michael E. Derr - Secretary



## Holmes County Board of Health

Rescheduled Regular Session (Online via Facebook Live)  
Minutes—March 30, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **March 30, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	None
Carol Miller	Jennifer Talkington	
Paul Miller	Tara Conner	
Misty Burns	LaVonne Flickinger	
	Rebecca Starner	
	Taylor Krebs	

### ADDITIONS OR CORRECTIONS TO AGENDA

None

### APPROVAL OF MINUTES

N/A

### 17-20 APPROVAL OF ACCOUNTS PAYABLE

Ms. Burns moved that the accounts payable for February 2020 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

001	District Health	\$8,342.87
010	Sewage Program	\$36,185.42
030	Clinic	\$5,103.97
060	Special Services	\$731.74
110	RV/Park/Camp Fund	\$40.21
120	Swimming Pools	\$13.21
140	Private Water Fund	\$3,424.02
150	Solid Waste Fund	\$17.02
190	Food Service Fund	\$364.08
340	Falls Among Older Adults	\$1,319.16
360	Immunization	\$693.47
420	Help Me Grow	\$328.12
430	WIC	\$1,348.71
470	PHEP	\$775.07
#	Total	<b>\$58,708.97</b>

## **10-20 APPROVAL OF ACCOUNTS TRANSACTIONS**

The Board reviewed the account transactions report for the month of **February 2020**. Mrs. Miller moved that the account transactions report for the month of **February 2020** be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **HEARINGS**

*None*

## **PUBLIC PARTICIPATION**

*None*

## **CONTINUING BUSINESS**

## **NON-ACTION ITEM REPORT**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## **NEW BUSINESS**

## **18-20 FINAL READING OF RECREATION PROPOSED FEES**

The Health Commissioner presented the final reading of the recreation proposed fees. Mr. Miller moved that the final reading be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **19-20 NEW HIRE: JOSHUA PHILLIPS**

The Health Commissioner recommended approval to hire Joshua Phillips as SIT. He is a former employee of the Tuscarawas County Health Department, but is from Holmes County. He is glad to be home. Mrs. Miller moved that the motion be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **20-20 PEP RENEWAL POLICY; LIABILITY**

The Health Commissioner recommended the approval of the Public Entities Pool of Ohio policy. Mr. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **21-20 ISOLATION/QUARANTINE PROTOCOL**

The Health Commissioner presented to the Board an updated protocol for Isolation and Quarantine which would allow the Board to approve delegation of authority and procedure during an emergency. These changes were recommended by the AOHC. Mr. Miller approved that the resolution be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## **22-20 BOARD OF HEALTH REORGANIZATION**

The Health Commissioner recommended the reorganization of the Board of Health which was previously discussed with the Board of Health president. There would now be a President, Past President and President Elect. To fill the position, Mrs. Miller nominated Ms. Burns to the position of President Elect. Mr. Miller seconded the nomination. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.



Mr. Rodhe asked how the next few weeks look and asked are we opening safely? Mike replied that our first priority is at risk populations such as nursing homes and we have provided them with PPE. Mike emphasized the importance of being vigilant and taking the recommended protocols seriously. He also emphasized taking precautions such as wearing masks, social distancing, staying home when sick etc.

Mrs. Miller expressed concern for staff's welfare; their physical and mental health and asked about plans for ensuring employee safety. Jen shared with Carol that we have developed a COVID-19 employee safety policy. Mike told Mrs. Miller that we try to make sure all staff get out by 4:30 each day and limit the number of hours staff work while at home. He shared that about half of our staff is currently working from home. He also reminded the Board about our employee assistance program which is available to staff.

Ms. Burns thanked staff for their hard work and reminded all that the battle is with virus and not with each other. She inquired about contact tracing and social distancing. Mike explained that that the HCGHD has to get a list of close contacts for confirmed cases. The more people social distance, the less contacts they will have.

Dr Miller asked when the Health Department will have enough tests to test everyone who is ill, rather than just those who meet the priority areas. Mike said that it is still a long way away as we are still only getting a limited supply of tests each week.

Mr. Rodhe closed the meeting by thanking the Board for their support and commended the HCGHD staff on an outstanding job. He encouraged all to keep doing great work. He acknowledged the need to re-open businesses, but emphasized the importance of doing so safely under the established guidelines.

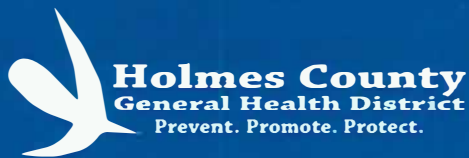
The being no further action, the Board adjourned at **9:06 AM**.



Kurt Rodhe, Board President



Michael E. Derr - Secretary



## Holmes County Board of Health

Regular Session (Online via Facebook Live)  
Minutes—May 15, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **May 15, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:04 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	None
Carol Miller	Jennifer Talkington	
Misty Burns	Tara Conner	
	LaVonne Flickinger	
	Rebecca Starner	

### ADDITIONS OR CORRECTIONS TO AGENDA

None

### APPROVAL OF MINUTES

Minutes from the **February and March** regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the **February and March** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 23-20 APPROVAL OF ACCOUNTS PAYABLE

Mrs. Miller moved that the accounts payable for **April** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

001	District Health	\$29,099.33
010	Sewage Program	\$13,401.32
030	Clinic	\$2,076.30
060	Special Services	\$2,280.27
110	RV/Park/Camp Fund	\$96.30
120	Swimming Pools	\$61.69
140	Private Water Fund	\$3,156.88
150	Solid Waste Fund	\$5.13
190	Food Service Fund	\$7,679.60
340	Falls Among Older Adults	\$3,822.90
360	Immunization	\$500.57
420	Help Me Grow	\$726.18
430	WIC	\$2,768.58
470	PHEP	\$5,410.18
#	Total	\$71,085.23

## 24-20 APPROVAL OF ACCOUNTS TRANSACTIONS

*Months April* *April*  
The Board reviewed the account transactions report for the month of ~~May~~. Dr. Miller moved that the account transactions report for the month of ~~May~~ be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## HEARINGS

*None*

## PUBLIC PARTICIPATION

*None*

## CONTINUING BUSINESS

## NON-ACTION ITEM REPORT

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## NEW BUSINESS

## 25-20 PRIVATE WATER VARIANCE REQUEST

The Health Commissioner presented the final reading of the recreation proposed fees. Ms. Burns moved that the final reading be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## 26-20 PRIVATE WATER FEES

The Health Commissioner recommended approval to hire Joshua Phillips as SIT. He is a former employee of the Tuscarawas County Health Department, but is from Holmes County. He is glad to be home. Mrs. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## INCOME & EXPENSE

The income and expense report for the month of **April** was reviewed. Dr. Miller moved that the reports be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

## STATISTICS

Mike informed the Board that due to the COVID response some of the stats are lagging. Mike shared that it will be interesting to watch birth numbers as we anticipate a baby boom towards the end of the year as a result of COVID. So far in 2020 birth and death numbers area in line with previous years. With regard to reportable diseases, we are still seeing cases of pertussis, Lyme Disease, and chlamydia. Mike shared that we are not doing outreach clinics at this time so there is not a lot to report. Raquel, Sue, and Tara have been working on plans to re-start immunization clinics with enhanced safety protocols. WIC is up almost 50 cases.

## HEALTH COMMISSIONER REPORT

Mike thanked staff for their hard work. He shared that this is public health's defining moment and how we react is important. Mike reminded everyone that our mission throughout this response, in addition to public health and safety, has been to be kind, check in on each other, and take care of yourself. Mike shared that we have 10 confirmed cases of COVID-19, 2 hospitalizations, and 1 fatality. He emphasized that the HCGHD is being as transparent as possible, but there is a lot of misinformation circulating. Mike invited the Board members to ask questions to himself or staff.

Mr. Rodhe asked how the next few weeks look and asked are we opening safely? Mike replied that our first priority is at risk populations such as nursing homes and we have provided them with PPE. Mike emphasized the importance of being vigilant and taking the recommended protocols seriously. He also reminded everyone about safety precautions such as wearing masks, social distancing, stay home when sick, etc.

Mrs. Miller expressed concern for staff's welfare; their physical and mental health and asked about plans for ensuring employee safety. Jen shared with Carol that we have developed a COVID-19 employee safety policy. Mike told Mrs. Miller that we try to make sure all staff get out by 4:30 each day and limit the number of hours staff work while at home. He shared that about half of our staff is currently working from home. He also reminded the Board about our employee assistance program which is available to staff.

