

**WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES**

July 14, 2022

Members Present: Brent Brown, Susan Buchwalter; Melissa Craemer Smith; Jerry Herman; Ella Kick; Amanda Nelson, Marjorie Shamp; Bob Troutman; Anne Wiseman, Rob Lindsay

Staff Present: Nicholas V. Cascarelli, Health Commissioner; Theresa Schlauch, Director of Finance and Human Resources; Vaughn Anderson, Director of Environmental Health; Wendy Anderson, Director of WIC

Guest(s) Present: None

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Jerry Herman at 8:00 a.m.	No action needed
Health Commissioner Update	Dr. Cascarelli shared his report for July 2022: <ul style="list-style-type: none"><li data-bbox="451 954 1409 1110">• I have been onboarding with Patty Reining our new Director of Nursing and Jordan Tschiegg our new PHEP Coordinator. I have been acclimating them to their key contacts at the state and the grants they operate.</li><li data-bbox="451 1166 1419 1321">• Covid-19 cases are still about the same as last month. We had 134 cases last week, with 5 hospitalizations in the last two weeks. All were vaccinated with at least the first series, and all over the age of 60.</li></ul>	No action needed

	<ul style="list-style-type: none"> <li>• We are still considered low community transmission according to the CDC. Vaccination rates are relatively unchanged to last month. We have 49% of Wayne County residents of ages 5 and older, 81% 65 years and older fully vaccinated, 58% ages 18 and older vaccinated with a booster, 77% (up 1%) 65 years and older vaccinated with a booster. We are doing walk-in clinics on Tuesdays and Thursdays for July. We have had little uptake on 6 months-4 year olds for Covid-19 vaccine.</li> <li>• There was no movement in the legislature on HB 463 or SB 324 before the legislature broke for the summer. These are the companion bills looking to eliminate the District Health Advisory Council and have the County Commissioners appoint Boards of Health members. AOHC has not had success working with the Senate Bill sponsor. There should be movement on one or both of these bills in November.</li> <li>• I have been working with Rebecca Norris our new Community Health Promotions Coordinator to complete various accreditation objectives. We collaborated with WIC to survey WIC clients about their concerns regarding their own health as well as the health of the community.</li> </ul>	
Receipts & Expenses	The Receipts and Expenses through June 2022 were reviewed.	No action needed

Environmental Health Meeting Minutes	The Environmental Health Sub-Committee meeting in May 2022 was combined with the Operational Sub-Committee	No action needed
Board of Health Meeting Minutes	The Meeting Minutes from June 16, 2022 were corrected. Anne Wiseman was not in meeting as previously stated. Spelling error of Jordan Tschiegg also corrected.	Buchwalter/Brown
Operation Sub-Committee Meeting Minutes	The Operation Sub-Committee Meeting in June 24, 2022 was approved as presented.	Buchwalter/Brown
Environmental Health Update	Vaughn Anderson, Director of Environmental Health updated the Board regarding recruitment issues and passing solid waste survey. Gave update on HHW event for 2022.	No action needed
Nursing Department Update	<p>On behalf of Patty Reining, Director of Nursing, Dr. Cascarelli gave an update for Nursing.</p> <ul style="list-style-type: none"> <li>Walk in Clinics are targeting younger children age 6m-4yrs. 65 doses were given in June, some of which were the 1<sup>st</sup> dose. There are a lot of requests still for the Johnson &amp; Johnson vaccine.</li> </ul>	No action needed

<p>WIC Department Update</p>	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> <li>• Case load is 1370 of the state assigned number of 1145, we are at 115% of our caseload.</li> <li>• We scheduled 785 appointments with 433 appointments kept. This is an 82% show rate. There were also 11 walk in appointments.</li> <li>• The formula recall and the lack of WIC eligible formulas on the vendor shelves remains one of our top priorities.</li> <li>• State WIC is requesting public input as part of updating the Ohio WIC State Plan for Federal Fiscal Year 2023, which is effective October 1, 2022 through September 30, 2023.</li> <li>• Also we are completing a participant survey. We are required to have 57 participants complete the survey.</li> </ul>	<p>No action needed</p>
<p>Human Resources Update</p>	<p>Theresa Schlauch, HR and Finance Director, gave an update.</p> <p><b><u>New Hire</u></b></p> <ul style="list-style-type: none"> <li>• Jeanne Hostetler, Clerical Specialist, full-time, \$14.00 per hour, effective June 22, 2022.</li> </ul> <p><b><u>Promotions</u></b></p> <ul style="list-style-type: none"> <li>• Michelle Kuehn, Senior Clerical Specialist, full-time, \$16.25/hr, effective July 18, 2022.</li> </ul>	<p>Troutman/Shamp All in favor</p> <p>Brown/Wiseman All in favor Buchwalter/Wiseman</p>

