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June 4th, 2021

Board of Health Agenda

Meeting Called to order:

- ✓1. Approve Minutes.
- ✓2. Review and Approve - Financial Reports.
- ✓3. Review - COVID Expenses.
- ✓4. Update Record Retention Policy Regarding Vital Stats.
- ✓5. Approval of 2 drawer Firesafe file cabinet and 5 locking Banker bags.
- ✓6. Nursing Report.
- ✓7. Environmental Report
- ✓8. Health Commissioner's Report.




Laura Miller, President



Sean Stureff




Jared Walker D.O.



Christy Sherman



Dr. Aaron Adams



Health Commissioner,
Board of Health Secretary

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602 7th STREET - ROOM 21
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SCIOTO COUNTY BOARD OF HEALTH MINUTES

June 4, 2021

Board Members in Attendance: Laura Miller, Christy Sherman, Dr. Walker, Sean Sturgill, Dr. Adams

Also in Attendance:

Dr. Martin, Melissa Spears, Tracey Henderson

Meeting called to order– 12:05pm

1. **Approve the minutes of previous board meeting.** Motion to approve with changes – Christy Sherman; Second – Dr. Adams. All voted in favor.
2. **Approve Financial Report and payment of the bills.** Motion to approve – Dr. Walker; Second – Dr. Adams. All voted in favor.
3. **Reviewed and accepted into the Minutes – the COVID-19 Expense Report.**
4. **Updated the Record Retention Policy** – In the Vital Statistics Division the customer fills out an application to request a copy of a birth or death record. In the current Record Retention Policy it states the applications may be destroyed after an ODH Audit. However, in the current ODH Vital Stats Policy it states that it may be done at the Registrar's digression. We would like to replace the current time period with, we will retain customer applications and payment receipts for 2 years or after State Audit. Motion to Approve – Christy Sherman; Second- Dr. Adams. All voted in favor.
5. **Approval of Fire Safe File cabinet and Banker's Bags for Registrar/Fiscal Officer.** Motion to approve – Dr. Adams; Second – Dr. Walker. All voted in Favor.
6. **Nursing Report – Tracey Henderson, Director**

COVID-19:

Cases:

Total for County and City combined as of 5/31/2021 is 6741 (5122 for Scioto County and 1619 for Portsmouth City). The numbers reported at the last Board Meeting were as of 5/12/2021: 6673 cases (5071 for Scioto County and 1602 for Portsmouth City). In the 19 days between reporting times, this is a total increase of 68 cases (51 for Scioto County, 17 for Portsmouth City.) This is an average of only about 3 new County cases a day.

COVID Vaccine:

- We have offered 2 large Pfizer Dose 1 clinics targeting 12-15 year olds. Filled first quickly (120), second one 10 days later did not fill (only about 65). Corresponding Dose 2 clinics coming up starting next week.

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- Otherwise, we do vaccines in clinic by appointment but accept walk-ins. Currently we have all 3 types of vaccines available daily. Unused doses from open vials at end of day are wasted if we can't use them for homebound, nursing homes or jail.
- Large clinic at Star Justice today (106) – we go once a month.
- Will go to Potter's House with COVID vaccine on June 30 (Health Fair organized by Caresource).
- No takers on churches or businesses to set up clinics. Arrick's propane is thinking about it and will get back to me.
- Vaccine totals to date:
TOTAL: 10435 (was 9952 at last Board meeting)
Moderna: 7422 (was 7146)
Pfizer: 2616 (was 2403)
Janssen: 397 (was 371)
First doses: 5152 (was 4915) (does not include Janssen)
Second doses: 4818 (was 4660)

7. Environmental Report – Garet Bennett, Director

8. Health Commissioner's Report – Dr. Martin

Dr. Martin was online with a conference with AOHC (Association of Ohio Health Commissioners) and Terry Johnson, concerning the forced mergers of city health departments with smaller populations. Mr. Johnson listened to all the comments and concerns and was thankful for the input. As of right now a feasibility study is required, no exceptions, it does not matter where health departments stand with Accreditation.

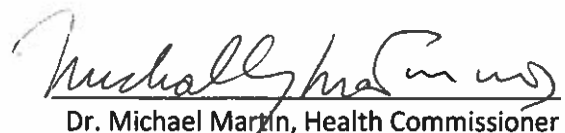
Dr. Martin expressed his appreciation for the members of the County Board of Health. Stating the Board has the health and well-being of our residents in the forefront of all their decisions, they do not allow politics to enter into their decisions.

Dr. Martin also updated the Board on the upcoming move of the department.

9. Motion to Adjourn – Dr. Adams. All voted in favor.

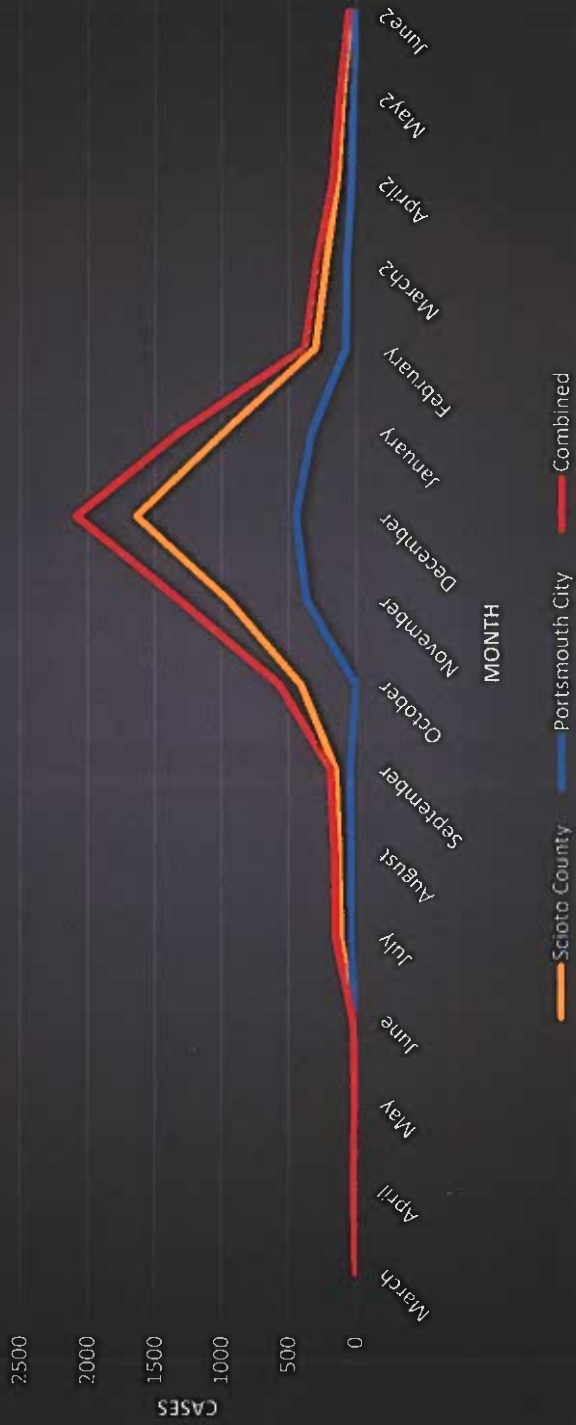
Meeting adjourned – 1:00pm.


