HENDRICK COUNTY BOARD OF HEALTH MEETING
Held Wednesday, January 17, 2018

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore
Doug Lindsey, MD
Marilyn Bremer, RN
Sharon Miller
Char Weber

Staff Present
Joy Ermie, MPH, Interim Health Commissioner, Director of Community Health Services
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Fiscal Officer
Vi Ordaz, Office Manager
Bethany Wachter, MPH, Health Communications Specialist/Accreditation Coordinator

Public Present
Bob Hastedt, County Commissioner
Jen Lazenby, Northwest Signal
Gwen Howe-Gebers, Henry County Prosecutor
Katie Nelson, Henry County Assistant Prosecutor

CALL TO ORDER AND INTRODUCTION OF GUESTS
Roger Richard, President, called the Board of Health meeting to order at 12:31 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present.

EXECUTIVE SESSION: Confidential Matters with Legal Counsel
Joel Miller moved to go into Executive Session at 12:31 pm for confidential matters with legal counsel. Sharon Miller seconded the motion. The motion was passed by roll call vote: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), Dr. D. Lindsey (Yes) C. Weber (Yes), and M. Bremer (Yes). Katie Nelson and Gwen Howe-Gebers from the Henry County Prosecutor’s office, Interim Health Commissioner Joy Ermie, Director of Personal Health Services Julie Lauf, and Director of Environmental Health Jon Lindsay also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 1:08pm.

Approve Filing of Complaint Against Ohio Public Entity Consortium - Healthcare Cooperative R1.18
Joel Miller moved to approve the filing of a complaint and temporary restraining order against Ohio Public Entity Consortium - Healthcare Cooperative (OPEC-HC) and other parties as needed pursuant to the health department’s 2017 health insurance by Henry County prosecutor’s
office. Dr. Doug Lindsey seconded the motion. The motion passed unanimously, resulting in its adoption.

**APPROVAL OF CONSENT AGENDA R2.18**

Char Weber moved to approve the consent agenda, consisting of the following items:

A. Minutes of December 13, 2017, Board of Health meeting
B. Management Reports for December 2017:
   1. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
   2. December 2017 Communicable Disease Report
   3. December 2017 Service Statistics Report
   5. Severance Fund Year End Report 2017
   6. Incident Report 2017
C. People
   1. Employment:
      a. Carol Joost, Home Health and Hospice Administrative Manager. Ms. Joost will begin her position as the Home Health and Hospice Administrative Manager on February 5, 2018 and her hourly rate of pay will be $26.00.
   2. Resignation:
      a. Amberly Abbott, RN, intermittent PHN2 – Home Health and Hospice, effective 1/5/18.
      b. Shonda Okuley, Account Clerk I, effective 1/12/18.
D. Finance
   1. Financial Statements
      The total cash balance for all funds combined for December 2017 decreased by $174,905.32 to $2,914,605.44. The general fund balance was $1,433,144.50 at the end of December, a decrease of $125,448.42 from November. The general fund balance ended December with 10 months of operating reserves.
   2. Donations ($424.25)
      Donations totaling $394.25 for the benefit of Hospice and $30.00 for Help Me Grow were received in December.
E. Contracts and Agreements
   1. Business Associate’s Agreement with The Dotson Company, Interior Alterations
      The Business Associate’s Agreement is to permit The Dotson Company to use protected health information in connection with the services it provides to the health department.
   2. Notice of Commencement of Public Improvement, Interior Alterations
      The notice is to authorize commencement of public improvement of the Henry County Health Department for interior alterations for the renovation project.

Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**ACTION AND DISCUSSION ITEMS**

**PEOPLE**

**Health Commissioner Report**

Interim Health Commissioner Joy Ermie provided the following updates:

1) Public Health Services Council of Ohio: In May 2017, Resolution 38.17 was passed regarding the Public Health Services Council of Ohio. The resolution stated, “the 6-pact
Health Commissioners and Administrators partnered with Mid East Ohio Regional Council of Governments (COG) to identify a model that would support the creation of a public health COG at a cost not to exceed $30,000 each for the first year of operations”. It appears the initial year figure will be closer to $5,000. Ms. Ermie will notify the board when the initial investment is due. The Public Health Services Council of Ohio meets again on January 23, 2018.

