



# Hancock Public Health

## Board of Health

### Regular Meeting Agenda

April 17<sup>th</sup>, 2020 at 7:30AM



#### **Member Attendance:**

- X Nancy Moody-Russo, RN, JD (President)
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- X Brian Edler
- X Robin Spoors
- X Barbara J. Pasztor, MSN, RN (President Elect)

- X Karim Baroudi, MPH, Health Commissioner
- X Nathaniel Ratnasamy, M.D., Medical Director

#### **Staff:**

- X Lindsay Summit, EH Director
- X Shannon Chamberlin, Nursing Director
- X Craig Niese, IT/Data Manager
- X Chad Masters, Health P&P Director

## **1.0 CONVENTION**

### **1.1 Call to Order**

President Moody-Russo called the April 2020 video conference meeting to order at 7:33 a.m. Commissioner Baroudi announced that this video conference Board Of Health Meeting has been opened to public viewing through advertisement of the link to the virtual call number through The Findlay Courier and the Hancock Public Health website. Mr. Baroudi reviewed the Board of Health Meeting policy that members of the public who wish to speak during the meeting must ask permission from the President of the Board of Health prior to speaking.

Commissioner Baroudi explained that the current Board of Health meeting would be conducted in a condensed Incident Command Structure format secondary to need for primarily addressing COVID-19 issues. Mr. Baroudi further stated that the passing of the gavel to President Elect Barbara Pasztor from current BOH President Nancy Moody-Russo would be delayed at this time secondary to need for primarily addressing COVID-19 issues.

### **1.2 Guests**

Commissioner Baroudi announced one guest, Kurt Schroeder, Environmental Health Supervisor, who was invited to help the Board with Agenda Item 2.8.

## **2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION**

### **2.1 Approval of April 17, 2020 Agenda Items**

President Moody-Russo requested motion to approve the 04/17/20 meeting agenda as presented in the Board packet of information distributed earlier in the week.

**Ms. Jones moved to approve the Agenda of the 4/17/20 Regular Board of Health meeting.**  
Seconded by Dr. Lindamood.

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Ms. Jones:  X

Mr. Edler:  X

Ms. Pasztor:  X

Mr. Alge:  X

Dr. Lindamood:  X

Ms. Spors:  X

**Motion carried 7-0**

**2.2 Approval of February 21, 2020 Board Meeting Minutes**

President Moody-Russo requested motion to approve the 02/21/20 Board of Health meeting minutes as presented in the Board packet of information distributed earlier in the week.

**Dr. Lindamood moved to approve the minutes of the 2/21/20 Board of Health meeting as transcribed.** Seconded by Ms. Spors.

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Ms. Jones:  X

Mr. Edler:  X

Ms. Pasztor:  X

Mr. Alge:  X

Dr. Lindamood:  X

Ms. Spors:  X

**Motion carried 7-0.**

**2.3 Approval of February 2020 Bill Schedule**

President Moody-Russo requested motion to approve the February 2020 bill schedule as presented.

**Ms. Spors moved to approve the bill schedule for February 2020.** Seconded by Mr. Alge.

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Ms. Jones:  X

Mr. Edler:  X

Ms. Pasztor:  X

Mr. Alge:  X

Dr. Lindamood:  X

Ms. Spors:  X

**Motion carried 7-0.**

**2.4 Approval of March 2020 Bill Schedule**

President Moody-Russo requested motion to approve the March 2020 bill schedule as presented.

**Dr. Lindamood moved to approve the bill schedule for March 2020.** Seconded by Mr. Edler.

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Ms. Jones:  X

Mr. Edler:  X

Ms. Pasztor:  X

Mr. Alge:  X

Dr. Lindamood:  X

Ms. Spors:  X

**Motion carried 7-0.**

**2.5 Approval of Final (Third) Reading to Establish Temporary Tattoo/Body Art License Fee**  
Commissioner Baroudi explained at the 2/17/20 Board meeting that the Second Reading was approved for establishing a \$100 temporary tattoo/body art vendor license fee for an upcoming body art multi-vendor event in Hancock County.

President Moody-Russo requested motion to approve the temporary tattoo/body art license fee establishment.

