



**Ashland County Board of Health Meeting Minutes
1763 State Route 60, Ashland, Ohio 44805
March 10, 2020 – 7:00pm**

Board of Health Members Present:

Jeff Hardman Ron Puglisi

Dr. David Tomchak Stan Kopp

Staff Members Present:

Pat Donaldson - Environmental Health Director Shirley Bixby - Nursing Director

Lauren Jeffery- Vital Statistics/Admin Asst. Jill Hartsen - PHEP

Guests Present:

Mayor Matt Miller

Mark Burgess

Call to Order: The Ashland County Health Department Meeting was called to order by Board President, Jeff Hardman 7:00 pm at 1763 State Route 60, Ashland, Ohio 44805.

Approval of Minutes: A motion was made to approve the February 2020 Board of Health Meeting minutes by Mr. Stan Kopp and seconded by Mr. Ron Puglisi. The motion carried.

Approval of Expenses: A motion was made to approve the February 2020 General /Food Protection/PHEP expenses by Dr. David Tomchak and seconded by Mr. Stan Kopp. The motion carried.

Health Commissioner Report:

No Health Commissioner at this time

Emergency Preparedness Division Report:

Jill Hartsen had sent an email out to the Board of Health with questions about Emily. Emily is our Accreditation Coordinator. There were questions about the contract that we had with her. She has been on site a couple of times, we met with staff on February 12, 2020 and that is when we really identified the assignments from the to do list that she had given us and then she came back on February 21, 2020. She spent the majority of the day here but, not all of it was working on our needs. She was working with some other clients while she was here and that caused a bit of a distraction for us. March

18th is the next time that she is scheduled to be on site. We have not heard from her yet, when she will be here, if it will be a day long stay with us or if it is just a couple of hours. We were hoping that Emily would really be able to tell us where we are in the accreditation process. Jill counted the documents that need to be turned in. There are 305 documents, we have 19 that are completed, 47 that are awaiting Emily's approval and 237 documents that are not done. We had originally

Jill Hartsen had sent an email out to the Board of Health with questions about Emily. Emily is our Accreditation Coordinator. There were questions about the contract that we had with her. She has been on site a couple of times, we met with staff on February 12, 2020 and that is when we really identified the assignments from the to do list that she had given us and then she came back on February 21, 2020. She spent the majority of the day here but, not all of it was working on our needs. She was working with some other clients while she was here and that caused a bit of a distraction for us. March 18th is the next time that she is scheduled to be on site. We have not heard from her yet, when she will be here, if it will be a day long stay with us or if it is just a couple of hours. We were hoping that Emily would really be able to tell us where we are in the accreditation process. Jill counted the documents that need to be turned in. There are 305 documents, we have 19 that are completed, 47 that are awaiting Emily's approval and 237 documents that are not done. We had originally intended to give ourselves two months to write cover sheets, for each 350 documents, that explains why we meet the criteria. This is very lengthy, depending on how self-explanatory these documents we decide to pull are. Emily had recommended that we have these documents turned in by June 30, 2020. This is a very daunting task and now that Jill and Jenna Gerwig are working full time on Coronavirus Jill is really not sure what to do.

Ron Puglisi asked if some of the documents were pages and some were paragraphs. Jill answered by saying that it just depends, there are some that are very simple documents that are probably out there we just have to pull them and put them in the file folder so Emily can look at them. They could be on the M drive or in somebody's head, remembering that Oh this may qualify. Or some documents that we already have that just need to be re written or put into the proper format. The thing that Jill said that she is concerned about is some of the administration or governance ones. Jill said that she has not seen the strategic plan or the Performance Improvement. Jill thought that Emily did say that she was looking at those documents, but then we have other documents that require qualitative and quantitative data and then taking the meeting data itself and then initiating policy changes at our local level in our Health department and then going to the Commissioners and saying for instance that Air quality in Ashland seems to be a great problem, what can we do to implement steps based on this data to improve the air quality? These are the ones that really concern Jill because it is going to take a while to collect the data and then to follow up with the meetings that you have to have and the documentation of those meetings. She also reported that Human Resources is one that we were lacking a great deal in.