Ms. Burns thanked staff for their hard work and reminded all that the battle is with virus and not with each other. She inquired about contact tracing and social distancing. Mike explained that that the HCGHD has to get a list of close contacts for confirmed cases. The more people social distance, the less contacts they will have.

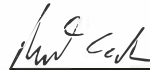
Dr Miller asked when the Health Department will have enough tests to test everyone who is ill, rather than just those who meet the priority areas. Mike said that it is still a long way away as we are still only getting a limited supply of tests each week.

Mr. Rodhe closed the meeting by thanking the Board for their support and commended the HCGHD staff on an outstanding job. He encouraged all to keep doing great work. He acknowledged the need to re-open businesses, but emphasized the importance of doing so safely under the established guidelines.

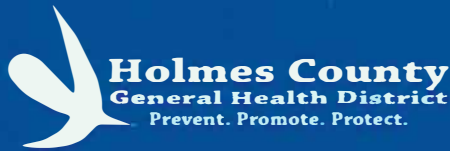
The being no further action, the Board adjourned at **9:06 AM**.



Kurt Rodhe, Board President



Michael E. Derr - Secretary



## Holmes County Board of Health

Regular Session  
Minutes—June 19, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **June 19, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	Casey Cramer
Carol Miller	Jennifer Talkington (Remote)	George Smith
Misty Burns	Tara Conner (Remote)	
Paul Miller	LaVonne Flickinger	
	Rebecca Starner (Remote)	
	Sarah Burkholder	
	Taylor Krebs	

### HEARINGS

#### Smith's Pleasant Valley Campground: Notice of Violation to Stay Safe Ohio Order

Smith's Pleasant Valley Campground was found to be in violation of the Ohio Department of Health Director's Stay Safe Ohio Order by the Holmes County General Health District. A Notice of Violation from the Health District was sent to George and Amy Smith on May 15, 2020.

The Health Commissioner stated that there were no prior or further violations from the Smith's Pleasant Valley Campground, thereby recommending no action to be taken by the Board of Health at the hearing. Kurt Rodhe, Board of Health president, welcomed the opportunity to hear a statement from Smith's Pleasant Valley Campground.

Upon the invitation, Casey Cramer, the attorney representing George and Amy Smith, presented a statement on behalf of the Smith's. [Official statement on file.]

Board of Health president, Kurt Rodhe, expressed appreciation for the comments. With no further comment or action to be taken, Mr. Miller moved to close the hearing. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

#### Iron Pony: Notice of Violation to Stay Safe Ohio Order

Iron Pony was found to be in violation of the Ohio Department of Health Director's Stay Safe Ohio Order by the Holmes County General Health District. A Notice of Violation from the Health District was sent on May 18, 2020. With no representation present from Iron Pony, and no further violation, the Health Commissioner recommended no further action to be taken. Ms. Burns moved to close the hearing. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.



Second Reading of Proposed Private Water Fees

A hearing was held for the second reading of the Proposed Private Water fees. With no public comment, and no changes to the fees, Ms. Burns moved to close the hearing. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session to Discuss Personnel with Action.

APPROVAL OF MINUTES

Minutes from the **May 2020** regular meeting were reviewed. On a motion by Mr. Miller and seconded by Ms. Burns the minutes of the **May 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

27-20 APPROVAL OF ACCOUNTS PAYABLE

Mrs. Miller moved that the accounts payable for **May 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

001	District Health	\$11,673.45
010	Sewage Program	\$812.80
030	Clinic	\$113.42
060	Special Services	\$4,813.77
110	RV/Park/Camp Fund	\$33.92
120	Swimming Pools	\$61.69
140	Private Water Fund	\$281.59
150	Solid Waste Fund	\$0.47
190	Food Service Fund	\$386.87
340	Falls Among Older Adults	\$1,685.53
360	Immunization	\$169.74
420	Help Me Grow	\$726.18
430	WIC	\$2,787.44
470	PHEP	\$1,140.39
#	Total	\$23,952.75

28-20 APPROVAL OF ACCOUNTS TRANSACTIONS

The Board reviewed the account transactions report for the month of **May 2020**. Ms. Burns moved that the account transactions report for the month of **May 2020** be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

NEW BUSINESS

29-20 SECOND READING OF PROPOSED PRIVATE WATER FEES

The Health Commissioner presented the second reading of the Proposed Private Water Fees. Mrs. Miller moved that the final reading be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.



### 30-20 APPROPRIATIONS: GET VACCINATED OHIO

The Health Commissioner recommended approval of the Get Vaccinated Ohio (GVO) appropriations. Mr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### 31-20 APPROPRIATIONS: PHEP

The Health Commissioner recommended approval of the Public Health Emergency Preparedness (PHEP) appropriations. Ms. Burns moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### INCOME & EXPENSE

The income and expense report for the month of **May** was reviewed. Mrs. Miller moved that the reports be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### STATISTICS

The Health Commissioner reported that PPE is still lacking for immunization clinics to re-open. He commented that he expects WIC participants to increase due to higher unemployment.

### HEALTH COMMISSIONER REPORT

Rebecca Starner, Director of Personal Health Services, reported remotely on her department. Early Intervention (EI) received work on their 45-day compliance report. There were no inquiries. Families in EI continue to receive check-ins at least every two weeks. Staff is reaching out more often than usual due to the nature of the pandemic and adjustment of services. Work has begun on the EI grant for next year. Home Visiting (HV) continues virtual or phone visits. State has provided funding for phone cards/data and diapers and baby wipes for families. Deliveries of supplies are counted as visits. Fall Prevention has balance and mobility classes on hold for health and safety reasons. Online classes are difficult for safety reasons, i.e. not being able to see if participants are in a potentially dangerous stance that could lead to a fall. A Facebook live event was held for Tai Chi which was successful. Another grant was awarded to fund more adult fitness equipment. Starner expressed thanks to the Village of Millersburg for the previously installed equipment.

Tara Conner, Director of Nursing, reported remotely on her department. She continues to investigate communicable diseases, including Covid-19. Due to the increase of Covid-19 cases and contact tracing needs, Raquel Miller, Beth Crone and Sue Gonter-Dray were trained in contact tracing. She asserted that all were doing an excellent job. Immunization clinics, she said, would hopefully begin opening by appointment only in late July to early August. Vision and hearing screenings are still planned for the fall with precautions. Laurie asked Tara to recognize Lindsey Wilson for stepping up in her position in WIC. Farmer's market coupons will be available for WIC in July. Due to Covid-19, the booth at the fair may not be hosted. Staff are prepared to serve anyone who qualifies for WIC.

Jennifer Talkington, Deputy Health Commissioner, reported remotely that most work in PHEP was centered on the Covid-19 response. She has been working closely with Tara on disease investigation and data collection. PHEP contact tracing and Covid-19 response grants were received by the Health District. PHEP grant is being wrapped-up. New cycle begins in July. Accreditation process has been put on hold due to the pandemic. CHA timeline has been revised. PHAB is extended from February 2021 to May.

Sarah Burkholder, Director of Environmental, who was present at the meeting, reported for her department. Much of the work continues to be centered on Covid-19. EH staff have been working to provide sector and event specific guidance. Colt Tennant – Schools; Josh Phillips – Sports; Sarah Burkholder – Larger Gatherings. The Holmes County Recovery Board workgroup spearheaded by Luke Hall continues to meet to discuss and plan a common sense approach to opening Holmes County, although the workgroup is scaling back. Working to address community concerns. 426 complaints. Many regarding non-compliance to wearing masks. Social distancing and mass gathering complaints are less. Regular work

in E.H. has slowed down as efforts have been realigned for Covid-19 response. ODH has postponed surveys. Water Pollution Control Loan Fund (WPCLF) grant dollars have been spent completely. 15 failing septic systems will be replaced. Food and recreation inspections have resumed in full capacity. Regular food inspections with Covid-19 education provided. Every-changing safety guidelines for Covid-19 in addition to regular workload.

