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Anne Goon, MS, RD, LD, Health Commissioner

HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, December 14, 2016

Board Members Present

Roger Richard, President
Marilyn Bremer, RN
Doug Lindsey, MD
Sharon Miller
Char Weber
Al Wiederwohl

Staff Present

Anne Goon, MS, RD, LD, Health Commissioner
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Fiscal Officer
Vi Ordaz, Office Manager
Marianne Shawley, RN, BA, Quality Improvement/Accreditation Coordinator
Bethany Wachter, MPH, Director of Community Health Services

Public Present

Jen Lazenby, Northwest Signal
Bob Hastedt, County Commissioner

CALL TO ORDER AND INTRODUCTION OF GUESTS

Roger Richard, President, called the Board of Health meeting to order at 12:35 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present. No guests were in attendance.

APPROVAL OF CONSENT AGENDA R102.16

Marilyn Bremer moved to approve the consent agenda, consisting of the following items:

- A. Minutes of November 16, 2016, Board of Health meeting
- B. Management Reports for November 2016:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. November 2016 Communicable Disease Report
 4. November 2016 Service Statistics Report
 5. Performance Management and Accreditation Reports
- C. Personnel
 1. Employment: Amberly Abbott, RN, intermittent PHN 2, Home Health/Hospice, effective 12/8/16, at an hourly rate of \$25.00
 2. Resignation: Cheryl Chupa, RN, Home Health/Hospice, effective 12/2/16

D. Financial Statements

The total cash balance for November 2016 for all funds combined decreased by \$58,264.74 to \$3,266,455.64. The general fund balance was \$1,514,333.01 at the end of November, a decrease of \$45,460.82 from October. The general fund balance is currently at 10.9 months of operating reserves (273% of the 2016 minimum fund balance goal).

E. Contracts and Agreements:

1. Personal Service Contract for American Sign Language Interpretation- Cindy Gustwiller

Ms. Gustwiller is again contracted to provide ASL interpretation as needed at an hourly rate of \$30.00 (max of \$2,000 per annum).

2. Personal Service Contract for Spanish Translation- Alysa Short

Ms. Short is again contracted to provide translation services of written materials and text from English to Spanish (and vice versa) as needed at an hourly rate of \$40.00 (max of \$4,000 per annum).

3. Personal Service Contract for Spanish Interpretation- Adriana Lopez

Ms. Lopez is again contracted to provide interpretation services for Spanish-speaking clients as needed at an hourly rate of \$30.00 (max of \$4,000 per annum).

Char Weber seconded the motion. The motion passed unanimously.

ACTION AND DISCUSSION ITEMS

Health Commissioner's Report:

Commissioner Goon provided updates on important activities completed during the past 30 days and/or occurring in the next 30 days:

1. Helping Residents Obtain Health Insurance Coverage: Jennifer Imthurn and Susan Davis have achieved the status of Certified Application Counselors, and Julie Saputo is nearing this goal. A staff team is working on the details for implementing this new service and promoting it to the public.
2. Facility Renovation Plan: Ms. Goon met with architects from Technicon Design Group on the first draft of how to renovate the former dental clinic and other areas to better meet current and future needs. Technicon Design Group will be returning with a second draft in 4-6 weeks. Once the basic project parameters are met, staff input will be sought to fine-tune the plans.
3. May 2017 Board meeting date: Ms. Goon requested a date change for the May Board meeting, since it falls when she is required to attend the Combined Public Health conference (in order for our health dept. to achieve our state subsidy funds). The meeting was rescheduled for Wednesday, May 24, 2017.