Jill received an email from PHAB starting with the situation of the CORONA Virus that many of their volunteers are Health Commissioners who are very involved in dealing with the real world situation and reminding us that we do have the opportunity that we may take a six month extension, because of the extenuating circumstances. The only downfall with doing this is that some of the PHAB documentation that was collected five years ago will no longer be applicable because it falls outside of the time requirements for PHAB. We will have documents that will fall off within that time frame and we will not be able to use them. That is the risk of extending the time. We can wait until closer to August to do an extension, then we would get the extension for instance from July on instead of doing it now. If we did it

now it would take us right into our six months. We need to consider hiring someone who just does PHAB to at least get us through the collection of the documentation piece of it.

President Jeff Hardman noted that while Emily was here on February 21st that she had charged us for the time that she was on her phone with somebody else. Jill stated that we did make note of that so that when we get the bill that she does not charge us for this time. President Jeff Hardman also noted that he was under the impression that it was extended to Jill to do the Accreditation That we should hire someone else to take on the Coronavirus part of things. Jill stated that the Corona Virus is an immediate need and that would not even be a possibility. With the PHAB had we been much further along in the document collection, someone could probably have done this in a part time capacity But, when we are looking at 237 documents that need pulled in three months you will need a very dedicated individual. Jill stated that Heather Reffett had mentioned she may be getting grant money to fund someone for two years, then it would be easy enough to transition herself into PHAB Accreditation. The immediate need is how are we going to collect these 237 documents

Board of Health member Ron Puglisi asked Jill what sort of qualifications she would want in a person should they hire someone to do this kind of work? Jill explained that that person would have to have extensive experience in PHAB knowledge and a Health Department. They are all very specific regulations. Mark Burgess then asked if someone with a Hospital Accreditation background could do this. Jill explained that Hospital and Health departments are very different. Jill mentioned that Emily said that she might be able to find interns for us. Jill said that we will need a year to collect documentation and then we could move forward from there. Pat Donaldson reported that staff has got to do some of it because they have the information, the difficulty is formatting, dates and then you absolutely have to set aside the things that call us every day and it is only going to get busier and busier as the season changes with Environmental Health and with the ongoing COVID-19. We had set aside Wednesdays to do this and we are dedicating to this time but, it will not be enough and it seems that we are not making any headway on it The Administrative is a huge part of this and there is no one to do that part right now. With the potential hire, whoever that might be, all the people that we have talked to were told that this has got to be priority one and there was no disagreement in that. It will help when we do get that person to help us get that done. But staff will still have to provide because none of the three candidates that we talked to know Ashland County Health Department. We have to be in some way but, we are looking for someone to hand that information to and they would be able to take off with it. That is not what is happening right now we have to take it to the find all the way to getting it uploaded.

Jill reported that we all thought that it was Emily who would be doing this for us. It is difficult when you ask staff multiple times and give them a deadline and there is still nothing in the file. Jill can ask only so many times. The new Health Commissioner will need some sort of support and there needs to be some sort of benefit financially for meeting your deadline and requirements. Some staff are worried about working over because Jill does not see that happening at all. Jill said that she is working ten- and twelve-hour days. Jeff said we need to do whatever it takes and if it takes over time then we need over time... It has to be done! Jeff also said that there is no point if we are not accredited, period.

Mayor Matt Miller asked if all of the Health Departments across the states are dealing with the same thing? Jill reported that some of them have already received accreditation, the bigger Health Departments. It is the smaller ones that you are seeing struggling because they all have some of the same staffing issues, where one person is wearing three hats and trying to add one more thing. Jill was

hoping that the staff as we got closer to this deadline would have been more aware and putting this at the top of the list. Jill said that she is just not seeing that.

