

**WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES**  
September 16, 2021

Members Present: Susan Buchwalter; Brent Brown; Carl Forrer; Rick Hanlon; Jerry Herman; Ella Kick; Robert Lindsay; Marjorie Shamp; Bob Troutman; Anne Wiseman; Dennis Tafoya

Staff Present: Nicholas V. Cascarelli, Health Commissioner; Dawn Steiner, Director of Nursing; Wendy Anderson, Director of WIC; Vaughn Anderson, Director of Environmental Health; Chrystal Marcum, Director of Finance and Human Resources; Beth Amstutz-Archer, Assistant Fiscal Officer; Holly Leeder Clerk.

Guest(s) Present: Barbara Biro, Prosecutors Office

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Jerry Herman at 8:01am.	No action needed
Health Commissioner Update	<p>Dr. Cascarelli shared his Update for September 2021:</p> <ul style="list-style-type: none"> <li>• Continuing to train Anthony Gallam our preparedness coordinator. We are working on program reporting with the Covid grants. He is doing a great job with getting his grant deliverables done for the PHEP grant.</li> <li>• Appointed Chrystal to the project director of the new workforce Development Grant. We will be receiving \$300,000 over the next 22 months. We are looking at doing training for all staff in addition to the personnel changes. Nick is also working with Chrystal on the budget revisions for the various Covid grants as well.</li> <li>• Completing Community Health Improvement Plan. We will be finalizing with steering committee next week.</li> <li>• We will be starting an Access to Care workgroup to address care access issues throughout the county.</li> <li>• Continuing to work with schools and guidance for them to operate safely. Nick has been spending a lot of time with quarantine guidance as schools have opened. More schools contemplating going to requiring masks.</li> </ul>	No action needed

	<p>The Board asked for more information which Chrystal will bring to the next meeting.</p> <p>2. Chrystal led a discussion about Board Member pay, Board Members agreed to leave pay as is. Currently Board Members are paid for 1 hour at \$80.00 an hour when they attend the Board of Health Meeting and are not paid for their attendance at the Environmental Health Sub-Committee Meeting or the Operations Sub-Committee.</p> <p>The minutes were approved as presented.</p>	<p>2. Kick/Tafoya All in Favor</p> <p>Kick/Shamp All in Favor</p>
Financial Requests	<p>Chrystal Marcum, Director of Finance and Human Resources, discussed Financial Requests</p> <p>1. The Approval of Bills and Interagency Transactions was approved.</p> <p>2. The Approval of Travel and Related Expenses was approved.</p> <p>3. The Authorization to Transfer Appropriations was approved.</p> <p>4. Receipts and Expenses through August 2021 were reviewed.</p>	<p>1. Forrer/Troutman All in favor</p> <p>2. Tafoya/Forrer All in favor</p> <p>3. Wiseman/Shamp All in Favor</p> <p>4. No Action Needed</p>
Environmental Health Update	<p>Vaughn Anderson, Director of Environmental Health shared his Update: Vaughn discussed FSO/RFE License in 2020 Licensing Period. He will bring Cost Methodology to The Operation Sub-Committee meeting.</p>	<p>No action needed</p>

	<p><b><u>Personnel Update</u></b></p> <p><b><u>New Hires</u></b></p> <ol style="list-style-type: none"> <li>Denise VanMeter, Public Health Nurse 2, Full-Time (40 hours), \$21.25 per hour, effective August 30,2021.</li> <li>Karen Voorhes, Environmental Health Clerk 2, Full-Time (40 hours), \$12.00 per hour, effective September 13, 2021,</li> </ol> <p><b><u>Resignation</u></b></p> <ol style="list-style-type: none"> <li>Dawn Steiner, Director of Nursing, Full-Time (40 hours), \$27.25 effective October 8, 2021, at end of business.</li> </ol> <p><b><u>Vital Statistics and Fiscal Updates</u></b></p> <ul style="list-style-type: none"> <li>70.74% collection revenue</li> <li>Audit still in process, Chrystal is still working with Bill.</li> <li>Training Beth Amstutz-Archer as back up.</li> <li>Ceridian, the new payroll system, will roll out in December.</li> </ul>	<ol style="list-style-type: none"> <li>Brown/Hanlon All in favor</li> <li>Brown/Hanlon All in favor</li> <li>Forrer/Shamp All in Favor</li> </ol> <p>No Action Needed</p>
Old Business	There was no Old Business to discuss.	No Action Needed