HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, May 23, 2018

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

Staff Present
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Sara Bullock, Interim Co-Clinical Manager of Home Health
Caryn Busch, Interim Co-Clinical Manager of Home Health
Carol Joost, Home Health/Hospice Administrative Manager
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Fiscal Officer
Vi Ordaz, Office Manager

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

CALL TO ORDER AND INTRODUCTION OF GUESTS
Roger Richard, President, called the Board of Health meeting to order at 12:36 p.m. The meeting was held in the Henry County Health Department Conference Room A. A quorum was present.

ELECTIONS OF OFFICERS AND COMMITTEE ASSIGNMENTS
Roger Richard opened the floor for nominations for Board President. Char Weber moved to appoint Roger Richard. Marilyn Bremer seconded the motion. The motion passed unanimously.

Roger Richard opened the floor for nominations for Board President Pro-Tempore. Char Weber moved to appoint Joel Miller. Sharon Miller seconded the motion. The motion passed unanimously. A motion was made by Marilyn Bremer to close, Sharon Miller seconded the motion. Joel Miller abstained from voting.

Roger Richard called for nominations for appointments for the Personnel/Finance/Audit Committee. Char Weber moved to appoint Ryan Zachrich, Roger Richard, and Joel Miller to serve as members of the Personnel/Finance/Audit Committee. Sharon Miller seconded the motion. The motion passed unanimously.
EXECUTIVE SESSION: Confidential Matters with Legal Counsel
Joel Miller moved to go into Executive Session at 12:41 p.m. for confidential matters with legal counsel. Char Weber seconded the motion. The motion was passed by roll call vote: J. Miller (Yes), S. Miller (Yes), C. Weber (Yes), R. Richard (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Katie Nelson, Assistant County Prosecutor and Gwen Howe-Gebers, Prosecutor also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 1:07pm.

APPROVAL OF CONSENT AGENDA R33.18
The Board of Health reviewed the consent agenda. Joel Miller moved to approve the consent agenda, consisting of the following items:

A. Minutes of April 18, 2018, Board of Health meeting
B. Management Reports for April 2018:
   1. Community Health, Environmental Health, Personal Health, Home Health and Hospice, and Administration Monthly Section Reports
   2. April 2018 Communicable Disease Report
   3. April 2018 Service Statistics Report
C. People
   1. Employment:
      a. Stephanie Von Seggern, part-time Home Health Aide. Ms. Von Seggern will begin her position on May 29, 2018 and her hourly rate of pay will be $13.10.
   2. Resignation:
D. Finance
   1. Financial Statements:
      The April 2018 financial statements, graphs, and spreadsheets outline the expenditures, receipts, and fund balance for each Health District fund. The total cash balance for all funds combined for April 2018 was $2,558,391.41, a decrease of $345,568.48 from March 2018. The General Fund balance was $1,190,611.58 at the end of April, a decrease of $254,898.15 from March.
   2. Donations
      Donations totaling $1,734.75 for the benefit of Hospice.
E. Contracts and Agreements:
   1. Communicable Disease Epidemiology Service Contract by and between the Board of the General Health District of Fulton County, Ohio and Henry County General Health District, 7/1/18 – 6/30/19.
      Fulton County Health District is again contracted to provide communicable disease epidemiology services that meet Public Health Emergency Preparedness grant guidelines and deliverables for the grant year starting July 1, 2018. The cost remains $8,564.00, to be paid quarterly payments of $2,141.00 in the months of July, October, January and April.
   2. Grant Agreement for Mosquito Control Community Outreach- Ohio Environmental Protection Agency ($7,500)
      The grant will be used for education about mosquito bites and subsequent mosquito-borne illness. Outreach activities will focus on protection against mosquito-borne diseases such as West Nile Virus and Zika. Activities will include
educational campaigns via radio, billboards, social media and newspaper; along with the distribution of mosquito repellent wipes to county residents. Repellent wipes will also be distributed at our booth during the Henry County Fair.


This Notice of Award for SFY2019 grant period (July 1, 2018-June 30, 2019) provides $63,328.00 to fund Public Health Emergency Preparedness efforts in Henry County.


Through the Ohio Sexually Transmitted Disease (STD) Medications Program, the Health Department will continue to receive federally- or state-funded medications to treat patients who have tested positive for STDs. The medications will be provided to patients at no charge. As required by Ohio Revised Code, Henry County Health Department will report diagnosis and treatment of STDs to ODH. The effective period is July 1, 2018, through June 30, 2019.