Mike Derr, Health Commissioner, reported on several items. Public health messaging continues to center on Covid-19. Campaign for #InThisTogether Ohio will be followed-up with a campaign to encourage compliance to wearing masks. Non-compliance to wearing face masks is a huge issue in the county, he said. A core message for the campaign will be to show care and concern for others by wearing a cloth face covering or mask. "I wear mine to protect you, you wear yours to protect me," he used as an example for a slogan. He then shared an acronym "CARE": Cover your face; Stay Apart; Remember to wash hands; Everyone together. In regard to Covid-19, he said there was a delayed increase in cases in Holmes County, perhaps due to location in a rural area. Infection rates have increased while hospitalizations and fatalities have remained relatively low. Fortunately, the county hasn't seen cases in long-term care facilities. The National Guard is scheduled to come next week to test long-term care facility employees, he said. In regard to sharing information, he explained that HIPAA prevents certain personal health information from being shared. In regard to testing, the information isn't available as test results are not always required to be reported to the Health Department. For recovery, there isn't a determined definition at this time. He then condemned stigma of any population.

Mr. Rodhe commented on the challenges of the pandemic, saying that he finally understands why public health is different—it is because we can't take care of ourselves individually, he said. He praised Health District staff for doing a great job with the Covid-19 response, expressing appreciation.

### **EXECUTIVE SESSION**

President Mr. Kurt Rodhe asked for a motion to go into Executive Session to discuss personnel matters with action to be taken. Mr. Miller so moved and Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved at 8:56 AM.

#### **32-20 LAVONNE FLICKINGER RECLASSIFICATION TO DIRECTOR OF FINANCE AND HUMAN RESOURCES**

The Health Commissioner recommended the reclassification of LaVonne Flickinger to Director of Finance and Human Resources. Mrs. Miller moved to approve the reclassification. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **33-20 TAYLOR KREBS RECLASSIFICATION TO HEALTH EDUCATOR**

The Health Commissioner recommended the reclassification of Taylor Krebs to Health Educator 1 with the new title of Public Information Officer. Mr. Miller moved to approve the reclassification. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **34-20 EMPLOYEE WAGE INCREASE**

The Health Commissioner recommended the approval of the budgeted 2% wage increase for employees. Mrs. Miller moved that the wage increase be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **35-20 HEALTH COMMISSIONER 5 YEAR CONTRACT**

The Board of Health discussed the renewal of the contract for Michael Derr as Health Commissioner, effective July 1, 2020. Mr. Miller moved to approve the renewal contract. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Mr. Rodhe recommended a motion to exit Executive Session. Mr. Miller made the motion. Ms. Burns seconded it. On the roll call vote the following members voted in the affirmative—Mr. Miller Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved at 10:00 AM.

The being no further action, the Board adjourned at **10:03 AM**.



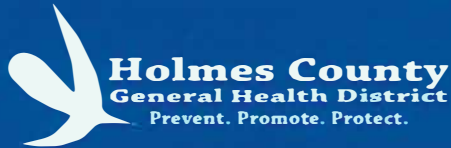
---

Kurt Rodhe, Board President



---

Michael E. Derr - Secretary



## Holmes County Board of Health

Regular Session  
Minutes—July 17, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **July 17, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:01 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	
Carol Miller	Jennifer Talkington (Remote)	
Misty Burns	Tara Conner (Remote)	
Paul Miller	Sarah Burkholder	
Eric Miller		

### HEARINGS

None

### ADDITIONS OR CORRECTIONS TO AGENDA

Add "Appropriations for E.I. Grant" under New Business. Under Reports, add "Income and Expense".  
Add Executive Session to Discuss Personnel with Action.

### APPROVAL OF MINUTES

Minutes from the **June 2020** regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mr. Miller the minutes of the **June 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 36-20 APPROVAL OF ACCOUNTS PAYABLE

001	District Health	\$10,637.06
010	Sewage Program	\$382.60
030	Clinic	\$960.68
060	Special Services	\$1,063.29
110	RV/Park/Camp Fund	\$11.23
120	Swimming Pools	\$49.63
140	Private Water Fund	\$135.39
150	Solid Waste Fund	\$49.80
190	Food Service Fund	\$2,111.85
340	Falls Among Older Adults	\$1,692.00
360	Immunization	\$363.30
420	Help Me Grow	\$726.18
430	WIC	\$3,541.49
470	PHEP	\$612.35
#	Total	\$21,610.67

Mrs. Miller moved that the accounts payable for **June 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **37-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **June 2020**. Dr. Miller moved that the account transactions report for the month of **June 2020** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **CONTINUING BUSINESS**

#### **NON-ACTION ITEM REPORT**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

### **NEW BUSINESS**

#### **38-20 FINAL READING OF PROPOSED PRIVATE WATER FEES**

The Health Commissioner informed the Board that this is the third and final reading of the fees. New fees would take effect August 1<sup>st</sup>. Mr. Rodhe asked if we had received any letters or calls from the public. Mrs. Burkholder said that we have not. Mrs. Miller moved that the final reading be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **39-20 EPI CONTRACT RENEWAL FOR MATT FALB**

Mr. Derr shared that Matt Falb is our statistical epidemiologist. This is an annual renewal of his contract; terms are the same as the previous contract. Mr. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **40-20 PERSONAL SERVICES CONTRACT**

The Health Commissioner informed the Board that this is a contract with the State of Ohio to provide nutritional services. We are the regional HUB for a 5-county region. Mr. Miller asked if we had requested to be the regional HUB. Mr. Derr replied that yes, we did, as we are one of the only counties who have a licensed nutritionist on staff. Mr. Miller asked if the 5-county region are all adjoining counties. Mr. Derr replied that yes, they are. Mrs. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **41-20 CHNA EXECUTIVE SUMMARY**

The Health Commissioner shared that we are in the process of collecting data for the 2020 CHNA. This document is an executive summary that highlights the secondary data that was collected. We are planning to meet with the CHNA group at the end of the month to finalize details of the adult and youth survey, and the focus group sessions. We hope to have more details to provide to the Board at the August meeting. Mr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **41-20 APPROPRIATION OF EI GRANT**

The Health Commissioner informed the Board that we have been working within the EI grant since the beginning of July. There was a slight reduction to the appropriation within the marketing line item. Most the grant pays for personal within the EI program. A small amount is budgeted for travel and supplies. Mr. Rodhe clarified that the program was already active. Mike confirmed that it was. Ms. Burns moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members



voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **INCOME & EXPENSE**

The income and expense report for the month of **June 2020** was reviewed. Mrs. Miller moved that the reports be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **STATISTICS**

### **HEALTH COMMISSIONER REPORT**

Mrs. Jennifer Talkington—Jen shared with the Board that Becky is now on maternity leave. She welcomed a baby girl last week. Both mom and baby are doing well. The new PHEP grant began on July 1st. Deliverables were amended due to COVID; however, award amount did not change. For EI/HMG virtual home visits continue to be recommended from the State and they are working well. Tai Chi and Matter of Balance classes remain cancelled. Kerry will begin hosting a Facebook live even every Tuesday afternoon. She will demonstrate Tai Chi moves and will provide home safety/falls prevention tips as well as COVID-19 prevention tips. The annual Falls Walk traditionally held in September has been cancelled. Kerry is organizing a virtual walk called, “Walk Across Holmes County” which will be held throughout the entire month of September. The goal is for participants to walk a collective 424 miles, the length of Holmes County.

Ms. Tara Conner—Tara shared that the nursing staff have developed an immunization safety plan. The Charm clinic has been moved from Keim Lumber to the youth center. We did have a spike in COVID-19 cases in June as well as a spike in lyme disease cases. WIC staff are back in the office and the program continues to function with precautions in place. Kurt asked if there is anything that can be done to reduce lyme disease. Tara said the best way is to control ticks. Mike added that confirmed lyme cases are up 43% from last year and suspected cases are up about 80%. Mike stressed that lyme disease is treatable and preventable. Sarah mentioned that EH has a lot of information on tick identification and prevention. Sarah Burkholder: Sarah shared that much of EH’s focus is on the COVID-19 response. Colt has been working with the schools on back to school guidance. Josh is working with the schools on sports. EH has received about 550 mask complaints to date and continues to push messaging on the importance of mask wearing. Sarah shared that they passed the solid waste inspection in March. Private water inspections have begun again with safety protocols in place.

Health Commissioner, Michael Derr—Mike directed the Board to the COVID-19 report that was distributed. This report summarizes the trends in Holmes County. We did have a two-week period in which cases were on the rise; however, we have seen a decline in cases over the last two weeks. We are seeing increase in hospitalizations and deaths which is concerning. About 80% of our deaths have been in individuals over the age of eighty. Mike emphasized that our key messaging points continue to be wear a mask, stay home when sick, wash your hands, and social distance when possible. Mike noted that he recently shared that same message with the Chamber of Commerce. Mike thanked Dr. Miller and his group for releasing the open letter on the importance of wearing a mask. Mike said that other states have picked it up and it is making an impact. Mike shared that we have improved data sharing over the last month. We have now began sharing zip code data related to COVID-19 cases. Zip code 44654 which includes Millersburg and Berlin, has the highest incidence of cases and hospitalizations.