Laura Miller, Board President


Dr. Michael Martin, Health Commissioner

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Scioto County Covid-19 Outbreak 2020-2021



Scioto County Corona Virus Outbreak 2020-2021

Prepared by: Molly Dargavell, Regional Epidemiologist

Jurisdiction	March	April	May	June	July	August	September	October	November	December	January	February	March ²	April ²	May ²	June ²	Total
Scioto County	1	13	4	17	110	125	149	407	944	1638	982	302	224	139	125	52	5174
Portsmouth City	0	0	1	2	38	32	41	60	366	448	331	77	71	34	24	7	1626
Combined	1	13	5	19	148	157	190	567	1310	2086	1313	379	295	173	125	59	6800

Dear Board of Health Members;

Since we are approaching the manageable end of the pandemic I would like to propose an increase in pay for those remaining employees that did not get an increase due to promotions. These employees have went above and beyond what would have been their normal job responsibilities.

All of our employees have been exceptional during this time of crisis, we have a wonderful workforce and I am very proud of each of them! Given the size of our department and the demand that was placed on everyone we have come out of this, I feel, a better department.

We have new employees that hit the ground running and learn their job responsibilities along with COVID-19 responsibilities.

We have one employee that has worked from home during this time and has been the one constant source of income coming into the Home Health Fund. Freda Corey, works with our BCMH Program.

Traci Maloney was hired at the being of the Hepatitis Outbreak and has not stopped since then, she is our Medical Billing Officer. She has worked non-stop on data entry and now has begun the billing of insurance companies for the COVID-19 vaccines. We are now currently beginning to see some income coming into the Home Health Fund from administered COVID vaccines because of her efforts.

Amber Gustin was originally hired for the replacement of an employee that was retiring in November. She spent her first couple months working on COVID-19 Quarantine and fielding phones concerning various COVID-19 questions and concerns. She has since taken control of the Vital Stats Section along with being designated the Fiscal Officer. So in the mist of COVID-19 she has assisted with data input and continues to learn the twists and turns of government accounting and finance.

Tracey Henderson, Nursing Director has and continues to dedicate herself to the forward moving success of this department in the battle against COVID-19. Whenever new guidelines or requirements were put forth upon the local departments Tracey was on the forefront of making sure our department was in line the current requirements. As she remains so today.

Employee	Base Bi-Weekly Salary 2021	Overtime Pay 2020	Overtime Pay 2021	Proposed Increase per hour	Yearly Increase to Salary	New Bi-Weekly Gross Salary
Freda Corey PT	\$1,615.12	0.00	0.00	.70	\$1,019.20	✓ \$1,654.32
Traci Maloney	\$1,815.16	\$243.08	\$680.68	\$1.69	\$3,515.20	✓ \$1,950.36
Amber Gustin	\$1,615.55	\$706.83	\$45.44	\$1.45	\$3,016.00	✓ \$1,731.55
Tracey Henderson	\$2,709.57	\$54,214.63	\$20,793.99	\$2.17	\$4,503.20	✓ \$2,882.77

yes

Jan 2021 Covid**Fund Totals**

Board of Health	738	\$ 30,903.81
Home Health	740	\$ 17,670.62
		<u>\$ 48,574.43</u>

Feb 2021 Covid**Fund Totals**

Board of Health	738	33194.82
Home Health	740	23424.61
PCHD Covid Grant Reimb	740	-8612
		<u>48007.43</u>

March 2021 Covid**Fund Totals**

Board of Health	738	52731.16
Home Health	740	4454.2
		<u>57185.36</u>

May, April, June 2021 Covid**Fund Totals**

Board of Health	738	97352.03
Home Health	740	11851.53
		<u>109203.56</u>

2021 Total Covid 19 Cost**\$ 262,970.78**

YTD Covid 19 Expense		
Type	Code	Amount
Supplies	5420	\$ 2,077.80
Salaries Minus OT	1501	\$ 35,300.27
OT Covid/Tracing/Clinics	1510	\$ 7,118.07
Contract Covid Support	5327	\$ 8,540.53
Jan 2021 Total		\$ 53,036.67
Supplies	5420	\$ 3,362.35
Salaries Minus OT	1501	\$ 28,213.92
OT Covid/Tracing/Clinics	1510	\$ 9,472.96
Contract Covid Support	5327	\$ 15,644.38
Feb 2021 Total		\$ 56,693.61
Supplies	5420	\$ 997.91
Salaries Minus OT	1501	\$ 42,599.43
OT Covid/Tracing/Clinics	1510	\$ 7,534.28
Contract Covid Support	5327	\$ 23,602.50
March 2021 Total		\$ 74,734.12
Supplies	5420	\$ 998.57
Salaries Minus OT	1501	\$ 28,983.02
OT Covid/Tracing/Clinics	1510	\$ 4,484.05
Contract Covid Support	5327	\$ 10,544.75
April 2021 Total		\$ 45,010.39
Employee Expense (No supplies)	5420	\$ 83.02
Salaries Minus OT	1501	\$ 30,509.33
OT Covid/Tracing/Clinics	1510	\$ 1,527.04
Purchase Service	5327	\$ 7,010.86
Contract Covid Support	5327	\$ 4,322.50
May 2021 Total		\$ 43,452.75
YTD Covid 19 Expense		\$ 272,927.54

