CALL TO ORDER AND INTRODUCTION OF GUESTS
Roger Richard, President, called the Board of Health meeting to order at 12:33 p.m. The meeting was held in the Henry County Engineer’s Conference Room. A quorum was present.

APPROVAL OF CONSENT AGENDA R14.18
Char Weber moved to approve the consent agenda, consisting of the following items:
A. Minutes of January 17, 2018, Board of Health meeting
B. Management Reports for January 2018:
   1. Community Health, Environmental Health, Personal Health, Home Health and Administration Monthly Section Reports
   2. January 2018 Communicable Disease Report
   4. Performance Measure 2017 Report
C. People
D. Finance
   1. Financial Statements
      The total cash balance for all funds combined for January was $2,820,493.73, a decrease of $94,111.91 from December 2017. The general fund balance was $1,348,229.65 at the end of January, a decrease of $84,914.85 from December. The general fund balance ended January with 7.3 months of operating reserves.
2. Donations ($1,570.00)
   Donations totaling $1,055.85 for the benefit of Hospice and $30.00 for Help Me Grow were received in January.

E. Contracts and Agreements
1. Change Orders for Interior Renovation
   a. Vestibule area - $1,020.00
   b. Additional electrical and data receptacles - $11,076.00
   c. Push button lockset on three doors - $1,813.00
   d. Braille exit signs and pocket door handle - $640.00
2. Addendum #2 to Personal Service Contract between HCHD and Fulton County Health Department to complete the Ten-Year Death and Life Expectancy Data Brief from Renuka Grover (addition of 37 hours, $1,026.38).
3. Memorandum of Understanding between Putnam County Board of Health and Henry County Board of Health to enter into a 180 calendar day period to review home health and hospice operations.
4. Ohio Department of Health Contract Medicaid Administrative Claim (MAC) Local Health Department Process
5. Temporary Arrangement for Provision of Hospice Core Services – Zusman Hospice. This one-time contract was made for Zusman Hospice to provide hospice care services, if needed, to a Henry County Hospice patient traveling out of the area.
6. Public Health Services Council of Ohio, start up dues paid $5,000.

Marilyn Bremer 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 (PHSCO): Ms. Ermie shared the Public Health Services Council of Ohio (PHSCO) will begin strategic planning in April. As the Board of Health of each member health department oversees the Council of Government (COG) and the health commissioner serves as their representative, each Board was asked to prioritize a list of potential outcomes of being a part of PHSCO based on their value. The following are the items to be prioritized:
   a. Increased power/influence due to greater number of Health Districts working together as well as increase in the combined population of the PHSCO Health Districts to affect policy changes at the regional and state level, compete effectively for funding opportunities and increase buying power (group purchasing)
   b. Share resources (funds, personnel) to accomplish public health requirements (foundational capabilities, accreditation, state mandates, other) and increase efficiency
   c. Increase access to affordable expertise (including but not limited to individuals trained in human resources)
   d. Increase ability to adapt to/anticipate future challenges
   e. Provide innovative services to our communities/residents to impact health of residents
   f. Access to objective, outside perspective (Executive Director, COG contractors) to
facilitate improvements at our health department

Joel Miller shared the ability to share resources and access to affordable expertise were two main reasons that made joining the COG attractive. Mr. Miller felt having outside perspectives is not a priority as the Board should focus on what is happening in Henry County. Char Weber concurred with Mr. Miller’s statements and added being able to provide innovative services to the county is also important. It was also stated power and influence should be ranked in the middle as the state was favorable to the model. Ms. Ermie shared increased influence and power is already occurring as the COG was approached by the Hospital Council of Northwest Ohio for an injury prevention grant related to opiates. Additionally, Ohio Alliance for Innovation in Population Health through the University of Toledo and Ohio University has also approached PHSCO. The Board determined the following ranking for the potential outcomes.

a. Share resources (funds, personnel) to accomplish public health requirements (foundational capabilities, accreditation, state mandates, other) and increase efficiency
b. Increase access to affordable expertise (including but not limited to individuals trained in human resources)
c. Provide innovative services to our communities/residents to impact health of residents
d. Increased power/influence due to greater number of Health Districts working together as well as increase in the combined population of the PHSCO Health Districts to affect policy changes at the regional and state level, compete effectively for funding opportunities and increase buying power (group purchasing)
e. Increase ability to adapt to/anticipate future challenges
f. Access to objective, outside perspective (Executive Director, COG contractors) to facilitate improvements at our health department

2) Schedule Personnel/Finance/Audit Committee Meeting: Ms. Ermie stated the personnel/finance/audit committee needs to meet in March to review the upcoming health department budgets. The committee decided to meet on Tuesday, March 13, 2018 at 5:30pm at the Health Department.

3) DAC Meeting: Ms. Ermie shared the District Advisory Council (DAC) meeting will be held on March 22, 2018 from 6:00 – 7:30 pm at Azul Tequila. Joel Miller stated the list of potential members to fill the open seats on the Board of Health needs to be provided to DAC. Mr. Miller will contact those interested in the openings.