PEOPLE

Recognition of Service Milestone – Doug Lindsey, MD

Ms. Goon reported that the process for recognizing staff and Board service milestones has been modified to reflect suggestions received from staff and management team members. While staff and Board members reaching service milestones will be honored at an annual recognition luncheon as per policy, service pins are being awarded quarterly to provide more immediate recognition. Ms. Goon recognized and awarded a five-year service pin to Doug Lindsey, MD, for completing five

years of service on the Board of Health in October 2016. He will be invited to be a guest at the April 2017 luncheon

Recognition of Board Continuing Education Achievement

Ms. Goon awarded certificates of recognition to six Board members for exceeding Ohio’s continuing education requirements for calendar year 2016. Ohio Revised Code requires Board of Health members to complete at least two hours of continuing education annually in ethics, public health principles, and Board members’ responsibilities. Failure to meet this requirement is a failure to meet the state minimum standards for local health districts and may result in a loss of state subsidy.

QUALITY

Third and Final Reading – Proposed Food Fees for 2017-2018 license year R103.16

Jon Lindsay presented the proposed fee schedule for food service operations and retail food establishments for the 2017-2018 licensing period for a third and final reading. No changes were recommended to the proposed fees.

Char Weber moved the adoption of the following resolution:

Whereas, the Henry County General Health District, is acting under the authority vested in it by the Ohio Revised Code; and

Whereas, Retail Food Establishment License fees are adopted in the form of rules under authority of section 3717.25 of the Ohio Revised Code; and

Whereas, Food Service Operation License Fees are adopted in the form of rules under authority of Section 3717.45 of the Ohio Revised Code; and

Whereas, the Ohio Department of Health and Ohio Department of Agriculture have established rules governing the categories and methodology for establishing fees for the Food Service and Retail Food Establishment programs; and

Whereas, the adopted fees are necessary to cover the costs of administering the Food Service and Retail Food Establishment programs in Henry County; and

Whereas, the Ohio Department of Health and Ohio Department of Agriculture have established an additional fee to be collected and transmitted to the state; and

Whereas, 3701-21.02 OAC and 901:3-4-02 require a 25% late fee for the programs governed by these sections;

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that after giving due thought and proper consideration, the following fee schedule be adopted and become effective on January 1, 2017.

I. Food Service Operations and Retail Food Establishments

A. License fees Operations < 25,000 square feet

- 1. Risk Level I \$ 105.58 plus state fee
- 2. Risk Level II \$ 118.86 plus state fee
- 3. Risk Level III \$ 226.67 plus state fee
- 4. Risk Level IV \$ 287.22 plus state fee

B. License fees Operations ≥ 25,000 square feet

- 1. Risk Level I \$ 152.32 plus state fee
- 2. Risk Level II \$ 160.28 plus state fee
- 3. Risk Level III \$ 566.57 plus state fee

- 4. Risk Level IV \$ 600.57 plus state fee
- C. Other License fees
 - 1. Mobile Operations \$ 108.36 plus state fee
 - 2. Temporary Operations \$ 20.92 per day of event
 - 3. Vending Locations \$ 15.08 plus state fee
- II. Late Fee
 - A. Late Fee Penalty 25% of local license fee

Previous Regulations

Regulations previously adopted by the Board governing Fee Schedules for the Food Service and Retail Food Establishment programs are hereby amended.

Effect of Partial Invalidity

Should any part of this regulation be declared invalid or unconstitutional for any reason, the remainder of this regulation shall not be affected thereby.

Effective Date

The effective date of this regulation shall be January 1, 2017.

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

FINANCE

Approval of Bills

The Board of Health reviewed the November bills. Sharon Miller moved that the November bills be approved for payment. Dr. Doug Lindsey seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers R104.16

Dr. Doug Lindsey moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. \$12,000.00 from 5030-5200-51110 (Transfer) to 5030-5200-50350 (PERS)- Hospice
- b. \$20,000.00 from 5030-5200-51110 (Transfer) to 5030-5200-50120 (Other)- Hospice
- c. \$10,000.00 from 5000-5200-50040 (Supplies) to 5000-5200-50120 (Other)- Health
- d. \$4,000.00 from 5000-5200-50040 (Supplies) to 5000-5200-50110 (Travel)- Health
- e. \$125.00 from 5000-5200-50200 (Contracts) to 5000-5200-50520 (Insurance)- Health
- f. \$500.00 from 5050-5200-50040 (Other) to 5050-5200-50620 (Insurance)- Environmental Health
- g. \$3,800.00 from 5040-5200-51110 (Transfer) to 5040-5200-50020 (Salaries)- PHEP

Al Wiederwohl seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Operational Budget for 2017 R105.16

Ms. Goon presented the 2017 operational budget, which encompasses all Health Department funds and reflects appropriations and severance. The budget totals \$4,220,305, 3.6% more than the 2016 budget. No changes were made from the 2017 appropriations approved by the Board in March 2016.