### **EXECUTIVE SESSION**

President Mr. Kurt Rodhe asked for a motion to go into Executive Session to discuss personnel matters with action to be taken. Mr. Miller so moved and Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved at 8:48 AM.

### **42-20 RESIGNATION OF JULIA DENIRO**

Julia DeNiro’s resignation from the Health District was presented to the Board. Mrs. Miller moved to approve the resignation. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.



43-20 RECRUIT AND HIRE RS/SIT

The Health Commissioner recommended the recruitment and hire of an RS/SIT to fill the vacant position. Dr. Miller moved to approve the reclassification. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

44-20 RECRUIT AND HIRE FULL-TIME NURSE

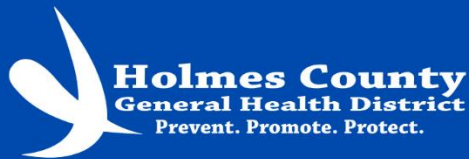
The Health Commissioner recommended the recruitment and hire of a full-time nurse. Mr. Miller moved that the wage increase be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Mr. Rodhe recommended a motion to exit Executive Session. Ms. Burns made the motion. Mrs. Miller seconded it. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved at 10:00 AM.

The being no further action, the Board adjourned at **9:34 AM**.

  
Kurt Rodhe, Board President

  
Michael E. Derr - Secretary



## Holmes County Board of Health

Regular Session  
*Minutes—August 21, 2020*

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **August 21, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:02 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Michael Derr	
Carol Miller (Remote)	Jennifer Talkington (Remote)	
Misty Burns	Lavonne Flickinger	
Paul Miller	Sarah Burkholder	
Eric Miller		

### HEARINGS

None

### ADDITIONS OR CORRECTIONS TO AGENDA

Under new business, adding New Vehicle Purchase; EI Contract; and Server Upgrade.

### APPROVAL OF MINUTES

Minutes from **July 2020** will be corrected to show that Dr. Miller was in attendance. On a motion by Dr. Miller and seconded by Ms. Burns, the minutes of the **July 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 45-20 APPROVAL OF ACCOUNTS PAYABLE

001	District Health	\$21,192.52
010	Sewage Program	\$15,836.60
030	Clinic	\$79.61
060	Special Services	\$4,866.73
110	RV/Park/Camp Fund	\$1,660.59

<b>120</b>	Swimming Pools	\$1,465.81
<b>140</b>	Private Water Fund	\$3,619.47
<b>150</b>	Solid Waste Fund	\$6.17
<b>190</b>	Food Service Fund	\$1,885.09
<b>340</b>	Falls Among Older Adults	\$1,567.69
<b>360</b>	Immunization	\$259.41
<b>420</b>	Help Me Grow	\$391.71
<b>430</b>	WIC	\$1,751.07
<b>470</b>	PHEP	\$381.88
<b>#</b>	<b>Total</b>	<b>\$54,964.35</b>

Mike noted that many of the expenditures are COVID related, such as the PCs that were purchased through Coblenz to support remote working for staff. Mike also noted expenditures due to the implementation of the Waste Water Control Loan Fund (WWCLF). No questions or comments from the Board. Ms. Burns moved that the accounts payable for **July 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **46-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **July 2020**. Mike stated that there was not much to note this month and recommended approval. Mrs. Miller moved that the accounts transactions report for the month of **July 2020** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **CONTINUING BUSINESS**

#### **NON-ACTION ITEM REPORT**

Nothing new. Mike noted that Walnut Creek Flea Market did comply with the recommendation to tie into the Sanitary Sewer System.

#### **NEW BUSINESS**

#### **47-20 APPROVAL TO HIRE JODI GEARHART AS SIT**

Mike informed the Board that this position will replace the vacant food sanitarian position. Jodi is a former employee and we are happy to welcome her back. Dr. Miller moved to approved the hire of Ms. Gearhart. Ms. Burns seconded the motion. On the roll call vote the following members voted in the

affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 48-20 RESIGNATION OF TAYLOR KREBS

Mike “reluctantly” recommended approval for the resignation of Taylor Krebs. Mike shared that he greatly appreciates Taylor and how she stepped up during this pandemic. He shared that Taylor has a great ability to educate and wished her the best of luck in her next position. Mrs. Miller moved to approve the resignation of Taylor Krebs. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 49-20 NEW VEHICLE

Mike informed the Board that this purchase is for a used Malibu with low miles. The car is for the food program and was made due to the expansion in the EH Department and also due to our current environment with regards to safety; he does not want staff driving their personal vehicles to inspections. Mike added that we will recover the expenses for this purchase through cost methodologies. Mr. Miller moved to approve the new vehicle purchase. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 50-20 EI Contract

Mike informed the Board that we appropriated these funds in July. This motion is to approve the official contract. Dr. Miller moved to approve the EI contract. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 51-20 SERVER UPGRADE

Mike informed the Board that our server is in need of an upgrade. The average cost for replacement is between \$14,000-16,000. This upgrade will make our server more secure and will be better equipped to support staff who work remotely. Mrs. Miller moved to approve the server upgrade. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### INCOME & EXPENSE

The income and expense report for the month of July 2020 was reviewed. Mike shared that everything is on track as it should be. He asked the Board not be too concerned with District Health fund. We will be receiving additional money from the COVID grants which will be put into district health, which includes an additional \$50,000 for enforcement and investigation. Mike added that so far we have spent about \$100,000 on the COVID-19 response. Mike shared that we also received the second subsidy payment from the County (\$111,000) which will be reflected in the August report. Finally, Mike shared that clinic is catching back up now that we

have resumed clinics. Special services are also doing well and we are actually ahead. Mr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **STATISTICS**

Mike shared with the Board that we will need to watch October, November, and December for births as there could be a “baby boom” due to COVID. Mike shared that death across the nation are up as a percentage and noted that we will need to monitor this locally. He said that the data may not be accurate for a couple of years. Dr. Miller inquired as to why it will take years for the death data be to accurate. Mike responded that it is due to the system used to report death data being old. With regard to communicable disease, Mike mentioned that Lyme Disease is still up in the county and shared tick bite prevention tips. COVID cases are trending down, however we will be moved to “orange” in the risk alert system this week. This is due to a 5 day increase in cases. Positivity rates for the State are down as are ED visits. Kurt asked for an explanation of what the social media statistics mean. Taylor explained that “engagement” includes how many people like, comment or share our posts. “Reach” includes how many people our post gets to.

Taylor shared that our “reach” has increased because we now have more “followers”.

### **HEALTH COMMISSIONER REPORT**

**Sarah Burkholder:** Mrs. Sarah shared she created a voicemail box for facemask complaints. Complaints are logged into a spreadsheet. As of 8/18/2020, we had received 816 complaints. The EH team has been working with the schools on school reopening and sports guidance. Sarah informed the Board that we are seeing an increase in animal bites. In 2019, we had 21 total bites reports and so far in 2020 we have had 21. Sarah shared with the Board the animal bite procedure and said that dog bites are the most common bite reported. She added that rabies is almost 100% fatal, but very preventable.

**Jen Talkington:** Mrs. Jennifer Talkington shared with regard to emergency preparedness, staff continue to work on the COVID response. In August, Jen completed two grant deliverables and we will be able to expense for \$6,300. With regard to accreditation – the Community Health Assessment (CHA) survey will be sent out at the beginning of September to a random sample for 1,200 Holmes County residents. Jen has been working through the PHAB workplan and hopes to have Domain teams reconvene this fall. The Workforce Development Plan and Strategic Plan are due for updates. Jen hopes to get those updated by December. Jen reminded the Board that Becky continues to be on maternity leave and provided an update for the EI/HMG programs. EI caseload is up after a decrease this spring due to COVID. Virtual visits continue to work well. ODH has recommended that HMG continue virtual visits through October 31.

**Lavonne Flickinger:** Mrs. Lavonne updated the Board about our new relationship with East Holmes Vet Clinic for animal head removal for suspected rabies cases. East Holmes will do this for no charge.

