HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, July 18, 2018

Board Members Present
Roger Richard, President
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
Katie Nelson, Assistant County Prosecutor
Gretchen Lammers, Nursing Supervisor, Putnam County Home Care and Hospice
Kris Bellman, Hospice Coordinator, Putnam County Home Care and Hospice
Pam Sager, Executive Director, Putnam County Home Care and Hospice

Call to Order and Introduction of Guests
Ryan Zachrich, 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.

Approval of Board of Health Minutes R45.18
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the Board of Health Minutes. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Bills
The Board of Health reviewed June bills. Marilyn Bremer moved the June bills totaling $304,661.33 be approved for payment. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Finance Report
The Board of Health reviewed June Finance Report. Char Weber moved the June Finance Report. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.
EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employees
Sharon Miller moved to go into Executive Session at 12:36 p.m. for confidential matters with legal counsel. Ryan Zachrich seconded the motion. The motion was passed by roll call vote: R. Zachrich (Yes), S. Miller (Yes), C. Weber (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Katie Nelson, Assistant County Prosecutor also participated.

Roger Richard arrived during Executive session at 12:38 pm
Katie Nelson left the meeting at 12:53 p.m.

Joy Ermie and Julie Lauf joined the Executive Session at 12:55 pm.

Ryan Zachrich stepped out of meeting at 12:55 pm, returned at 12:56 pm.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 1:25 pm.

Approval of Personnel R46.18
Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. Char Weber moved to approve the following two personnel changes:

a. Employment of Tante Lovins as part-time Health Educator 1, effective 7/23/2018 at an hourly rate of $20.50.

b. Consideration of appointment of new board member, Dr. Melinda Fritz, to the vacated seat of Dr. Douglas Lindsey.

Marilyn Bremer seconded the motion to approve the employment of Tante Lovins and Ryan Zachrich seconded the motion to approve the appointment of new board member, Dr. Melinda Fritz.

Both motions were passed unanimously, resulting in their adoption.

Approval of Vince’s Whirlwind Technologies Contract
Mr. Adams, Health Commissioner tabled discussion with this contract until further notice.

Approval of Contract with Brightree R47.18
Sharon Miller moved to approve the contract with Brightree for a total of $13,734.00 for start-up costs and for a three (3) year contract for subscription services totaling $116,361.00.

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

Approval of Professional Service Agreement with EK Computer Inc. R48.18
Char Weber moved to approve the professional service agreement with EK Computer for management and support of various hardware and software programs used by Henry County Health Department. Costs not to exceed $69.95 per hour. Nexus level 3 services are billed at $3,975.00 per month. This annual contract is effective August 1, 2018- July 31, 2019.

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

Approval of Parochial School Nursing Contracts (2018-2019) R49.18
Sharon Miller moved to accept all three contracts for school nursing services to the following three schools:

a. School nursing services to St. Augustine for $17.50 per student
b. School nursing services to St. Paul for $17.50 per student

c. School nursing services to St. John for $17.50 per student

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

**Approval of Intrafund Transfers, cash transfer and donations R50.18**

Marilyn Bremer moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

d. $4,000.00 from 5060-5200-50120 (Other) to 5060-5200-50020 (Salaries) – MCH Grant

e. $20,000.00 from 5030-5200-50120 (Other) to 5030-5200-50200 (Contract) – Hospice

f. $2,500.00 from 5000-5200-50020 (Salaries) to 5000-5200-50100 (Advertising) – Health Department

g. $5,000.00 from 5120-5200-50020 (Salaries) to 5120-5200-50040 (Supplies) – Hospice Restricted

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

i. Donations totaling $1,191 for the benefit of Hospice ($995), Health Department ($136) and Help Me Grow ($60.00).

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

**Approval of Reports R51.18**

Marilyn Bremer moved to approve the highlight reports from all managers as follows:

a. Health Commissioner (Submission of Service Statistics Report)

Mr. Adams presented the board with copies of the Performance Measures for HCHD. He noted the evaluations need to be done and shows up red in the reports. The report shows our weaknesses and strengths to direct us to do the jobs directly.

Other topics discussed were as follows:

1. Stats reports – sent to all board by Vi Ordaz
2. HEP A clinic – job well done by HCHD staff
3. Triathlon Team representing HCHD participated in Napoleon and finished
4. HCHD working on planning stages of a 5K or Triathlon
5. Open House scheduled for Tuesday, August 21, 2018 from 12 noon to 2 pm

b. Director of Nursing (submission of June 2018 Communicable Disease Report)

Ms. Lauf, Director of Nursing reported on the HEP A clinic. The clinic day went smoothly and we had a great team working clinic. The question asked the most was if Taco Bell was paying. Our response was that it was not their fault, nor the employee. Employee did what had to be done. Taco Bell employees vaccinated on a Saturday at Comfort Inn.

c. Director of Community Services – [Training] -presentation of quality improvement project (Sharon Meece)

Ms. Ermie, Director of Community Services spoke to fair items and mentioned HCHD will be participating in the parade during county fair. “Family and Friends” will be the theme with staff representing every program. Various items to be given out to community including lollipops during parade.
Ms. Sharon Meece, Quality Improvement Coordinator presented QI project. Ms. Meece reviewed the LEAN boot camp and the QI project the team worked on. The team reviewed and successfully updated the Seminar form.

d. Director of Finance
Julie McHugh, Director of Finance mentioned how all reports had already been presented and reviewed. Ms. McHugh had nothing else to add.

e. Office Administration
Viola Ordaz, Office Manager reported that Shelly Boehm, Office Assistant and Registrar attended the IPHES/EDRS update training in Columbus, OH. Shelly shared Vital Stats will have changes taking place with the affidavits for Birth and Death Certificates. Change with the state will be effective Tuesday, July 24, 2018. Shelly will be training the other two clerical staff on the changes.

f. HH/H
Mr. Adams reported effective July 1, 2018 the HHH staff went from Julie Lauf to Mark Adams. Julie Lauf reverted back to her old position title of Director of Nursing. Mr. Adams has been meeting with HHH managers and staff daily to find out what happens in HHH.

g. Help Me Grow
Ms. Lauf, Director of Nursing stated Early Track was the HMG reporting system which did not work well for the team. Ohio Comprehensive Home Visiting Integrated Data System (OCHIDS) is the new data entry system. Team working closely with EK to work out the bugs.

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

**New Scheduled time for Board of Health Meetings R52.18**
Ryan Zachrich moved to a new scheduled time for future board of health meetings. 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.

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

**ADJOURNMENT**
There being no further business, Roger Richard called for a motion to adjourn at 2:10 p.m. Ryan Zachrich moved for adjournment, and Marilyn Bremer seconded the motion. The motion passed unanimously.

Next meeting is scheduled for Tuesday, August 21, 2018, at 2:00 pm, at Henry County Health Department, 1843 Oakwood Avenue, Napoleon, OH.

Roger Richard, President

Mark Adams, Health Commissioner