FINANCE

Approval of Bills
The Board of Health reviewed January bills. Joel Miller moved the January bills be approved for payment. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers R15.18
Marilyn Bremer moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. $500.00 from 5070-5200-51110 (Transfer) to 5070-5200-50090 (Travel) – RHWP
b. $400.00 from 5070-5200-50020 (Salaries) to 5070-5200-5100 (Advertising) – RHWP

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

**Approval of Cash Transfer/Advances R16.18**

Sharon Miller moved that the Henry County Auditor be requested to make the following Cash Transfer and Advance:

a. $15,000.00 from 5000-5200-51110 (Health-Appropriation-Transfer) to 5050-5200-40490 (Environmental-Revenue-Transfer) – Cash Transfer to Environmental

b. $10,000.00 from 5000-5200-50110 (Health-Appropriation-Transfer) to 5070-5200-40320 (RHWP-Revenue-Transfer) – Cash Advance to RHWP

Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Engagement Letter for Preparation of Medicare Cost Report for Home Health and Hospice programs- VonLehman CPA & Advisory Firm ($5,600.00) R17.18**

Ms. Lauf shared VonLehman CPA and Advisory Firm completed the annual mandatory Medicare cost reports for Home Health and Hospice last year. This contract is to continue the services for the current year. The cost for this service is $5,600.00; no increase from last year.

Char Weber moved to approve the contract with VonLehman CPA and Advisory Firm to complete the annual Medicare cost report for Home Health and Hospice programs. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Contract with Northwest State Community College/Train with CTS for Lean Ohio Four Day Boot Camp ($5,700 for 6 staff and $800 for each additional student, max of 14 students for a total of no more than $12,100) R18.18**

Ms. Ermie shared the Lean Ohio Boot Camp was previously provided to staff using grant funds from the Ohio Department of Health. These funds are no longer available, however with several new staff and a new Quality Improvement Coordinator the training needs to be completed. The training is a four day course from 8:30 am to 4:30 pm. The minimum number of staff for the training is six staff with a maximum of 14 staff. The cost for six staff is $5,700.00 and $800.00 for each additional student for a maximum of 14 students. The training will cost the department no more than $12,100.00. Currently, the department has eight staff who will be attending the training. Joel Miller agreed the training is important and the Board will continue to support staff by giving them the tools necessary to serve the community.

Joel Miller moved to approve the contract with Northwest State Community College/Train with CT for Lean Ohio Boot Camp. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**EXECUTIVE SESSION:** Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of a public employee or official

Joel Miller moved to go into Executive Session at 12:58 pm for compensation of public employees and employment of personnel. Sharon Miller seconded the motion. The motion was passed by roll call vote: S. Miller (Yes), R. Richard (Yes), J. Miller (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.

Joel Miller temporarily left the meeting from 1:18pm – 1:25 pm.
Julie Lauf and Jon Lindsay left the meeting at 1:20pm.
Dr. Doug Lindsey joined the meeting at 1:59 pm.
Joy Ermie left the meeting at 1:59 pm and returned at 2:25pm.
Julie Lauf and Jon Lindsay returned to the meeting at 2:20pm and left at 2:25pm.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:25pm.

Approval to Accept Recommendation for Co-Clinical Managers and Compensation R19.18
Char Weber moved to approve the recommendation to appoint and compensate Sara Bullock, RN and Caryn Busch, RN at a rate of $26.00/hour as they serve the Home Health and Hospice program as interim co-Clinical Managers, effective March 1, 2018. Joel Miller seconded the motion. The motion was passed unanimously.

Approval to Compensate Interim Health Commissioner R20.18
Joel Miller moved to approve compensation for interim health commissioner, Joy Ermie at the full-time rate of $37.33/hour, effective March 1, 2018. Char Weber seconded the motion. The motion was passed unanimously.

Approval to Restore Staff to Prior Positions and Pay Rates R21.18
Joel Miller moved to approve the motion to restore Julie Lauf, RN and Jon Lindsay, RS to their prior pay rates and positions, effective March 1, 2018, as they were recognized for the additional time, knowledge and effort they have put forth assisting the interim health commissioner. Dr. Doug Lindsey seconded the motion. The motion was passed unanimously.

Approval to Temporarily Suspend Special Revenue Fund Balance Policy R22.18
Joel Miller moved to approve the temporary suspension of the Special Revenue Fund Balance Policy until it can be reviewed, effective immediately. Dr. Doug Lindsey seconded the motion. The motion was passed unanimously.

Joel Miller officially announced his resignation from the Henry County Board of Health. His last board meeting will be the April 2018 meeting. Fellow board members regretfully accepted his resignation.

There being no further business, Roger Richard called for a motion to adjourn at 2:36pm. Marilyn Bremer moved for adjournment. The motion passed unanimously.

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

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Roger Richard, President       Joy Ermie, Secretary