**Health Commissioner:** Mike shared that he has been selected as Vice Chair of the Counseling Center Board. He shared that he looks forward to serving in that role. Mike informed the Board

about House Bill 348 which is trying to restrict the authority for Boards of Health and make them more medically driven. Mike expressed concern that this model does not ensure diversity or that Boards representative of the community. Kurt echoed these sentiments and thanked Mike for bringing this to the Boards attention. Finally, Mike shared that he has been nominated to serve as Treasurer on the AOHC Board. He shared that this could be a very important role and will allow him to represent and advocate for small, rural communities on various issues. Mike shared that taking on this role would pose a conflict with the current Board meeting date and time. He asked if the Board would consider moving the meeting to the fourth Friday of the month, instead of the 3<sup>rd</sup> Friday. All Board members were supportive of this change. Beginning in October, all Board of Health meetings will be on the fourth Friday of the month.

Ms. Burns made a motion to adjourn. Mrs. Miller seconded. All in favor - Motion carried. Executive session adjourned at 9:34am.

There being on further action, the Board adjourned at 9:16am.

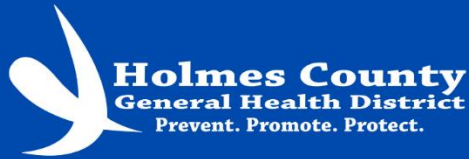
---

Kurt Rodhe, Board President

---

Michael E. Derr, Secretary





## Holmes County Board of Health

Regular Session  
Minutes—September 18, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **September 18, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Jennifer Talkington	
Carol Miller (Remote)	Tara Conner	
Misty Burns	Lavonne Flickinger	
Paul Miller	Sarah Burkholder	
Eric Miller		

### HEARINGS

None

### ADDITIONS OR CORRECTIONS TO AGENDA

Under new business, adding increase of flu fees.

### APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Ms. Burns, the minutes of the **August 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 52-20 APPROVAL OF ACCOUNTS PAYABLE

001	District Health	\$4,195.65
010	Sewage Program	\$710.02
030	Clinic	\$3,259.96
060	Special Services	\$2,549.71
110	RV/Park/Camp Fund	\$33.42
120	Swimming Pools	\$5.97
140	Private Water Fund	\$1,601.46

<b>150</b>	Solid Waste Fund	\$5.33
<b>190</b>	Food Service Fund	\$14,615.83
<b>340</b>	Falls Among Older Adults	\$1,012.62
<b>360</b>	Immunization	\$349.76
<b>420</b>	Help Me Grow	\$2,244.97
<b>430</b>	WIC	\$5,103.10
<b>470</b>	PHEP	\$326.58
<b>#</b>	<b>Total</b>	<b>\$36,014.38</b>

Jennifer noted the charge for the new vehicle purchase for food program. Nothing else was out of the ordinary for accounts payable. Mrs. Miller questioned the \$2,691 charge to Huntington Outdoor. Lavonne explained that was to purchase the billboard for WIC. Mrs. Miller moved that the accounts payable for **August 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **53-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **August 2020**. Dr. Miller moved that the accounts transactions report for the month of **August 2020** be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **CONTINUING BUSINESS**

#### **NON-ACTION ITEM REPORT**

Nothing new to report.

### **NEW BUSINESS**

#### **54-20 APPROVAL TO HIRE JENNIFER BRINDLE AS HEALTH EDUCATOR/PIO**

Jennifer informed the Board that this hire will replace Taylor Krebs vacated position. The position has been offered to Jennifer Brindle. Ms. Brindle has a Master's Degree in health education and has her Certified Health Education Specialist (CHES) credential. Ms. Brindle is scheduled to start with us on September 28<sup>th</sup>. Mr. Miller moved to approved the hire of Ms. Brindle. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 55-20 APPROPRIATIONS FOR WIC AND INJURY PREVENTION

Jennifer informed the Board that the WIC and Injury Prevention grants follow the federal fiscal year which begins on October 1<sup>st</sup>. The WIC grant totals about \$163,000 and the Injury Prevention grant totals \$90,000. Jennifer added that WIC did sustain a 2% cut from last year's grant award. Mrs. Miller moved to approve the appropriations for WIC and Injury Prevention.

Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 56-20 FLU FEES

Jennifer proposed to the Board an increase in the flu vaccine fee from \$25 to \$30. This increase would only affect private vaccine and would bring in an additional \$1,500 to the health district. Jennifer explained that \$30 is still a lower cost than what competitors charge for the flu vaccine. Mrs. Miller moved to approve the increase in flu fees from \$25 to \$30. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### INCOME & EXPENSE

The income and expense report for the month of August 2020 was reviewed. Jennifer shared that Community Clinic is still running behind because we were not able to offer immunizations March through July due to COVID-19. Special Services – Early Intervention, Help Me Grow, and BCMH - are catching back up. Jennifer noted that per Mike District Health is running a surplus of about \$74,000. Dr. Miller moved that the reports be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### STATISTICS

Jennifer shared that COVID-19 cases are down. We had a spike in June and July. Private and VFC vaccine is down from last year due to cancellation of immunization clinics March through July due to COVID. Jen added that WIC caseload is up slightly.

#### HEALTH COMMISSIONER REPORT

**Tara Conner:** Ms. Conner informed the Board that she continues to investigate COVID-19 cases and said that she receives a lot of questions about who is considered critical infrastructure personnel. Ms. Conner continues to provide CDC and ODH guidance to individuals with questions. Ms. Conner shared that the HCGHD continues to investigate other diseases and we are still seeing vector borne illness in the community, especially Lyme and LaCrosse. The Board and staff discussed COVID-19 including current status, positivity rate, testing, and cases in schools.

**Sarah Burkholder:** Mrs. Burkholder shared that to date the HCGHD has received 904 face mask complaints. EH continues to receive calls about guidance related to mass gatherings and other events. Mrs. Burkholder highlighted several “environmental health holidays” happening this

month, including “Protect Your Groundwater Day”, “SepticSmart Week”, and “Food Safety Education Month”.

**Lavonne Flickinger:** Mrs. Flickinger said that she has been keeping up on the four COVID-19 grants that we have received from the State. In total, we have received about \$276,000 to assist us in the COVID-19 response.

**Jen Talkington:** Mrs. Talkington shared that the COVID response has shifted to mass vaccination planning. Through the EOC, the HCGHD has created a vaccine taskforce. With regard to PHAB, the CHA adult survey was mailed out to 1,200 Holmes County residents on September 8<sup>th</sup>. In addition to the survey, 5 focus groups will also be conducted as part of the CHA process. Focus groups include, adults, 60 and older, Hispanic/Latino residents, LGBTQ, Killbuck/Glenmont residents, and the Amish/Plain community. The Strategic Planning Committee is meeting later this month to begin the process of updating our agencies Strategic Plan, which outlines goals and objectives for the Health District. Mrs. Talkington shared that Becky is still on maternity leave and will be retuning at the end of the month. Early Intervention staff continue to work from home and conduct virtual visits. Caseload is up in the program. Help Me Grow (HMG) also continues to do virtual visits. Throughout the pandemic HMG staff have provided diapers, wipes, and phone cards to clients. The injury prevention program held 8 “pop-up” Tai Chi events on Facebook in August and September. These virtual groups were very successful. The “Walk Across Holmes County” is taking place this month. The goal is to have participants walk a collective 424 miles. This virtual event replaces the annual Patriotic Falls Walk. Finally, Kerry will be a featured presenter on the Ohio Department of Aging webinar on September 22<sup>nd</sup>.

Mrs. Talkington provided the Health Commissioner report in Commissioner Derr’s absence. Commissioner Derr continues to serve on the Board of Directors for the Counseling Center which is important as the community continues to see concerns for mental health during the pandemic. Commissioner Derr is still awaiting election results to see if he will be elected as Treasurer for AOHC. He is excited about the possibility of serving this role as it will allow him to advocate on large public health issues with State partners. We will be holding a virtual staff meeting at the end of this month to give staff an update on the agency and our plans/goals moving forward for the remainder of the year. Finally, Commissioner Derr wished to express how proud he is of the HCGHD staff and thanked them for their continued efforts.

Mr. Miller made a motion to adjourn. Mrs. Miller seconded. All in favor - Motion carried. Executive session adjourned at 8:43am.

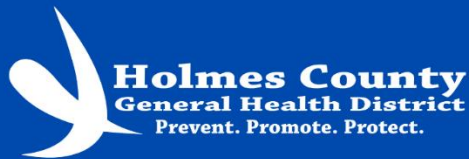
There being on further action, the Board adjourned at 8:43am.