	<ul style="list-style-type: none"> <li>Ashley Kuehn, Senior Clerical Specialist, full-time, \$16.25/hr, effective June 20, 2022.</li> </ul> <p><b><u>Resignations</u></b></p> <ul style="list-style-type: none"> <li>Anthony J. Gallam, Intermittent Public Health Emergency Planner, \$21.40/hour, effective June 30, 2022.</li> </ul> <p>Discussed the Farmers bank credit cards. We have removed Beth K, Beth A, and Holly from the account.</p> <p>Will need to add Theresa Schlauch and Wendy Anderson onto Farmers account. Only Directors and Health Commissioner will a Farmers Credit Card, and we will be rewriting the policy in the future.</p> <p>Discussed removing Fiscal Officer and Assistant Fiscal Officer positions. The new position we want to create will now be the Accounting Specialist. Wording and responsibilities need to change, and position needs to fall under the Health Commissioner. We have written the job description for the Accounting Specialist and will be posting the job internally and externally.</p> <p>Motion to remove positions.</p>	<p>All in favor</p> <p>Kick/Craemer Smith All in favor</p> <p>Kick/Shamp All in favor</p> <p>Craemer Smith/Troutman All in favor</p> <p>Buchwalter/Troutman All in favor</p> <p>Buchwalter/Wiseman All in favor</p> <p>Troutman/Wiseman All in favor</p>
<p>New Business</p>	<p>Nick Cascarelli spoke on behalf of Patty Reining.</p> <p>Nursing has been down 2 nurses for quite some time.</p>	<p>Craemer Smith/Buchwalter In favor</p>

<p>Septic</p>	<p>Gave updated differences of duties on the RN position and proposed LPN position.</p> <p>Motion to add LPN position.</p> <p>Environmental Health Director, Vaughn Anderson presented the following New Business:</p> <p>Gary Miskimen, 13774 Kauffman Ave. Sterling OH 44276  Re: Variance Request for Septic tank within 10' property line OAC 3701-29-06 (G) (3) (a)</p> <p>Merlin and Anita Miller, 12960 Berg Rd., Apple Creek OH 44606  Re: Variance Request for Private Water Well within 5ft of foundation OAC 3701-28-07 (D)</p>	<p>Brown/Kick opposed  All else in favor per roll call</p> <p>Buchwalter/Brown  All in Favor</p> <p>Cramer/Kick  All in Favor</p>
<p>Old Business</p>	<p>Mileage Reimbursement</p> <ul style="list-style-type: none"> <li>The IRS has recently changed the reimbursement rate to \$0.625 per mile effective July 1, 2022. They usually update the rate annually, but due to rising gas prices they made an additional adjustment to the rate. We should be following the IRS guidelines as they are changed.</li> </ul> <p>Motion to adopt IRS reimbursement rate.</p>	<p>Buchwalter/Craemer Smith  All in favor</p>

<p>Red Cross Building</p>	<p>Nick Cascarelli gave an update on the Red Cross building.</p> <ul style="list-style-type: none"> <li>• They recently met with the Architect who was checking into the freezers for vaccines being moved.</li> <li>• Patty Reining, Director of Nursing, would like to change an office space to a 3<sup>rd</sup> clinic room.</li> <li>• Remodeling in the WIC area with \$250k set aside.</li> </ul> <p>Estimated timeline for completion would be early 2023 hopefully. Construction is supposed to start in August, but doesn't seem very likely.</p>	
<p>Public Speaks</p>	<p>No one present</p>	<p>No action needed</p>


Future Meetings	8/26/2022 Operations)	Environmental Health Sub Committee (Combined with	No action needed
	8/26/2022	Operations Sub Committee	No action needed
	08/11/2022	Board of Health	
Adjourn	The meeting was adjourned by consensus at 9:23 a.m.		No action needed

Approved by the Board of Health on this day, August 11, 2022.




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Jerry Herman  
President, Board of Health




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Nicholas Cascarelli, Ed.D.  
Health Commissioner