

BOH12032019

The regularly scheduled meeting of the Hancock County Board of Health was held on December 3, 2019 at 4:00PM at the Hancock County Commission office. Roll call was led by Chair John Plesa. Those in attendance were Anthony Pavalis, Sam DeCapiro, Nicole Glass and Sandy Haspel. Dr. Rhody was unable to attend. Administrator Jackie Huff and Sanitarians Carlyne Baker and Chelsea Everly were present. County Commissioner Barnabei was absent.

The Chair asked all members if they reviewed the minutes from the October 1, 2019 meeting. Asking if there were any questions or objections to the minutes as presented. Having heard no objections, the minutes were approved.

The Chair then asked if members had time to review the financials and were there any questions or objections. Hearing no objections, the financials were approved and to be filed for audit.

Chair ask that the record reflect that the invoices of bills/expenses were approved and signed prior to the meeting.

No public comments

Old Business: Fees for Service. The formal letter from the BPH was received approving the new fee schedule. The new fees are in effect as of Oct 3rd when the letter was received.

Carpet Removal and New Flooring installation. The County Commission approved the bid for the removal and install flooring in the downstairs of the health department. The process will take place after the New Year. Builders Wholesale will be doing the work. The vinyl plank flooring will be easily maintained.

Increment pay policy that was signed in effect by the BOH last year on December 14, 2018. The board reviewed the financials and agreed to extend the policy for this year. All members in attendance voting in the affirmative.

New Business: Purchase card consideration for the department. Jackie stated she would like to have the representative from the auditor's office speak to the process for the P-Card. Not able to attend this meeting. The Chair moved to table any further discussion until the representative could attend. All members agreed and the motion passed.

Second item was discussion on the Policy on Time off. Jackie stated the policy was the same as it initially had been with the minor change of 1-hour increment change to request off. It was brought up to emphasize the enforcement of the policy on Flextime and request for time off and used. Nicole Glass asked if there was a second in charge person to report off in Jackies absence. Jackie responded that she is available through text email and phone when not in the office. If on sick leave or vacation she will not be available to address the request, which should be made in advance unless an emergency. In those cases, she would take that into consideration for approval. The Board member were all in agreement with the minor changes and the process outlined.

Anthony Pavalis asked if the mold issue at the schools had been resolved. Jackie stated, per the direction of the board a letter was sent to Board of Education recommending the schools find the source of the mold and then remediation. Follow up with the Superintendent Petrovitch who advised that the State

Dept of Education had an indoor air specialist that had inspected the schools and they were good with the findings. Nicole Glass then asked that the Sanitarian do a follow up inspection of the schools to see if the problem was resolved.

Third item was the approval of next year's meeting dates and time. All agreed with the presented times. The dates and times will be posted on the website. No objections the dates were approved.

Program Reports from Staff:

Administrative: The Health Department is hosting an HIV training on counseling. This program will be useful in the Harm Reduction clinics. The Northern Panhandle health departments will be attending. The training is on December 4th from 9-4. Census is wanting a partnership and has a link on our webpage.

Audit completed and sign off by Chair and had zero findings.

Harm Reduction funding has been invoiced for and to date has not been received.

Clinical and Environmental reports are included in the information packets for the Board.

Outreach: School training in health departments are being scheduled now. Harm Reduction Clinic continue. Narcan trainings are continuing and provided at Celebrate Recovery.

Discussions on Vaping and dangers for the school's outreach is provided.

Threat Preparedness monies for this year are invoiced and are being received.

Next meeting date will be February 4, 2020 at 4PM at the Hancock County Commission office.

With no further business to discuss the motion to adjourn was made by Sam DeCapio all in favor meeting adjourned.

Chair wished all a Happy Holidays

Respectfully submitted on behalf of Health Officer, Dr Rhody