---

Kurt Rodhe, Board President

---

Michael E. Derr, Secretary



## Holmes County Board of Health

Regular Session  
Minutes—October 16, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **October 16, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Lavonne Flickinger	
Paul Miller	Sarah Burkholder	
Eric Miller	Rebecca Starner	

### HEARINGS

None

### ADDITIONS OR CORRECTIONS TO AGENDA

Nothing new to add.

### APPROVAL OF MINUTES

Carol noted that she attended the September meeting in person, not remotely. Minutes will be corrected. On a motion by Ms. Burns and seconded by Mr. Miller, the minutes of the **September 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 57-20 APPROVAL OF ACCOUNTS PAYABLE

001	District Health	\$24,775.30
010	Sewage Program	\$3,220.94
030	Clinic	\$10,672.01
060	Special Services	\$424.14
110	RV/Park/Camp Fund	\$76.37

<b>120</b>	Swimming Pools	\$44.15
<b>140</b>	Private Water Fund	\$1,251.65
<b>150</b>	Solid Waste Fund	\$189.19
<b>190</b>	Food Service Fund	\$1,226.85
<b>340</b>	Falls Among Older Adults	\$1,432.46
<b>360</b>	Immunization	\$659.29
<b>420</b>	Help Me Grow	\$514.59
<b>430</b>	WIC	\$6,715.15
<b>470</b>	PHEP	\$728.99
<b>#</b>	<b>Total</b>	<b>\$51,931.08</b>

Mike stated that there is nothing out of the normal for accounts payable. He noted an increase in tech/IT expenses due to staff working remotely. Mr. Miller moved that the accounts payable for **September 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **58-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **September 2020**. Mike noted that \$7,500 was transferred from District Health to Solid Waste. Mrs. Miller moved that the accounts transactions report for the month of **September 2020** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **CONTINUING BUSINESS**

#### **NON-ACTION ITEM REPORT**

Nothing new to report.

#### **NEW BUSINESS**

#### **59-20 APPROVAL TO HIRE COURTNEY STRUBLE**

Mike informed the Board that this is an additional nursing position to increase our nursing capacity. Ms. Struble is a registered nurse who is coming to us from a local long-term care facility. Ms. Burn moved to approved the hire of Ms. Struble. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.



#### 60-20 FIRST READING OF SEWAGE FEES

Mike informed the Board that the sewage fees were last reviewed in 2014. Sarah used cost methodology and comparisons to surrounding counties to adjust the fees. A public notice will go out after this initial reading. Mr. Miller inquired as to which staff were covered by the sewage fees. Mike stated that the fees help to cover salaries for Colton, Josh, and Jeff. Mr.

Miller inquired as to who pays the sewage fees. Mike explained that the fees are paid by sewage haulers and citizens who install septic systems. Mr. Rhode noted the hard work put into the fee adjustments and that most seemed to be only moderate increases. Mr. Miller moved to approve the first reading of the sewage fees. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms.

Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 61-20 FIRST READING OF FOOD PROGRAM FEES

Mike explained that food fees were reviewed by using cost methodology and we are proposing a moderate increase this year. He noted that 600 SIT/RS hours had to be backed out. Mr.

Rhode asked what year do we look back on to make adjustments. Mike said we use 2019. The Board discussed with Mike and Sarah the requirements for the various food license categories. Mr. Miller moved to approve the first reading of the food programs fees. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller,

Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 62-20 FIRST READING OF UPDATED BUDGET PLAN

Mike shared that the 5-year budget serves as a plan to see where the Health District is going.

The budget includes potential freezes on certain programs as well as additional COVID-19 funding. Mike noted that the biggest changes to the budget were to District Health and Private water. No motion for approval was needed.

#### 63-20 CONSIDERATIONS FOR HOLIDAYS – CHRISTMAS EVE AND NEW YEARS EVE

Mike requested that the Board grant Christmas Eve and New Year's Eve as paid holiday's for health district staff. He noted that in years past the County has granted Christmas Eve to county employees as well as half a day on New Year's Eve. Mrs. Miller moved to approve making Christmas Eve and New Year's Eve paid holidays for staff this year. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### INCOME & EXPENSE

The income and expense report for the month of September 2020 was reviewed. Mike noted that nothing was out of the ordinary for income and expense. We are hitting all projections except within solid waste. He added that the increase in District Health was due to the COVID grants. Mrs. Miller moved that the reports be approved. Ms. Burns seconded the motion. On

the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **STATISTICS**

Mike shared that we will likely see a “baby boom” over the course of the next three months due to the pandemic/stay at home order last spring. Mike noted that we are seeing a higher incidence of COVID-19 and are reaching our second peak. He stressed the importance of prevention messaging, including wear a mask, stay home when sick, avoid large gatherings, wash your hands, and get a flu shot. Finally, Mike shared that immunizations have picked up and shared that we did a flu shot clinic yesterday for County employees.

### **HEALTH COMMISSIONER REPORT**

**Sarah Burkholder:** Mrs. Burkholder shared that to date the HCGHD has received 981 face mask complaints. EH continues to provide sector specific guidance and education to assist businesses with safety during the pandemic. Mrs. Burkholder commended her staff for continuing to handle difficult phone calls with professionalism and kindness. Mrs. Burkholder informed the Board that Sanitarians have conducted 24 facility plan reviews so far this year. These reviews allow our staff to educate new food operators on how to set up their establishments for success. Additionally, EH staff have conducted 184 soil designs and evaluations to evaluate code compliance.

**Lavonne Flickinger:** Mrs. Flickinger had nothing new to report.

**Rebecca Starner:** Mrs. Starner informed the Board that Help Me Grow Home Visiting is being granted supplementary funds through the spring of next year. Mrs. Starner said that this is a sign that we will be dealing with the financial implications of COVID-19 well into next year. Phone cards distributed to Help Me Grow families have helped connect our parents with a phone some would otherwise not have. Both Early Intervention and Home Visiting are continuing with virtual visits. Becky expressed gratitude for the Training Center as they have helped our EI staff to ensure that paperwork is completed and have kept our families engaged. In Falls prevention, Kerry is working on a plan to offer some in person classes, however if COVID cases continue to rise, we will have to cancel classes.

**Jen Talkington:** Mrs. Talkington shared that the Health District has started a vaccine taskforce to plan locally COVID-19 vaccine distribution. Partners on the taskforce include hospital, EMA, law enforcement, and EMS. The ODH has weekly calls with local health departments to assist in vaccine planning efforts. With regard to PHAB, Jen shared that the deadline to complete the Community Health Assessment survey has been extended. The survey was mailed out to a random sample of 1,200 residents in September. We still hope to have a completed CHA by the end of December. We did attempt to conduct five focus groups on select target populations in the community in an attempt to collect qualitative data – Amish, adults 60+, Hispanic/Latino, LGBTQ, and Killbuck/Glenmont residents. Due to lack of participation, the Hispanic/Latino group and Killbuck/Glenmont focus group were cancelled.

**Health Commissioner:** Mr. Derr reinforced key prevention messages to reduce the spread of COVID-19 and other illnesses. Mr. Derr informed the Board that local health departments are now required to report COVID-19 outbreak trends and mask compliance to Governor DeWine weekly and we have reported that mask compliance is down in the County. Mr. Derr shared that he recently provided testimony to AOHC for HB 770 which deals with family members visiting long term care facility residents. He was supportive of the bill if language could be included that would require the family members must be named and participate in regular COVID testing. Mr. Derr reminded the Board that there is a bill continuing to gain traction related to medical Board's of Health. Mr. Derr and the Board discussed the importance of maintain a community drives Board of Health. Finally, Mike shared that we conducted a virtual staff meeting in September and that it was nice to be able to reconnect with everyone face to face.

