

CITY OF MIDDLETOWN  
BOARD OF HEALTH  
Minutes  
November 9, 2021

The City of Middletown Board of Health met in regular session at 7:30 AM on November 9, 2021.

Members Present

David Schul, Vice President  
Jeff Bonnell  
Margie Davis, RN  
Sally Kash, MS, RN  
Charlene Kurtz, BSN, RN  
Ruth Lolli  
Dr. Ken Patrick, DVM

Health Department Staff Present

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

Absent and Excused

Mayor Nicole Condrey, BS, President

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ROLL CALL

**Motion:** Mr. Bonnell moved, seconded by Ms. Lolli to excuse Mayor Condrey.

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

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES-October 2021

**Motion:** Dr. Patrick moved, seconded by Ms. Kash to approve the October 2021 Board of Health Meeting Minutes.

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

RECEIVE AND FILE FINANCIAL REPORT-October 2021

**Motion:** Ms. Kurtz moved, seconded by Ms. Kash to receive and file the October 2021 Financial Report.

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

EDUCATION PRESENTATION-Food Safety Inspections

Ms. Ealy presented a video demonstrating a brief overview of what health inspectors look for while conducting a food safety inspection. The environmental health division is responsible for inspections of food service operations located within the city of Middletown. Those facilities may include: restaurants, grocery stores, retail food establishments, schools, vending machines, mobiles and temporary food operations. Ms. Mourer explained that registered environmental health specialists begin their inspection by introducing themselves and washing their hands to prevent any contamination during the inspection. Inspectors check the walk-in coolers and freezers, first by checking the temperature gage on the outside of the unit and then by testing a time/temperature controlled for safety food (TCS) product inside the unit. Environmental health specialists also ensure that food is being stored properly inside the walk-in units, products are date marked and proper lighting is being used. The inspection then moves to dry-goods. Health specialists ensure that dry-

goods are being kept in original or closed/clear containers off of the floor and there is no rust on storage shelving and no dented cans in storage. Environmental health specialists check the temperature of prepared food and the holding temperatures of both hot and cold foods. Finally, the health specialists ensure that the facility is being properly maintained, the floors and equipment are being properly cleaned and the ware wash is being performed correctly. Inspection reports are typed up in the office and then sent directly to the facility. All food safety inspections are made available to the public at [cityofmiddletown.org](http://cityofmiddletown.org).

#### Executive Session

Executive session was called under the authority of O.R.C. 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion demotion, or compensation of a public employee or official.

**Motion:** Ms. Kurtz moved, seconded by Ms. Lolli to move to executive session at 7:46AM.

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

#### REGULAR SESSION

**Motion:** Dr. Patrick moved, seconded by Ms. Kurtz to resume regular session at 8:30AM.

**Roll call vote:** Yes 5- (Davis, Kash, Kurtz, Lolli, Patrick). No-0. **Motion Passed.**

#### NEW BUSINESS

##### Travel Authorizations

None.

##### Approval of Agreement for Facility Use-Middletown City School District

Ms. Phillips Carter explained to the board that this agreement extends through the end of 2022 and includes all school buildings in the Middletown City School District.

**Motion:** Ms. Davis moved, seconded by Ms. Lolli to approve the Agreement for Facility Use.

**Roll call vote:** Yes 5- (Davis, Kash, Kurtz, Lolli, Patrick). No-0. **Motion Passed.**

##### Approval of Agreement between Butler County General Health District and City of Middletown Health Department- Public Health Workforce Grant

Ms. Phillips Carter explained to the board that this grant went to Butler County General Health District first, CMHD will be receiving a subgrant. Each employee hired under the Workforce Grant will be contracted and the Board of Health will receive a job description and resume.

**Motion:** Ms. Kash moved, seconded by Ms. Lolli to approve the Agreement between Butler County General Health District and City of Middletown Health Department-Public Health Workforce Grant.

**Roll call vote:** Yes 5- (Davis, Kash, Kurtz, Lolli, Patrick). No-0. **Motion Passed.**

#### OLD BUSINESS

##### COVID

Ms. Phillips Carter stated that CMHD has seen a large increase in our weekly COVID vaccine clinics. There are over 200 vaccines scheduled for the upcoming clinic on November 11, 2021. Ms. Phillips Carter informed the board that booster shots can be "mixed and matched," meaning that individuals can choose from Moderna, Pfizer or Johnson and Johnson for their booster shot no matter which vaccine they previously received.

CMHD can now begin vaccinating 5-11 year-olds. We have ordered 300 doses of pediatric Pfizer and will be splitting our inventory with Hamilton City Health Department. Centerpoint Health and Primary Health Solutions are also vaccinating children.



**REPORTS**

**Health Commissioner**

Ms. Phillips Carter followed up with the board regarding the complaint received by Mayor Condrey concerning a rusty filament on the grass at the airport. It was identified as a rust fungus that affects many kinds of plants. Ms. Phillips Carter has been invited by Judge Sherron to attend the American Legion Veterans Day Luncheon. Ms. Phillips Carter informed the board that the health department is open on Veterans Day with normal business hours.

**Medical Director**

In Dr. Jennewine’s absence, Ms. Corbin reported the October communicable disease numbers to the board.

Chlamydia infection	36
COVID-19	431
Gonococcal infection	12
Hepatitis B	4
Hepatitis C	6
Salmonellosis	1
Streptococcal-Group A-invasive	2

**Director of Nursing**

Ms. Corbin informed the board that there were 234 positive cases of COVID reported in the first week of October, there have been 110 positive cases reported in the first week of November. Ms. Corbin stated that the health department is seeing an average of 10-20 positive cases reported daily. Ms. Corbin informed the board that the majority of vaccines being given are second doses or booster shots. We are still seeing some first doses being given, largely driven by Medicare incentives and employer’s requirements. Ms. Corbin informed the board that CMHD began administering booster shots on October 25<sup>th</sup>, there have been 448 booster doses administered as of November 9<sup>th</sup>. CMHD has administered 71 doses of flu vaccine. Ms. Corbin informed the board that there have been no flu hospitalizations reported to CMHD.

**Discussions**

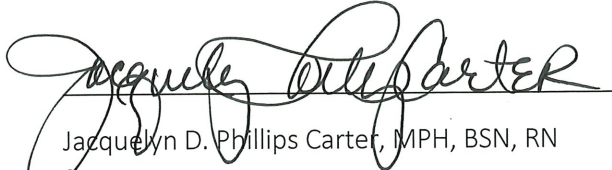
Feedback: Ms. Phillips Carter informed the board that CMHD is offering flu and COVID vaccines at the Syringe Exchange and The Gathering. Ms. Corbin added that CMHD continues to provide COVID vaccine to home-bound patients weekly.

**Environmental Director**

Ms. Ealy informed the board that all three-year septic inspections have been completed. Plans have been received and approved for the following: Triple J’s Essential Deli, Foodies (mobile) and Tienda La Caracha. Zip’s Drive Thru has been licensed. Ms. Ealy informed the board that Ms. Mourer has completed the COVID 19 After Action Report and continues to work on grant deliverables.

ADJOURNMENT

The meeting was adjourned at 8:56 AM. The next meeting will be held on December 14, 2021 at 7:30 AM.

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

  
Nicole Condrey, President  
City of Middletown Board of Health