2) **Pay Adjustments**: Staff pay adjustments will be made with the pay period beginning February 1, 2018. Staff received a cost of living adjustment of 2% and merit adjustments ranging from 0.2% to 1.0%, based upon the number of 2017 performance measures achieved by each program.

3) **Building update**: Renovations have begun at the health department, which is currently at day 15 of the project. At this time, walls have been removed and new walls are being rebuilt. Every other Friday, health department administration meets with Technicon Design Group and The Dotson Company for a meeting to review any issues, discuss any items and do a walk through. Ms. Ermie shared at this time, the project is on schedule and looking good.

**Recognition of Board Continuing Education Achievement**
Ms. Ermie shared all members of the Board have completed their 2 hours of continuing education as required by the Ohio Revised Code. For January, Board members are requested to watch the video, *Basic Guide to Hiring a Health Commissioner*, provided by the Ohio Association of Boards of Health, emailed by Ms. Ermie to each board member to begin fulfilling the requirement for 2018. As this is a new method, Board members are to provide feedback regarding the self-study process rather than completing the training during meetings.

**Leave of Absence without Pay R3.18**
Joel Miller moved to approve a leave of absence without pay for Allyson Smith from approximately February 15 to April 20, 2018 (totaling 189 hours). Ms. Ermie noted Ms. Smith does not meet the requirements for family medical leave (FMLA).

Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Voluntary Reduction in Hours R4.18**
Ms. Ermie shared due to the transition to a sexual health clinic from the Reproductive Health and Wellness program, the current program manager, Barbara Hoffman, CNP, would have fewer hours due to no longer managing the grant. Ms. Hoffman would be reducing her hours from part-time 21 hours to less than 1,000 per year and would no longer receive benefits for sick and vacation time.

Sharon Miller moved to approve the voluntary reduction in hours for Barbara Hoffman from part-time 21 hours to less than 1,000 hours per year. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**FINANCE**

**Approval of Bills**
The Board of Health reviewed December bills. Dr. Doug Lindsey moved the December bills be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers R5.18**
Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:
a. $15,000.00 from 5060-5200-50020 (Salaries) to 5060-5200-50120 (Other) – MCH
b. $1,000.00 from 5060-5200-50040 (Supplies) to 5060-5200-50020 (Salaries) - MCH
c. $269.83 from 5000-5200-50040 (Supplies) to 5000-5200-50100 (Advertising) – Health Department
d. $1,862.71 from 5000-5200-50040 (Supplies) to 5000-5200-50100 (Advertising) – Health Department
e. $619.83 from 5000-5200-50040 (Supplies) to 5000-5200-50100 (Advertising) – Health Department
f. $487.96 from 5000-5200-50040 (Supplies) to 5000-5200-50100 (Advertising) – Health Department
g. $3,626.62 from 5000-5200-50120 (Other) to 5000-5200-50520 (Insurance) – Health Department
h. $8,911.64 from 5000-5200-50040 (Supplies) to 5000-5200-50520 (Insurance) – Health Department
i. $5,000.00 from 5000-5200-50040 (Supplies) to 5000-5200-50200 (Contract) – Health Department
j. $911.00 from 5000-5200-50040 (Supplies) to 5000-5200-50050 (Equipment) – Health Department
k. $2,355.89 from 5040-5200-50040 (Supplies) to 5040-5200-50200 (Contract) – PHEP
l. $1,750.00 from 5040-5200-50020 (Salaries) to 5040-5200-50200 (Contract) – PHEP
m. $356.42 from 5040-5200-50050 (Equipment) to 5040-5200-50200 (Contract) – PHEP
n. $52.52 from 5050-5200-50020 (Salaries) to 5050-5200-50090 (Travel) – Environmental
o. $17.40 from 5050-5200-50020 (Salaries) to 5050-5200-50040 (Supplies) – Environmental
p. $356.68 from 5050-5200-50020 (Salaries) to 5050-5200-50050 (Equipment) – Environmental
q. $297.49 from 5050-5200-50350 (PERS) to 5050-5200-50120 (Other) – Environmental

Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Cash Transfer/Advances R6.18
Dr. Doug Lindsey moved that the Henry County Auditor be requested to make the following Cash Transfer and Advance:

a. $5,000.00 from 5000-5200-51110 (Health-Appropriation-Transfer) to 5040-5200-40410 (PHEP-Revenue-Transfer) – Cash Advance to PHEP
b. $20,000.00 from 5000-5200-50110 (Health-Appropriation-Transfer) to 5050-5200-40490 (Environmental-Revenue-Transfer) – Cash Transfer to Environmental

Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Environmental Budgetary Increases R7.18
Joel Miller moved that the Henry County Auditor be requested to make the following Budgetary Increase in Appropriations:
   a. $18,500.00 (Appropriations-Salaries) from $89,226.00 to $107,83.00
   b. $1,400.00 (Appropriations-Insurance) from $12,650.00 to $14,050.00
   c. $100.00 (Appropriations-Advertising) from $7,032.80 to $7,132.80
Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Revised Charges for Immunization Services R8.18
Julie Lauf, Director of Personal Health Services, presented proposed charges for immunization services to optimize cost recovery for immunizations, which is done twice a year. Ms. Lauf noted the revised charges includes two new vaccines provided by the health department, Shingrix for shingles and Quadracel for DTaP and Polio. The provision of the new vaccines will not begin until new standing orders are completed.

Char Weber moved to approve the following changes to charges for immunization services, effective January 22, 2018:

<table>
<thead>
<tr>
<th>Vaccine/Code</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Childhood and Adult Vaccines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR/90707</td>
<td>$85.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Varicella/90716</td>
<td>$143.00</td>
<td>$151.00</td>
</tr>
<tr>
<td>Pneumococcal (Prevnar)/90670</td>
<td>$208.00</td>
<td>$221.00</td>
</tr>
<tr>
<td>HPV9/90651</td>
<td>$238.00</td>
<td>$251.00</td>
</tr>
<tr>
<td>Meningococcal (Trumenba)/90621</td>
<td>$152.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>Pneumococcal (PPSV23)/90732</td>
<td>$109.00</td>
<td>$118.00</td>
</tr>
<tr>
<td>Zostavax/90736</td>
<td>$247.00</td>
<td>$266.00</td>
</tr>
<tr>
<td>Shingrix 90750 (New Vaccine)</td>
<td></td>
<td>$138.60</td>
</tr>
<tr>
<td>Quadracel (DTaP/IPV) 90696 (New Vaccine)</td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td>Lice check</td>
<td>$70.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Accept Mercy Health Select Affiliate Agreement and Business Associate’s Agreement for Henry County Home Health R9.18
Ms. Lauf explained Home Health and Hospice received notification from Mercy Health regarding an affiliate agreement being necessary to receive referrals from physicians in their health care system. Mercy Health utilizes a set of criteria to determine if home health and hospice agencies meet their standards prior to referring a patient to a program. The department was notified in late December regarding the Home Health and Hospice program meeting these criteria and will now receive referrals through Mercy Health.
Joel Miller moved to approve the Mercy Health Select Affiliate Agreement and Business Associate Agreement. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Contract with Henry County Hospital for Physical, Occupational and Speech Therapy for Home Health and Hospice clients R10.18**

Ms. Lauf shared the contract was updated to include speech therapy for home health and hospice clients through Henry County Hospital. The previous contract will be terminated once the revised contract is approved.