Covid 19 2021 Cost							
Vender Name	Line	Date or Invoice #	Hours/Miles	Rate	Amount	Description	Total
Staker's Drugs		1/5/2021	N/A	N/A	729.32	Covid Vaccine Supplies	\$ 729.32
Bihl Supplies		1/8-1/11/2021	N/A	N/A	609.11	EMA Covid Tracers Supplies	\$ 609.11
Staker's Drugs		1/13/2021	N/A	N/A	144.00	Covid Vaccine Supplies	\$ 144.00
Melissa Spears		1/20/2021	N/A	N/A	317.37	Reimb. Covid Hotline Phones	\$ 317.37
Staker's Drugs		1/28/2021	N/A	N/A	278.00	Covid Supplies	\$ 278.00
Supplies 5420							\$ 2,077.80
Heather Bowen		1/2/21-1/3/21	9.25	25.00	231.25	Covid Contract Tracers	\$ 231.25
Jasomyn Frautschy		1/4/21-1/8/21	38.5	20.00	770.00	Covid Contract Tracers	\$ 770.00
Ash Vemsadri		1/6/21-1/7/21	5.25	20.00	105.00	Covid Contract Tracers	\$ 105.00
Euna Dever		1/4/21-1/7/21	19	20.00	380.00	Covid Contract Tracers	\$ 380.00
Pam McCoy		1/4/21-1/8/21	33.5	25.00	837.50	Covid Contract Vaccine Nurse	\$ 837.50
Pam McCoy		1/6/21-1/7/21	44	0.58	25.30	Mileage Covid Clinics	\$ 25.30
Ashley Spears		1/8/21-1/15/21	43.75	20.00	875.00	Covid Contract Tracers	\$ 875.00
Heather Bowen		1/9/21-1/24/21	27.5	25.00	687.50	Covid Contract Tracers	\$ 687.50
Ash Vemsadri		1/8/21-1/19/21	32	20.00	640.00	Covid Contract Tracers	\$ 640.00
Mary Clark		1/18/21-1/24/21	8	20.00	160.00	Covid Contract Tracers	\$ 160.00
Euna Dever		1/11/21-1/21/21	24	20.00	480.00	Covid Contract Tracers	\$ 480.00
Pam McCoy		1/11/21-1/13/21	58.5	25.00	1,462.50	Covid Contract Vaccine Nurse	\$ 1,462.50
Pam McCoy		1/11/21-1/13/21	41.7	0.58	23.98	Mileage Covid Clinics	\$ 23.98
Candy Baker		1/19/21-1/23/21	19.5	20.00	390.00	Covid Contract Vaccine Nurse	\$ 390.00
Ashley Spears		1/18/21-1/22/21	29.5	20.00	590.00	Covid Contract Tracers	\$ 590.00
Stacey Wheeler		1/22/21-1/23/21	9.75	20.00	195.00	Covid Contract Vaccine Nurse	\$ 195.00
Lisa Whisman		1/20/21-1/22/21	27.5	25.00	687.50	Covid Hotline	\$ 687.50
Contract Support 5327							\$ 8,540.53
Tracey Henderson OT		1/2/21-1/7/21	18.5	50.81	939.99	Overtime Covid Vaccine Clinics	\$ 939.99
Morgan Flocker OT		1/1/21-1/7/21	25	37.86	946.50	Overtime Covid Vaccine Clinics	\$ 946.50
Vickie Patrick OT		1/2/21-1/7/21	14	37.86	530.04	Overtime Covid Vaccine Clinics	\$ 530.04
Traci Maloney OT		1/4/21-1/6/21	3.5	34.04	119.14	Overtime Covid Vaccine Clinics	\$ 119.14
Traci Maloney OT		1/11/21-1/21/21	5	34.04	170.20	Overtime Covid Vaccine Clinics	\$ 170.20
Melissa Spears OT		1/19/21-1/21/21	6.15	58.38	359.04	Overtime Covid Vaccine Clinics	\$ 359.04
Vickie Patrick OT		1/11/21-1/21/21	18	37.86	681.48	Overtime Covid Vaccine Clinics	\$ 681.48
Morgan Flocker OT		1/8/21-1/21/21	29	37.86	1,097.94	Overtime Covid Vaccine Clinics	\$ 1,097.94
Tracey Henderson OT		1/8/21-1/21/21	44.75	50.81	2,273.75	Overtime Covid Vaccine Clinics	\$ 2,273.75
OT							\$ 7,118.07
Garet Bennett		Pay Period 1/15/21	Salary	N/A	2,064.11	payroll	\$ 2,064.11
Morgan Flocker		Pay Period 1/15/21	Salary	N/A	2,018.90	payroll	\$ 2,018.90
Amber Gustin		Pay Period 1/15/21	Salary	N/A	1,615.55	payroll	\$ 1,615.55
Tracey Henderson		Pay Period 1/15/21	Salary	N/A	2,709.57	payroll	\$ 2,709.57
Traci Maloney		Pay Period 1/15/21	Salary	N/A	1,815.16	payroll	\$ 1,815.16
Vickie Patrick		Pay Period 1/15/21	Salary	N/A	2,018.90	payroll	\$ 2,018.90
Melissa Spears		Pay Period 1/15/21	Salary	N/A	2,965.16	payroll	\$ 2,965.16
Jerod Walker		Pay Period 1/15/21	Salary	N/A	2,431.01	payroll	\$ 2,431.01
Garet Bennett		Pay Period 1/29/21	Salary	N/A	2,064.11	payroll	\$ 2,064.11
Morgan Flocker		Pay Period 1/29/21	Salary	N/A	2,018.90	payroll	\$ 2,018.90
Amber Gustin		Pay Period 1/29/21	Salary	N/A	1,615.55	payroll	\$ 1,615.55
Tracey Henderson		Pay Period 1/29/21	Salary	N/A	2,709.57	payroll	\$ 2,709.57
Traci Maloney		Pay Period 1/29/21	Salary	N/A	1,815.16	payroll	\$ 1,815.16
Vickie Patrick		Pay Period 1/29/21	Salary	N/A	2,018.90	payroll	\$ 2,018.90
Melissa Spears		Pay Period 1/29/21	Salary	N/A	2,965.16	payroll	\$ 2,965.16
Jerod Walker		Pay Period 1/29/21	Salary	N/A	2,431.01	payroll	\$ 2,431.01
Tracey Henderson		1/31/2021	N/A	N/A	23.55	Reimb covid clinic	\$ 23.55
Salary 1501							\$ 42,418.34
JAN TOTAL							\$ 53,036.67
Staker's Drugs	740-1779-5420	2/1/2021	N/A	N/A	617.25	Covid Vaccine Supplies	\$ 617.25
Staker's Drugs	740-1779-5420	2/3/2021	N/A	N/A	303.00	Covid Vaccine Supplies	\$ 303.00
Leah Terry	740-1779-5420	1/20/2021	n/a	n/a	74.18	Bought Covid Supplies for files	\$ 74.18
Staker's Drugs	740-1779-5420	148922	n/a	n/a	551.68	Gloves, Sharps Covid	\$ 551.68
Staker's Drugs	740-1779-5420	148823	n/a	n/a	218.88	Band-aids, Sharps covid	\$ 218.88
Staker's Drugs	740-1779-5420	3/3/2021	n/a	n/a	257.66	Covid Vaccine Supplies	\$ 257.66
Dr Walker	740-1779-5420	1/20/21-2/15/21	n/a	n/a	717.00	Covid Supplies Expense	\$ 717.00
McKesson	740-1779-5420	20749323	n/a	n/a	239.56	Covid Clinic Supplies	\$ 239.56
McKesson	740-1779-5420	20917848	n/a	n/a	73.58	Table Paper for Covid Clinic	\$ 73.58
McKesson	740-1779-5420	20976673	n/a	n/a	235.38	Sharps Containers Covid	\$ 235.38
Leah Terry	740-1779-5420	1/20/2021	N/A	N/A	74.18	Reimb Covid Supplies	\$ 74.18
Supplies 5420							\$ 3,362.35
Morgan Flocker OT	740-1779-1501	1/22/21-2/4/21	2	37.86	75.72	Overtime Covid Vaccine Clinics	\$ 75.72
Morgan Flocker	740-1779-1501	Payroll 2/5/21	N/A	N/A	2,018.90	payroll	\$ 2,018.90
Morgan Flocker OT	740-1779-1501	2/6/21-2/19/21	10	37.86	378.54	Overtime Covid Vaccine Clinics	\$ 378.54
Morgan Flocker	740-1779-1501	Payroll 2/26/21	n/a	n/a	2,018.90	payroll	\$ 2,018.90
Salary 1501							\$ 4,492.06
Arlene Dever	740-1779-5327	1/25/2021	20	3.50	70.00	Covid Contract Tracers	\$ 70.00
Kristyn McLaughlin	740-1779-5327	2/3/21-2/6/21	21	25.00	525.00	Covid Contract Nurse	\$ 525.00
Laura Terry	740-1779-5327	1/21/21-1/29/21	59	20.00	1,180.00	Covid Vaccine Hotline	\$ 1,180.00
Ashley Spears	740-1779-5327	1/25/21-2/5/21	55	20.00	1,100.00	Covid Contract Tracer	\$ 1,100.00
Heather Bowen	740-1779-5327	1/25/21-1/31/21	4	25.00	100.00	Covid Weekend Tracer Supervisor	\$ 100.00
Candy Baker	740-1779-5327	1/25/21-2/6/21	21.5	20.00	430.00	Covid Vaccine Nurse	\$ 430.00
Candy Baker	740-1779-5327	2/6/2021	5.5	22.00	121.00	Covid Vaccine Nurse rate change	\$ 121.00
Pam McCoy	740-1779-5327	1/23/21-2/5/21	98.25	25.00	2,456.25	Covid Vaccine Nurse	\$ 2,456.25
Pam McCoy	740-1779-5327	1/23/21-2/5/21	33.27	0.56	18.63	Mileage Covid Clinics	\$ 18.63
Lisa Whisman	740-1779-5327	1/25/21-2/4/21	33	25.00	825.00	Covid Hotline	\$ 825.00
Stephanie Powell	740-1779-5327	1/25/21-2/21/21	21.65	25.00	541.25	Contract Covid Nurse	\$ 541.25