Dr. David Tomchak asked if overtime needed to be approved? Jill reported that we do have a flextime policy but that Nursing has to be able to use their flextime within that same pay period as it is gained. This does not help at all. Shirley reported that the comp time was never in our policy, the personnel policy manual does not support what has currently been mandated in the nursing department. She said it's not in there and that the Board of Health knows that it is not in there... Pat reported that it is really called flex time and that Comp time is totally different for classified or unclassified by employees. As a way of not getting into the logistics of it we flex, so if she works three hours over, she takes three hours off on another day when she can afford to do it, The problem is when can anyone afford to do it? and that is the situation that they are in right now. Some of the food people that need to work on a Saturday for a festival for instance will leave a little early on Friday or come in a little later on another day. This is always cleared with the supervisor. This is a way for Compensating their time for the extra time that is being put in. This is only meant for a little time here and a little time there, but when it is everyday maybe the Board of health needs to think of an overtime policy. Board of Health President Jeff Hardman asked where this policy came from and Mr. Stan Kopp said that he remembered it being talked about. Pat reported that the flex concept came about when Al Sanders was at the Health Dept. Shirley reported again that this is in the Personnel policy but it does not say that flex time has to be used in the same pay period as the flex pay was earned.

Mark Burgess explained the difference between comp time and flex time. Comp time is considered to be overtime which has to be paid per FSLA whether it is comp time or hourly. Only if you are a classified employee. Flex time has to be used in the same pay period. If you don't use your flex time in the same pay period you could lose it. There is no losing comp time. Mark said that would be a big against the law. Shirley reported that many are putting in massive hours, not just during work but after and on the weekends. Pat reported that comp time was pushed to the side because that is considered to be a liability and Mark Burgess agreed. You must pay for comp time. Dr David Tomchak asked at what time would comp time be turned into pay? Mark replied that it would depend on the policy, there is usually a maximum hours of comp time that you can acquire, then that the person would start being paid automatically. He has not read our particular policy in a few years to see what that time period is. The City comp time is 40 hours that you can keep on the books and then anything after that would automatically go into pay. Some people save it to put towards retirement. Again, this is a huge liability and public entities are the only ones that can do this. It was designed to help public entities to save money during budget crunches to give them time off and bank it. But again, it interferes with many things and is a huge liability. Salaried people DO NOT GET COMP OR FLEX TIME! Pat reported that when the new Health Commissioner is seated the personnel policy for pay needs to be looked over.

Jeff asked if Jill was operating by doing three different jobs. Pat reported that yes, she was the Emergency Planning Coordinator, which is the PHEP grant, she is also the in-house Accreditation coordinator, she is also the PIO for COVID-19 and that is real time in the real world right now.

Jeff Hardman asked Jill if she was to be relieved of one of her jobs, what job would that be? Jill believes that taking on some of the administrative tasks with the IT and individuals reaching out to her in ways that maybe the Health Commissioner might have been going to the AU meetings and so forth and providing them guidance. It is just an unusual situation at this time.

Jeff Hardman asked if there was anyone else that could be the PIO instead, or could be PHEP in the department? There is no one! Jeff asked if there was an individual that would be able to help with things for possibly a year. Jill said she would contact Selby and to ask her if this something that she would be interested in doing. This is an individual that Jill worked with in the past who is very knowledgeable on accreditation.

Jeff said: that we need to get accredited and he doesn't care how much overtime or how much we need to pay to get this done. Jill reported that our final current date to have this accreditation done is August 28th, 2020. If we ask for an extension in August, we would have less than a year.

Pat reported that we have had to make big pushes in gathering documents for accreditation and each time it has fallen by the wayside. We are such a small staff and our day to day operations always seem to take over. In the times before the staff would try to gather the information and work through that, or different staff would try to take what was more in their field and work on it. With Emily who is giving it to us in sections that go together, there might be several different people working on several different standards, gathering the same documentation. This made it a little easier and made more sense. When Jill was working on Domain one, she would copy just the specific domain and highlight what was needed and gave assignments to nursing. They would have it to Jill within three or four days It is just

someone taking that time to do it. The biggest gaps are the administration, governance, CHA and CHIP. These are the ones that the Health Commissioner would have been working on.