Marilyn Bremer moved to approve the Health Department's 2017 operating budget as presented. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Acceptance of Donations

Char Weber moved to accept \$208.00 of donations received during November 2016. Dr. Doug Lindsey seconded the motion. The motion passed unanimously, resulting in its adoption.

Acceptance of Grant Notice of Award and Related Budget R106.16

Sharon Miller moved to accept the Notice of Award and Related Budget for the Ohio Human Trafficking Prevention Project Grant- Ohio Children’s Trust Fund (\$15,000.00). Health Educator Leah Budke, MPH, wrote this grant application with support from Reproductive Health and Wellness Program Manager Barb Hoffman, CNP. This new funding will allow the Health Department to work with non-traditional (like truck stops) and traditional partners (e.g., area schools) to increase awareness and understanding of what human trafficking is, how to protect oneself from being trafficked, and how to help others who are being trafficked.

Char Weber expressed her support for this important effort and seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Contracts and Agreements R107.16

Dr. Doug Lindsey moved to approve the following contract/agreement:

- a. Contract/Agreement Program Application for Family Caregiver Support Program Application for Program Years 2017-2018- Area Office on Aging

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

BOARD OF HEALTH CONTINUING EDUCATION: *Ethical Decision Making*

Ms. Goon reported that the Health Department will need to establish an ethics committee and/or demonstrate how it uses a public health ethics decision-making framework to meet the next version of PHAB accreditation standards. As a first step in this process, the Board of Health viewed a pre-recorded presentation by retired Mahoning County Health Commissioner Matt Stefanak, MPH, who addressed ethical decision making for local health departments. Mr. Stefanak reviewed the 12 Principles of Ethical Practice of Public Health (the “Code”) and the differences between clinical/medical and public health ethics. He described Public Health Accreditation Board (PHAB) accreditation measures related to ethical public health practice. Mr. Stefanak provided an example of how a health department would apply ethical decision making when determining what actions to take when a child has high blood lead levels and the family requests more time to comply with an order to eliminate the lead hazards in their home.

EXECUTIVE SESSION: EMPLOYMENT AND COMPENSATION OF PUBLIC EMPLOYEES

Roger Richard moved to go into Executive Session at 1:20 pm for employment and compensation of public employees. A. Wiederwohl seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard (Yes), A. Wiederwohl (Yes), C. Weber (Yes), Dr. D. Lindsey (Yes), and M. Bremer (Yes). Health Commissioner Anne Goon participated in this session. Director of Personal Health Services Julie Lauf, Fiscal Officer Julie McHugh, and Help Me Grow Program Manager Jennifer Wagner participated in a portion of the session.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:15 pm.

The following items from the Executive Session required board action.

Adoption of Modified Workweek Schedule Program Policy R108.16

Char Weber moved the adoption of the following resolution:

Whereas, Ohio Revised Code 124.394 allows the Henry County Board of Health to establish a modified workweek schedule program in the event of a fiscal emergency; and

Whereas, the Board of Health must establish a fiscal emergency exists based on one of the following reasons:

1. A fiscal emergency declared by the governor under O.R.C. § 126.05.
2. A fiscal watch or fiscal emergency declared or determined by the auditor of state under O.R.C. § 118.023 or 118.04.
3. A lack of funds as defined by O.R.C. § 124.321.
4. Reasons of economy as described by O.R.C. § 124.321.

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that Personnel Policy 4.11 Modified Workweek Schedule Program be adopted, effective immediately.

Al Wiederwohl seconded the motion, and the motion passed unanimously resulting in its adoption.