**Ms. Jones moved to approve the temporary body art license fee, as detailed.** Seconded by Ms. Spors.

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Mr. Alge:  X

Ms. Jones:  X

Dr. Lindamood:  X

Mr. Edler:  X

Ms. Spors:  X

Ms. Pasztor:  X

**Motion carried 7-0.**

**2.6 Approval to Increase Appropriations for Fiscal Year ending 12/31/20:**

2.6.1 \$ 3,250.00 (Safe Sleep Grant)

2.6.2 \$ 5,064.56 (COVID-19 Emergency State Subsidy)

2.6.3 \$10,017.00 (Community Foundation Emergency Grant  
to procure A/V Equipment to EOC/DOC)

President Moody-Russo requested motion for increasing appropriations, as listed above.

**Mr. Alge moved to approve the Increased Appropriations for Fiscal Year ending 12/31/20, as detailed.** Seconded by Mr. Edler

**Commissioner Baroudi Conducted Roll Call:**

President Moody-Russo:  X

Mr. Alge:  X

Ms. Jones:  X

Dr. Lindamood:  X

Mr. Edler:  X

Ms. Spors:  X

Ms. Pasztor:  X

**Motion carried 7-0.**

**2.7 Approval of BOH Resolution Recognizing Revenues for Fiscal Year ending 12/31/20:**

2.7.1 \$ 3,250.00 (Safe Sleep Grant)

2.7.2 \$ 5,064.56 (COVID-19 Emergency State Subsidy)

2.7.3 \$10,017.00 (Community Foundation Emergency Grant  
to procure A/V Equipment to EOC/DOC)

President Moody-Russo requested motion for Revenue Recognition, as listed above.

**Ms. Spors moved to approve the Resolution for Recognizing Revenues for Fiscal Year ending 12/31/20, as detailed.** Seconded by Ms. Jones

**Commissioner Baroudi Conducted Roll Call:**

**President Moody-Russo:**   X  

**Mr. Alge:**   X  

**Ms. Jones:**   X  

**Dr. Lindamood:**   X  

**Mr. Edler:**   X  

**Ms. Spors:**   X  

**Ms. Pasztor:**   X  

**. Motion carried 7-0.**

**2.8 Approval of Fee Waiving for 2020 Food Service License Transfer due to Location Change**

Ms. Summit explained that the Baker’s Café began remodeling for a new facility location in September of 2020 (408 S. Main St, Findlay, OH). The Baker’s Café was issued a food license for the existing facility in February 2020, as the new location was not yet open. The Baker’s Café owner is requesting that the Board of Health consider approving the transfer of the current food license to the new location with no additional fees. Ms. Summit stated that the food code does permit this request to occur, however, in 2018 HPH Environmental Health (EH) made a decision to apply additional fees during location transfer of food licenses due to the high volume of license transfers being requested and requirement for increased time processing and plan review by EH staff. Mr. Alge had previously inquired about the number of food license location transfers occurring per year? Ms. Summit reported the following: In 2017 EH had 10 license transfers due to location change (potential loss of \$3,215), in 2018 EH had 15 license transfers due to location change (potential loss of \$5,906), in 2019 EH had 13 license transfers due to location change (potential loss of \$4,881).

Commissioner Baroudi stated he does not personally approve of waiving the additional license transfer fees for food license location changes; however, Mr. Baroudi emphasized that it is ultimately up to the BOH to decide on fee waiving issues. Discussion ensued about fees for license transfer. Mr. Edler stated there is a prorated fee assessed in some districts, which could be an acceptable financial middle ground. Mr. Alge stated he would like to assess fee waiving issues on a case-by-case basis, and would like to propose waiving the Baker’s Café license transfer fee due to timely payment of initial license renewal fee, a move that is small distance from original site, and also in the spirit of COVID-19 pandemic.

Ms. Summit asked if each license transfer case will require Board review in the future on an individualized basis. Dr. Lindamood stated he agrees with Mr. Alge that this is a special circumstance and the Board could extend lenience in this matter, or at the least assess a prorated. Commissioner Baroudi stated that prorating is not applied in the new fee-for-service model, especially that HPH should be able to recoup as much revenue as possible from license transfers. Mr. Edler suggested, considering the COVID circumstances, he would be in favor waiving at least the local fee. Mr. Baroudi explained to the Board that cost analysis takes into consideration all hours put into the Food Program, thus one shortfall will indirectly create a shortfall for all other businesses with food licenses.

Mr. Alge asked if there are currently any other requests for transfer of food license due to location change. Ms. Summit answered there will soon be one such request. Ms. Summit and Mr. Schroeder explained the difference between food license state and local fees for the Board’s consideration.