We are still in question on what we should do with Emily. It has been almost a month since she has been here. We are only paying her for the time that she is spending here. Mr. Jeff Hardman, Board President, does not think that we are getting out of Emily what we need. She is not spending near the time with us as we need her to. When Jill has reached out to her and she is not on site, the understanding was that she would be working off site. Jill does not get a response from her. It is probably because she is working with other Health Departments. We just have not had the support that we need.

Environmental Health Division Report: .

Pat reported that all Food Licenses are in, except for about 22. We will be taking in late fees on the ones that are late. The late letters will be sent out on Friday. That is a 25% fee on top of the regular fee.

There is a copy of the campground survey that was done by the Ohio Department of Health in August. It was received on February 21st. It stated that Ashland County is hereby approved as the licensure for the district it serves.

Pat also reported that Sarah had brought to the Board of Health's attention the City of Ashland's plumbing inspections, that Wayne County was going to act as a backup in case there was a reason the City could not do the inspections. The contract was formed, she signed it and it went over to Wayne County and they have signed it. We now have it in our possession. It is purely for backup only.

The Board of Health President asked how Ghassan Tafla was working out and Pat reported that he is doing a wonderful job and that we are very lucky to have him. Pat reported that we are very pleased and very lucky to have him on board with us.

Nursing Division Report: Shirley reminded the Board of Health that her report was also in the packet.

Director of Nursing Shirley Bixby reported that we are monitoring 19 patients twice a day that are contacts. One is from Mount Vernon University and the other 18 are from Ashland University. Shirley

reported that she is carrying the emergency line and is getting some really unusual calls and hopefully we can get our community to calm down. They are wanting to send home contacts and contacts of contacts. This is not necessary, but one works in food service and the restaurant decided that they want to be safer than sorry, so they sent this individual home. Shirley made it very clear that they will pay her while she is at home. She did not recommend that they do that. The other one was a healthcare facility who had a contact of a contact and they just had that person wear a mask. We just really have to educate the people and hopefully things will calm down. The quarantine will be over for the Ashland University students, which will be over on Friday or Sunday.

Mayor Matt Miller reported that it is quite a situation for them at Ashland University, especially with the athletic events and all, the ramifications are tremendous. He reported that Al King said if they do not hold some of these events their teams are disqualified from National tournaments. Yet the Governor is recommending that they do this.

Jill reported that the main thing is that we need to identify the students that will be remaining on campus during that, because you are still going to have international students and your still likely to have those athletes who are still there and they will still be practicing. We need to identify how we are going to take care of those individuals while they are there. They are still living on campus sharing bathrooms and dorm rooms.

Mayor Matt Miller appreciates the work that Jill is doing on this because it is so ironic that this would unfold at the time that we do not have a Health Commissioner. Mayor Miller appreciates Dr. David Tomchak stepping in and guiding us through this as acting Health Commissioner.

Shirley reported that she has done 6 home visits and Loretta Cornell started yesterday, the Nurse that we hired to do the BCMH program. They went on a home visit together to get her started and she will be taking over all of the cases. She will do a great job and will fit in to any other places that we might need her. She is a seasoned public health nurse.

Shirley reported that the vaccine clinics have slowed down and diseases of course are up and keeping the nursing busy.

President Jeff Hardman asked if we were out of the flu vaccine all together and Shirley let him know that yes, we were totally out of the vaccine. We did not order any more for this season. Stan responded that we have had many more influenza cases at this time than we have had COVID-19.

Jill passed out talking points to the Board of Health on Coronavirus.

Old Business:

Richardson Consulting:

Discussion: Should it be re-tabled to have Richardson Consulting come in and evaluate job descriptions and pay.

Motion: Mr. Stan Kopp to take off or (un-table) Richardson Consulting

2nd - Ron Puglisi **Passed**

Motion: Dr David Tomchak to drop Richardson Consulting

2nd: Mr. Stan Kopp

Passed

New Business:

A. IT Presentation: By Jill Hartsen

Discussion: Coblentz Technology was on site several weeks ago. Jill has been having computer issues since the day she has started. Sarah and Steve Workman who was the previous IT Technician had tried to fix it and before Sarah left, she said to bring Coblentz Technologies in.

