HENRY COUNTY BOARD OF HEALTH MEETING  
Held Wednesday, August 21, 2018

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

Staff Present  
Mark H. Adams, RS, REHS, MPH, Health Commissioner  
Melissa Bostelman, Home Visitor-Henry County  
Sara Bullock, Interim Co-Clinical Manager of Home Health  
Tiffany Day, Home Visitor-Williams County  
Sara DoMoe, Home Visitor-Fulton County
Joy Ermie, MPH Director of Community Health Services  
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  
Allyson Smith, Home Visitor-Fulton/Henry County  
Jen Wagner, Help Me Grow Program Manager  
Breeanne York, Home Visitor-Fulton County

Public Present  
Jen Lazenby, Northwest Signal  
Bob Hastedt, County Commissioner

Call to Order and Introduction of Guests  
Roger Richard, called the Board of Health meeting to order at 2:01 p.m. The meeting was held in the Henry County Health Department Conference Room A. A quorum was present. Introduction of all in attendance were made due to several staff members and a new Board member.

Approval of Board of Health Minutes R53.18  
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the Board of Health Minutes. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Bills
The Board of Health reviewed July bills. Sharon Miller moved the July bills totaling $291,673.22 be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Fiscal Report
The Board of Health reviewed July Finance Report. Julie McHugh stated the packet was incorrect. Correct copies were distributed. Joel Miller moved to approve the July Finance Report with attachments. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Personnel R54.18
Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. The following personnel changes were reviewed and approved:

a. Appointment of 2- HHH Registered Nurse II.
   i. Joel Miller approved appointment of HHH RN II as presented and contingent as offered. Char Weber seconded the motion.

   i. Sharon Miller approved the HMG Visitor. Marilyn Bremer seconded the motion.

c. Resignation of HHH Registered Nurse II.
   i. Char Weber approved the resignation of HHH RN II. Marilyn Bremer seconded the motion.

d. Notice to terminate personal service contract.
   i. Marilyn Bremer approved to terminate the personal service contract for Mike Rauch. Joel Miller seconded the motion.

e. Consideration of proposed wage adjustments.
   i. Sharon Miller approved the wage adjustment of three (3) HHH staff as presented. Char Weber seconded the motion.

f. Approval of secondary employment of Tante Lovins.
   i. Char Weber approved the secondary employment of Tante Lovins. Marilyn Bremer seconded the motion.

g. Nancy Bannister – retirement effective January 3, 2019, with her last day of work being on Friday, December 28, 2018.

All motions were passed unanimously, resulting in their adoption.

Approval to lease seven (7) Chevy Trax LS from Hamler Chevrolet at $266.00 per month for 40 months R55.18
Mr. Mark Adams, Health Commissioner shared how Hamler Chevrolet was willing to work with Henry County Health Department by eliminating a down payment. Vehicles to be used for both Home Health/Hospice and Help Me Grow programs.

Joel Miller moved to lease seven (7) Chevy Trax LS from Hamler Chevrolet at $266.00 per month for 40 months. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Board meeting schedule for remainder of 2018 R56.18
Mr. Adams, Health Commissioner shared with the board the new board of health meeting schedule which will be on the third Tuesday’s of each month at 2 pm effective August 2018 through December 2018.

Ryan Zachrich moved to a new scheduled time for rest of 2018 board of health meetings. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of policy, “Vacation (Personnel Policy 5.03)” R57.18
Mr. Adams, Health Commissioner discussed with board members about editing the vacation policy from 4 weeks to 5 weeks with staff of 15 years seniority, effective August 30, 2018. This change is effecting only 4 employees. A shared concern of board and agency was carryover of vacation time and payouts at retirement. Health Department is encouraging employees to use their vacation and Ms. McHugh is monitoring vacation by sending reports to managers every pay period.

Joel Miller moved to approve policy, “Vacation” (Personnel Policy 5.03)”, effective August 30, 2018.
Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Consideration of new policy, “Education Reimbursement”
Mr. Adams, Health Commissioner introduced the interest of a benefit to the employees and agency. A policy for Education Reimbursement is being reviewed and worked on with the intentions of keeping knowledge and retaining employees. Great discussion held about budget involved and guidelines. Policy will be edited and presented at September meeting.

Approval of MOU with Filling Home R58.18
Ms. Ermie, Director of Community Health Services stated explained the MOU to the board. She shared if county was in a crisis of flood or tornado, there will be a need to show the state level that we can continue services with different locations around the county. Their conference room is all we need, most work out of their home.

Marilyn Bremer moved to approve the MOU with Filling homes of Mercy, Inc. for the next 10 years from the signed date of approval.
Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of payment to Putnam County Homecare and Hospice in the amount of $4,860.00 for consultative services R59.18
Mr. Adams, Health Commissioner stated after review, Putnam County Homecare and Hospice gave HCHD. Putnam County shared some information and reports that we can use, this eliminates some of their cost when they came to look at HH/H program. As discussed last month, payment of ½ cost would be $4,860.

Sharon Miller moved to approve payment of $4860. For consultative services to Putnam County Homecare and Hospice.
Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Disposed Items R60.18
Mr. Adams shared the updated list of disposed items given to all board members. Mr. Adams also proposed increasing the dollar amount of the tracked inventory items from $25.00 to $500.00-$1,000, to be discussed at future meeting.