Dr. Doug Lindsey moved to approve the contract with Henry County Hospital for physical, occupational, and speech therapy for home health and hospice clients. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**EXECUTIVE SESSION: Compensation of Public Employees and Employment of Personnel:**
Sharon Miller moved to go into Executive Session at 1:29 pm for compensation of public employees and employment of personnel. Dr. Doug Lindsey seconded the motion. The motion was passed by roll call vote: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), Dr. D. Lindsey (Yes), C. Weber (Yes), and M. Bremer (Yes). Interim Health Commissioner Joy Ermie, Director of Personal Health Services Julie Lauf, and Director of Environmental Health Jon Lindsay also participated.

*Dr. Doug Lindsey left the meeting at 2:30pm.*

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:50 pm.

**Approval of Updated Pay Scale R11.18**
The existing pay scale has not been updated since January 2012. The updated pay scale was created based on 2017 AOHC salary survey results, review of the 2012 pay scale, and Putnam County Home Health and Hospice wages.

Joel Miller moved to approve the updated Pay Scale. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum Hourly Rate</th>
<th>Maximum Hourly Rate</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10.25</td>
<td>$14.75</td>
<td>Home Health Hospice Aide</td>
</tr>
<tr>
<td>2</td>
<td>$12.50</td>
<td>$18.75</td>
<td>Receptionist/Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Immunization Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home Health Hospice Aide/Scheduler</td>
</tr>
<tr>
<td>3</td>
<td>$14.40</td>
<td>$23.25</td>
<td>Insurance Billing Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home Health Hospice Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home Health Hospice Account Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Office Assistant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Account Clerk 1</td>
</tr>
</tbody>
</table>
|    | $17.57 | $25.50 | Home Visitor  
|    |        |        | Community Health Advocate  
|    |        |        | Registered Sanitarian 1  
|    |        |        | Health Educator 1  
|    |        |        | HHH Licensed Practical Nurse  
|    |        |        | Public Health Nurse 1  
|    |        |        | HHH Registered Nurse 1  
|    |        |        | Medical Social Worker  
|    | $20.25 | $32.75 | Public Health Nurse 2  
|    |        |        | HHH Registered Nurse 2  
|    |        |        | Registered Sanitarian 2  
|    |        |        | Health Educator 2  
|    |        |        | Quality Improvement Coordinator  
|    |        |        | Health Communication Specialist/ Accreditation Coordinator  
|    |        |        | Quality Assurance Improvement Nurse  
|    |        |        | Hospice Patient Care Coordinator  
|    | $22.31 | $34.25 | Family Planning Project Manager  
|    |        |        | Help Me Grow Program Manager  
|    |        |        | Office Manager  
|    |        |        | HHH Clinical Manager  
|    |        |        | HHH Administrative Manager  
|    | $25.76 | $36.05 | Director of Community Health Services  
|    |        |        | Director of Personal Health Services  
|    |        |        | Fiscal Officer  
|    |        |        | Director of Environmental Health Services  
|    | $35.75 | $50.00 | Nurse Practitioner  

**Approval of wage Adjustment for Pamela Miller R12.18**

Upon review of Pamela Miller’s job functions and the Updated Pay Scale, Ms. Miller’s wage was increased to $13.50/hour, effective February 1, 2018. This hourly rate includes her cost of living and merit increase for 2017.

Char Weber moved to approve a wage adjustment for Pamela Miller, Scheduler/Home Health Aide from $11.93 to $13.50 per hour, effective February 1, 2018. This rate includes the 2017 cost of living and merit increase. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of wage Adjustment for Julie McHugh, R13.18

Upon review of Julie McHugh’s job function and the Updated Pay Scale, Ms. McHugh’s wage was increased to $28.00/hour, effective February 1, 2018. This hourly rate includes her cost of living and merit increase for 2017.

Char Weber moved to approve a wage adjustment for Julie McHugh, Fiscal Officer, from $25.96 to $28.00 per hour, effective February 1, 2018. This rate includes the 2017 cost of living and merit increase. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

There being no further business, Roger Richard called for a motion to adjourn at 2:55pm. Marilyn Bremer moved for adjournment. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, February 21, 2018, at 12:30 p.m. at the Henry County Engineer’s Office.

___________________________  ____________________________
Roger Richard, President     Joy Ermie, Secretary