

CITY OF MIDDLETOWN
BOARD OF HEALTH
Minutes
January 12, 2021

The City of Middletown Board of Health met in remote session at 7:30 AM on January 12, 2021.

Members Present

Mayor Nicole Condrey, BS, President
Jeff Bonnell
Margie Davis, RN
Ruth Lolli
Dr. Ken Patrick, DVM
Charlene Kurtz, BSN, RN
David Schul

Health Department Staff Present

Jackie Phillips Carter, MPH, BSN, RN
Carla Ealy, RS
Chandra Corbin, BSN, RN
Amanda McDonald

Absent and Excused

Dr. Anita Scott Jones, Ed.D., MBA, BS

ROLL CALL

Motion: Ms. Kurtz moved, seconded by Mr. Schul to excuse Dr. Scott Jones.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Mayor Condrey welcomed new board member Ruth Lolli to the Board of Health. Ms. Phillips Carter asked Ms. Lolli to introduce herself to board members. Ms. Phillips Carter stated that a plaque of appreciation had been presented to Ms. Kash for her years of service to the City of Middletown Board of Health.

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES-December 2020

Motion: Dr. Patrick moved, seconded by Mr. Schul to approve the December 2020 Board of Health Meeting Minutes.

Roll call vote: Yes-5(Bonnell, Davis, Patrick, Kurtz, Schul). No-0. Ms. Lolli abstained. **Motion passed.**

RECEIVE AND FILE FINANCIAL REPORT- December 2020

Motion: Mr. Schul moved, seconded by Dr. Patrick to receive and file the December 2020 Financial Report.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

EDUCATION PRESENTATION- COVID Vaccine

Ms. Phillips Carter updated the board on vaccination efforts. She stated that the number one question the health department is receiving is, "When is it my turn?". Ms. Phillips Carter stated that CMHD is following the state's phased tier plan. During phase 1A, the CMHD has vaccinated EMS, doctors not affiliated with a provider, eye doctors, dentists, hospice, group homes, DD, and pharmacies. As we do not waste any vaccines, additional clinics have been created. A list of individuals is kept to accomplish this. If any doses remain, we make sure to get them in an arm.

Ms. Phillips Carter informed the board that phase 1B, beginning on January 18th, will be comprised of seniors aged 80 and older. The following week will be seniors aged 75 and older. Each week the age limit will decrease by increments of five years, until all seniors aged 65 and older have been given the opportunity to receive a vaccine.

Ms. Phillips Carter stated that CMHD has vaccinated approximately 450 individuals at this time. There will be clinics held on Monday, Wednesday, and Thursday of this week. The IT department is currently working on developing a website for all residents to be able to pre-register online to receive their vaccine. The website will also provide a list of upcoming clinic opportunities, as well as vaccine information and fact sheets.

Ms. Phillips Carter informed the board that along with senior citizens, schools will be included in phase 1B. Ms. Phillips Carter has a meeting scheduled with Middletown City School District superintendent, Marlon Styles, and Dr. Brickey of Atrium to discuss vaccination opportunities.

OLD BUSINESS

PHAB

Ms. Phillips Carter informed the board that CMHD has requested a postponement for the PHAB site visit while focusing efforts on COVID vaccinations. The site visit will now be May 25th-27th.

NEW BUSINESS

Travel Authorizations

None.

President Pro Tem

Ms. Phillips Carter explained that the president pro tem will lead meetings in the absence of the president of the Board of Health.

Motion: Dr. Patrick moved, seconded by Ms. Davis to elect David Schul as president pro tem of the Board of Health.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Health Committees

Following discussion, it was decided that the personnel committee will be comprised of the following board members:

Ms. Condrey, Dr. Patrick, Mr. Bonnell, Ms. Kurtz, and Ms. Lolli. The finance committee will be comprised of the following board members: Ms. Condrey, Mr. Schul, Ms. Davis, and Dr. Scott Jones.

Motion: Mr. Schul moved, seconded by Dr. Patrick to approve the health committees.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of MBHE Ordinance No. O2021-01-An Ordinance Amending MBHE O2020-04 And Declaring An Emergency

Ms. Phillips Carter explained that this ordinance classifies the Director of Nursing position as exempt.

Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve MBHE Ordinance No. O2021-01.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Services Agreement Between Hamilton County General Health District and City of Middletown Health Department-Syringe Exchange Program (SEP)

Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve the SEP agreement.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

2020 4th Quarter Report

Ms. Phillips Carter explained to the board that the 2020 4th quarter report was included in the board of health packet, along with the 2019 fourth quarter report for comparison.

Approval of Agreement for Facility Use with Middletown School Board

Ms. Phillips Carter informed the board that this agreement has been approved by the Board of Education allowing use of their facility for vaccine distribution and is now ready to be approved by the Board of Health.

Motion: Ms. Kurtz moved, seconded by Ms. Davis to approve the Facility Use Agreement.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Emergency Contact Tracer Agreement

Ms. Phillips Carter explained to the board that the City of Middletown Law Department must review all contracts annually. These contracts then must be approved by the Board of Health in order for CMHD to have them on stand-by for use when needed.

Motion: Mr. Schul moved, seconded by Ms. Davis to approve the Emergency Contact Tracer Agreement.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Registered Sanitarian Agreement

Ms. Phillips Carter explained that this position will only be filled in the event of an emergency or under extenuating circumstances.

Motion: Ms. Kurtz moved, seconded by Mr. Bonnell to approve the Registered Sanitarian Agreement.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Public Health Nurse Agreement

Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve the Public Health Nurse Agreement.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Memorandum of Understanding (MOU) for Closed Point of Dispensing (POD) Site

Ms. Phillips Carter explained that a POD is a closed point of dispensing. For example, the health department supplying vaccines to a company that then agrees to operate and dispense the vaccines on their own to their employees.

Motion: Ms. Kurtz moved, seconded by Mr. Schul to approve the MOU for POD Site.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

Approval of Volunteer Release and Waiver of Liability Form

Ms. Phillips Carter informed the board that all POD workers must read and sign this form.

Motion: Mr. Schul moved, seconded by Mr. Bonnell to approve the Volunteer Release and Waiver of Liability Form.

Roll call vote: Yes-6(Bonnell, Davis, Lolli, Patrick, Kurtz, Schul). No-0. **Motion passed.**

REPORTS

Health Commissioner

Ms. Phillips Carter informed the board that Safety Counsel is in the process of pulling together a meeting to discuss the increase of injuries and deaths caused by falls.

Ms. Phillips Carter stated that she will be a part of the Dr. Martin Luther King celebration held by Atrium Medical Center by joining a virtual panel.

Medical Director

Dr. Jennewine reported the December communicable diseases.

Chlamydia infection	22
COVID-19	1,279
Gonococcal infection	1
Giardia	12
Hepatitis A	1
Hepatitis B	1
Hepatitis C	5
Streptococcus pneumoniae	1

Director of Nursing

Ms. Corbin informed the board that there was a spike in the number of COVID cases reported for the month of December. She states that 39% of all 2020 cases were reported in December. Holiday gatherings may have played a significant role in this increase.

Ms. Corbin states that she is hopeful that we will start to see a decline in the number of new cases reported now that we have begun vaccination efforts. Ms. Corbin states that the vaccine is fairly delicate and must be maintained at certain temperatures. CMHD is in the process of obtaining a monitoring system for our vaccine freezer that will send text message, email, and call alerts to health department staff if the temperatures are not within the correct range.

Environmental Director

Ms. Ealy informed the board that CMHD is still collecting sewage business renewal and tattoo license payments. There will not be any late fees assessed to license payments until after July 2021.

Ms. Ealy stated that CMHD will be sending out food license renewal applications the last Friday in January.

Ms. Ealy stated that CMHD has purchased a cargo trailer for point of dispensing (POD) supplies. The trailer was loaded with all supplies the first week of January, and is being stored at the city garage.

ADJOURNMENT

The meeting was adjourned at 8:41AM. The next meeting will be held on February 9, 2021 at 7:30 AM.


Jacquelyn D. Phillips Carter, MPH, BSN, RN
Secretary

Nicole Condrey, President
City of Middletown Board of Health