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

Approval of conversion of cash advances for 2016 and 2017 to cash transfers R61.18
Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. $5,000.00 from 5000-5200-51110 (Health Appropriation Transfer) to 5040-5200-40410 (PHEP Revenue Transfer) – 10/26/16
b. $5,000.00 from 5000-5200-51110 (Health Appropriation Transfer) to 5040-5200-40410 (PHEP Revenue Transfer) – 07/19/17
c. $5,000.00 from 5000-5200-51110 (Health Appropriation Transfer) to 5060-5200-40410 (MCH Revenue Transfer) – 04/13/16
d. $10,000.00 from 5000-5200-51110 (Health Appropriation Transfer) to 5060-5200-40410 (MCH Revenue Transfer) – 12/19/16

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

Approval of Intrafund Transfers, cash transfer and donations R62.18
Char Weber moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. $4,000.00 from 5060-5200-50120 (Other) to 5060-5200-50020 (Salaries) – MCH Grant
b. $20,000.00 from 5030-5200-50120 (Other) to 5030-5200-50200 (Contract) – Hospice
c. $2,500.00 from 5000-5200-50020 (Salaries) to 5000-5200-50100 (Advertising) – Health Department
d. $5,000.00 from 5120-5200-50020 (Salaries) to 5120-5200-50040 (Supplies) – Hospice Restricted
e. $15,000.00 from 5000-5200-51110 (Health Appropriation Transfer) to 5050-5200-40490 (Environmental Health Revenue Transfer)
f. 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 R63.18
Marilyn Bremer moved to approve the highlight reports from all managers as follows:

a. Health Commissioner (Submission of Service Statistics Report)
   Mr. Adams discussed the following topics:
   1. Presentation of service statistics were mentioned
   2. PHSCO Update: Nothing to report
   3. Contract information: Hamler Chevy, lowest bid from both county businesses.
   4. Division news: Fair was huge, our presence and display was received with accolades from many people. Mr. Miller reported receiving great facts.
5. Room setup. Next month the tables will be set-up differently for this meeting. Staff, board, media and visitors will be here during meetings.

6. Mr. Adams asked if a board member like to be involved with the strategic planning process. Joel Miller and possibly Char Weber? Char Weber volunteered to be part of team.

7. AOHC Annual meeting for board of health members, 9/15/2018. Orange Branch of the Delaware County Library, 7171 Goodling Blvd. Delaware, OH 43015. AOHC.net for more information. Will take place at 10am. If needing more info, email oabh_2@yahoo.com. It was agreed that Roger Richard, President would need to attend. Mr. Adams offered to others to attend if interested.

b. Director of Nursing (submission of June 2018 Communicable Disease Report) – Julie Lauf, recognized the HMG team on achieving accreditation. Ms. Lauf introduced each staff member and the county they served to the board. Maggie Buttermore (maternity leave) and new hire Zoey Rosselit were not present. Ms. Lauf presented the plaque to Jen Wagner and stated how this accomplishment was all on Jen Wagner’s shoulder on how to do and it was a big deal. Other counties receive federal funding, we did not. HMG team will not receive official notice until the State of Ohio gets Healthy Families America Accredited.

c. Director of Community Services – No report

d. Director of Finance – Mr. Adams stated the Audit was completed and great job done. Copy of audit was received today and a copy will be forwarded to the board.

e. Office Administration - No report

f. HH/H

Mr. Adams shared how he went through and separated positions in HH/H by logistics and clinical shorts. Caryn Busch will continue being the QUAPI – pulling cases and making sure they are by quality care with Medicare. Six (6) cases have been pulled and reviewed. Looking at individual plans and how to approach. Working heavily with marketing campaigns with Bethany Wachter.

g. Help Me Grow – Presentation and plaque given to the HMG team by Julie Lauf, along with cake to celebrate their accomplishment of accreditation.

Ms. Lauf also wanted to give a shout out to the new CHW program. Susan Davis, Community Health Advocate and Julie Saputo, RN have both been sustaining the program which now has six (6) persons fully enrolled. They also took over the Cribs for kids, distributed 60 cribs to families. Still some families on waiting list. Susan Davis also incorporated texting to the families enrolled.

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

EXECUTIVE SESSION: Personnel - discipline; compensation; and employment of public employee(s)

Joel Miller moved to go into Executive Session at 3:00 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), J. Miller (Yes), Dr. Melinda Fritz (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz,
Office Manager, Carol Joost, HH/H Administrative Manager, Sara Bullock, Interim Co-Clinical Manager of Home Health, Jen Wagner, HMG Program Manager also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 3:15 pm.

Ryan Zachrich stepped out of meeting after Executive Session at 3:14pm, returned at 3:16pm.

**ADJOURNMENT**
There being no further business, Roger Richard called for a motion to adjourn at 3:18 p.m. Joel Miller moved for adjournment, and Ryan Zachrich seconded the motion. The motion passed unanimously.

Next meeting is scheduled for Tuesday, September 18, 2018, at 2:00 pm, at Henry County Health Department, 1843 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President        Mark Adams, Health Commissioner