Heather Bowen	740-1779-5327	2/14/21-2/21/21	25		12.00	300.00	Contract Weekend Tracer	\$	300.00	
Arlene Dever	740-1779-5327	2/17/2021	20		3.50	70.00	Contract Covid Tracer	\$	70.00	
Ashley Spears	740-1779-5327	2/8/21-2/19/21	34		20.00	680.00	Contract Covid Tracer	\$	680.00	
Pam McCoy	740-1779-5327	2/6/21-2/19/21	58.75		25.00	1,468.75	Contract Covid Nurse	\$	1,468.75	
Laura Terry	740-1779-5327	2/1/21-2/14/21	62		20.00	1,240.00	Contract Covid Hotline	\$	1,240.00	
Kristyn McLaughlin	740-1779-5327	2/8/21-2/20/21	25		40.50	1,012.50	Contract covid nurse	\$	1,012.50	
Candy Baker	740-1779-5327	2/1/2/6/20	22		35.50	781.00	Contract Covid nurse	\$	781.00	
Laura Terry	740-1779-5327	2/15-2/26/21	89.25		20.00	1,785.00	Contract Covid Hotline	\$	1,785.00	
Mary Clark	740-1779-5327	2/11/2021	4		20.00	80.00	Contract Covid Tracer	\$	80.00	
Lisa Whisman	740-1779-5327	2/12/21-2/25/21	30		25.00	750.00	Contract Covid Hotline	\$	750.00	
Stacy Wheeler	740-1779-5327	2/20/2021	5.5		20.00	110.00	Contract Vaccine Nurse	\$	110.00	
Covid Support Contract 5327									\$	15,644.38
Home Health Total									\$	23,498.79
Tracey Henderson OT	738-1779-1501	1/22/21-2/4/21	50		50.81	2,540.22	Overtime Covid Vaccine Clinics	\$	2,540.22	
Vickie Patrick OT	738-1779-1501	1/22/21-2/4/21	40		37.86	1,514.18	Overtime Covid Vaccine Clinics	\$	1,514.18	
Traci Maloney OT	738-1779-1501	1/22/21-2/4/21	20		34.04	680.68	Overtime Covid Vaccine Clinics	\$	680.68	
Tracey Henderson	738-1779-1501	Payroll 2/5/21	N/A	N/A		2,709.57	payroll	\$	2,709.57	
Traci Maloney	738-1779-1501	Payroll 2/5/21	N/A	N/A		1,815.16	payroll	\$	1,815.16	
Vickie Patrick	738-1779-1501	Payroll 2/5/21	N/A	N/A		2,018.90	payroll	\$	2,018.90	
Melissa Spears	738-1779-1501	Payroll 2/5/21	N/A	N/A		3,113.42	payroll	\$	3,113.42	
Jerod Walker	738-1779-1501	Payroll 2/5/21	N/A	N/A		2,431.01	payroll	\$	2,431.01	
Tracey Henderson OT	738-1779-1501	2/8/21-2/18/21	65.5		50.80	3,327.69	Overtime Covid Vaccine Clinics	\$	3,327.69	
Vickie Patrick OT	738-1779-1501	2/8/21-2/19/21	16		37.85	605.67	Overtime Covid Vaccine Clinics	\$	605.67	
Melissa Spears OT	738-1779-1501	2/8/21-2/19/21	6		58.38	350.26	Overtime Covid Vaccine Clinics	\$	350.26	
Dr Walker	738-1779-1501	Payroll 2/26/21	n/a	n/a		2,431.01	payroll	\$	2,431.01	
Vickie Patrick	738-1779-1501	Payroll 2/26/21	n/a	n/a		2,624.57	payroll	\$	2,018.90	
Melissa Spears	738-1779-1501	Payroll 2/26/21	n/a	n/a		3,463.68	payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	Payroll 2/26/21	n/a	n/a		1,815.16	payroll	\$	1,815.16	
Tracey Hednerson	738-1779-1501	Payroll 2/26/21	n/a	n/a		2,709.57	payroll	\$	2,709.57	
Salary 1501									\$	33,194.82
Board of Health Total									\$	33,194.82
FEB TOTAL									\$	56,693.61
Morgan Flocker	740-1779-1501	2/22/21-3/5/21	n/a	n/a		2,018.90	Payroll	\$	2,018.90	
Morgan Flocker OT	740-1779-1501	2/22/21-3/5/21	6		37.86	227.13	OT Covid Contact Tracing	\$	227.13	
Morgan Flocker	740-1779-1501	3/5/21-3/16/21	n/a	n/a		2,018.90	payroll	\$	2,018.90	
Morgan Flocker OT	740-1779-1501	3/5/21-3/19/21	5		37.86	189.27	OT Covid Contact Tracing	\$	189.27	
Morgan Flocker	740-1779-1501	3/20/21-4/2/21	n/a	n/a		2,018.90	payroll	\$	2,018.90	
Morgan Flocker OT	740-1779-1501	3/20/2021-4/2/21	2		37.86	75.71	OT Covid Contact Tracing	\$	75.71	
Salary 1501									\$	6,548.81
Home Health Total									\$	6,548.81
Dr Walker	738-1779-1501	2/22/21-3/5/21	n/a	n/a		2,431.01	Payroll	\$	2,431.01	
Vickie Patrick	738-1779-1501	2/22/21-3/5/21	n/a	n/a		2,018.90	Payroll	\$	2,018.90	
Melissa Spears	738-1779-1501	2/22/21-3/5/21	n/a	n/a		3,113.42	Payroll	\$	3,113.42	