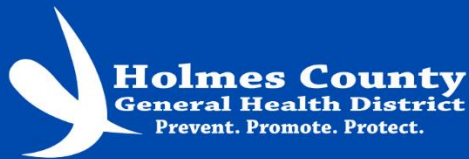
Mr. Rhode made a motion to adjourn. Mrs. Miller seconded. All in favor - Motion carried. There being on further action, the Board adjourned at 9:14am

---

Kurt Rodhe, Board President

---

Michael E. Derr, Secretary



## Holmes County Board of Health

Regular Session  
Minutes—November 20, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **November 20, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Lavonne Flickinger	
Paul Miller	Sarah Burkholder	
Eric Miller	Rebecca Starner	
	Tara Conner	

### HEARINGS

#### 64-20 OPEN HEARING FOR FOOD FEES

This is the official hearing for the change in food fees. Mrs. Miller moved that the hearing for food fees be opened. Mrs. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 65-20 CLOSE HEARING FOR FOOD FEES

There was no feedback from the public regarding the change to food fees. Dr. Miller moved that the hearing for food fees be closed. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 66-20 OPEN HEARING FOR SEWAGE FEES

This is the official hearing for the change in sewage fees. Ms. Burns moved that the hearing for the sewage fees be opened. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 67-20 CLOSE HEARING FOR SEWAGE FEES

There was no feedback from the public regarding the change to sewage fees. Mr. Miller moved that the hearing for the sewage fees be closed. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### ADDITIONS OR CORRECTIONS TO AGENDA

Two additions:

9.9 Approval to Hire Crystal Payne

9.10 Variance request for Patrick and Emily Miller

#### APPROVAL OF MINUTES

On a motion by Mrs. Miller and seconded by Ms. Burns, the minutes of the **October 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

#### 68-20 APPROVAL OF ACCOUNTS PAYABLE

<b>1</b>	<b>District Health</b>	<b>\$17,946.39</b>
<b>10</b>	Sewage Program	\$8,460.97
<b>30</b>	Clinic	\$82.19
<b>60</b>	Special Services	\$2,892.59
<b>110</b>	RV/Park/Camp Fund	\$39.60
<b>120</b>	Swimming Pools	\$20.26
<b>140</b>	Private Water Fund	\$5,240.76
<b>150</b>	Solid Waste Fund	\$28.33
<b>190</b>	Food Service Fund	\$939.76
<b>320</b>	Help Me Grow	\$372.67
<b>330</b>	WIC	\$383.43
<b>340</b>	Falls	\$995.80
<b>360</b>	IAP	\$1,035.99
<b>430</b>	WIC	\$3,123.28
<b>470</b>	PHEP	\$476.89
<b>#</b>	Total	\$42,038.91

Mike noted that we are spending the COVID money that we have received and there are quite a few IT expenses. He also noted payment to sewage contractors as part of the Waste Water Control Loan Fund grant. Dr. Miller moved that the accounts payable for **October 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the

motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **69-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **October 2020**. Mike noted that we had to supplement private water fund with \$2,500. Overall, transactions are low for this time of year. Mrs. Miller moved that the accounts transactions report for the month of **October 2020** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **CONTINUING BUSINESS**

#### **NON-ACTION ITEM REPORT**

Nothing new to report.

### **NEW BUSINESS**

#### **70-20 FOOD PROGRAM FEES 2<sup>ND</sup> READING**

Mike stated that this is the official second reading of the food program fees and we will adopt them next month. Mr. Miller moved to approved the second reading of the food program fees. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **71-20 SEWAGE PROGRAM FEES 2<sup>ND</sup> READING**

Mike stated that this is the official second reading of the sewage program fees and we will adopt them next month. Ms. Burns moved to approve the second reading of the sewage program fees. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **72-20 2021-2025 BUDGET APPROVAL**

Mike stated that this is the official approval of the five-year budget. Appropriations will take place next month. Mike noted that everything is where it should be budget wise. Mr. Miller moved to approve the five-year budget. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **73-20 HEALTH INSURANCE RENEWAL**

Mike explained that after negotiations, employee health insurance increased by 2%. We budget for a 5% increase. Overall, this increase will equate to about an \$800-\$900 cost increase to the agency. Mrs. Miller moved to approve the health insurance renewal. Ms. Burns seconded the

motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

74-20 ACCEPT RESIGNATION OF BETH CRONE, SERVICE COORDINATOR

Mike shared the Beth Crone will be retiring. He expressed appreciation for her years of service to the agency and wished her the best. Mr. Miller moved to approve the resignation of Beth Crone. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

75-20 ACCEPT RESIGNATION OF JENNIFER WIGGS, HELP ME GROW HOME VISITOR

Mike announced that Jennifer Wiggs has resigned to explore different opportunities for herself and her family. Mike wished her the best of luck and stated that he appreciates the services that she provided to the community. Ms. Burns moved to approve the resignation of Jennifer Wiggs.

Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

76-20 APPROVAL TO RECRUIT AND FILL HELP ME GROW HOME VISITOR POSITION

Mike informed the Board that interviews are scheduled this afternoon for this position. Dr. Miller moved to approve the recruitment and filling of the Help Me Grow Home Visitor position.

Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

77-20 APPROVAL TO RECRUIT AND FILL SERVICE COORDINATOR POSITION

Mike informed the Board that interviews for this position were conducted and a candidate has been selected. Ms. Burns moved to approve the recruitment and filling of the Service Coordinator position. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

78-20 APPROVAL TO HIRE CRYSTAL PAYNE

Mike shared that Crystal Payne has been selected to fill the Service Coordinator position. She comes to us from Mt. Vernon and she brings a lot of experience, including experience working in early childhood programs. Mike stated that we are excited for her to join our team. Mr. Miller moved to approve the hiring of Crystal Payne. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

79-20 VARIANCE REQUEST FOR PATRICK AND EMILY MILLER

Mike informed that Board that this variance is being requested because this system does not meet the proper isolation distance. If this variance is not granted, then this family will not be able to repair their system. Sarah added that approving this variance request would abate a



significant public health nuisance. Ms. Burns moved to approve the variance request for Patrick and Emily Miller. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **INCOME & EXPENSE**

The income and expense report for the month of October 2020 was reviewed. Mike noted that the private water fund should pick up next year. Mike stated that the District Health fund is “healthy” right now. Mike added that while we continue to receive more money for COVID Response, we are being fiscally prudent with those dollars as we don’t know what next year will bring. Mr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

### **STATISTICS**

Mike informed the Board that COVID numbers are down from our high point several weeks ago, however, we are still seeing many new cases. Mike shared that he believes that factors contributing to the decrease include people taking the virus more seriously since our county went red and our shared messaging through the Defense Team.

### **QUALITY IMPROVEMENT STORYBOARD: EMPLOYEE ORIENTATION PROJECT**

Mike shared with the Board the quality improvement storyboard for the employee orientation project. Mike explained that as part of our QI process, we are required to share project storyboards with the Board of Health. Prior to this project, there was not a single process for onboarding new staff. Each department manager had their own process. The goal of this project was to create a check list for the new employee orientation program so that everyone who is onboarded to the HCGHD goes through the same process. Feedback received from staff, particularly those who have come from other public health agencies, have stated that our new orientation process is top notch.

### **HEALTH COMMISSIONER REPORT**

**Sarah Burkholder:** Mrs. Burkholder shared that EH has paused food inspections for the time being due to the increase in COVID-19 cases. She praised Sam and Jodi for altering their job duties and being able to adjust to this change. Both Sam and Jodi have jumped into contact tracing and were able to get certified in Serve Safe. All EH staff have been working hard to provide guidance to businesses about COVID and the new orders issued by ODH. To date, the HCGHD has received about 1,800 face mask complaints.

**Jen Talkington:** Mrs. Talkington shared that due to the surge in cases, the HCGHD trained 5 additional staff to assist with contact tracing.

**Tara Conner:** Ms. Conner informed that Board that immunization clinics were paused due to the rise in COVID cases. She shared that we have utilized immunization staff to assist in contact

tracing and disease investigation and praised all of the nurses and contact tracers for their hard work. Ms. Conner added that WIC continues to see clients in person, with precautions.

**Lavonne Flickinger:** Mrs. Flickinger that she has been busy working with Coblenz Technologies to keep everyone connected while working remotely.

**Rebecca Starner:** Mrs. Starner informed the Board that herself and Kerry MacQueen have been trained to help with contact tracing. She added that she is excited to be hiring two new positions.

**Health Commissioner:** Mr. Derr praised the Health District staff for being able to keep up on their job duties during this surge in cases. He stated that the staff are “remarkable”. Mr. Derr provided the Board with a packet of information that was distributed to about 3,500 Holmes County businesses regarding the new orders. Mr. Derr thanked the Chamber of Commerce and Berlin Merchants for their help in spreading the message.

Mr. Rodhe commended the HCGHD staff for their teamwork during this pandemic. He noted that everyone has stepped up and is working outside of their normal job duties. Mr. Rodhe encouraged everyone to keep going and reminded all that we will get through this.