Mr. Alge motioned to waive the local fee (\$495.00) for the transfer of the 2020 food license for The Baker’s Café at this time. Mr. Alge additionally motioned for the Board to review all other similar cases of food license transfers during these exceptional COVID-19 circumstances secondary to the potential financial impact on small businesses.

President Moody-Russo clarified Mr. Alge’s motion to waive the 2020 food license transfer fees for The Baker’s Café due to location change. President Moody-Russo requested second motion for same.

**Mr. Alge moved to approve waiving of fees for food license transfer of the Baker’s Café due to location change, as detailed.** Seconded by Dr. Lindamood.

**Commissioner Baroudi Conducted Roll Call:**

**President Moody-Russo:**   X  

**Mr. Alge:**   X  

**Ms. Jones:**   X  

**Dr. Lindamood:**   X  

**Mr. Edler:**   X  

**Ms. Spoor:**   X  

**Ms. Pasztor:**   X  

**Motion carried 7-0.**

### **3.0 STAFF REPORTS**

#### **3.1 Medical Director**

Dr. Ratnasamy began in-depth discussion on many factors related to COVID-19 statistics, treatment and testing. Despite the lower than expected viral surge due to social distancing, the main concern now is that any location can develop “hot spots,” where the virus spreads rapidly in a previously contained area (i.e., meat plants, long-term care facilities – LTCFs). Focus now is on monitoring/controlling potential viral hot spots. Regarding COVID-19 treatment, Dr. Ratnasamy reported there are many drug studies, but no strong data or comparative studies to suggest these treatments are effective (hydroxychloroquine, azithromycin, remdesivir). Further, although there are vaccine trials getting started, it will be at least a year before any vaccine is developed. Because there are no clearly effective medical treatments and no vaccine developments, nonpharmacological prevention remains the strongest defense in controlling viral spread (hand washing, social distancing, mask wearing).

Mr. Alge asked about the level of involvement of Hancock Public Health (HPH) with businesses the Governor may allow for re-opening, specifically will each business be able to devise their own reopening policies or will HPH intervene with guidance? Dr. Ratanamy stated he hoped there will be a standard for business reopening to be followed. Commissioner Baroudi answered that HPH will be involved in a much larger role than usual with surveillance, testing, and containment in all areas of the community, including business reopening. There will be some level of businesses making adaptations to reopening based upon the nature of their facility/staff/service, but HPH will intervene with guidance if needed for interpretation of Governor’s orders. Mr. Alge opined that if masks are mandated during reopening phase, he doubts they will be worn. Dr. Ratnasamy stated hopefully people will follow the “golden rule,” but regulatory agencies may need to become involved.

Ms. Pasztor inquired about a COVID-19 outbreak in Bluffton, OH nursing home. Dr. Ratnasamy stated that one resident had died during this outbreak and there were staff who tested positive; the State Health Dept. and CDC are involved, so containment is being addressed. However, the potential for an outbreak in nursing homes/LTCFs is present, so these facilities need to be especially vigilant.

Ms. Jones asked if schools had contacted HPH for prom/graduation date advisement? Commissioner Baroudi answered that there has been some HPH communication with schools, but not specifically related to prom/graduation dates. Guidance from the Governor is expected in this matter, and schools are currently postponing. Mr. Baroudi stated HPH as a whole is not as concerned about school events compared to safe reopening of community businesses.

Mr. Edler and Mr. Alge asked for clarification regarding testing of COVID-19. Commissioner Baroudi reported that test kits are arriving to HPH in batches of 50 kits from the State. The first batch was distributed to LTCFs due to concern over transporting LTCF residents to hospitals for testing. More test kits are expected from the State, and these will be distributed to hospitals due to current shortage of tests in hospital system. No rapid tests have been received from the State. Dr. Ratnasamy explained the two different kinds of COVID-19 rapid tests currently available: 1) PCR testing for RNA of virus – has quicker turnaround results, but currently 3/10 potential false negatives reported; 2) ELISA antibody test which tests for three different proteins – is a simple process but need adequate supplies (tubes/needles). Dr. Ratnasamy stated that if companies do not begin ramping up testing, labs will back up significantly.

Mr. Alge asked about turnaround time for COVID-19 rapid test results. Dr. Ratnasamy stated that realistically results are ready in two days, although there is the potential with some tests on the market to produce results within 10-15 minutes or hours – but these tests may not be confirmed as reliable.