traci Maloney	738-1779-1501	2/22/21-3/5/21	n/a	n/a		1,815.16	Payroll	\$	1,815.16	
Tracey Henderson	738-1779-1501	2/22/21-3/5/21	n/a	n/a		2,709.57	Payroll	\$	2,709.57	
Amber Gustin OT	738-1779-1501	2/22/21-3/5/21	1.5		20.19	45.44	OT Covid 2nd Dose Phone Numbers	\$	45.44	
Vickie Patrick OT	738-1779-1501	2/22/21-3/5/21	24		37.86	908.50	OT Covid Vaccine Clinic	\$	908.50	
Melissa Spears OT	738-1779-1501	2/22/21-3/5/21	2.5		58.38	145.94	OT Covid Scheduling Clinics	\$	145.94	
Traci Maloney OT	738-1779-1501	2/22/21-3/5/21	4		34.04	136.14	OT Covid Clinic data input	\$	136.14	
Tracey Henderson OT	738-1779-1501	2/22/21-3/5/21	38.5		50.81	1,955.97	OT Covid Clinic Mangement	\$	1,955.97	
Tracey Henserson	738-1779-1501	3/5/21-3/19/21	n/a	n/a		2,709.57	payroll	\$	2,709.57	
Tracey Henderso OT	738-1779-1501	3/5/21-3/19/21	43		50.80	2,184.59	OT Covid Vaccine Clinic	\$	2,184.59	
Traci Maloney	738-1779-1501	3/5/21-3/19/21	n/a	n/a		1,815.16	payroll	\$	1,815.16	
Dr Martin	738-1779-1501	3/15/21-3/19/21	n/a	n/a		1,215.50	payroll	\$	1,215.50	
Dr. Walker	738-1179-1501	3/5/21-3/12/21	n/a	n/a		1,215.50	payroll	\$	1,215.50	
Vickie Patrick	738-1779-1501	3/5/21-3/19/21	n/a	n/a		2,018.90	payroll	\$	2,018.90	
Vikie Patrick OT	738-1779-1501	3/5/21-3/19/21	24		37.85	908.50	OT Covid Clinic Management	\$	908.50	
Melissa Spears	738-1779-1501	3/5/21-3/19/21	n/a	n/a		3,113.42	payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	3/20/21-4/2/21	n/a	n/a		1,815.16	Payroll	\$	1,815.16	
Melissa Spears	738-1779-1501	3/20/21-4/2/21	n/a	n/a		3,113.42	Payroll	\$	3,113.42	
Vickie Patrick	738-1779-1501	3/20/21-4/2/21	n/a	n/a		2,018.90	payroll	\$	2,018.90	
Vikie Patrick OT	738-1779-1501	3/20/21-4/2/21	20		37.86	757.09	OT Covid Clinic Management	\$	757.09	
Tracey Henderson	738-1779-1501	3/20/21-4/2/21	n/a	n/a		2,709.57	payroll	\$	2,709.57	
Tracey Henderson OT	738-1779-1501	3/20/21-4/2/21	38.75		50.80	1,968.67		\$	2,709.57	
Salary 1501									\$	43,584.90
Staker's	738-1779-5420	10/19/2293	n/a	n/a		997.91	Covid Clinic Supplies	\$	997.91	
Supplies 5420									\$	997.91
Ashley Spears	738-1779-5327	2/19/21-3/5/21	73		20.00	1,460.00	Contract Covid Vaccine/tracer	\$	1,460.00	
Candy Baker	738-1779-5327	2/17/21-2/24/21	27		22.00	594.00	Contract Covid Nurse	\$	594.00	
Pam McCoy	738-1779-5327	2/20/21-3/5/21	81.25		25.00	2,031.25	Contract Covid Nurse	\$	2,031.25	
Lisa Whisman	738-1779-5327	2/25/21-3/3/21	27		25.00	675.00	Contract Covid Hotline	\$	675.00	
Heather Bowen	738-1779-5327	2/28/21-3/7/21	6		25.00	150.00	Contract Covid Tracer	\$	150.00	
Mary Clark	738-1779-5327	3/5/2021	6.5		20.00	130.00	Contract Covid Tracer	\$	130.00	
Laura Terry	738-1779-5327	2/27/21-3/13/21	147		20.00	2,940.00	Contract Covid Hotline	\$	2,940.00	
Kristyn McLaughlin	738-1779-5327	2/27/21-3/12/21	75.25		25.00	1,881.25	Contract Covid Nurse	\$	1,881.25	
Candy Baker	738-1779-5327	3/8/21-3/17/21	33.5		22.00	737.00	Contract Covid Nurse	\$	737.00	
Pam McCoy	738-1779-5327	3/6/21-3/19/21	89.25		25.00	2,231.25	Covid Contract Nurse	\$	2,231.25	
Ashley Spears	738-1779-5327	3/6/21-3/11/21	31.75		20.00	635.00	Covid Contract Clinic Support	\$	635.00	
Heather Bowen	738-1779-5327	3/20/21-3/21/21	4		25.00	100.00	Covid Contract tracer	\$	100.00	
Mary Clark	738-1779-5327	3/12/2021	7		20.00	140.00	Covid Contract tracer	\$	140.00	
Christopher Hall	738-1779-5327	3/11/21-3/19/21	69		20.00	1,380.00	Covid contract hotline	\$	1,380.00	
Candy Baker	738-1779-5327	3/15/21-3/24/21	32		22.00	704.00	Covid Contract Nurse	\$	704.00	

Laura Terry	738-1779-5327	3/15/21-3/26/21	105.5	20.00	2,110.00	Covid Contract Hotline	\$	2,110.00	
Pam McCoy	738-1779-5327	3/22/21-3/31/21	63	25.00	1,575.00	Covid Contract Nurse	\$	1,575.00	
Kristyn McLaughlin	738-1779-5327	3/15/21-3/31/21	68.75	25.00	1,718.75	Covid Contract Nurse	\$	1,718.75	
Ashley Spears	738-1779-5327	3/22/21-3/31/21	35.5	20.00	710.00	Covid Contract Clinic Support	\$	710.00	
John Hall	738-1779-5327	3/22/21-4/2/21	85	20.00	1,700.00	Covid contract hotline	\$	1,700.00	
Contract Support 5327								\$	23,602.50
Board of Health Total								\$	68,185.31
MARCH TOTAL								\$	74,734.12
Morgan Flocker	740-1779-1501	4/3/21-4/16/21	n/a	n/a	2211.2	payroll	\$	2,211.20	
Morgan Flocker OT	740-1779-1501	4/3/21-4/16/21	4	41.46	165.84	OT Covid	\$	165.84	
Morgan Flocker	740-1779-1501	4/17/21-4/30/21	N/A	N/A	2211.2	payroll	\$	2,211.20	
Morgan Flocker OT	740-1179-1501	4/17/21-4/30/21	5	41.46	207.3	OT Covid	\$	207.30	
1501 SALARY								\$	4,795.54
Home Health Total								\$	4,795.54
Staker's Drugs	738-1779-5420	2/6/2021	n/a	n/a	154.69	Invoice 148921 Missed	\$	154.69	
Staker's Drugs	738-1779-5420	4/20/2021			843.88	Covid Supplies Invoice 150774	\$	843.88	
5240 SUPPLIES								\$	998.57
Heather Bowen	738-1779-5327	4/4/21-4/18/21	10	25	250	Contract Covid weekend Tracer	\$	250.00	
Christopher Hall	738-1779-5327	4/5/21-4/16/21	72	20	1440	Contract Covid Hotline	\$	1,440.00	
Pam McCoy	738-1779-5327	4/1/21-4/16/21	58.25	25	1456.25	Contract Covid Nurse	\$	1,456.25	
Laura Terry	738-1779-5327	3/29/21-4/14/21	104	20	2080	Contract Covid Hotline	\$	2,080.00	
Candy Baker	738-1779-5327	3/29/21-4/7/21	30.5	22	671	Contract Covis Nurse	\$	671.00	
Kristyn McLaughlin	738-1779-5327	4/1/21-4/21-21	62.75	25	1568.75	Contract Covid Nurse	\$	1,568.75	
Stacey wheller	738-1779-5327	4/16/21-4/23/21	5.5	20	110	Contract Covid Nurse	\$	110.00	
Pam McCoy	738-1779-5327	4/17/21-4/30/21	34.75	25	868.75	Contract Covid Nurse	\$	868.75	
John Hall	738-1779-5327	4/17/21-4/29/21	72	20	1440	Contract Covid Hotline	\$	1,440.00	
Candy Baker	738-1779-5327	4/13/21-5/4/21	30	22	660	Contract Covid Nurse	\$	660.00	
5327 Support								\$	10,544.75
Dr Martin	738-1779-1501	4/3/21-4/16/21	n/a	n/a	2430.96	Payroll	\$	2,430.96	
Vickie Patrick	738-1779-1501	4/3/21-4/16/21	n/a	n/a	2211.2	Payroll	\$	2,211.20	
Vickie Patrick OT	738-1779-1501	4/3/21-4/16/21	15	41.46	621.9	OT Covid Clinics	\$	621.90	
Melissa Spears	738-1779-1501	4/3/21-4/16/21	n/a	n/a	3113.42	Payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	4/3/21-4/16/21	n/a	n/a	1815.16	Payroll	\$	1,815.16	
Tracey Henderson	738-1779-1501	4/3/21-4/16/21	n/a	n/a	2709.57	Payroll	\$	2,709.57	
Tracey Henderson OT	738-1779-1501	4/3/21-4/16/21	33.25	50.805	1689.25	OT Covid Clinics	\$	1,689.25	
Dr Martin	738-1779-1501	4/17/21-4/30/21	n/a	n/a	2430.96	Payroll	\$	2,430.96	
Vickie Patrick	738-1779-1501	4/17/21-4/30/21	n/a	n/a	2211.2	Payroll	\$	2,211.20	
Vickie Patrick	738-1779-1501	4/17/21-4/30/21	14	41.46	580.44	OT Covid Clinics	\$	580.44	
Melissa Spears	738-1779-1501	4/17/21-4/30/21	n/a	n/a	3113.42	Payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	4/17/21-4/30/21	n/a	n/a	1815.16	Payroll	\$	1,815.16	
Tracey Henderson	738-1779-1501	4/17/21-4/30/21	n/a	n/a	2709.57	Payroll	\$	2,709.57	
tracey Henderson	738-1779-1501	4/17/21-4/30/21	24	80.81	1219.32	OT Covid Clinics	\$	1,219.32	
1501 SALARY								\$	28,671.53
APRIL TOTAL								\$	45,010.39
Morgan Flocker	740-1779-1501	5/21/2021			2211.2	payroll	\$	2,211.20	
Morgan Flocker OT	740-1779-1501	5/21/2021	7	41.46	290.22	OT	\$	290.22	
Morgan Flocker	740-1779-1501	5/28/2021	n/a	n/a	2211.2	payroll	\$	2,211.20	
Morgan Flocker OT	740-1179-1501	5/28/2021	6	41.46	248.76	OT	\$	248.76	
1501 SALARY								\$	4,961.38
Home Health Total								\$	4,961.38
Tracey Hednerson	738-1779-5203	5/16/2021	n/a	n/a	83.02	Covid Clinic Supplies	\$	83.02	
5203 Employee Expense								\$	83.02
Stirling Ultra Cold	738-1779-5327	INV000008412			892.93	Storage Kit	\$	892.93	
Stirling Ultra Cold	738-1779-5327	INV000008411			6117.93	Benchtop Freezer	\$	6,117.93	
5327 Purchase Service								\$	7,010.86
Heather Bowen	738-1779-5327	4/24/21-5/16/21	10	25	250	Contract Covid weekend Tracer	\$	250.00	
Pam McCoy	738-1779-5327	5/4/21-5/14/21	23.5	25	587.5	Contract Covid Nurse	\$	587.50	
Candy Baker	738-1779-5327	4/13/21-5/4/21	30	22	660	Contract Covis Nurse	\$	660.00	
Kristyn McLaughlin	738-1779-5327	4/22/21-5/7/21	35.5	25	887.5	Contract Covid Nurse	\$	887.50	
Pam McCoy	738-1779-5327	5/4/21-5/14/21	23.5	25	587.5	Contract Covid Nurse	\$	587.50	
Beth Ingles	738-1779-5327	5/3/21-5/14/21	67.5	20	1350	Contract Covid Hotline	\$	1,350.00	
Candy Baker	738-1779-5327			22	0	Contract Covid Nurse	\$		
5327 Support								\$	4,322.50
Dr Martin	738-1779-1501	5/21/2021	n/a	n/a	2430.96	payroll	\$	2,430.96	
Vickie Patrick	738-1779-1501	5/21/2021	n/a	n/a	2211.2	payroll	\$	2,211.20	
Vickie Patrick OT	738-1779-1501	5/21/2021	9	41.46	373.14	Ot	\$	373.14	
Melissa Spears	738-1779-1501	5/21/2021	n/a	n/a	3113.42	payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	5/21/2021	n/a	n/a	1815.16	payroll	\$	1,815.16	
Tracey Henderson	738-1779-1501	5/21/2021	n/a	n/a	2709.57	payroll	\$	2,709.57	
Tracey Henderson OT	738-1779-1501	5/21/2021	17	50.805	863.68	OT	\$	863.68	
Dr Martin	738-1779-1501	5/28/2021	n/a	n/a	2430.96	payroll	\$	2,430.96	
Vickie Patrick	738-1779-1501	5/28/2021	n/a	n/a	2211.2	payroll	\$	2,211.20	
Vickie Patrick	738-1779-1501	5/28/2021	6	41.46	248.76	OT	\$	248.76	
Melissa Spears	738-1779-1501	5/28/2021	n/a	n/a	3,113.42	payroll	\$	3,113.42	
Traci Maloney	738-1779-1501	5/28/2021	n/a	n/a	1815.16	payroll	\$	1,815.16	
Tracey Henderson	738-1779-1501	5/28/2021	n/a	n/a	2709.57	payroll	\$	2,709.57	
tracey Henderson	738-1779-1501	5/28/2021	20.25	50.805	1028.79	OT	\$	1,028.79	
1501 SALARY								\$	27,074.99
MAY TOTAL								\$	43,452.75
2021 Total								\$	272,927.54