While Coblentz was on site Jill had them take a look at all staff computers. They had noted that Jill was working on Windows 7, which is no longer a platform which is supported and this makes us at risk for viruses and hackers. Each workstation was evaluated and identified which computer would support the Windows 8 platform and which ones could not. Coblentz Technologies identified 7 computers which would be able to operate the new Windows system and five where the hardware is too outdated for good performance. Those need to be replaced outright.

Stan Kopp questioned why they were wanting to use Windows 8 instead of Windows 10. Jill thought the reason was because it might be cheaper. Jeff reported that next week Windows 8 will not be supported. Stan Kopp would like us to go to Windows 10 or at least the five new computers to be Windows 10.

We will have to pay \$250.00 per copy for Windows 10, when Steve purchased the computers Windows Suite was installed. There is no license or software to update to the next one. Which is not included in the quote. The quote is just for labor and the actual computers. The other option is to purchase a subscription which would be \$8.25 per person who uses this per month and we would be able to use this on five devices.

We also looked at the laptops which we have 12 of. These were purchased with MRC funds. They stopped making these laptops in 2010. We will never be able to upgrade these, but as long as they are working, we will keep using them. We have five Dell laptops that Coblentz thought in the next two years that we need to be thinking about IT long term care. This will keep us from EVER having issues like this again. Jill recommends having Coblentz Technologies as our long-term IT consultants versus someone here that may or may not have the experience that is needed.

This will come from Fund 9.

Motion: Dr. Rebecca Cawrse to move forward with computer updates and purchases of all subscriptions for staff computers and laptops and to use Coblentz Technologies ongoing.

2nd: Dr. David Tomchak

Motion Carried

Jill asked if Mr. Stan Kopp would help be a guidance with IT questions. His answer Yes.

B. District Advisory FYI: District Advisory will meet on March 26, 2020 at 6:30pm. Mr. Stan Kopp will be up for return renewal at that time.

C. Approval of Vaccine purchase:

Discussion: Shirley would like to let the Board of Health know about vaccines that need to be purchased. There are two requisition requests. One is for pre-booking the influenza vaccine. We have to bring this in front of the Board of Health because it is over \$5000.00. One is to Sanofi \$8,351.66 and for GSK in the amount of \$2,480.00.

We will be purchasing High Dose vaccine as well as the flu block for patients 18 and over. These will be in pre-filled syringes.

Motion: Dr. Rebecca Cawrse to purchase the vaccines stated in the discussion.

2nd: Mr. Ron Puglisi

Motion Carried

Personal Privileges – President Jeff Hardman reported on the phone interview that we had with one of the Health Commissioner candidates. Lauren Jeffery, Pat Donaldson and Ron Puglisi were the individuals who conducted this interview. Jeff Hardman had talked to this candidate earlier because he could not be on site for the actual group interview. This should be discussed in the Executive session.

Executive Session, at the request of the Health Commissioner: Pursuant to Section 121.22 of ORC- Regarding the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official.

Roll Call to Enter into Executive Session: 8:45pm

Mr. Jeff Hardman – Yes Mr. Ron Puglisi – Yes Dr. Rebecca Cawrse – Yes

Mr. Stan Kopp – Yes Dr. David Tomchak – Yes

Roll Call to Leave Executive Session: 9:20pm

Mr. Jeff Hardman – Yes Mr. Ron Puglisi – Yes Dr. Rebecca Cawrse – Yes

Mr. Stan Kopp – Yes Dr. David Tomchak - Yes

Adjourn: Next Meeting: Tuesday April 14, 2020 @ 7:00pm

Adjournment: The meeting was adjourned at 9:20pm

Notes taken by: Lauren Jeffery

Jeff Hardman, President
Ashland County Board of Health

Heather A Reffett, MPA, CPM
Ashland County Health Commissioner