Approve Implementation of Modified Workweek Schedule Program in Help Me Grow Home Visiting Program R109.16

Sharon Miller moved the adoption of the following resolution:

Whereas, Ohio Revised Code 124.394 allows the Henry County Board of Health to establish a modified workweek schedule program; and

Whereas, the Board of Health has adopted Personnel Policy 4.11 Modified Workweek Schedule Program to establish a modified workweek schedule program; and

Whereas, Help Me Grow Home Visiting services are a voluntary (non-mandated) service that the Board of Health has chosen to provide; and

Whereas, the Board of Health has determined that Help Me Grow Home Visiting services must generate adequate revenues to cover program expenditures; and

Whereas, Help Me Grow Home Visiting expenditures have exceeded actual and anticipated revenues for services provided through November 30, 2016, by \$12,565; and

Whereas, the need to implement a Modified Workweek Schedule Program in the Help Me Grow Home Visiting program has been identified for reasons of economy;

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that the sole full-time Help Me Grow Service Coordinator/Home Visitor position be reduced from 35 hours to 28 hours per week, effective the pay period beginning January 5, 2017.

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

Approve Employee Wellness Benefits for 2017 R110.16

Char Weber moved to approve the following employee wellness benefits for 2017:

1. \$500.00 Health Savings Benefit for all staff eligible for health insurance coverage
 - a. This benefit would be paid in the same manner as in 2016, with quarterly deposits of \$125 into health savings accounts for employees on the Health Department health insurance plan and \$125 taxable payments for eligible employees not enrolled in the Health Department health insurance plan. The deposits/payments would be made at the conclusion of each quarter; eligible employees would have to be employed at the end of the quarter to be eligible

for the payment. The maximum cost to the Health Department for this benefit would be approximately \$15,000 (30 eligible staff x \$500@).

2. Free Health Risk Assessment for all staff, regardless of health insurance or employment status
 - a. This benefit would be offered to all intermittent, part-time, and full-time Health Department staff at the Board of Health's expense. Henry County Hospital would measure blood cholesterol, blood glucose, blood pressure, and body mass index (BMI) for employees choosing to participate. Each employee would also complete a secure online questionnaire regarding their health habits (e.g. smoking, eating habits, seat belt and bike helmet usage). Each person would receive an individualized assessment with feedback online, using their own personal password. The Health Commissioner and the chairperson of the Employee Wellness Committee would receive an aggregate report outlining the health status of the entire group, which would allow the Wellness Committee to create and implement wellness initiatives that target staff's needs.
 - b. The maximum cost to the Health Department for this benefit would be \$750 (50 staff x \$15@).

Dr Doug Lindsey seconded the motion, and the motion passed unanimously resulting in its adoption.

Approve Cost of Living and Merit Adjustments R111.16

Dr Doug Lindsey moved the adoption of the following resolution:

Whereas, Henry County General Health District seeks to be the public health employer of choice in northwest Ohio; and

Whereas, the Henry County Board of Health wishes to provide wages competitive with other public health employers; and

Whereas, the Henry County Board of Health desires to communicate to employees that their services are valued and appreciated;

Therefore, be it resolved by the District Board of Health of Henry County, Ohio, that:

- Merit increases be approved for all staff meeting 2016 performance goals, effective the pay period beginning February 2, 2017. Merit increases will be capped at a maximum of 1.6%. A 0.4% increase will be given for each of four performance goals successfully met.
- A 1.4% cost-of-living adjustment be approved for all non-contractual staff, effective the pay period beginning February 2, 2017. Staff currently on probationary status will be eligible for the adjustment upon successful completion of their probationary period. Ineligible employees are those whose hourly wage is already at the maximum of their pay grade and those whose Health District employment begins after the date of this resolution.

Al Wiederwohl seconded the resolution, and the motion passed unanimously resulting in its adoption.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:18 pm. Marilyn Bremer moved for adjournment, and Sharon Miller seconded the motion. The motion passed

unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, January 18, 2017, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary