

CRAWFORD COUNTY BOARD OF HEALTH
MEETING MINUTES
AUGUST 15, 2022

The Crawford County Board of Health met Wednesday, August 15, 2022 at 6:00 p.m. at the Crawford County Health Department. The following directors were present:

Koert Bartman
Shannon Goebel
David Hasty
Guy Rumler
David Rotman, M.D.
Fred Scott, D.O.

EXCUSED: Kayla Blank, PharmD
William Schaefer, DDS

OTHERS PRESENT: Amy Marley, MSN, RN, CRHCP, CLC, Administrator
Mikayla Gascich, Director
Kaitlyn Williams, MPH, REHS/RS, Director of Environmental Health
Bobbi Branson, Assistant Administrator/Exec. Secretary to the Board

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Shannon Goebel, Chairperson with Mr. Bartman, Mrs. Goebel, Mr. Hasty, Mr. Rumler, and Dr. Scott present at time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

There were no additions, deletions, or corrections to the agenda.

APPROVAL OF MAY 18, 2022 MEETING MINUTES

A motion was made by Mr. Rumler and seconded by Dr. Scott to approve the May 18, 2022 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF MAY FINANCIAL REPORT

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of May, 2022.

A motion was made by Dr. Scott and seconded by Mr. Hasty to approve the May, 2022 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF JUNE FINANCIAL REPORT

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of June, 2022.

Ms. Gascich noted the purchase of CPR mannequins was included in the Travel/Training/ Education line, which are grant reimbursable. Ms. Marley stated these will be used through the Family Case Management grant to teach life skills. Ms. Gascich stated staff will also become certified as instructors so that CCHD will be able to offer CPR classes in the future.

Mrs. Goebel inquired about an airline ticket purchased for Ms. Marley to attend the National Environmental Health Association Conference. Ms. Marley explained she was traveling on behalf of CCHD, as Ms. Williams was unable to attend. Ms. Marley stated normally her expenses would be covered by Lawrence County Health Department.

Dr. Rotman arrived at 6:10 p.m.

A motion was made by Mr. Bartman and seconded by Dr. Scott to approve the June, 2022 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF JULY FINANCIAL REPORT

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of July, 2022.

Ms. Gascich noted insurance billing was significantly under budget for the month of July, but had greatly improved to date and should be over budget for the month of August.

A motion was made by Dr. Scott and seconded by Mr. Rumler to approve the July, 2022 financial reports as presented. Upon roll call, motion carried unanimously.

IT BACKUP SERVICE

Ms. Gascich reviewed the Kemper Technology Consulting quote that was sent in Board packets for three years of Barracuda updates and backup services. She explained Barracuda is part of the department's risk management and is one of three ways the department backs up data. She explained the department will save approximately \$1,500.00 by purchasing a three-year service. Ms. Marley stated this expense will be accrued as a prepaid grant expense.

Mrs. Goebel stated the actual cost of the three-year service will be \$14,760.00.

Ms. Marley stated this purchase will prevent the department from experiencing any price increases over the next three years. She stated with the increased risk of cyber threats and hacking she felt it was a worthwhile investment to protect the department.

Mrs. Goebel inquired if the purchase is recommended by the department's IT person; Ms. Marley confirmed it is, as well as Mr. Gibson from Kemper Technology Consulting. Mrs. Goebel inquired if Ms. Marley felt this purchase was comfortably within the department's budget; Ms. Marley confirmed it was and noted the department is financially sound.

A motion was made by Mr. Hasty and seconded by Dr. Rotman to approve purchase of the three years of IT backup service as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES UPDATE

Ms. Gascich asked that Board members review the Agency Objectives for the second quarter of FY'22 at their convenience and contact Administration should they have any questions.

Ms. Gascich mentioned Breastfeeding Peer Counselor, Amy Howell, designed a magnet the department had made for breastfeeding promotion.

Dr. Scott inquired how Mommy and Me had been going. Ms. Gascich stated the meetings have been virtual over the last couple of years and will hopefully transition to in-person this fall.

APPOINTMENT OF SALARY COMMITTEE

Mrs. Goebel appointed Mrs. Blank, Mr. Rumler, and Mrs. Goebel to serve on the Salary Committee with Mr. Hasty to serve as alternate. Mrs. Blank will serve as chairperson of the committee to report during the September Board meeting.

APPOINTMENT OF CRAWFORD COUNTY JAIL NURSING SERVICES COMMITTEE

Mrs. Goebel appointed Mr. Bartman, Dr. Scott and Mrs. Goebel to serve on the Jail Nursing Services Committee with Mr. Rumler to serve as alternate. Mrs. Goebel will serve as chairperson for this committee to report during the September Board meeting.

Ms. Gascich reported the Sheriff's Department recently paid an overage; Mr. Bartman stated he had advised them to do so.

NURSING REPORT

Ms. Gascich presented the Nursing Report for the months of May, June, and July, 2022. She stated the department has been in full swing with back to school clinics. She noted more parents have elected for optional vaccines this year.

Ms. Gascich reported COVID-19 testing continues from 8:30 to 10:00 a.m. each day. She noted even though the county has remained in a high transmission level for most of the summer, cases are beginning to come down.

Ms. Gascich stated as of August 11, 2022 CDC changed the guidelines for quarantine. She stated there is no quarantine if exposed, but it is recommended the person wear a high-quality mask for ten days. She stated if someone tests positive, they must isolate for five days and mask for five additional days.

It was noted Robinson School District offered Shield testing in their registration packet. Ms. Marley stated the school can request rapid antigen tests from the state to send home with students.

Ms. Gascich reported many of the recent cases of COVID-19 have been in congregate settings. She stated the department has completed several off-site COVID-19 vaccination clinics this summer.

Dr. Rotman inquired if the department had the new COVID-19 vaccine. Ms. Gascich stated the department has all available COVID vaccines. She noted Novavax is a protein-based vaccine.

Ms. Gascich reported the department has ordered monkeypox tests, but as of right now the county is not at high risk.

ENVIRONMENTAL HEALTH REPORT

Ms. Williams presented the Environmental Health Report for the months of May, June and July, 2022.

Ms. Williams reported the department set up two gravid mosquito traps in order to test for West Nile Virus (WNV). She stated the department has collected a good amount of mosquito larvae and will utilize WNV mosquito testing kits soon. She reported Environmental Health investigated two nuisance complaints in July, one of which was vector related.

Ms. Williams reported Ms. Potts attended an LEPC meeting and a Tobacco Coalition meeting in June. Ms. Williams reported she completed an online pesticide safety training course and distributed larvicide briquettes to Oblong, Robinson, and Palestine in July. She stated employees of the Village of Hutsonville completed general larvicide training and picked up larvicide briquettes from the department to place within their community. She stated Palestine, Oblong, and Robinson fog for mosquitos as well; Mr. Rumler noted Palestine also fogs for Hutsonville. Following a discussion regarding disposal of old tires in the community, Ms. Williams stated she will contact the EPA regarding possibly securing someone for tire disposal.

Ms. Williams advised the Board she and Ms. Gascich attended a Robinson City Council meeting a couple of weeks ago concerning a city food ordinance for mobile food trucks and transient vendors. She stated unless the vendor is a resident of Robinson, they will need to complete a zoning application, a background check, pay a \$20 per day fee, and cannot be set up within the City of Robinson more than eighteen days within a year.

Ms. Williams explained the difference between temporary and mobile food vendors. She stated temporary vendors are specifically set up for events and must have a food manager's certification. She stated mobile vendors have a traveling unit that can come and go, but must undergo a plumbing inspection and have everything a permanent establishment has inside their mobile unit.

Ms. Williams stated the ordinance has been in place for some time, but has been revised and is now being enforced. Ms. Williams stated she has contacted vendors by phone to make them aware of the ordinance. She stated the Zoning Officer is understanding and is working closely with CCHD to confirm vendors coming into the city are permitted by CCHD. Upon questioning, Ms. Williams stated the department is not responsible to uphold city ordinance. She stated CCHD's application form will be revised to advise vendors of the city ordinance.

ADVISEMENTS

STAFF UPDATES

Ms. Gascich reported several staff members completed adult and youth Mental Health First Aid trainings in May, receiving three-year certifications.

Ms. Gascich stated two employees became car seat safety technicians in June with two more training in August.

She stated the department is planning a Super Car Seat Day to be held September 24, 2022. She reported the department requested a shipment of car seats through one of the car seat safety technicians' governing bodies and will be able to provide car seats during the event. She explained it will be a family fun day with refreshments, face painting, information and food related to WIC, and more provided.

Ms. Gascich stated she is looking into having the department certified as a fitting station/inspection station. If this status is received the department will receive free seats to give away at time of inspections.

FACILITY UPDATES

Ms. Gascich stated the department is thankful for the road and new shed that have been provided by the County Board. She stated the County will have concrete work completed and additional repairs to the road before it is ready for use. She stated the department will need to have electrical and heating/cooling completed to finish the shed, but hope to use the building beginning in October for flu clinics. The department will also have the Highway Department remove downed trees, grade the lawn, and remove the brush along Christopher Blvd. Ms. Gascich stated the department also plans to have a fence installed around the air conditioning units and generator to protect them along the drive.

Ms. Gascich reported a couple of recent facility repairs. She stated one of the air conditioning units was damaged during a mowing incident. She explained an electrician was able to temporarily repair the freon hose on the unit, but the unit must be replaced. She noted a window was recently replaced due to rock damage.

MARY HEATH FOUNDATION

Ms. Gascich reported the department received the Mary Heath Foundation grant in the amount of \$14,899 to host a fall and a spring mother-infant safety shower.

708 BOARD MEETING

Ms. Gascich reported she and Ms. Marley will attend the 708 Board tomorrow evening to request funds for next year's contributions. She noted services at the Behavior Health facility have continued to grow.

COMMUNITY AWARENESS

Ms. Gascich stated the department is grateful for the support of community members and businesses who have donated to the Cancer Comfort Bag Program. She reported four bags have been distributed to date and have been greatly appreciated.

Mrs. Goebel and Mr. Rumler will check with their schools to see if classes would be interested in making blankets for the bags.

EXECUTIVE SESSION

A motion was made by Mr. Rumler and seconded by Dr. Rotman to enter into closed session. Upon roll call, motion carried unanimously.

Closed session began at 7:38 p.m.

A motion was made by Dr. Scott and seconded by Mr. Hasty to close Executive Session. Upon roll call, motion carried unanimously.

Open session resumed at 8:31 p.m.

BOARD MEMBER COMMENTS

After discussion, it was decided to reschedule the September Board of Health meeting to Wednesday, September 7, 2022 at 6:30 p.m.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:36 p.m.

_____, **Secretary** **Date:** _____