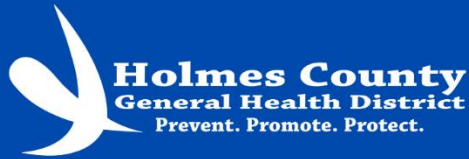
Mr. Rhode made a motion to adjourn. Ms. Burns seconded. All in favor - Motion carried. There being on further action, the Board adjourned at 8:59am.

---

Kurt Rodhe, Board President

---

Michael E. Derr, Secretary



## Holmes County Board of Health

Regular Session  
Minutes—December 18, 2020

### CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **December 18, 2020**. Board President Mr. Kurt Rodhe called the meeting to order at **8:03 AM**.

### ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Lavonne Flickinger	
Paul Miller	Sarah Burkholder	
Eric Miller	Rebecca Starner	
	Tara Conner	

### HEARINGS

None.

### ADDITIONS OR CORRECTIONS TO AGENDA

The executive session will be moved to the end of the agenda; after Reports.

### APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Dr. Miller, the minutes of the **November 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

### 80-20 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$10,035.28
10	Sewage Program	\$21,681.13
30	Clinic	\$1,628.22
60	Special Services	\$1,667.73

<b>110</b>	RV/Park/Camp Fund	\$6.90
<b>120</b>	Swimming Pools	\$3.88
<b>140</b>	Private Water Fund	\$803.61
<b>150</b>	Solid Waste Fund	\$38.33
<b>190</b>	Food Service Fund	\$239.83
<b>320</b>	Help Me Grow	\$4,298.73
<b>330</b>	WIC	\$113.52
<b>340</b>	Falls	\$1,058.29
<b>360</b>	IAP	\$597.70
<b>470</b>	PHEP	\$257.62
<b>#</b>	Total	\$42,430.77

The Board reviewed the accounts payable report for November 2020. Mike noted that we are trying to spend down as much money as possible before the end of the year. Mrs. Miller moved that the accounts payable for **November 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **81-20 APPROVAL OF ACCOUNT TRANSACTIONS**

The Board reviewed the account transactions report for the month of **November 2020**. Mike shared that account transactions look really good and he is happy with his report. He noted that there were three funds in which we had to move money across line items within those funds. Ms. Burns moved that the accounts transactions report for the month of **November 2020** be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### **CONTINUING BUSINESS**

##### **NON-ACTION ITEM REPORT**

Nothing new to report.

#### **NEW BUSINESS**

##### **82-20 FOOD PROGRAM FEE ADOPTION**

Mike stated that this is the final adoption of the food fees that were proposed in October. We had a public hearing and sent the proposals to the food service operators. No feedback was received. Mrs. Miller moved to approve the adoption of the food program fees. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 83-20 SEWAGE PROGRAM FEE ADOPTION

Mike stated that this is the final adoption of the sewage fees that were proposed in October. We had a public hearing; no feedback was received. These fees have not been updated since 2014. Mr. Miller moved to approve adoption of the sewage program fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 84-20 2021 BUDGET APPROPRIATIONS

Mike reminded the Board that the 2021 budget was proposed in October and approved in November. This month, the Board is voting to appropriate the funds for next year. Mr. Miller moved to approve 2021 budget appropriations. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### 85-20 APPROVAL TO HIRE GINA DODD AS HOME VISITOR

Mike shared that we have offered the vacant Help Me Grown Home Visitor position to Gina Dodd. Ms. Dodd is from Coshocton County and has a degree in early childhood education. She has experience working with young children. Mike added that we are pleased to have her join our team. The Board discussed with Mike and Becky specifics regarding the home visitor job duties, case load, and the process for referrals. Mrs. Miller moved to approve the hire of Gina Dodd as Home Visitor. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### INCOME & EXPENSE

The income and expense report for the month of November 2020 was reviewed. Mike noted that everything is on target for the year. Some funds were short and some were over, but that is to be expected due to the pandemic. Clinic has struggled as have some of our other fee for service programs, such as pools. District Health is projected to be \$250,000 ahead, which Mike said puts the District in a good position heading into the new year. Dr. Miller moved that the reports be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

#### STATISTICS

Mike pointed out that deaths in Holmes County are 4.7% higher than last year. He noted that this figure does not yet include the statistics for December. Mike emphasized that COVID-19 is real and everyone must do their part to reduce the spread.

## **HEALTH COMMISSIONER REPORT**

**Tara Conner:** Ms. Conner shared that COVID-19 cases are leveling off. Immunization clinics will resume as soon as our staff are able to receive the COVID vaccine. Tara informed the Board that the WIC caseload remains steady with a caseload of 360. WIC hosted a virtual infant feeding class and had 2 individuals participate. Yogurt is now available to be added to the WIC food packages. WIC thanked the Board for awarding Christmas Eve and New Year's Eve off.

**Jen Talkington:** Mrs. Talkington shared that the focus for emergency planning right now is vaccine planning. She shared that the HCGHD is expecting to receive a small shipment of Moderna vaccine next week, pending emergency use authorization. Mrs. Talkington informed the Board that an MRC recruitment campaign has been underway. The campaign has been successful and thus far; 11 new volunteers have been onboarded. Finally, Mrs. Talkington informed the Board that she and Mike have requested an extension on the PHAB workplan. The PHAB Board granted that request and the new submission date for the workplan is May 21, 2022.

**Sarah Burkholder:** Mrs. Burkholder informed that Board that as of December 16, 2020, the Health District has received 1,266 face mask complaints. Since the enhanced retail orders were implemented on November 13<sup>th</sup>, there has been a 14% reduction in complaints. Mrs. Burkholder shared that in 2020 the HCGHD did 20 septage hauling inspections and 1 land application site review. With regard to tattoo parlors, in 2020 the HCGHD conducted 3 inspections.

**Rebecca Starnier:** Mrs. Starnier informed the Board that she has been busy working on midyear grant reporting. Injury prevention continues to conduct Tai Chi Moving for Better Balance classes via Facebook Live. Mrs. Starnier shared that she is excited for the new Help Me Grow (HMG) Home Visitor to start and is grateful for the applications we have received. HMG will be doing a virtual story time event next week. Kerry MacQueen will read stories dressed as an Elf and she will also feature her puppet friend. Early intervention received the results of the 2020 Family Questionnaire. For 9 out of the 10 questions, the HCGHD EI program ranked more positively than the statewide percentages. Our response rate was also higher than the States response rate. Mrs. Starnier shared one positive response from the survey: "thank you from the bottom of my heart for having a program. I feel so grateful for our family to a part of helping our daughter in all ways to be the best she can be!"

**Lavonne Flickinger:** Mrs. Flickinger shared that she has been busy working on end of the year financial reporting. She also thanked the Board for their support all year and for granting the additional holidays.

**Health Commissioner:** Mr. Derr informed the Board that the State Bioterrorism team (B-Team) met to review the new Public Health Emergency Preparedness (PHEP) grant. Many of the deliverables incorporate aspects of the COVID response. The AOHC group continues to meet regularly. There are several bills that AOHC is watching. Finally, Mr. Derr reminded all to celebrate small this holiday season, wear a mask, and don't let your guards down.

Mr. Rodhe acknowledged the HCGHD staff and their efforts and said that he was proud to be a part of this group. He also thanked the Board of Health, County Commissioners, and other Partners for their support throughout this pandemic. Mike added that the HCGHD staff are resilient and praised everyone for working together.

An executive session was requested to discuss personnel with possible action to be taken. Mr. Miller made a motion to go into executive session. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved. Executive session began at 9:37am.

### **Executive Session**

Mike informed the Board that a 2% cost of living increase was budgeted in the current budget for all staff effective in January 2021, instead of July 2021. He asked the Board to approve this expedited cost of living increase. Ms. Burns made a motion to approve the 2% cost of living increase for all staff effective January 1, 2021. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Mike proposed to the Board that all staff receive a one-time hazard payment to reward everyone for their hard work during this pandemic. This payout would cost \$34,382 and would be paid for using COVID-19 funds, which allows for hazard pay. Mrs. Miller made a motion to approve a one-time hazard payment for all staff. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Mr. Miller made a motion to end executive session. Mrs. Miller seconded the motion. There being no further action, the executive session ended at 9:45am.

Ms. Burns made a motion to adjourn the Board meeting. Dr. Miller seconded. There being on further action, the Board adjourned at 9:50am.

---

Kurt Rodhe, Board President

---

Michael E. Derr, Secretary