### **3.2 Financial Report**

Commissioner Baroudi presented overview of HPH finances for February and March 2020. Since March, HPH has been in Incident Command Structure and many staff people have been assigned to roles related to Incident Command rather than their usual job functions. Leadership team has been reviewing finances on a weekly basis due to scaling back on nonessential HPH services and resultant reduced revenue. Finances are stable through the end of April, however, if expected revenue stream cannot be stabilized according to projected budget by May 2020, HPH may need to consider savings options in order to maintain operations during the pandemic shut-down (layoffs, furloughs, reduced hours, etc.). The County policy for layoffs has been adopted by HPH and reviewed with staff. The trend for the last five years financially has been stable on the revenue side; the expenses have been slightly less than usual other than March 2020. Commissioner Baroudi expressed his hope that more funding will become available for public health in general due to increased awareness of role expansion of public health during the pandemic.

Ms. Pasztor asked about whether the CARES Act and HPH hours used to support businesses during COVID-19 are earmarked for health departments. Commissioner Baroudi stated HPH staff are tracking all activities/hours/expenses pertinent to the pandemic; unfortunately, this will be reimbursed by the State on a per capita basis. HPH did apply for a grant from the State

and received \$62,000, but there is potential for necessary layoffs/furloughs if shutdown extends beyond April. Commissioner Baroudi hopes to reopen HPH services softly in May and begin stabilizing revenue to avoid layoffs.

### **3.3 Health Planning & Promotion Services**

Mr. Masters, Operations Chief for Incident Command Structure, gave overview of need for COVID-19 isolation centers for people who live in congregate housing. Gary Bright, Injury Prevention Coordinator, was assigned Coordinator for Isolation Center Development for Incident Command Structure due to his extensive working relationships and history with community-based programs. Mr. Bright has been connecting with Family Resource Center, United Way, City Mission, University of Findlay, and County Commissioners, and successfully identifying/readying properties which could be used as isolation centers.

Mr. Masters discussed issues with appropriately providing information to first responders regarding COVID cases and also organizing ways to provide personal protective equipment (PPE) to first responders who are experiencing dwindling PPE supply. Update at next Board meeting.

Ms. Jones asked about PHAB reaccreditation deadline process. Mr. Masters stated the resubmission deadline was extended to 11/21/20, including some grant deliverable extensions from the State (due by end of June 2020) and extensions on recertification for HPH professionals. All of these extensions have greatly reduced HPH leadership stress and allowed for greater focus/organization for Incident Command Structure.

### **3.4 Personal Health Services**

Ms. Chamberlin summarized the changing role of HPH nursing staff since the COVID-19 shutdown response. Regular immunization clinics have been inactive, as no public is entering building. Hoping to open clinic for two-year-old and under vaccines in early May 2020. Since clinic staff have had reduced activities, they have been involved in various other roles related to the COVID-19 response. An epi/nursing team has been developed to perform contact tracing on positive cases, staffed now by clinic nurses, BCMH nurse, and school nurses. In addition to contact tracing, nurses have been staffing the Public Health Call Center Line for general questions from the community about the virus since the beginning of the pandemic; these calls have been gradually reducing to approximately five calls/day currently but initially were very high volume. The majority of nursing have successfully been working remotely in these new roles.

Ms. Chamberlin reported on the increased revenue from the Help Me Grow (HMG) program since the pandemic response due to introduction of virtual visits with families and socially distanced supply drop-offs by HMG staff. Ms. Chamberlin hopes the doubled revenue in HMG will somewhat make up for the decreased revenue in other departments.

### **3.5 Environmental Health Services**

Ms. Summit, Financial Officer of Incident Command Structure, has been working closely with Chelsi Frankforther, HPH Fiscal Coordinator, on weekly financial review and leadership team

updates, researching employee leave options during COVID-19, tracking staff hours and fiscal requests for equipment updates for COVID response.

Ms. Summit's other Incident Command Structure assignment is Logistics Chief. In her logistics role, Ms. Summit reported working closely with Lee Swisher, Director of Hancock County Emergency Protective Agency on collecting requests for PPE from community organizations and securing PPE donations for agencies in need.

Ms. Summit summarized the new role of Registered Sanitarians in Environmental Health (EH) since the beginning of the pandemic response. Sanitarians have been involved with responding to all pandemic workplace-related reports/calls. On March 22, 2020 alone, 130 phone calls were received, and since April 1, 2020 there were 250 workplace complaints – all of which required individualized responses from sanitarians. Additionally, sanitarians have been making physical site visits to various businesses for enforcement of and guidance with Governor's orders, such as maintaining social distancing in the workplace. Further, a Dispute Resolution Commission has been organized to review businesses that wish to appeal decisions made regarding essential vs. nonessential services.