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POLICY AND PROCEDURE	
SUBJECT/TITLE:	CMH Home Visiting Protocol
Distributed to:	Nursing Employees
HEALTH COMMISSIONER	Michael E. Martin, M.D.
APPROVAL DATE:	6/16/2021
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	N-

Children With Medical Handicaps Program (CMH) Home Visiting Protocol and COVID-19 Safety Precautions

Purpose: To standardize procedures for Public Health Nursing (PHN) staff home visiting with CMH clients and their families, and to outline safety procedures for prevention infectious diseases during home visits.

I. BACKGROUND

1. The Ohio Department of Health issued guidance on 6-11-2021, encouraging resumption of PHN home visits for CMH clients and their families, given the significant decrease in COVID-19 case numbers. This document also outlined COVID-19 safety recommendations for home visits.
2. Both the Ohio Department of Health (ODH) and the Scioto County Health Department (SCHD) strongly prefer in-person home visits, with the child present, as the best practice for CMH initial and annual update meetings with CMH clients and their parents/legal guardians. If an in-person home visit with the child present is not possible, the next preferred option is an in-person visit with the child present at the health department (or another safe public location in the community.) It is very important that the Public Health Nurse sees the child during the initial and annual update visits. (It is not necessary to see the child during visits to assist the parent in completing a financial application.)

