HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, June 20, 2018

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

Staff Present
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Joy Ermie, MPH 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

Public Present
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 12:33 p.m. The meeting was held in the Henry County Health Department Conference Room A. A quorum was present.

EXECUTIVE SESSION: Personnel - discipline; compensation; and employment of public employees
Sharon Miller moved to go into Executive Session at 12:34 p.m. for confidential matters with legal counsel. Joel Miller seconded the motion. The motion was passed by roll call vote: J. Miller (Yes), R. Zachrich (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 also participated.

Katie Nelson left the meeting at 1:27 p.m.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 1:35 p.m.

APPROVAL OF CONSENT AGENDA R39.18
The Board of Health reviewed the consent agenda. Joel Miller moved to approve the consent agenda, consisting of the following items:
- Minutes of May 18, 2018, Board of Health meeting
B. Management Reports for May 2018:
   1. Health Commissioner, Community Health, Environmental Health, Personal Health, Home Health and Hospice, and Administration Monthly Section Reports
   2. May 2018 Communicable Disease Report
   3. May 2018 Service Statistics Report

C. People

D. Finance
   1. Financial Statements:
      The May 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 May 2018 was $2,409,755, a decrease of $148,636 from May 2018. The General Fund balance was $1,092,560 at the end of May, a decrease of $98,051 from April.
   2. Donations
      Donations totaling $380 for the benefit of Hospice and Help Me Grow.

E. Contracts and Agreements
   1. Personal Service Contract for Public Health Emergency Coordination Services - Ruth Gerding, MPH, RN, costs not to exceed $37,500.00. (7/1/18 - 6/30/19).
   2. Personal Service Contract for Maintenance Services - Mike Rauch at hourly rate of 25.00. (7/1/18 - 6/30/19).
   3. Notice of Award – 2018 Ohio Environmental Protection Agency Mosquito Control Grant (MCG), $7,500.00. (7/1/18 – 6/30/19).

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

**ACTION AND DISCUSSION ITEMS**

**PEOPLE R40.18**

Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. Marilyn Bremer moved to approve the following:

1. **FMLA - Leave of Absence without Pay:** Margaret Victoria Buttermore, approximately July 27, 2018 – January 11, 2019
   Mr. Adams noted Margaret Victoria Buttermore does not meet the requirements for Family Medical Leave. (FMLA).

2. **Revised Personnel Policy 6.01: Travel Expense Reimbursement**
   Ms. Ermie mentioned this policy was never approved in the past and the two changes made were the traveling and meal reimbursement sections.

3. **Travel for Caryn Busch to AHCC Home Health Compliance and Quality Outcomes training in Dallas, Texas with costs not to exceed $3,020.00**
   Mr. Adams stated training for Caryn would benefit from this training and the other two co-managers would be attending training in Columbus, OH.

4. **Consideration of wage adjustments**
   Mr. Adams shared the wage adjustments to be updated per years of experience and will be effective the first pay period of July. Next pay period to start on June 21, 2018

Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.
QUALITY
Big 10 Vaccination initiative R41.18
Ms. Lauf discussed previous actions taken by the BOH in 2013 in which the Henry County Health Department and Board of Health agreed to sign a letter to advocate towards legislative change regarding immunization requirements. The HCHD has this opportunity again to advocate for requiring Meningitis B vaccination to students entering The Ohio State University. Ms. Lauf discussed the importance of vaccinations for students of all ages and urged the BOH to sign a letter supporting the advocacy efforts regarding the “Big Ten Challenge” an initiative to require this vaccination for freshman entering The Ohio State University.

This process involves BOH support for this measure and agreeing to sign the draft letter from the Immunization Advocacy group. This letter will then be sent to President Drake of the Ohio State University.

Char Weber moved to approve the Big 10 Vaccination Initiative with Henry County Health Department. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Help Me Grow Accreditation update
Ms. Lauf stated the Help Me Grow (HMG) team has met the threshold to be accredited. The team will not be receiving an official letter or certificate due to the Health Families America HMG accreditation process in Ohio being a multi-jurisdictional state. Our individual program cannot reach accreditation on their own, the state must achieve accreditation and we will be included in that accreditation. Since HCHD HMG has met accreditation standards they may not need to go thru this accreditation process until all the sites have been accredited so it may be longer than the normal 5 year time period. Ms. Lauf stated how proud she was of the team.

FINANCE
Approval of Bills
The Board of Health reviewed May bills. Ryan Zachrich moved the May bills be approved for payment. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Contracts and Agreements R42.18
Joel Miller moved to approve the Shared services agreement for sanitarian with Fulton County Health Department:

a. Shared services agreement for sanitarian with Fulton County Health Department, 50/50 share with costs not to exceed $51,693.06.

Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Contracts and Agreements R43.18
Char Weber moved to approve the Contract consultation services with MEORC to conduct Strategic Planning:

b. Contract for consultation services with MEORC to conduct Strategic Planning Facilitation with costs not to exceed $5,000.00. (6/20/18 – 7/15/19).

Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Intrafund Transfers R44.18
Sharon Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. $100.00 from 5060-5200-50040 (Supplies) to 5060-5200-50100 (Advertising) – MCH Grant
b. $92.37 from 5070-5200-50040 (Supplies) to 5070-5200-50020 (Salaries) – Reproductive Health

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

New Scheduled time for Board of Health Meetings
A new scheduled time for future board of health meetings was discussed. It was agreed the new board of health meeting schedule will be on the third Tuesday’s of each month at 2 pm effective August 2018. Mr. Adams will be contacting Dr. Melinda Fritz and will be inviting her to the July 18, 2018 meeting.

ADJOURNMENT
There being no further business, Roger Richard called for a motion to adjourn at 2:14 p.m. Joel Miller moved for adjournment, and Ryan Zachrich seconded the motion. The motion passed unanimously.

Next meeting is scheduled for Wednesday, July 18, 2018, at 12:30 pm, at Henry County Health Department, 1843 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President               Mark Adams, Health Commissioner