### **3.6 IT/Data Systems Services**

Mr. Niese, Chief of Communications for Incident Command Structure, reported that in the two months since the beginning of the pandemic response a Communications Team was established, including the three Health Educators, Jessica Halsey, Kayla DeMuth, Gary Bright, and also the Vital Statistics Registrar, Dan Klein. The Communications Team initially established the Joint Information Center (JIC), working in conjunction with other community agencies (City of Findlay, Hancock County Commissioners, Blanchard Valley Hospital, FOCUS, ADAMHS Board) to staff the Public Health Call Center Line, organize press conferences, update the HPH website, and organize weekly video updates with community leaders for the purpose of on-line public health education.

Mr. Niese reported an increased public response to Hancock Public Health since the pandemic began; HPH FaceBook page followers have increased over the last 30 days from 800 to 5000, which is a testament to the information being put out on social media and a generally positive response to the role of Hancock Public Health.

### **3.7 Health Commissioner/Legislative Updates**

Commissioner Baroudi summarized the regular team meetings being held during the pandemic response phase, all of which will more than likely continue through the recovery phase. There are twice daily briefings (7:30 a.m., 3:30 p.m.) occurring at Hancock Public Health, including the following team members: All HPH Incident Command Structure team members mentioned above, Lee Swisher - Hancock County Emergency Protective Agency Director, Roxanne Williams - Liaison for Blanchard Valley Health System, and Todd James – Director of Red Cross and the Disaster Response and Recovery Coalition.

Commissioner Baroudi also reported attending weekly team meetings (Fridays, 7:30 a.m.) with the Fire Chief, law enforcement leaders, and elected officials.



Due to ongoing extreme shortage of personal protective equipment (PPE), Commissioner Baroudi discussed ongoing issue of donating PPE for agencies in need; this includes attempting to organize how to secure PPE, organizing materials, deciding how agencies would identify need for PPE, designating pick-up/drop-off locations, etc.

Secondary to the COVID-19 pandemic has been declared a national emergency, Commissioner Baroudi announced that HPH has applied for emergency reimbursement through the Federal Emergency Management Agency (FEMA), which could provide reimbursement for lost revenue due to the pandemic at 75% return. For local planning here at HPH, FEMA could potentially provide reimbursement for cost of sterilization of the building and other needs.

Commissioner Baroudi opened the table for questions from the Board. Mr. Edler asked for the definition of "recovered" from COVID, and asked if HPH will ever begin to include statistics of recovered COVID cases. Mr. Baroudi answered that HPH has chosen not to include recovery numbers in reporting statistics, as there is no firm research clearly defining virus recovery or long-term effects or complications from the virus. Because there is no firm recovery research, HPH will refrain from potentially misinforming the public with recovery reporting. Dr. Ratnasamy agreed with Commissioner Baroudi's description regarding recovery and the decision of HPH not to engage in publicly reporting recovery statistics. President Moody-Russo and Mr. Alge thanked the HPH staff for their efforts in serving the public during this time of national emergency.

#### 4.0 OLD/NEW BUSINESS

##### 4.1 Personnel

There were no new hires or separations since the last BOH Meeting on 2/21/20.

##### 4.2 Mobile Health Clinic

Commissioner Baroudi reported that the small work group for the Mobile Health Clinic Team met earlier in the week with Ohio Northern University (ONU). The idea of coming up with the amount to purchase the bus has been difficult. An alternative idea has been to create a partnership with ONU to share use of their mobile unit during an HPH pilot phase. The mobile team is awaiting response from Ohio Northern University. Updates to follow.


#### 5.0 NEXT MEETING


5.1 Friday, May 15, 7:30 a.m. Details to follow on nature of meeting, virtual or face-to-face.

#### 6.0 ADJOURNMENT

President Moody-Russo asked if there was business to address before Board adjournment; no further business was voiced by Board members.

**Ms. Spors motioned the Board of Health to adjourn its regular meeting of 4/17/20 at 9:10 am. seconded by Mr. Edler. Motion carried 7-0**

  
Moody-Russo, RN, Board President

  
Karim Baroudi, MPH, Board Secretary