II. PROCEDURES FOR SCHEDULING CMH HOME VISITS AND OTHER MEETINGS

1. When calling a parent or legal guardian (or client if age 18 or older) to schedule a CMH initial visit or annual update visit, **the PHN must make every effort to schedule an in-person meeting with the child present, ideally in the client's home.**
2. If the parent/legal guardian is concerned about an in-home visit due to the possibility of transmission of COVID-19, the PHN should describe the safety precautions we take (see Section III). Remind parents that managing physicians have gone back to in-person office visits, and CMH requires clients to see their managing physician in person at least once annually. Explain that CMH wants PHNs to see the child in person at least once annually as well. PHNs who are fully vaccinated against COVID-19 are encouraged to share their vaccination status with the parent/legal guardian. If the parent has a porch or a yard and the weather is nice, advise the parent that the meeting can take place on a porch or out in the yard if that would make the parent more comfortable.
3. If the parent/legal guardian is still unwilling to have a PHN visit the home, the next best option is an in-person visit with the parent and child in the Health Department office. Please explain to the

parent/legal guardian that it is important that you see the child in person, and that the meeting space in the health department is a private room that allows for 6 ft distancing.

4. If the parent refuses a home visit or a visit to the Health Dept. office with the child present, the next best option is an in-person visit in a safe community setting of the parent's choice, such as a public library, community center, etc.
5. Phone visits and in-person visits without the child present are to be discouraged, and only used as a last resort. Notify the nursing director if the parent/legal guardian is unwilling to attend an in-person visit with the child present. (Exception: If the child is immunocompromised and the parent/legal guardian does not want an in-person visit due to the child's immunocompromised status, the PHN may meet in-person with the parent only, or do a phone visit if necessary.)
6. The PHN will make at least 3 contact attempts for each visit. Try all available phone numbers. If it is not clear that the phone number and/or address is still valid, contact the CMH coordinator at the Managing Physician's office, the school nurse if applicable, and the local pediatrician to try to find current contact info. At least one contact attempt should be in writing, by letter.
7. When scheduling a home visit or meeting, the PHN will advise the parent/legal guardian to notify the PHN if anyone in the home is ill on the day of the home visit or meeting.
8. Per ODH, a family's decision not to receive a COVID-19 vaccine cannot be used to deny home visiting services.
9. The PHN will document all attempts to schedule a visit, with the parent/legal guardian's response (or non-response), in the written nurses' notes in the patient's chart.

III. COVID-19 SAFETY PROCEDURES BEFORE, DURING AND AFTER IN-PERSON CMH MEETINGS

1. The PHN will take his/her temperature and self-monitor for any symptoms of infectious disease (including COVID-19) before leaving for the visit. If the PHN's temperature is 99.5 or above, or if the PHN exhibits any symptoms of infectious disease including cough, diarrhea, etc., the PHN will inform the client and reschedule the visit until at least 24 hours after symptoms have ceased.
2. Until further notice, the PHN will wear a face mask during all in-person meetings with a client and/or family, even if the PHN has been fully vaccinated against COVID-19.
3. The PHN will sanitize hands before leaving the car to attend the meeting, and after returning to the car after the meeting.
4. The PHN should bring into the client's home only those items that are absolutely necessary: mask, plastic clipboard, pen, and any necessary forms.
5. The PHN should carry disinfecting wipes in the car, and sanitize any items touched by the client/parent (i.e., pens, clipboard) once the visit is over.
6. Avoid physical contact (shaking hands, hugs, holding babies, etc.) during the visit.
7. If possible, maintain the recommended 6 ft. distance between people during the visit.

Reference:

Ohio Department of Health. Update on Guidance for In-Person, In-Home Visits 6.1.21. (attached)

Approved by:

Michael E. Martin, M.D., Health Commissioner

date _____

Melissa Spears, R.S., Administrator

date _____

Tracey L. Henderson, BSN, RN, Director of Nursing

date _____



Update on Guidance for In-Person, In-Home Visits 6.11.21

During the past year, you worked tirelessly to support families, learned new skills for virtual service delivery, and engaged in creative problem solving. Through your hard work, you have positively affected thousands of families during a difficult time for many.

The overwhelming majority of home visiting services, during this time, have been provided virtually. As agencies begin to plan to return to in-person home visiting by outlining safeguards against COVID-19 for the home visitors and families, please determine how your agency will transition to providing services in-person, if you have not already done so.

Each agency should manage their policies and practices for completing in-home, face to face visits based on Centers for Disease Control and Prevention (CDC) guidance. Be aware of the spread in your community. Comply with local advisories when initiating or resuming in-home visits as appropriate.

As a best practice the Ohio Department of Health (ODH) encourages, but does not require, home visitors to utilize maximum safety precautions, regardless of vaccination status, when working with families. Safety precautions may include prescreening for both the home visitor and the families for symptoms of COVID-19 infection prior to the visit, maintaining social distancing when possible, hand washing and sanitizing, and use of masks/face coverings. This list is not exhaustive, and the CDC website should be referred to for home visiting guidance.

ODH will continue to support virtual home visits to allow maximum flexibility and comfort for home visitors and for families. Some families may not be comfortable with in-person interactions. Virtual home visits will remain a viable option if the agency or family receiving services determines that a virtual method is appropriate. A family's decision not to receive a COVID-19 vaccination cannot be used to deny home visiting services. When an in-home, face to face visit is not possible, outdoor visits can occur if appropriate and acceptable to the family.

Keep in mind that the CDC still reports that pregnant women are at an increased risk for severe illness from COVID-19. Additionally, pregnant women with COVID-19 might be at increased risk for other adverse outcomes, such as preterm birth.

Thank you again for your work this past year to serve children and families. If you have any questions, please reach out to your CMH field nurse.

Guidance for Programs that Conduct Home Visits

("Home Visitor" refers to a person who provides program services to individuals/families in their homes.)

Prior to Visit:

- Call client/family and prescreen to determine if a home visit is appropriate.
- Check temperature before heading out.

What to Bring:

- Masks.
- Bring only items necessary for the visit into the home.
- Avoid placing belongings on tabletops and furniture that might have high levels of contamination.
- Store personal items securely in your vehicle prior to arriving at the location.

Arrival and Greeting:

- Put your face covering on after sanitizing hands and before leaving your vehicle.
- Greet families verbally.
- Avoid physical contact.
- If possible, maintain the recommended 6 feet distance between people.

Resources and Additional Information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>