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

**ACTION AND DISCUSSION ITEMS**

**PEOPLE**

**Health Commissioner Report**

Health Commissioner Mark Adams provided the following updates:

Mr. Adams expressed his extreme pleasure to come in to work every day. He stated he will be making definite changes to create a positive work environment. Items of discussion to be held at the next managers meeting on 6/4/18. Mr. Adams extended an invitation to the board to attend a future forums. He shared the scavenger hunt we had for all staff on safety equipment and how much fun it was. He ended by saying how well the team works together and happy to be a part of Henry County.

**Leave of Absence without Pay: Breeanne York, approximately June 25, 2018 – August 15, 2018 R34.18**

Joel Miller moved to approve leave of absence without pay for Breeanne York approximately June 25 – August 15, 2018.

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

**Revised Personnel Policy 5.17: Immunizations R35.18**

Ms. Lauf stated the attachment to Policy 5.17 was the only change to the policy. Marilyn Bremer moved to approve Policy 5.17: Immunizations.

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

**QUALITY**

**Environmental Health: Water Pollution Control Grant Update**

Jon Lindsay shared the Water Pollution Control Grant was obtained through the County Commissioner’s office. Health Department worked with Job and Family Services. 9 applicants were received requesting funds to repair, alter, or replace the sewage systems. One system has been completed and paid. All went very well, EPA worked very well with Health Department and
answered questions as soon as possible. In 2018, a notice was received that the grant application was for $200,000 for this year. Grant has been approved but the signed grant has not been received. Mr. Lindsay asked if there were any questions. There were no questions. Mr. Lindsay stated this takes time, owners are aware but it is going well.

**FINANCE**

**Approval of Bills**
The Board of Health reviewed April bills. Joel Miller moved the March bills be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers R36.18**
Sharon Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a) $1,500.00 from 5070-5200-51100 (Transfer) to 5070-5200-50350 (PERS) – Reproductive Health
- b) $1,422.37 from 5070-5200-50110 (Transfer) to 5070-5200-50020 (Salaries) – Reproductive Health
- c) $500.00 from 5070-5200-50110 (Transfer) to 5070-5200-50120 (Other) – Reproductive Health
- d) $300.00 from 5070-5200-50110 (Transfer) to 5070-5200-50120 (Other) – Reproductive Health
- e) $200.00 from 5070-5200-50110 (Transfer) to 5070-5200-50370 (Medicare) – Reproductive Health
- f) $200.00 from 5070-5200-50110 (Transfer) to 5070-5200-50040 (Supplies) – Reproductive Health

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

**Board of Health Approval for Disposed Items R37.18**
Mr. Adams shared the process for the Disposed Items. After board approval to dispose, all items in conference room A will be tagged for silent auction. Once auction is complete, all remaining items will be disposed of as per the Process for Silent Auctions policy.

Joel Miller moved to approve the list of Disposed Items. Marilyn Bremer seconded the motion. The motion passed unanimously.

**Approval of 2018 Sliding Fee Scale for Services R38.18**
Sharon Miller moved to approve the 2018 Sliding Fee Scale for services supported with grant funds from Ohio Department of Health (i.e., Sexual Health Program). The sliding fee scale is revised annually and published in the Federal Register. The scale is used to determine the fee clients must pay for services, based on family size and income here at the Health Department.

Joel Miller seconded the motion. The motion passed unanimously.

**EXECUTIVE SESSION: Personnel – discipline, compensation, and employment of public employee (s)**
Sharon Miller moved to go into Executive Session at 1:25p.m. for Personnel – discipline, compensation, and employment of public employee (s). Char Weber seconded the motion. The motion was passed by roll call vote: J. Miller (Yes), S. Miller (Yes), C. Weber (Yes), R. Richard
(Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Katie Nelson, Assistant County Prosecutor and Gwen Howe-Gebers, Prosecutor also participated. There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:12 pm.

**ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 2:15 p.m. Joel Miller moved for adjournment, and Char Weber seconded the motion. The motion passed unanimously.

Next meeting is scheduled for Wednesday, June 20, 2018, at 12:30 pm, at Henry County Engineering Building, 1823 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President      Mark Adams, Health Commissioner